

June 13, 1932.

Mr. Lawrence Hall Fowler  
347 N. Charles Street  
Baltimore City.

Dear Mr. Fowler,

The following is a skeleton of requirements for the Hall of Records Building, as approved by the Executive Committee, at their meeting On June 10th.

1. Colonial architecture in the period of the original portion of the State House of 1772, at Annapolis. (Exterior and interior).
2. Thoroughly fireproof construction throughout.
3. Reception Room of generous proportions, where historic objects, pictures, etc., may be displayed.
4. Office for Superintendent and Secretary.
5. Stack Room or Rooms, for historic records, with modern filing system to accommodate books, papers, manuscripts, etc. These records are the old colonial records and Chancery papers now in the Land Office at Annapolis, and in the cellar of Dr. Wesh's Library at Hopkins. It is anticipated that the future will bring in records from the County seats, and other private collections.
6. Research Room, with suitable furniture and proper daylight. Furniture to be similar to Peabody central students work room, first floor Peabody Institute. Provision for ten tables.
7. Repair and Binding Room, with suitable equipment.
8. Photostat Room, with equipment for making authentic copies.
9. Assembly Room, with rostrum, seating 100,- for lectures conferences, etc.
10. Ladies Lavatory.
11. Men's Lavatory.
12. Janitors Room and lavatory.
13. Heating plant and mechanical equipment.
14. General storage Room.

Any further information you may desire will be cheerfully given, and the Committee looks forward with much interest to the submission of your preliminary sketches.

Sincerely,

(signed) Geo. R. Callis, Jr.  
Chairman of Memorials Committee.

Copies to:- Governor Ritchie  
Mr. Marbury  
Mr. Andrews

LAURENCE · HALL · FOWLER

ARCHITECT

347 · N · CHARLES · STREET  
BALTIMORE · MARYLAND

- HALL OF RECORDS -

The Hall of Records is planned for concentrating and preserving, in one location, all non-current public papers and other important documents relating to Maryland.

It is designed in the Colonial style, as appropriate to the event commemorated, and as in harmony with the structures of that period, characteristic of Annapolis.

The building is approximately eighty feet square and of fireproof construction:- the exterior walls being of a hand made brick, selected to match the old brick work of Annapolis.

A six tier stack room, for the storage of the records, occupies the central part of the building. This space is entirely lighted by electricity, and the air is conditioned, to give the temperature and humidity best suited for the preservation of paper and bindings.

On three sides of this central stack room are arranged, in three stories, the various administrative units required for properly taking care of the records, and for making them available to research workers.

The first floor is entered through a vestibule. Here will be a suitably inscribed tablet, and cases for the exhibition of rare documents.

To the right, is the public research room, with adjoining catalogue room, and other rooms for special study. To the left, are the stairs, elevator, and two administrative offices.

On the second floor are offices for an archivist and assistants, with space for cataloguing and work rooms for repairing the records.

In the basement floor, space and equipment is provided for photographic and other reproductive work. On this floor also, is located the heating and ventilating machinery. Two electric book lifts are provided - one to serve the stack room, and the second for the other portions of the building.

**OWNER TAKING BIDS DUE DEC. 27,**

**3 P. M.**

**MEMORIAL HALL OF RECORDS,**

**\$200,000.**

Annapolis, Md.

**OWNER**—State of Md., Board of Public Works, Union Trust Bldg., Balto.

**ARCHT.**—Lawrence Hall Fowler, 347 N. Charles St.

**ENGRS.**—(struct.), Herman Doeleman, Balto. Trust Bldg.; (mech.), Henry Adams, Calvert Bldg.

Brick; 3-story; 78x77.

Project to be figured under the rules of the Public Works Administration.

Obtain plans and specifications from Archt. Deposit of \$10 required.

**TAKING BIDS DUE DEC. 28TH.**