

### HALL OF RECORDS COMMISSION

Chairman: Simon E. Sobeloff, Chief Judge Court of Appeals

Theodore R. McKeldin, Governor; J. Millard Tawes, Comptroller; Richard D. Weigle, President, St. John's College; George L. Radcliffe, President, Maryland Historical Society; William L. Marbury, President, Board of Peabody Institute; Lowell J. Reed, President, Johns Hopkins University.

Morris L. Radoff, Archivist and Records Administrator

Gust Skordas, Assistant Archivist

Edward N. Johnson, Assistant Records Administrator

Hall of Records, Annapolis

Telephone: Colonial 3-4111

The Hall of Records Commission was created by an act of the General Assembly of 1935. The Commission is an ex-officio body. It supervises and controls the Hall of Records and appoints the Archivist, who is responsible for the functioning of the agency (Code 1951, Art. 41, secs. 148, 149).

State agencies as well as the counties, cities and towns of Maryland are authorized to offer for deposit at the Hall of Records, all files, documents and records not in current use. Should the Archivist decline to accept the materials offered, permission to destroy them may be requested from the Board of Public Works. If permission is granted and destruction is completed, a certificate of destruction must be filed with the Hall of Records (Code 1951, Art. 41, secs. 153, 154, 155).

While many records are offered to the Hall of Records Commission at the discretion of the custodians, it is required that all records, which are in the courthouses of the State and which were created prior to April 28, 1788, the date of ratification of the United States Constitution by the State of Maryland, be deposited at the Hall of Records (Code 1951, Art. 41, sec. 152). In addition to the above, the non-current records of many State agencies have been deposited with the Hall of Records and the Archivist has on file microfilm copies of all county deeds as well as miscellaneous probate records through 1850 and of wills through 1950. Where records have been deposited with the Hall of Records, the Commission is authorized to prepare certified copies or photographic reproductions upon request (Code 1951, Art. 41, secs. 153, 157; Acts 1953, ch. 437).

State agencies are required by law to establish a continuing program for the management of their records. The Hall of Records provides assistance and guidance in the development and furtherance of the State Records Management Program. The program provides for the use of records retention schedules which establish the period and method of retention of records. Such schedules must be approved by the Hall of Records and when destruction is recommended, must also be approved by the Board of Public Works. The Hall of Records is responsible for inspecting the records and records management practices of all State agencies and is also required to review the proposals for the purchase or rental of record equipment, storage space and services (Acts 1953, ch. 436).

The Hall of Records microfilms or supervises the microfilming of all current deeds, mortgages and releases recorded in the courthouses of the State which are required to be deposited annually in the office of the Commissioner of the Land Office. Copies of these films are also deposited with the State Tax Commission for use in the preparation of local tax maps. Limited facilities are available for the filming of