

and destruction is completed, a certificate of destruction must be filed with the Hall of Records (Code 1951, Art. 41, secs. 153, 155).

While many records are offered to the Hall of Records Commission at the discretion of the custodians, 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, must be deposited at the Hall of Records (Code 1951, Art. 41, sec. 152). The records of all State agencies, boards, and commissions which are abolished or otherwise cease to function also must be transferred to the custody of the Hall of Records Commission (Code 1951, 1957 supp., Art. 41, sec. 152A). In addition to the above, 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 wills and Orphans' Court proceedings through 1950. Where records have been deposited with the Hall of Records, the Commission is authorized to prepare certified copies and photographic reproductions upon request (Code 1951, Art. 41, secs. 153, 157; Code 1957 supp., Art. 41, sec. 154). The Hall of Records is equipped to repair and restore records committed to its custody.

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 inspects the records and records management practices of all State agencies and reviews the proposals for the purchase or rental of record equipment, storage space, and services (Code 1951, 1957 supp., Art. 41, sec. 156).

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 records of the various State agencies.

The Hall of Records also maintains a library of official publications of the various State agencies, and all State agencies must deposit one copy of each official publication at the Hall of Records (Code 1951, Art. 41, sec. 121). The Hall of Records is further responsible for the editing and preparation of the MARYLAND MANUAL.

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Staff: 17		

DEPARTMENT OF INFORMATION

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The Department of Information was authorized by the Board of Public Works in 1948 as a division of the Hall of Records Commission.