

State agencies, counties, cities and towns in Maryland are authorized to offer for deposit at the Hall of Records all files, documents, and records not in current use.

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 Maryland, must be deposited at the Hall of Records. The records of all State agencies, boards, and commissions which are abolished or otherwise cease to function must also be transferred to the custody of the Hall of Records Commission.

State agencies are required by law to establish a continuing program for the management of their records. The Commission provides assistance and guidance in the development of the State Records Management Program including the establishment of record retention schedules and microfilming activities.

All current deeds, mortgages, and releases recorded in the courthouses of the State are microfilmed and preserved at the Hall of Records for security purposes. Limited facilities are available for the filming of records of State agencies.

By several Acts of Assembly, the Hall of Records has been designated as an official depository for the publications of State agencies (Code 1957, 1971 Repl. Vol., Art. 40, sec. 53) and for all codes published by local governments, both county and municipal (Code 1957, 1973 Repl. Vol., Art. 25, sec. 32A, sec. 8B). Since 1967, the Hall of Records has been a depository for measures changing the charters of municipal corporations (Code 1957, 1973 Repl. Vol., Art. 23A, sec. 17A).

Hall of Records Commission also edits, compiles, publishes and distributes the MARYLAND MANUAL (Code 1957, 1971 Repl. Vol., Art. 41, secs. 104-106).

Chapter 488 of the Acts of 1966 transferred the functions, records, responsibilities and employees of the Commissioner of the Land Office to the Hall of Records Commission. Under the provisions of Chapter 355 of the Acts of 1967, the Archivist was designated as the Commissioner of Land Patents and assigned the responsibility of issuing land patents and conducting caveat hearings. In performing these duties, he acts independently of the duties imposed on him as Archivist (Code 1957, 1973 Repl. Vol., Art. 21, secs. 13-101 to 13-117). The Hall of Records Commission serves as the official depository for the duplicate copies of subdivision plats formerly sent to the Land Office as insurance against the loss of the originals (Code 1957, 1973 Repl. Vol., Art. 21, sec. 3-108; Art. 17, secs. 59-62).

Appropriations	1973	1974
General Funds	\$402,813	\$477,240
Reimbursable Funds	\$ 67,847	\$147,016
	<hr/>	<hr/>
Total	\$470,660	\$624,256

Staff: 1973, 33; Staff: 1974, 41.