

The Hall of Records Commission, an ex officio body originally created by Chapter 18, Acts of 1935, had its membership altered by Chapter 97, Acts of 1970. The Commission supervises and controls the Hall of Records, which consists of two main divisions—the Archives Division and the Records Management Division. All papers, records, relics, and other memorials connected with the early history of Maryland not required for the necessary operation of any other office are under the supervision of and belong to the Hall of Records Commission (Code 1957, Art. 54).

### Archives Division

Dr. Edward C. Papenfuse, *State Archivist*

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Public Searchroom Open Mon.-Sat., 8:30-4:30

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.

State agencies are required by law to have their records placed on retention and disposal schedules. No records of State agencies can be destroyed without scheduling and the prior approval of the Hall of Records Commission.

All records that are in the courthouses of the State and that were created prior to April 28, 1788, the date of ratification of the U. S. Constitution by Maryland, must be deposited at the Hall of Records. The Records of all State agencies, boards, and commissions that are abolished or otherwise cease to function must also be transferred to the custody of the Hall of Records Commission.

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, Art. 40, sec. 53) and for all codes published by local governments, both county and municipal (Code 1957, Art. 25, sec. 32A, Art. 25A, secs. 7 and 9A; Art. 25B, secs. 7, 12). Since 1967, the

Hall of Records has been a depository for charter amendments and annexations of municipal corporations (Code 1957, Art. 23A, secs. 9, 17, 17A and 19).

The Archives Division compiles, edits, publishes, and distributes the MARYLAND MANUAL (Code 1957, Art. 41, secs. 104-106).

Chapter 488, 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 court hearings. In performing these duties, he acts independently of the duties imposed on him as Archivist (Real Property Art., secs. 13-101 to 13-504). 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.

### Records Management Division

Philip Schneider, *Records Administrator*

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The Records Management Division develops programs and policies for the efficient management of the records of all departments and agencies of the Maryland State government and provides assistance in the preparation of records retention and disposal schedules.

The Division operates four low-cost warehouses for the storage of inactive State records, which must be retained for specified periods of time to meet the State's legal and administrative needs. These record centers are located in Baltimore, Annapolis, Waterloo, and Cheltenham.

Chapter 981, Acts of 1978, makes the Records Management Division responsible for coordinating the State's Forms Management Program and the forms management plans of each agency for the purpose of simplifying or eliminating unnecessary or duplicate State forms.

The Division also offers cost reimbursable microfilm services to all State agencies, including both source document and computer output microfilming.