

The Archives Division, or Maryland Hall of Records, is the historical agency for the State of Maryland. It serves as the central depository for governmental records of permanent value. Among its holdings are colonial and State executive, legislative, and judicial records; county probate, land, and court records; church records; business records; and special collections of private papers, newspapers, and maps. Records are stored in a humidity- and temperature-controlled stack area, and preservation requirements, including deacidification, lamination, mylar encapsulation, and archival bookbinding, are undertaken by the staff of an inhouse conservation laboratory. Records are made accessible to the public in a search room that is open six days each week, through photocopies produced in an inhouse photolab, and through the interlibrary loan of microform. The Hall of Records produces a variety of finding aids and guides to records, as well as historical monographs, essays, and directories. A brochure describing Hall of Records publications and another giving guidance for doing research in the public search room or by mail are available on request.

The Hall of Records building, located on the corner of College Avenue and St. John's Street on St. John's College Campus in Annapolis, opened to the public in 1935. 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 and reports of State agen-

cies (Code 1957, Art. 40, sec. 53) and for all codes published by local governments, both county and municipal (Code 1957, Art. 23A, sec. 9A; Art. 25, sec. 32A, Art. 25A, sec. 7; 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 Hall of Records issues a monthly list and biennial compendium of *State Publications Received*.

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 F. Schneider, *Records Administrator*

State Records Management Center
Routes 175 and U.S. 1
Waterloo 20794

Telephone: 799-1379

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 a central Records Center located at Waterloo 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. The Records Center opened for operation during Fiscal Year 1981 and replaced four smaller centers located in Baltimore, Annapolis, Waterloo, and Cheltenham.

Chapter 981, Acts of 1978, gave the Records Management Division responsibility for coordinating the State's Forms Management Program