

tion. He also spoke to the three hundred and fifty employees of the Historical Records Survey at a dinner in Baltimore, to the Women's Club of Annapolis and Anne Arundel County, to the Carroll County Historical Society at the dedication of their beautiful new home. With the assistance of Mrs. Krebs and Mr. Trader he gave a day long demonstration of the repair and photographic work of the Hall of Records at the C. Burr Artz Library in Frederick. The Assistant Archivist spoke before the Junior Business Women's League and the Zonta Club of Annapolis. She also addressed a dinner meeting of all the WPA workers of Annapolis. The Archivist was consulted about the new archives vault at Constitution Hall and about archival procedures. He was also a guest at the D.A.R. Golden Jubilee dinner in Washington and of the Centennial celebration of the St. Mary's Female Seminary at St. Mary's City.

RECEPTION AND ARRANGEMENT

In the course of the past year a new department was set up for the reception of new materials and for their care in the stacks. This department has been put in charge of Mr. Gust Skordas who has been relieved of the duties in the Research Room which formerly occupied him. Mr. Skordas' duties begin when negotiations have been completed for the transfer of records to the Hall. He is responsible for the preliminary lists of records made before the transfer and for the final inventory made after arrival at the Hall. He supervises the transfer and is responsible, with the Archivist, for the care of materials in transit. Fumigation and transfer from the basement to the stacks are also in his province, as are unfolding, arranging and labelling.

With the completion of the sixth deck of the stacks this year it has become possible to adopt a definitive plan for the permanent location of old materials as well as new in the stacks. The work of rearranging old materials within the Hall has already begun and should be almost complete by the end of the coming year. Supplies of all kinds must be provided, and a good deal of instruction must be given to workers. We have been able to spare Mr. Skordas no regular members of the staff for this work. Mr. Skordas and WPA workers assigned to him have accomplished the following in the course of the year:

Court of Appeals Judgments: over 25,000 have been unfolded and placed in folders; labelling and boxing are still in progress but the entire collection has been put in folders.

Court of Appeals Miscellaneous Papers: about 7,000 have been unfolded and placed in folders. Very few bundles remain. Among these materials were found