

ACCESSIONING

The Archivist is glad to report that all of the materials at the Hall of Records on September 30, 1942 have been accessioned. The Commission was informed last year it was hoped materials could be accessioned in good order at the time of their arrival and this hope has been entirely fulfilled. It is true that there were fewer new materials received at the Hall of Records this year than last, but this advantage was offset by the fact that there were many changes in the professional staff. We should have no difficulty now in keeping abreast of new arrivals in the future; accessioning has become and should remain a part of our daily routine. There is nothing more disrupting to the efficient operation of an archival institution than to permit the accumulation of a large backlog of materials to be accessioned.

RECEPTION AND ARRANGEMENT

During the course of the year we have been able to service all new accessions shortly after their arrival at the Hall of Records. We had decided to continue this practice which had been initiated the previous year although we were not able, as we had hoped, to complete our work with some of the older collections and thus put the Hall of Records on an absolute day-by-day basis. We were, however, able to make substantial progress in the arrangement and rearrangement of these older materials and we may look forward to a time in the not too distant future when we shall have achieved this objective. The projects listed below were accomplished with the assistance of the NYA and the WPA under staff direction.

Executive Records. These records were received from three different sources (Maryland Historical Society, Land Office and Executive Office) and had been kept separate. Since they were all records of the executive department of the Province or the State, we decided to combine them. They were arranged in rough chronological order on shelves, and shelf lists were prepared.

Legislative Records. In similar fashion, the records of the Senate and of the House of Delegates which had come from various offices were combined and listed.

Adjutant General's Records. These records were received in two installments from the same office. Each had been listed separately.