

the Presbyterian Church of Annapolis for lots 4 and 5 on South East Street, 1847. (2) Incorporation proceedings and constitution of the Presbyterian Church of Annapolis, 1852, handwritten copy. October 6, 1948.

#### Purchases

HAMMOND, MISS NETTA, Commission to Robert Cumming as Major General of the First Division M.M., 1812. July 20, 1948.

### WITHDRAWALS

#### ADJUTANT GENERAL

Withdrawn June 3, 1949.

Muster Rolls, Pay Rolls, Letters Received, Oaths of Enlistment, Oaths of Office, Applications for Commissions, Applications for Discharges, Vouchers, Requisitions, etc., 1898-1906, 85 boxes. This material was needed by the Adjutant General for pension purposes.

### OPERATION OF THE DISPOSAL ACT

The complex problem of the proper disposition of records is demanding an increasing proportion of our time and effort. Many public offices are faced with the problem of providing storage space for their non-current records. Much of this material is of little value and could be destroyed without any serious loss. As a result, the Archivist has been called upon frequently for assistance in solving such problems.

It is expected also that the passage of Chapter 755 of the Acts of 1949 will bring about a further increase in our activity in this field. Briefly, the act reduces the required retention period of records from five to three years, establishes a procedure for scheduling the periodic destruction of records and defines certain types of non-record materials which may be destroyed without further ado when the custodian deems they are no longer necessary for the operation of his office. The full text of this law is printed elsewhere in this report. It did not become effective until June 1, 1949, and the only records affected by its operation are those of the County Commissioners of Montgomery County which were under consideration when the year ended.