

EQUIPMENT

Office	350.00
Motor Vehicle	1,700.00
Educational, Vocational & Recreational	200.00
All Other ³	800.00

FIXED CHARGES

Rent	120.00
Insurance	30.00

12,030.00

¹Bookbinding²Repair Room Supplies³Manuscript Boxes, Photographic Equipment, etc.

Receipts for the year, after having taken a sharp drop in 1951, rose again to approximate the figure for 1950, our biggest year.

RECEIPTS

Receipts for Photostating, Microfilming, Certifying, Hall of Records Publications and Postage this year	\$1,364.15
Receipts for 1951	1,192.35
Receipts for 1950	1,381.17

In the breakdown of appropriations given above, that part devoted to staff salaries is confusing because there were changes of title during the year causing several employees to appear twice. For that reason I believe it would be useful to give an exact picture such as the one here below. In addition to changes in titles, you will note that all salaries were affected by Governor McKeldin's general increases which began on the first day of fiscal year 1952. Since the maintenance staff is paid by the Superintendent of Public Buildings and Grounds, no account is taken here of their salaries.

TITLE	NUMBER OF EMPLOYEES	SCALE	PRESENT SALARY
Archivist	1	6600 - 8250	8250
Assistant Archivist	1	4380 - 5475	5475
Senior Archivist	1	3900 - 4875	4875
Junior Archivist	2	3000 - 3750	3300 - 3450
Manuscript Repair Technician I	1	2820 - 3525	3032
Manuscript Repair Technician II	1	2280 - 2850	2451
Photographer	1	2520 - 3150	3150
Stenographer-Secretary	1	2820 - 3525	2820
Stenographer, Hall of Records	1	2640 - 3300	2640
Senior Account Clerk	1	2280 - 2850	2736