

ARCHIVAL AND MANUSCRIPT ACCESSIONS

In surveying the records of state or local agencies the members of our records management staff are ever conscious of the importance of preserving the records that have continuing legal, administrative or historical value. The fact that the schedules they prepare are called "retention schedules" rather than "disposal" or "destruction schedules" reflects their approach. Frequently they recommend that permanent records which are no longer actively used by the agency be transferred to the Hall of Records to assure their preservation.

This procedure accounts for the several accessions of county commissioners' records listed below. We are always glad to acquire the minutes of the county commissioners and of their predecessors, the levy courts, as they are valuable and relatively unexplored sources of information on the history of the county. The assessment records also are of historical interest and are occasionally useful in tracing land titles. Unfortunately, many of these records have been lost. It will be noted that even among the Talbot County records, which are unusually well preserved, the levy court proceedings predating 1815 are missing and there are two sizable gaps in the proceedings of the county commissioners.

A records management survey of the records of the Board of Natural Resources led to the acquisition of the minute books and other records of several of its predecessor agencies: the Shell Fish Commission, the Conservation Commission, and the Conservation Commissioner.

When the records of the Spring Grove State Hospital were being surveyed, a member of the archival staff accompanied the Public Records Examiner to the Hospital to select and bring back the records which were considered to have archival value. For the most part the records transferred were created by the Maryland Hospital and the Maryland State Hospital which preceded Spring Grove.

The earliest minute book, 1851-1883, and some other records of the Board of Public Works were discovered in a wooden chest in the basement of the State Office Building during the course of a survey of the records of another agency. The minute book dating from 1883 to 1905 had been included among a group of Executive records transferred from the State House in 1944, and we had long feared the earlier volume was lost. The minute books from 1904 are now being indexed by the staff of the Board of Public Works and will not be transferred until the index is completed. Meanwhile arrangements have been made to prepare microfilm copies for use at the Hall of Records.

Another most welcome acquisition is the correspondence file of Governor