

LETTER OF TRANSMITTAL

December 23, 1958

TO THE HONORABLE
THE HALL OF RECORDS COMMISSION
ANNAPOLIS, MARYLAND

Gentlemen:

As we began fiscal year 1959, preparations had been completed for our move into the Record Center of the new State Office Building in Annapolis and firm predictions had been made that another Record Center in the new office building in Baltimore would be ready before the end of the fiscal year. The administration of two new establishments of this kind outside our building means that we are now entering an expanding field of activity and one which soon will take half our staff and half our budget. Consequently, Mr. Beach, the Assistant Records Administrator, and I thought that this would be a good time to summarize the first five years of our work in records management. I would call your especial attention, therefore, to the section of this report entitled "Records Management" where you will find such a summary.

Some of our activities this year prospered. We are gratified at the progress being made in microfilming county land records and in the accession of local church records. We are pleased, too, that in spite of the marked increase in the use of our records, we were able to continue our publication program (this was especially difficult for a year in which a new Maryland Manual had to appear). We were not so fortunate in other areas. We added very little to our collection of public documents, which ought to be completed as soon as possible, and we were not able to reduce the excessive cost of binding here at the Hall of Records. In previous reports I have pointed out that it would not be wise to continue binding, in spite of its obvious advantages, unless the cost could be reduced to approximately that of commercial binders. In this we have failed. We must now seriously consider abandoning the program. I must report, too, that our finding aids were hardly increased this year because the very large gain in circulation here and in correspondence absorbed the time of those members of the staff who in the past would have devoted part-time to this facet of our work. Consequently, we have asked for an additional Junior Archivist for fiscal year 1960. If granted, this will be the first increase in the archival staff in more than ten years.

As you are aware, we were not able to complete arrangements for the publication of the *Maryland Guide*. Following the meeting of the Commission