

REPORT ON AN INSPECTION OF THE STORAGE CONDITIONS
IN THE MARYLAND HALL OF RECORDS AND NEW STATE
OFFICE BUILDING, ANNAPOLIS, MARYLAND

The undersigned, having inspected conditions of storage in your Hall of Records and in the new State Office Building on April 28, 1960, and having reached the same conclusions, submit this as a joint statement of comment and recommendation. Our primary attention was to the atmospheric conditions in the several storage areas, but we also bore in mind aspects of physical security, including that of fire protection.

Our report follows under the headings of Conditions Observed and Recommendations.

Conditions Observed

On each of the six floor levels of the record storage section of the Hall of Records Building, it was apparent that adequate attention has been given to matters of overall housekeeping and maintenance, in terms of both orderliness and general cleanliness. Limited time precluded a detailed examination of the state of preservation of the contents of either individual volumes or other record units stored there and elsewhere. No records were observed, however, that appeared outwardly to be neglected with respect to preservative measures.

It was not necessary to evaluate conditions of atmosphere since a hygrothermographic device had been in operation and the chart showed very acceptable prevailing conditions of both temperature and relative humidity (a temperature very close to the ideal of 70° F and relative humidity of approximately 50 percent). There was also a desirable movement of air, although its velocity might stand an increase in the interest of improved circulation. With the existing system of air-conditioning, no adverse effects, such as mildew or mold should develop. To counteract any possible human or mechanical failure that might result in a loss of control over relative humidity, appropriate emergency combative measures could be taken (see under Recommendations). The area appeared to be free from specific fire hazards, being basically constructed of noncombustible materials. Some attention might be given to the need for improved location and maintenance, according to standards, of first-aid fire fighting equipment (see Recommendations).