

**ARCHIVAL ADMINISTRATION—PROGRAM 2**

On January 14, the Commissioner of Personnel approved our request to transfer a Junior Archivist position from Program 3 to Program 2. Phebe R. Jacobsen was appointed January 20, 1960, to fill this position.

**RECORDS MANAGEMENT—PROGRAM 3**

On June 22, 1959, our new Record Center in the State Office Building at Baltimore opened. Joseph H. Hirsch was transferred from the Annapolis Record Center to take charge. On December 9, 1959, William A. Sullivan, Jr. was appointed Photographer for the Record Center; and on January 20, 1961, John W. Rousseau was appointed Senior Clerk. Mr. Sullivan resigned March 25, and Mr. Rousseau was promoted to fill the vacancy on March 30. James F. Stymiest was appointed April 27, 1960, to fill the position of Senior Clerk vacated by Mr. Rousseau.

Dorothy Harris, Senior Clerk in the Annapolis Record Center, resigned August 4, 1959. She was succeeded by Daisy Lee Jones on August 5. Mary Ellen Hopkins was appointed Photographer in this Record Center on August 19, 1959.

The summary of staff changes given above needs clarification. In order to man the new Record Center in Baltimore, three new positions were created, thereby increasing the number of employees from eighteen to twenty-one. The new positions were Junior Archivist, Photographer and Senior Clerk. Mr. Hirsch, who had been in charge of the Annapolis Record Center, asked to be transferred to Baltimore which is his home. He was sent to Baltimore but previously his position at Annapolis had been reclassified to Photographer. As in all such cases, no classification downward is effective except after the position is vacated by the incumbent. By a rule of the Commissioner of Personnel, Mr. Hirsch vacated the position when he transferred to Baltimore. He was thereupon replaced by Miss Mary Ellen Hopkins, a Photographer. There then remained an unfilled position of Junior Archivist at the Annapolis Record Center. When this post had been vacant for nearly a year, we found that it was possible to give adequate supervision to the operations of the Annapolis Record Center from the Records Management office at the Hall of Records. With the sympathetic cooperation of the Commissioner of Personnel we were able to add this position to our Research Room staff where the need was acute.