

- WASHINGTON, DIOCESE OF, *Journal of the Sixty-Fourth Annual Convention of the Protestant Episcopal Church of the Diocese of Washington Held in the Church of St. Timothy, 3601 Alabama Ave., S. E., Washington 20, D. C., May 4, 1959, Washington, 1959. Gift.*
- WEST VIRGINIA DEPARTMENT OF ARCHIVES AND HISTORY, *West Virginia History*, Vol. XXI, Nos. 1, 2, 3, 1959-1960, Charleston, 1959-1960. Gift.
- WOLFE, MRS. CLIFTON, *Welch-Welsh-Walsh*, Vol. I, Nos. 1, 2, 1959, Knoxville, Tenn., 1959-1960. Gift.

RECORDS MANAGEMENT

In the *Report of the Archivist* for last year, an account of the establishment and early operation of both the Annapolis and the Baltimore Record Centers was given. The acquisition of these central depositories for the care of non-current records made it possible for us to direct considerable attention toward attaining the objectives for which the Centers were established.

Emphasis was placed on reducing the quantity of non-current records retained in the offices and storage areas of State agencies in order to lower the cost of maintaining these records and to establish more effective control over them. The transfer to the Record Centers of inactive records from prime office space and equipment not only released equipment for reuse, but contributed to efficient office operation. To achieve maximum results in those agencies which accumulate an unusually large volume of fiscal records each year, we established a policy with the approval of the State Auditor permitting the transfer of these records prior to their audit. This policy has proven beneficial to the agencies because of the space and equipment released, and to the auditors because the records are more accessible for audit purposes.

The Record Centers also enabled us to eliminate many of the individual storage areas for non-current records. Although some progress had been made in previous years in clearing these areas and improving the conditions under which records were maintained, effective control of the records was almost impossible. In the future, the records of State agencies will be moved from the offices to the Centers as they become inactive. Unfortunately, we were unable to eliminate all the individual storage areas maintained by State agencies in the State Office Building. We were pleased, however, to be able to clear and to close permanently the Budget and Procurement warehouse as a depository for records, because storage conditions there were especially poor. With the assistance of personnel from agencies with records stored there, 4,605 cubic feet of records were removed from the warehouse. Of this