

POLICY OF THE HALL OF RECORDS COMMISSION
REGULATING THE USE OF THE GUBERNATORIAL FILES

In 1947, Dr. Morris Radoff, Archivist of Maryland, established a policy with regard to transferring the official records of the Governors of Maryland to the Hall of Records. Such records are to be transferred to the custody of the Hall of Records when they are no longer needed in the daily operations of the Executive Department.

1. It shall be the policy of the State Archivist to make the Executive files of any Governor whose administration ended thirty or more years ago available to searchers without restrictions except those generally observed for the protection of the records in its custody.
2. The Executive files created less than thirty years ago shall be available to researchers under the following conditions:
 - a. The Executive files of any Governor or any living former Governor may be seen only by searchers who have obtained permission in writing to use such files from the Governor or his authorized representative. It shall be the responsibility of the searcher to obtain such permission.
 - b. The Executive files of a deceased Governor may be seen by special permission of the Archivist and Records Administrator, but only after he has interviewed the applicant and is satisfied that the applicant has a legitimate historical, scholarly or other interest in examining the files. The Archivist may, in his discretion, require the applicant to sign a written agreement requiring him to submit any article, book or other writing intended to be published to the Archivist for examination prior to such publication. In the absence of the Archivist, the Assistant Archivist may grant permission to use the Executive files as described above, but no other member of the Hall of Records staff shall be authorized to permit the use of restricted Executive files.
3. The following materials shall be exempted from the restrictions outlined above:
 - a. Press releases
 - b. Speeches that have been delivered to public audiences or that have been published in whole or substantial part.
 - c. Printed reports, messages to the General Assembly or other material that have been published in such form that it may be considered in the public domain.