

resources of the State, locating and listing material, both in public depositories and in private possession. This survey should be extended to include records relating to Maryland now held in other States, and in Europe, and he should make efforts to acquire such documents, or, if this is impossible, he should then obtain photographic copies. Furthermore, the archivist should be able to develop throughout the State an interest in his department by means of personal interviews and correspondence. He should also issue from time to time, bulletins giving brief summaries of the activities of his department, and lists of material available on subjects of timely interest. He should be ready to cooperate with local authorities to insure the preservation of their records; advising as to the best papers and inks, as well as suggesting methods of indexing.

Offices for the administrative work, ample in size for future growth, are placed on both the first and second floors, with direct access to the stacks and the research room. They are connected to each other, and to their related units by telephones and lifts.

Such a department of records as I have outlined cannot, of course, be brought into existence all at once, - it must be built up gradually and with care. But its ultimate development had to be anticipated in order that adequate accommodations might be provided. Its initial organization, though not necessarily elaborate, must be carefully planned: a large expenditure in the wrong direction will not produce nearly as good results, as a moderate expenditure in the right direction.