

- C O P Y -

Original taken to Miss Kehs, Maryland Tercentenary
Commission, Union Trust Building 12/27/34

- HALL OF RECORDS -

The Hall of Records is planned for concentrating and preserving, in one location, all non-current public papers and other important documents relating to Maryland.

It is designed in the Colonial style, as appropriate to the event commemorated, and as in harmony with the structures of that period, characteristic of Annapolis.

The building is approximately eighty feet square and of fireproof construction:- the exterior walls being of a hand made brick, selected to match the old brick work of Annapolis.

A six tier stack room, for the storage of the records, occupies the central part of the building. This space is entirely lighted by electricity, and the air is conditioned, to give the temperature and humidity best suited for the preservation of paper and bindings.

On three sides of this central stack room are arranged, in three stories, the various administrative units required for properly taking care of the records, and for making them available to research workers.

The first floor is entered through a vestibule. Here will be a suitably inscribed tablet, and cases for the exhibition of rare documents.

To the right, is the public research room, with adjoining catalogue room, and other rooms for special study. To the left, are the stairs, elevator, and two administrative offices.

On the second floor are offices for an archivist and assistants, with space for cataloguing and work rooms for repairing the records.

In the basement floor, space and equipment is provided for photographic and other reproductive work. On this floor also, is located the heating and ventilating machinery. Two electric book lifts are provided - one to serve the stack room, and the second for the other portions of the building.