

HOW TO USE THE GUIDE

The following guide includes a list of the records of the Constitutional Convention Commission and of the Constitutional Convention of 1967 and a description of each record series. A record series contains materials that relate to a particular subject or function handled by the commission or convention and its offices and committees. The series entries in the guide are arranged alphabetically, first by agency name and second by series title.

The series entries follow a standard format and contain the following elements: agency of origin, standardized series title, series description, inclusive dates, series unit description, and accession number. The following example illustrates these elements.

CONSTITUTIONAL CONVENTION OF 1967, PRESIDENT (General File).

Correspondence, memoranda, reports, notes, opinions, instructions, and announcements pertaining to administration of the convention and post-convention activities. Arranged alphabetically by subject.

1967, Sep.-1968, Jan.
A-C.
MdHR 18,294-1

An entry begins with the name of the agency, shown in capital letters, and specifies the commission or convention and the office or committee that generated the series. The commission or convention alone is given as the agency of origin when a series was not generated by a particular office or committee. Following the agency name is the standardized series title, shown in parentheses, which is the name of the record series. Next appears a brief series description, which outlines the content and, if appropriate, arrangement of the series.

Each series entry contains one or more series unit listings, which include dates, description, and accession number. A series unit is a distinct portion of a record series and usually refers to a box of files, tape, or volume. The inclusive dates are expressed in terms of years and may include month and/or day if the series is arranged chronologically. The series unit description is an abbreviated notation, which serves to more fully identify the series unit. The description usually reflects the arrangement of the series, such as alphabetical or numerical. If a description is unnecessary, an asterisk is used because the Hall of Records automated finding aids program requires that something appear in that space. The three part accession number is a unique identification number assigned to each series and series unit. MdHR refers to the Maryland Hall of Records. The five digit number refers to the series. The number after the dash refers to the series unit. This last number is omitted if there is only one series unit.