

## FOREWORD

The purpose of the MARYLAND MANUAL is to present in concise form to the citizens of Maryland a description and accounting of their government. Since it is a publication of the State, the emphasis is on the agencies of the State Government; that part having to do with local governments is not intended to be more than a directory.

Sketches of individual governmental agencies contain at the very least evidence of the legal status of the agency, its functions, the name of the administrator and the members of any governing body or commission, the number of persons employed, appropriations for fiscal years 1953 and 1954. A list of current publications of all agencies is given in a separate section.

The cooperation of many State agencies is gratefully acknowledged. Special mention is due the following: James P. Brock and Mary L. Wilson of the Secretary of State's Office; Dr. Carl N. Everstine, Director of the Department of Legislative Reference, who cared for changes in the Constitution; Janet Hoffman of the Fiscal Research Bureau, who prepared a new governmental chart; Dr. William H. Bayliff, who brought up to date "Maryland at a Glance," which had previously been prepared by John P. Trimmer; and Edward Johnson, Executive Secretary of the Maryland Municipal League, who furnished a list of incorporated places and the name of the mayor or other chief executive of each.

In one way or another most of the staff members of the Hall of Records have a hand in preparing or publishing the MANUAL. Ultimately all of it goes through the competent hands of John P. Hively whose special assignment it is. Typing and proofreading are the tasks of Dorothy B. Cullinane and Rose Mary DiStefano. The pictures of the Governor, the members of the General Assembly, the Court of Appeals and Washington College are by Marion E. Warren; all the others were furnished by the State or Federal agency which built or has in charge the structure shown.

MORRIS L. RADOFF, *Archivist and Records Administrator.*