

# FOREWORD

THE MARYLAND MANUAL is published every even year by the State of Maryland, and copies are distributed without charge to the public libraries, agencies of state and county government, schools, members of the General Assembly and others as prescribed by law (*Annotated Code of Public General Laws of Maryland, 1957; 1963 Supplement, Art. 41, Sec. 106*). Additional copies are printed for sale to the general public. Clothbound copies at \$4.50 and paperbound copies at \$3.50 are available at the Hall of Records, Annapolis. Non-institutional purchasers residing in Maryland must also pay a sales tax of 3%—\$.14 for clothbound, \$.11 for paper.

The primary purpose of the MANUAL is to present to the citizens of Maryland, as briefly as possible, a description of their government, its functions, its agencies, its cost. The MANUAL also contains similar information for county government plus a valuable directory of local officers not available elsewhere. The reader will also find the Charter and the Constitution, mainsprings of our political life, and much descriptive and historical material. The reader is urged to examine the table of contents and the indexes with care.

Obviously, the MANUAL is more a compilation than an original work. We are indebted for material to many agencies and individuals, among others Carl N. Everstine for the text of and the Index to the Constitution as well as for the essays on the General Assembly sessions of 1962 and 1963. The charts of State Government were prepared originally by Janet L. Hoffman then of the Fiscal Research Bureau. They have required only slight revision. William H. Bayliff, Executive Secretary of the Board of Natural Resources, is responsible for "Maryland At A Glance" and C. Frank Poole, Records Management Officer of the City of Baltimore, for the roster of officials of that City. To the many Clerks of Court, Registers of Wills, and Clerks to the Boards of County Commissioners we extend special thanks for helping us with the county sections. We are also grateful to Alan Beals, Secretary, Maryland Municipal League, for providing us with the names of city, town and village officers. We benefited from the collaboration of Chester F. Tucker, Deputy Secretary of State, and Margaret W. Lee, Chief Clerk of the Executive Department, who guided us through the Executive Appointment files.

Those of our own staff who were helpful were Gust Skordas, Patricia C. Goldsborough and Helen Kilborn, but special mention is due Rose M. DiStefano who did most of the typing and who helped in the preparation of the indexes.

The major burden and the large responsibility for the MANUAL fell on Frank White. It is his duty to begin the new MANUAL when the old one is hardly off the press, to collect the information needed, process it and see the book to completion.

We have added in this MANUAL certain new information which we think will be useful: vital statistics for the governors since 1867; the tally of balloting of Maryland electors for presidential elections since 1789; the political composition of the General Assembly since 1876; and the names of the delegates to the Constitutional Convention of 1867.

MORRIS L. RADOFF  
Archivist and Records Administrator