

volume index covers only a short period of time so that the researcher must know the exact date of the person he is seeking or search through all the volumes. At the end of last year five volumes had been transcribed; nine more were completed this year leaving five yet to be done. The cards added during the year amounted to 30,000.

MIMEOGRAPHED AIDS:

1. Guide to the Index Holdings at the Hall of Records, October, 1941.
(A second revision of a bulletin first issued in February, 1940)
2. Guide to Gift and Deposit Holdings: (3) Bowie Papers, in press.

PRINTED AIDS:

1. *Fifth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year October 1, 1939 to September 30, 1940.*

IN PREPARATION:

2. *Sixth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year October 1, 1940 to September 30, 1941.*
3. Calendar of the Collection of Maryland State Papers called the "Rainbow Series", No. 1, the "Black Books". For sale.
4. Guide to the Manuscript materials in the Hall of Records of Maryland. For sale.

ACCESSIONING

During the first few years of its activities the Hall of Records placed little emphasis on accessioning. For many collections both private and public there was not even a date of transfer recorded. As a temporary measure the Archivist devised a card accession register for private gifts and deposits arranged alphabetically by the name of the donor or depositor giving the name of the donor or depositor, the date of the transfer, the title or general character of the gift or deposit. When all the gifts and deposits from private sources were collected in one place and arranged chronologically these cards were useful both as a register of accessions and as a rudimentary catalogue. This system was not intended to be permanent and it is hoped that by the end of this year proper accessioning of these materials will be accomplished.