

The office of the State Employment Commissioner surveyed the Hall of Records staff during the fiscal year 1951 but the final report and recommendations were not ready until November 5, 1951. As a result of this survey the following changes in classifications were made: Senior Stenographer to Stenographer, Hall of Records; Document Photographer to Photographer; Record Cataloguer and Indexer II to Senior Account Clerk; Record Cataloguer and Indexer I and Editorial Assistant to Junior Archivist. In addition, one Assistant Archivist was given the new classification of Senior Archivist. Most of these changes carried with them increases in salary. The full report of the Employment Commissioner is on file at the Hall of Records.

Your attention is called to the fact that at the beginning of fiscal year 1953 the persons approved at the meeting of the Hall of Records Commission became members of the staff and are in addition to those listed above. The new employees are one Public Records Examiner and three members of the Microfilm Division.

FINANCIAL STATEMENT

The appropriation for the Hall of Records in fiscal year 1952 was almost exactly \$3,000 less than for the previous year. This apparent reduction was due to the fact that in fiscal year 1951 we had asked for and been granted a large sum for the purchase of a continuous-process photostat camera which is, fortunately, a non-recurring expenditure. After meeting all necessary expenses we found it possible to revert a considerable sum to the General Funds of the State as we had been requested to do by the Governor.

A detailed statement of our appropriations and expenditures follows:

Summary of Appropriations Fiscal Year 1952	
Salaries, Wages and Special Payments	\$41,715.00
Operating Expenses	<u>12,030.00</u>
Total	\$53,745.00
Summary of Expenditures Fiscal Year 1952	
Expended	\$48,673.39
Funds carried forward	<u>2,500.00</u>
Total	\$51,173.39
Balance reverted to General Funds	2,571.61