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Records Engineering, Incorporated, was signed on April 28, 1952. Work on the survey began immediately.

Governor McKeldin appointed a "Special Commission on Records Management" to maintain liaison between the State and Records Engineering, Incorporated. The Commission members were: Joseph O'C. McCusker, Chief Deputy Comptroller and Secretary to the Board of Public Works, James G. Rennie, Director of the Department of Budget and Procurement, Michael J. Potthast, Assistant State Auditor, and Morris L. Radoff, Archivist, Chairman.

The survey of records and record-keeping practices of the State government, which was started by Records Engineering during the last quarter of Fiscal Year 1952, was completed in January 1953. On March 2, 1953, the Governor's Special Commission found that the terms of the contract had been met and recommended that the contractor be paid in full and released from any further obligation to the State. Records Engineering, on March 9, 1953, was notified that the contract had been completed.

The survey, which was conducted under the direction of Irving Zitmore, General Manager, Records Engineering, Inc., and Albert Rosenfeld, Field Supervisor, covered 98 different State and county agencies and was presented in 35 separate reports. In addition, seven other reports were prepared consisting of a summary report and specialized reports on records management practices. During the course of the survey, orientation conferences were held within the agencies being studied so that agency personnel were acquainted with the purposes of the analysis as well as the methods used and the results desired. Following the conferences, the first step in the preparation of the report was an inventory of the principal files and records of the agency. Employees were then interviewed to ascertain the use made of the individual records. Drafts of the reports were submitted, with a request for comments, to the agency heads, the Commission members and to Robert M. Thomas, Assistant Attorney General, assigned as legal consultant to the Commission. All agencies surveyed received final copies of the reports.

The Governor's Special Commission at its March meeting proposed, subject to the approval of the Governor and the Hall of Records Commission, that the Hall of Records Commission assume the administration of the State Records Management Program. The Governor's Special Commission,