

## RECORDS MANAGEMENT DIVISION

During the period under review, the Records Management staff devoted more time than in the past to records problems and space requirements of the Clerks of Court and Registers of Wills in the counties and in Baltimore City.

Many of these problems were caused by the rapid growth of the records of these offices and by the legal prohibition against destruction of any but the "housekeeping records" or records of internal management, thus placing a premium on space in the courthouses. Others resulted from legislation enacted by the General Assembly or from efforts to meet the increasing demands of the public for improved services.

The following is an account of our action on a few of the many requests for assistance which we received from the counties and Baltimore City.

At the request of the Courthouse Committee of Baltimore City, composed of three judges of the Supreme Bench, we made a survey of the records and the space assigned to the several courts and related departments in the courthouse. The general purpose of the survey was to determine whether space might be found for additional courtrooms and offices. It was estimated that four additional courtrooms would be required by 1970, while more office space was already badly needed by the Probation and Domestic Relations Divisions of the Supreme Bench and by the Juvenile Division of the Circuit Court. More specifically, the objective of the survey was to provide information on the following:

1. Records which might be destroyed under existing laws.
2. Space which might be made available if records more than twenty-five years old were destroyed, microfilmed, or transferred to a records depository elsewhere.
3. Records which might be adapted to a microfilm system of recording.
4. Re-assignment of space in the courthouse which might provide the courtrooms and offices needed.

The survey was initiated in November, 1963, and a study made of each court and department. The records were inventoried, records schedules prepared, and the space occupied by the personnel and the records of each court or department determined. We also met with the