

FOREWORD

The MARYLAND MANUAL is published every two years by the State of Maryland, and copies are distributed without charge to the libraries, schools, agencies of government, members of the General Assembly and others as prescribed by law (*Annotated Code of Maryland*, 1957; 1961 Supp., Art. 41, Sec. 106). At the suggestion of the Finance Committee of the Maryland Senate, additional copies are being printed this year for the first time so that the public may purchase them. Clothbound copies are available at the Hall of Records for \$4.50; paperbound, for \$3.50.

The primary purpose of the MANUAL is to present in concise form to the citizens of Maryland a description of their government: how the functions of modern government are distributed among its agencies; what each agency demands in money and in manpower; and who is responsible for the accomplishment of every facet of government. In addition, the MANUAL provides a directory of county and municipal officers; it contains the mainsprings of our political life, the Charter of the Province and the Constitution of the State. In its historical sections it recounts not only the events of the history of our State but it also lists the names of those who participated in them. The reader is cautioned to examine the Table of Contents and the General Index for the store of miscellaneous information which cannot be noted here.

Since the MANUAL is for the most part a compilation rather than original work, its quality—even its appearance in the first place—is dependent upon the collaboration of many individuals and agencies. Only a few of them can be mentioned here. We gladly acknowledge our indebtedness to Carl N. Everstine for the text of the Constitution, the Index and Amendments thereto and the essays on the General Assembly of 1960 and 1961. Janet L. Hoffman kindly revised the charts of State Government which she had prepared for previous issues of the MANUAL. Chester F. Tucker made available the files of executive appointments in the office of the Secretary of State, and Margaret W. Lee in the Governor's Office solved all the difficult problems having to do with temporary committees and commissions. As in the past, William H. Bayliff took responsibility for "Maryland At A Glance" and James Benson for the roster of Baltimore City officials. To the many Clerks of Court, Registers of Wills, Clerks to the Boards of County Commissioners we extend special thanks for helping us with the county sections.

Almost every member of the Hall of Records staff contributes in some form to the MANUAL. For months at a time it is the full-time concern of Frank F. White, who is responsible for collecting and editing all the MANUAL copy. He must then see the whole book through the press. He was assisted this year by Gust Skordas who has again prepared the historical section and by Lois G. Clark who helped read proof and who, because of her experience as former editor of the MANUAL, was able to assist in other ways as well. The exacting typing required was done by three MANUAL veterans: Dorothy B. Cullinane, Rose M. DiStefano and Mary E. Martin, who were helped by two new members of the staff, Martha Hardesty and Ann Grigg. The proper-name index was prepared with the help of Mrs. Cullinane, Mrs. DiStefano, Helen Kilborn and Mercedita Ramirez.

MORRIS L. RADOFF

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