

# FOREWORD

The MARYLAND MANUAL is published every even year by the State of Maryland, and copies are distributed without charge to the public libraries, agencies of state and county government, school libraries, members of the General Assembly and others as prescribed by law (*Annotated Code of Public General Laws of Maryland, 1957; 1965 Replacement Volume, Art. 41, Secs. 104-106*). Additional copies are printed for sale to the general public. Clothbound copies at \$7.00 and paperbound copies at \$5.00 are available at the Hall of Records, Annapolis. Purchasers residing in Maryland must also pay a sales tax of 4%—\$.28 for clothbound, \$.20 for paper, except for those who have been granted tax exemption.

The primary purpose of the MANUAL is to present to the citizens of Maryland, as briefly as possible, a description of their government, its functions, its agencies, its personnel, and its cost. The MANUAL also contains similar information for county government plus a valuable directory of local officers not available elsewhere. The reader will find in addition, the Charter and the Constitution, mainsprings of our political life, and much descriptive and historical material. He is urged to examine the Table of Contents and the Indexes with care.

Obviously, the MANUAL is more a compilation than an original work. We are indebted for material to many agencies and individuals, among others, to Carl N. Everstine for the text of and the Index to the Constitution as well as for the essays on the General Assembly sessions of 1968 and 1969. The charts of State Government were prepared originally by Janet L. Hoffman, formerly of the Fiscal Research Bureau. We have revised them as required. Ralph C. Hammer, Assistant to the Secretary of the Department of Natural Resources, is responsible for "Maryland At A Glance" and C. Frank Poole, Records Management Officer of the City of Baltimore, for the roster of officials of that City. To the many Clerks of Court, Registers of Wills, and Clerks and Administrative Assistants and Directors to the Boards of County Commissioners and each Secretary to County Councils, we extend special thanks for helping us with the county sections. We are also grateful to Robert J. Helfrich, Executive Secretary, Maryland Municipal League, for providing us with the names of city, town and village officers. We benefited from the collaboration of Chester F. Tucker, Deputy Secretary of State, and Margaret W. Lee, Chief Clerk of the Executive Department, who guided us through the Executive Appointment files.

As usual, the major burden and the large responsibility for the MANUAL fell on Frank White. It is his duty to begin the new MANUAL when the old one is hardly off the press, to collect the information needed, process it and see the book to completion.

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Archivist and Records Administrator