

MEETING OF THE HALL OF RECORDS COMMISSION AUGUST 9, 1956

Suggestions for an Agenda

- I. Call to order by the Chairman, Judge Frederick W. Brune.
- II. Minutes of the meeting of May 17, 1955.
- III. Further report on additional space for the Hall of Records.

At a meeting of the State Office Building Committee held April 13, 1953, 12,000 square feet of space were allotted to the Hall of Records in the new State office building in Baltimore. (See attached letter of the Principal Building Engineer, dated May 11, 1953.) On December 14, 1955, we were informed by Mr. C. V. Civish, the present Principal Building Engineer, that no space had been reserved for the Hall of Records. No satisfactory explanation was given for this omission, nor has any promise been made that it will be rectified.

The Archivist requested 6,000 square feet in the proposed Annapolis office building, and as of now 4,200 square feet have been promised.

*it may space
total
5,700*

Other possibilities for record center space include the present Annapolis Armory.

IV. The Maryland Guide.

After extensive negotiations with the Oxford University Press, publishers of the W.P.A. Maryland Guide, which was prepared in 1939, the Board of Public Works authorized the Hall of Records to prepare a revised edition. Oxford had continued to publish the original version through 1951 and wished to reprint again without revisions. Funds were available to begin the editorial work this summer and an offer of the University of North Carolina Press to publish the new edition is herewith submitted.

- V. Are Baltimore City Records part of the responsibility of the Hall of Records Commission? A letter of Dr. Carl Everstine is herewith attached. The sense of this letter is that no such responsibility exists. It had been previously assumed that we were a State Agency with statewide responsibility. Should the Archivist now ask the Attorney General for guidance?

VI. Staff Changes.

1. Mrs. Carrie L. Hine, Senior Account Clerk to replace Mrs. Constance B. Tollevik, resigned May 29, 1956. Mrs. Hine's appointment of May 7, 1956, was approved tentatively by the Executive Committee.

*Tel call
Aug 18/56
P. M. saying
there is no
allotted*

2. Mr. Guy Weatherly, Junior Archivist in the Records Management Division, transferred June 26, 1956, to the Archives Division to replace Miss Edna E. Jensen, resigned February 3, 1956.

3. Miss Irma Ray, Junior Archivist in the Records Management Division, appointed August 8, 1956, to succeed Mr. Weatherly. Miss Ray is a graduate of Meredith College, with archival experience of one year in the North Carolina Archives and three years at the Virginia State Library, Archives Division, where she was employed until last week.

4. Mr. John C. Reed, Editor of the Maryland Guide, for summer employment only, approved by the Executive Committee on May 21, 1956, and Miss Martha France, stenographer for Mr. Reed, also for summer work only, June 16, 1956.

5. Should the Hall of Records Commission approve, the Archivist will request one new employee, a janitor, in the budget for fiscal year 1958. *Two* *and a senior clerk*

6. Permission is requested to dismiss one employee, should he not resign within the next few months. Details will be furnished by the Archivist.

VII. The records of the Board of Medical Examiners (Homeopathic) and the Hall of Records. (See p. 61, Nineteenth Annual Report, and p. 63, Twentieth Annual Report.)

VIII. Legislation Adopted and Contemplated.

Adopted:

1. Chapter 79, Acts of 1956. Permitting the Destruction of Certain Records after Microfilming.

2. Chapter 82, Acts of 1956. Requiring the deposit of records of Defunct State Agencies in the Hall of Records.

In Preparation:

1. Uniform recording of Conditional Contracts of Sale. *Involves loss of equipment made*

2. Uniform recording of Releases of Mortgages. *microfilming difficulties*

3. Centralized recording of Motor Vehicle Liens. *requested to see*

4. Further effort to prescribe the form of all instruments presented for recordation where this is done by photostat or microfilm. *hand book of new Section Muller*

5. Further effort to permit the destruction of records in those cases where it is now impossible to do so because of legal requirement that certain records "be maintained," "be maintained permanently," "be kept in a 'well-bound book,'" and so forth. Further examples submitted herewith.

MINUTES OF MEETING OF THE HALL OF RECORDS COMMISSION

A meeting of the Hall of Records Commission was held on Thursday, August 9, 1956, in the Hall of Records at Annapolis. The following members were present:

The Chief Judge of The Maryland Court of Appeals,
Honorable Frederick W. Brune, Chairman,

The President of St. John's College,
Dr. Richard D. Weigle, Vice Chairman,

The Governor of Maryland,
Honorable Theodore R. McKeldin,

The President of The Maryland Historical Society,
Honorable George L. Radcliffe,

The Comptroller of the Treasury,
Honorable J. Millard Tawes.

The meeting was called to order by the Chairman, Judge Brune, at 3:10 p.m. A motion to dispense with the reading of the minutes of the last meeting, held May 17, 1955, was adopted. The minutes were thereupon approved in the form in which they had been previously circulated.

The Archivist described to the Commission the Maryland Guide project which the Hall of Records had undertaken after authorization by the Board of Public Works, April 9, 1956. The Commission then discussed the proposal of the University of North Carolina Press to undertake publication of the revised Guide. The proposal was approved in principle, but the Archivist was instructed to ask the University of North Carolina Press to submit two more detailed offers, one of which would grant the Press exclusive rights in distributing the Guide; the other to be based on a proposal of Governor McKeldin that a fixed number be furnished to the State for free distribution. The two plans will be circulated among the members of the Commission and a choice made thereafter.

According to present plans, the overall initial investment by the State in the Guide would be approximately \$5,000, the State to share in the proceeds of sale of the book. The Archivist expressed confidence that this sum could be found when it was required, in part from the budget of the Hall of Records Commission, and the other part from the emergency funds of the State. Governor McKeldin suggested that thought be given to the advisability of including the full amount in the regular budget of the Hall of Records for fiscal year 1958.

The problem of space for the Records Management Division was discussed at some length. While it was reported that allotment of space in the two new

State office buildings was not absolutely fixed, the Hall of Records had been tentatively offered 7,120 square feet in the Baltimore building and 5,700 square feet in the Annapolis building.

Mr. Tawes and Governor McKeldin suggested that other possibilities for records space be explored before the Commission takes any final action. The Armory in Annapolis was suggested as one possibility for expansion. Governor McKeldin suggested that a meeting be arranged between the Director of the Department of Public Improvements, Mr. James J. O'Donnell, and the Archivist. The Governor offered to take part in this conference. This proposal was approved by the Commission.

The Commission then considered the problem of whether Baltimore City records are a part of the responsibility of the Hall of Records. After some discussion, Judge Brune suggested that ~~only~~ an opinion of the Attorney General of Maryland ~~could settle~~ this issue. The Archivist was instructed to request such an opinion. *be sought on*

The various appointments which have occurred at the Hall of Records since the last meeting of the Commission were approved. A proposal that the Hall of Records ask for two new employees in the budget for fiscal year 1958, a janitor and a senior clerk, was also approved.

The Archivist then requested permission to dismiss one employee of the Hall of Records Commission should that employee not resign. Approval was given. The Archivist, in reply to a question of Mr. Tawes, explained that members of the Hall of Records staff do not enjoy the protection against summary dismissal guaranteed to members of the Classified Service of the State of Maryland, but that the Hall of Records Commission has set up its own safeguards as follows: a dismissal must first be approved by the Commission; an employee who feels aggrieved is permitted to appeal in writing to the Chairman of the Commission, who is then free to take any action which he deems proper in the circumstances. The Commission was advised that the Archivist would explain this procedure to any employee dismissed from the Hall of Records.

The Archivist then gave an account of the custody of the records of the Board of Medical Examiners (Homeopathic) at the Hall of Records. He pointed out that the records had been deposited at the Hall of Records on the order of the Attorney General, and that the Archivist had released the records on the advice of the Attorney General. The Archivist exhibited a statement from the Vice-President of the Homeopathic Association which certified that Dr. Robert H. Reddick was the duly elected secretary of the Board, as well as Dr. Reddick's receipt for the records.

There followed a discussion of the two Acts of Assembly of 1956 which had been sponsored by the Hall of Records, and the Archivist reported in brief on the various other Acts which are now before the Legislative Council and in which we are interested.

The meeting was adjourned sine die at 4:40 p.m.

Frederick W. Krone
Chairman

Morris S. DeLoff
Secretary