

SUGGESTED AGENDA FOR MEETING OF THE  
HALL OF RECORDS COMMISSION  
April 11, 1960

Call to order by the Chairman.

1. Explanation by the Chairman of change in representation of the Peabody Institute.
2. Reading of the minutes of the last meeting, held May 18, 1959.
3. Staff appointments:

Program .01 - General Administration

Anne C. Grigg,  
Stenographer, Accounting - Employed Jan. 27, 1960.

Program .02 - Archival Administration

Patricia C. Goldsborough, Manuscript  
Repair Technician I - Employed June 10, 1959.

Phebe R. Jacobsen,  
Junior Archivist - Employed January 20, 1960.

Program .03 - Records Management

Daisy Lee Jones, Senior Clerk - Employed August 5, 1959.  
Mary Ellen Hopkins, Photographer - Employed Aug. 19, 1959.  
John W. Rousseau, Photographer - Employed January 20, 1960.

Old Business

1. Report by the Archivist on steps to blanket the staff of the Hall of Records into the State Merit System.
2. Further opinion of the Attorney General in the matter of the MARYLAND GUIDE.
3. Report on changes in the MARYLAND MANUAL:
  - a. Budget for next edition (Ch. 506, Acts of 1959).
  - b. Additional pictures and biographies of State officials as suggested by members of the Hall of Records Commission.
  - c. Revised Historical Sketch.

- d. Revised Organizational Chart of the Executive Branch.
- e. History of the 1959 Session of the General Assembly.
- f. Chairmen of Committees, Regular Session, 1959.
- g. List of Clerks of the Court of Appeals.

New Business

1. Need for additional personnel: transferring records to two Record Centers, maintenance work at the Hall of Records.
2. Proposals for enlargement of the membership of the Hall of Records Commission.
3. New developments in the recordkeeping problems of the Commissioner of the Land Office.

MINUTES OF MEETING OF THE HALL OF RECORDS  
COMMISSION

A meeting of the Hall of Records Commission was held Monday, April 11, 1960, at the Hall of Records in 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 J. Millard Tawes,

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

The Comptroller of the Treasury,  
Honorable Louis L. Goldstein.

Dr. Milton S. Eisenhower, President of The Johns Hopkins University, and John R. Montgomery, Esq., President of the Peabody Institute, had written to express regret at not being able to attend because of previous engagements.

The meeting was called to order by the Chairman at 3 p.m. A motion was made and passed to dispense with the reading of the minutes of the last meeting, May 18, 1959. The minutes were then approved in the form in which they had previously been circulated.

The Chairman noted that William L. Marbury, Esq., who had been a member of the Hall of Records Commission by virtue of his position as Chairman of the Board of Trustees, would be succeeded by John R. Montgomery, Esq., President of the Peabody Institute. This change was made at the suggestion of Mr. Marbury, who called the attention of the Chairman to an administrative reorganization of the Peabody Institute which had created the new position of president.

The following temporary appointments to the staff of the Hall of Records were approved and made permanent by unanimous vote of the Commission:

Program .01 - General Administration  
Anne C. Grigg, Stenographer, Accounting

Program .02 - Archival Administration  
Patricia C. Goldsborough, Manuscript Repair Technician I  
Phebe R. Jacobsen, Junior Archivist

Program .03 - Records Management  
Daisy Lee Jones, Senior Clerk  
Mary Ellen Hopkins, Photographer  
John W. Rousseau, Photographer

The members of the Commission then considered at length the record-keeping problems of the Commissioner of the Land Office. Several of the members of the Commission noted that they had received communications from various individuals and organizations, expressing concern about the excess humidity and high temperature of the stack area assigned to the Commissioner of the Land Office in the new State Office Building at Annapolis. A report was made to the Commission by Mr. Thomas W. McLain, who is in charge of air conditioning in the State buildings at Annapolis. The substance of Mr. McLain's report was that there was no longer the problem of excess humidity as there had been during the first summer. New equipment which has been installed by the Department of Public Improvements had successfully solved this problem. Mr. McLain reported also that there would be no difficulty about either the temperature or the relative humidity when the heat was turned off in the building, but that at the present time the temperature can build up on a clear day to 79 or 80 degrees. This temperature buildup, he stated, was due to the intense sunshine on the large east windows during the late morning hours.

Mr. McLain advised the Commission that steps are being taken to remedy this situation by installing an inner window of tinted glass. Governor Tawes informed the Commission that he had been in conference with Mr. Albert P. Backhaus, Director of the Department of Public Improvements, and that he had been informed by Mr. Backhaus that a tinted glass pane of this kind ought to be able to cope with this type of temperature buildup.

Mr. Goldstein moved that the Hall of Records Commission suggest to the Board of Public Works that experts in this field from The National Archives and The Library of Congress be invited to examine the recordkeeping facilities in the new State Office Building as well as at the Hall of Records and to submit a report of their findings. The motion was seconded by Senator Radcliffe and adopted. Governor Tawes suggested that the Archivist, after being authorized to do so by the Secretary of the Board of Public Works, request the cooperation in this matter of the Archivist of the United States, Dr. Wayne C. Grover, and the Librarian of Congress, Dr. L. Quincy Mumford.

The Archivist then made a progress report on certain business which had come before the previous meeting of the Hall of Records Commission. At that time, the Commission had voted in favor of blanketing the staff of the Hall of Records into the State Merit System, subject to the approval of Governor Tawes, who was not present at the meeting. Subsequently, Governor Tawes approved of this step; but the Archivist felt it ill-advised to bring the matter before the General Assembly at the short session of 1960. After further informal discussion of this subject, the Commission approved of the Archivist's plans to bring this matter before the long session of the General Assembly in 1961.

The question of ownership of the WPA Maryland Guide which had not been fully clarified before the previous meeting was subsequently resubmitted to the Attorney General. His opinion, divesting the Oxford University Press of any further rights to the book, was laid before the members of the Commission.

A report on the 1959-1960 Maryland Manual was given by the Archivist. He noted that this was the last edition which would be paid for out of the budget of the Secretary of State. Future editions will be charged to the Hall of Records Commission. The editorial work will remain in the hands of the Hall of Records staff, and distribution will continue as a function of the Secretary of State. It was noted that various suggestions for improvement of the Manual which had been made by members of the Hall of Records Commission had been adopted in the current issue. These and other changes included pictures and biographies of additional State officers, a history of the 1959 Session of the General Assembly, a list of the chairmen of committees of the regular Session of 1959, a revised organizational chart of the Executive Branch, a revised historical sketch, and a historical list of the Clerks of the Court of Appeals.

The Archivist reported to the members of the Commission that we have more need now than ever before for a handyman. The problem of moving records in and out of the two record centers and the Hall of Records without help of this kind is expensive and burdensome to the professional staff. Governor Tawes suggested that no formal action on this matter be taken by the Commission at this time. He volunteered to bring this need to the attention of the Director of the Department of Budget and Procurement and the Superintendent of Public Buildings and Grounds.

There was further informal discussion of the makeup of the Hall of Records Commission. Various proposals to enlarge the membership were considered. There was favorable reception of a proposal that in addition to the present seven ex officio members, three members be appointed by the Governor for staggered terms. Governor Tawes suggested that he would like to give further study to the matter.

Dr. Weigle suggested that a solution to our recordkeeping problems might be in the merger of the Hall of Records Commission and the Land Office. A general discussion of the functions and activities of both offices resulted in a suggestion by Mr. Goldstein that this might be a proper subject for consideration by the Legislative Council.

Dr. Weigle moved that the Commission inspect the quarters of the Commissioner of the Land Office and the new record center in the State Office Building. The meeting adjourned sine die at 4:20 p.m. Following adjournment, the members of the Commission proceeded in a body to the State Office Building for the above-mentioned purpose.

Fredrick W. Arum  
Chairman

Morris S. Radloff  
Secretary