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AGENDA

Hall of Records Commission Meeting
Maryland Historical Society
Rare Book Room
201 West Monument Street
Baltimore, Maryland

Wednesday, November 8, 1978

10:00 a.m.

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1. Call to order by Chairman, and minutes of last meeting (attachment)--
Judge Murphy.
 2. Proposed changes in the composition of the Hall of Records
Commission--Secretary Millstone.
 3. Report on the Annual Meeting of the Society of American Archivists.
 4. Microfilm preservation program for Maryland newspapers as a joint
proposal of the Hall of Records and the Maryland Historical
Society--Ms. Requardt.
 5. Maryland Manual
 - a. Status report
 - b. Distribution
 - c. Request of Special Information Services to use
data from the 1977-1978 Maryland Manual (see
attachment).
 6. Legislative History Project--status report
 7. Service to the public--future constraints?
 - a. Mail
 - b. Searchroom
 - c. Appraisal and transfer
 1. microform
 2. original records
 8. Other business.
 9. Next meeting.
 10. Adjournment.

Judge Murphy called for any additions or corrections to the minutes of the last meeting of the Commission held on June 27, 1978.

Mr. Zee asked for clarification of the first paragraph, last sentence, in the second resolution attached to the minutes referring to records retention schedules, where it stated that "the Archivist may call upon experts to advise him as to the disposition of records."

Dr. Papenfuse explained that there may be materials that deserve outside evaluation as to their permanent worth and in these rare instances the archivist may find it necessary to consult an organization such as the National Archives for guidance.

Hearing no other requests for explanation, changes, or additions to the minutes, Judge Murphy dispensed with the reading of the minutes of the last Commission meeting and moved that the minutes be accepted as distributed. Motion was seconded by Mr. Goldstein and carried unanimously.

Proposed Changes in the Composition of the Hall of Records Commission

Secretary Millstone noted that the current membership of the Hall of Records Commission as established by statute is not conducive to getting the necessary quorum to hold meetings. To date the Commission has held meetings that have been marginally attended. Secretary Millstone recommended that the state treasurer be added to the membership. Judge Murphy mentioned the possibility of an historian from the University of Maryland.

Dr. Muller made two comments:

1. The statute needs to be changed with respect to the Peabody Institute. The present wording is not correct. Mr. Richard Case is the chairman of the Board of Trustees and Dr. Galkin is the director of Peabody. Dr. Muller noted his concern about the propriety at this time of having the chairman of the Board at Peabody serving on the Hall of Records Commission. At one time the Peabody had a library, however that library is now under the jurisdiction of Baltimore City's Enoch Pratt Library. The Peabody is now strictly a conservatory of music.
2. Dr. Muller apologized to the members of the Commission for having attended only one Hall of Records Commission in his six years as president of the Johns Hopkins University, however he noted that this does not reflect a lack of interest on the part of the University. Dr. Muller continued that at the time the statute was written the University was not as large and complex as it is at present and that perhaps a more qualified individual than the president would be the provost who is the chief academic officer. The provost is better informed on matters such as the Johns Hopkins

University Press and the archives than the president. Dr. Muller suggested that the president of the Johns Hopkins University or his or her representative should attend the Hall of Records Commission meetings.

Dr. Papenfuse suggested that the Peabody Institute be dropped from the statute and that the state treasurer be added.

Secretary Millstone agreed and noted that the legislature should be represented and since the treasurer is appointed by the legislature he would in effect serve as their representative.

Mr. Goldstein moved that the statute be changed to include the state treasurer on the Commission in lieu of the director of the Peabody and that the president of Johns Hopkins University or his or her designate represent Hopkins at the Hall of Records Commission meetings.

Motion was seconded by Dr. Muller, who commented that the University would always have a voting member present.

Secretary Millstone commented that perhaps these additions and changes to the composition of the Commission would solve the problem of obtaining a quorum for meetings. He also suggested that the same wording that Hopkins was using be applied to St. John's College, that is that the president of St. John's College or his designate be a member of the Commission.

Mr. Goldstein revised his motion to include St. John's College.

Judge Murphy suggested that since the Commission was discussing broadening its membership that perhaps the University of Maryland should be included.

Mr. Goldstein revised his previous motion to include the University of Maryland. Therefore the motion now reads as follows: The President of St. John's College, The Johns Hopkins University, and the University of Maryland or his or her designate represent their respective institutions at the Hall of Records Commission meetings. Mr. Millstone inquired if it would serve a useful purpose to include such schools as Western Maryland College.

Mr. Goldstein remarked if membership was increased too much it would be impossible to get a quorum for meetings.

Dr. Papenfuse responded that the Johns Hopkins University has always had an extensive program for the study of Maryland history.

Dr. Papenfuse added that the University of Maryland is the only state school which offers an archival training program.

Mr. Goldstein's motion was seconded and carried unanimously.

Report on the Annual Meeting of the Society of American Archivists

Dr. Papenfuse reported to the Commission that he was program chairman for the annual Society of American Archivists meeting held in Nashville this past October. Over 800 members were in attendance. Dr. Stiverson presented a paper on state archives v. university archives. Dr. Papenfuse and Pat Vanorny gave a demonstration on inventorying of records at the Hall of Records. Chris Allan presented a paper on the Hall of Records microfilm program. Dr. Papenfuse mentioned that he was made a fellow of the 2,200 member Society.

Microfilm Preservation Program for Maryland Newspapers--Joint Proposal of the Hall of Records and the Maryland Historical Society

Dr. Papenfuse presented to the Commission details of the Maryland Historical Society's proposal for the Hall of Records to make preservation microfilm of Maryland newspapers in the collections of both agencies. The reason for the need for preservation microfilm is the steady deterioration of the newspapers to the point where many are so brittle that they cannot be used. Newspapers are printed on highly acid paper. Dr. Papenfuse added that if the Commission agreed that the microfilming of the papers should be done, then the Maryland Historical Society would approach the Board of Public Works for \$20,000 in matching funds for a National Endowment for the Humanities grant already received. If the Board of Public Works approved the matching funds then the \$20,000 would be paid by the Maryland Historical Society to the Hall of Records for the filming the newspapers and the Hall of Records in turn would deposit the monies back into the General Fund.

Mr. Goldstein inquired as to the deadline for requesting matching funds for the NEH grant.

Mrs. Somerville replied that the deadline for the National Endowment for the Humanities grant was on June 30; therefore January would be a reasonable time for obtaining matching funds.

Mr. Goldstein remarked that the December 6 Board of Public Works meeting would be an appropriate time to request the matching funds.

Ms. Requardt commented on the National Endowment for the Humanities grant, stating that newspapers were extremely good sources of local history. She further explained that newspapers contain information about persons who leave no diaries or personal papers. If the newspapers, especially county newspapers, were on film they could be used by researchers throughout the state and country. The microfilm would make the newspapers accessible through interlibrary loan or purchase.

Dr. Muller moved that the Hall of Records Commission endorse the matching

fund request to the Board of Public Works on the joint proposal.

Mr. Millstone seconded the motion and it carried unanimously.

1979-1980 Maryland Manual

a. Status Report

Dr. Stiverson reported to the Commission that the compilation and production of the Maryland Manual is on schedule. The work has been underway for two months and approximately 594 pages have been compiled and keyboarded. Of this amount 84 pages have gone to photocomposition.

Dr. Papenfuse asked Dr. Stiverson to explain the process of compilation of the Manual.

Dr. Stiverson stated that the Hall of Records was using an in-house word processing system for the Maryland Manual. When material is received in response to the questionnaires sent out to all departments and agencies of state and local government, it is then copyedited and keyboarded. Dr. Stiverson explained that there have been and will be a crucial number of changes in personnel. The remaining part of the Manual involves the changes in the legislature, which is due on December 6. However, by using an in-house system it is possible to make last minute changes up to January 15. The anticipated publication date will be early in March.

Dr. Stiverson made the following observations concerning work on the Manual.

The Manual is too big a project to be done on a part-time basis. When the Manual is compiled, two full-time staff in addition to Dr. Stiverson must be removed from their regular duties for a period of approximately six months, therefore placing the burden of their jobs on the remainder of the Hall of Records' limited staff. Dr. Stiverson noted the need for an "Information Center" on state government in the state. Dr. Stiverson pointed out that in order to get current information on state appointees he was forced in many instances to contact four different state offices to obtain all the facts needed for a particular agency or commission.

Camera-ready text for the Manual will be ready by January 1. In early March plates will be burned. A four-week as opposed to a six-week delivery time would increase production costs by 40 percent, so delivery is anticipated six weeks after the plates for

the Manual are made.

Dr. Papenfuse reported that the Hall of Records is now creating an updatable data base for Maryland Manual information. This information should be kept current on a day-to-day basis through the use of a dedicated line.

Dr. Stiverson noted that the Secretary of State maintains a current file on statutory committees, however the need for meshing the four files encompassing all state appointees exists. Lines for communication should be established.

Mr. Millstone explained that the Hall of Records compiles the Maryland Manual as a service to the Secretary of State.

Mr. Goldstein stated that he agreed with the need for one focal point of information due to the constant changes in commissions and agencies.

Dr. Papenfuse asked the Commission's approval to request an expanded staff for work solely on the Maryland Manual.

Mr. Millstone suggested that a meeting with the new Secretary of State be arranged.

Mr. Goldstein suggested that a meeting be arranged with the new Director of Legislative Reference, the Secretary of State, and the Governor.

Dr. Papenfuse pointed out to the Commission that since 1973 the cost of producing the Maryland Manual has been reduced by 10 percent and the readability has been increased.

b. Distribution

Dr. Papenfuse called the Commission's attention to the distribution of the Maryland Manual as proposed on agenda attachment 5b. Under "Distribution Suggestions a." Dr. Papenfuse asked for the Commission's opinion on state agency copies being picked up at Annapolis or Baltimore. Mr. Zee suggested that the state departments limit the number they ask for. Mr. Millstone added that the memo polling state agencies should indicate that the Hall of Records has been instructed to reduce the number of gratis copies distributed and that an explicit list of persons requiring a Maryland Manual be compiled by the particular agency requesting them.

Mr. Goldstein moved that the Commission agree with "Distribution Suggestions a."; it was seconded and carried unanimously.

Under "Distribution Suggestions b.", Mr. Goldstein told the Commission that he had learned much of the State's history from the Maryland Manual that was available to him throughout his primary education in his school library. Therefore, he did not agree that initial Maryland Manual distribution should be limited to the libraries of secondary schools and not distributed to primary schools.

Mr. Zee suggested that the Department of Education be asked to supply a list of primary schools in Maryland.

Mr. Goldstein moved that the words "not distribute" be removed from "Distribution Suggestions b." and that elementary schools continue to receive Manuals at the initial gratis distribution. Motion was seconded and carried unanimously.

On a motion made by Mr. Goldstein and seconded by Dr. Muller the Commission voted unanimously to limit free Maryland Manual distribution to county and local government to no more than an average of four Manuals per county as stated in "Distribution Suggestions c."

Dr. Papenfuse informed the Commission that the 1977-1978 Maryland Manual was now out of print. He explained that due to poor inventory control as a result of having no place to store the Maryland Manual the Hall of Records lost track of approximately 200 copies of the Manual. Dr. Papenfuse pointed out that there would be no copies of the Manual available to the new members of the legislature, the new Governor, or his staff. If the 1977-1978 edition were reprinted on a limited press run it would cost five thousand dollars. Either the 1977-1978 Manual would have to be reprinted or persons needing the Manual would have to wait until March when the new Manual was published.

Dr. Muller suggested that the \$5,000 expenditure was unnecessary.

Mr. Millstone said it was a question as to whose responsibility it was to reprint--the Secretary of State or the Hall of Records Commission.

Dr. Papenfuse noted that the Secretary of State's office received over 400 copies of the 1977-1978 edition which they handed out on a gratis basis.

Mr. Zee suggested that a search of the desks of the old legislators be made for any copies of the Manual that may be lying around.

Judge Murphy noted that he did not like the idea of the

additional expense for reprinting the old Manual.

Mr. Goldstein suggested that the State Telephone Directory and the General Assembly Directory be used in lieu of the Manual until the 1979-1980 edition is available. He also recommended that the issue of reprinting the 1977-1978 Maryland Manual be held in abeyance.

- c. Request of Special Informations Services to use data from the 1977-1978 Maryland Manual

Dr. Papenfuse recommended that the Commission agree to the request of Special Information Services, Inc., to abstract the 1977-1978 Maryland Manual for a reference publication on all state governments on the condition that SIS run an acknowledgment and disclaimer. Mr. Goldstein moved that the Commission agree that permission be granted to SIS to abstract the Maryland Manual for a reference publication on all state governments. Dr. Muller seconded the motion and it carried unanimously.

Legislative History Project-Status Report

Dr. Papenfuse reported that over the past six weeks Carol Tilles and Rob McGowan of the Archives staff have finished proofing approximately 6,000 pages for the first volume (1635-1789) of the Dictionary of Maryland Legislators in addition to their regular duties. The Dictionary will be available in the spring of 1979 in time for the next Hall of Records Commission meeting.

Service to the Public-Future Constraints

Dr. Papenfuse informed the Commission that between 1952 and 1978 the cost of State Government in Maryland grew 22 times from 92.8 million dollars to 2.024 billion dollars and personnel rose 5 times from 14,017 to 74,907. The archives budget increased only 8 times in the same period and its personnel just doubled. Between July and October 1977 the Hall of Records answered 1,100 letters. During the same period in 1978 we answered 1,600 letters--this feat was possible in part due to automating our letter answering system. Dr. Papenfuse further explained that the Archives Division could not hope to maintain the status quo while the demand for services by the pulic continued to rise at a rate of 8%. Archives cannot continue to provide a high level of service without more staff. Dr. Papenfuse said it may be necessary to close the Hall of Records Public Search room one day per week to work on other phases of archival duties.

Judge Murphy inquired about the genealogical mail requests that the archives must answer.

Mr. Goldstein said that increasing the price for research inquiries may

help to alleviate the mail crunch. Mr. Goldstein suggested that the public might be willing to pay for that service.

Dr. Papenfuse explained the the Archives Division was now up to date on mail inquiries.

Mr. Zee suggested that the public be charged for the use of the search room.

Dr. Papenfuse stated that of the research inquiries that are answered, over 80 percent send back additional money for photoduplication orders.

Mr. Goldstein suggested a charge of \$10 instead of the current \$5 per letter.

Dr. Papenfuse noted that the additional charge would not help the Archives because all monies received by the Hall of Records are deposited in the general fund.

Mr. Millstone inquired as to the turnaround time for research inquiries.

Dr. Papenfuse responded approximately three weeks.

Mr. Millstone objected to the suggestion of closing the public search room one day a week.

Dr. Muller stated that if the money collected for the research fees cannot be used by the Archives, then a personnel increase has to be permitted.

Mr. Goldstein asked if Virginia or Massachusetts charge for research. The answer was they do not charge.

Mr. Zee commented that Mr. Goldstein's recommendation of a fee increase ought to be carefully reviewed.

Mr. Goldstein again stated that a great service was being rendered by the Archives.

Dr. Muller stated that it would be reasonable to raise the search fee as well as asking for additional personnel.

Judge Murphy requested that Dr. Papenfuse reevaluate the search fee in terms of cost structure and report to Secretary Millstone.

Mr. Millstone stated that the current budget is based upon the maximum allocation that the Governor allows and that the Hall of Records Commission is not alone in operating under fiscal constraints.

Judge Murphy suggested that a reevaluation of the search fee structure be done and given to Secretary Millstone.

Dr. Papenfuse mentioned the need for a reallocation plan for personnel in the state government.

In an effort to bring to the Governor's attention the need for more personnel for the Archives Division, Dr. Muller moved that the Hall of Records Commission recommend an increase in staffing for the Archives Division. Judge Murphy seconded the motion and Secretary Millstone abstained from voting. The motion carried.

Other Business--The Johns Hopkins University Proposal

Dr. Papenfuse reported to the Commission that the Hall of Records publication, Maryland. A New Guide to the Old Line State will have produced \$9,300 in royalties for the general fund by next March. The original investment by the State was \$14,000. The Johns Hopkins University Press wishes to reprint for the third time the paperback edition of the Guide. However, instead of paying royalties to the State at the rate of 30 percent, the Press would have to cut back to 20 percent, although it would spend \$1,000 in additional advertising for the Guide. Mr. Goldstein moved that the Commission accept the Johns Hopkins University Press proposal. Motion was seconded and Dr. Muller abstained from voting. The motion carried.

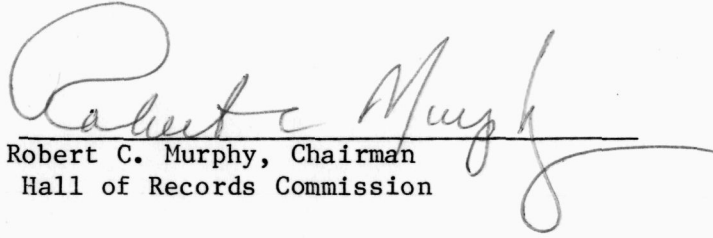
Records Retention and Disposal Schedules

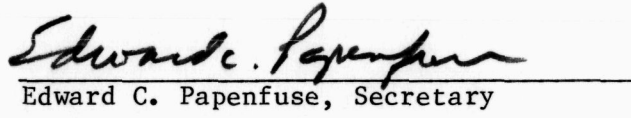
Dr. Papenfuse explained to the Commission that the Archives Division relies almost exclusively on the recommendations of the Records Management Division in determining whether or not records should be destroyed or how long they should be retained before destruction. The reason for this is that the Archives Division does not have the staff or time to carefully examine all the records, although it does spot check questionable series. Dr. Papenfuse asked that the list of schedules approved by the archivist since the last meeting be incorporated into the minutes of the Hall of Records Commission meeting. A motion was made and seconded, and carried unanimously.

Next Meeting

Dr. Muller invited the Commission to the Evergreen House of Johns Hopkins University for a luncheon meeting on Tuesday May 15, 1979.

With no further business before the Commission, the meeting was adjourned at 11:15 a.m.


Robert C. Murphy, Chairman
Hall of Records Commission


Edward C. Papenfuse, Secretary

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