

AGENDA

Hall of Records Commission Meeting
Evergreen House
4545 North Charles Street
Baltimore, Maryland

Friday, July 20, 1979

12:00 noon

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1. Call to order by the Chairman.
 2. Minutes of the last meeting (attachment 1)
 3. New building status report
 4. FY 1979 Report-Extract (attachment 2)
 5. Publications
 - a. the new consolidated publications account
 - b. Maryland Manual
 - c. Biographical Dictionary of the Maryland Legislature
 - d. future plans
 6. Recent gifts
 - a. earliest known manuscript English version of the Maryland Charter
 - b. Morris L. Radoff Bequest and Memorial Fund
 7. Other business
 8. Next meeting
 9. Adjournment

ECP:st

Attachments

ATTENDING HALL OF RECORDS MEETING
ON FRIDAY, JULY 20, 1979

The Honorable Robert C. Murphy
Chief Judge of the Ct. of Appeals
401 Bosley Avenue, Co. Cts. Bldg.
Towson Maryland 21204

The Honorable Louis L. Goldstein
Comptroller of the Treasury
State Treasury Building
Annapolis, Maryland 21404

The Honorable J. Max Millstone
Secretary, Dept. of General Services
301 West Preston Street
Baltimore, Maryland 21201

Leonard C. Crewe, Jr., President
The Maryland Historical Society
201 West Monument Street
Baltimore, Maryland 21201

Dr. Steven Muller, President
The Johns Hopkins University
Homewood, Charles & 34th Sts.
Baltimore, Maryland 21218

The Honorable William S. James
Treasurer of the State of Maryland
State Treasury Building
Annapolis, Maryland 21401

The Honorable Anne S. Perkins
4110 Greenway
Baltimore, Maryland 21218

The Honorable Julian L. Lapidus
809 Cathedral Street
Baltimore, Maryland 21201

Edward C. Papenfuse, Secretary
Hall of Records Commission

Gregory A. Stiverson
Assistant State Archivist

Philip F. Schneider, Records Admn.
Records Management Division
Treasury Bldg., Room 302
Annapolis, Maryland 21401

Jerome W. Klasmeier, Deputy Secretary
Department of General Services
301 West Preston Street
Baltimore, Maryland 21201

Romaine Somerville, Director
The Maryland Historical Society
201 West Monument Street
Baltimore, Maryland 21201

Professor George H. Callcott
Department of History
University of Maryland
College Park, Maryland 20742



J. MAX MILLSTONE
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

P. O. BOX 828

ANNAPOLIS, MD. 21404

TELEPHONE: 269-3915

EDWARD C. PAPENFUSE
STATE ARCHIVIST AND
COMMISSIONER OF LAND PATENTS
GREGORY A. STIVERSON
ASSISTANT STATE ARCHIVIST

MEMORANDUM

TO: Members of the Hall of Records Commission

FROM: Edward C. Papenfuse, Secretary

RE: Meeting on July 20, 1979

July 11, 1979

The next meeting of the Hall of Records Commission will be held on Friday, July 20, 1979, at 12:00 noon at the Evergreen House in Baltimore.

Chapter 248 of the Laws of 1979 enlarged the membership of the Commission, and this is the first meeting which includes the new members.

Enclosed are copies of the agenda for this meeting and the minutes of the last meeting of the Commission. Also, there is a map showing the location of the Evergreen House in Baltimore.

My secretary, Mrs. Toolles, will be contacting your office this week to confirm your attendance at the meeting.

:st

Enclosures

Minutes of the Hall of Records Commission Meeting
July 20, 1979

A meeting of the Hall of Records Commission was held in Baltimore at Evergreen House, hosted by Dr. Steven Muller, President of the Johns Hopkins University, on Friday, July 20, 1979.

The following members were in attendance:

The Honorable Robert C. Murphy
Chairman, Hall of Records Commission
Chief Judge of the Court of Appeals
of Maryland

The Honorable Louis L. Goldstein
Comptroller of the Treasury

The Honorable William S. James
Treasurer of the State of Maryland

The Honorable J. Max Millstone
Secretary, Department of General Services

Dr. Steven Muller, President
The Johns Hopkins University

The Honorable Julian L. Lapidus
State Senate
Maryland General Assembly

The Honorable Anne S. Perkins
House of Delegates
Maryland General Assembly

Professor George H. Callcott
Department of History
University of Maryland
designee of Dr. John S. Toll,
President of the University of Maryland

Also present were:

Edward C. Papenfuse, Secretary
Hall of Records Commission
State Archivist and Commissioner of
Land Patents, Archives Division, HRC

Jerome W. Klasmeyer, Deputy Secretary

Department of General Services

Romaine Somerville, Director
The Maryland Historical Society

Professor George H. Callcott
Department of History
University of Maryland

Philip F. Schneider, Records Administrator
Records Management Division, DGS

Gregory A. Stiverson, Asst. State Archivist
Archives Division, DGS

The meeting was called to order by Chairman Robert C. Murphy at 1:45 p.m. Judge Murphy noted that Dr. Muller was hosting the meeting and turned the floor over to Dr. Muller. Dr. Muller gave an outline of the history of Evergreen House and its furnishings, art, and rare book collections.

Judge Murphy called for any corrections or additions to the minutes of the last meeting held on November 8, 1978.

Dr. Papenfuse noted that there was an addition on page 10, second paragraph, which should read "In an effort to bring to the Governor's attention the need for more personnel for the Archives Division,...".

Hearing no other requests for additions or corrections to the minutes, Judge Murphy dispensed with the reading of the minutes of the last Commission meeting and moved that the minutes be accepted with the addition made by Dr. Papenfuse. Motion was seconded and carried unanimously.

New Building Status Report

Mr. Millstone requested and the Commission concurred that the matter of the new Archives Building be tabled until the next meeting of the Commission.

Mr. Schneider noted that a warehouse addition will be built for the Records Management Division of the Hall of Records. The building will contain 32,000 square feet of space and will hold 160,000 cubic feet of records. The warehouse construction is pending the approval of the Board of Public Works, and it will appear on the agenda for the next Board of Public Works meeting. If approval is obtained the time of the move to the new facilities is anticipated to be approximately one year. Mr. Schneider said that the move would free up a certain amount of warehouse space that could be utilized by the Archives Division.

Dr. Papenfuse agreed that the move will provide space in the Cheltenham Tobacco Warehouse. The space is strictly shelving in a warehouse, however,

which has neither the temperature nor the humidity controls which are necessary for proper archival storage of permanent records. Dr. Papenfuse also pointed out that the warehouse is fifty miles from the Hall of Records and that while the space is welcome it does not solve the need for permanent archival storage space.

Treasurer James asked Dr. Papenfuse what kind of storage the warehouse provided. He replied that the storage consisted of shelving sixteen feet high.

Comptroller Goldstein noted that the warehouse was built for the temporary storage of tobacco, not records, and that the facility was inadequate for permanent record storage.

Mr. Schneider added that the new Records Management facility also is not intended for anything other than temporary storage of records.

Dr. Papenfuse commented to the Commission that the Department of General Services has been supportive of the Archives Division's efforts to more efficiently serve the large number of visitors who come to do research at the Hall of Records by permitting the Division to overspend its budget to acquire new octagonal-shaped research room tables. The idea for this shape table, which will increase the seating capacity of the public search room by a third, is British in origin, but was considerably modified by Dr. Papenfuse to meet the requirements of the Hall of Records.

Judge Murphy inquired as to the cost of the tables.

Dr. Papenfuse replied that the unit cost of the tables is approximately \$2900.

Dr. Papenfuse distributed to the Commission a copy of the Interim Checklist of Card Indexes in the Hall of Records and mentioned that this list is a consolidation of all holdings in the present Hall of Records building.

FY 1979 Report-Extract

Judge Murphy called the Commission's attention to the attachment, Archives Division, FY 1979 Report, that was distributed along with the agenda to the members of the Commission, and asked Dr. Papenfuse to give a short description of the functions of the Hall of Records.

Genealogists and family historians, scholars of many labels, lawyers, title searchers, government officials, high school students, all come to the Hall of Records for information, in person or in ever increasing numbers, by mail. Even novelists like Alex Haley, James Michener, who used the Hall of Records through a book I wrote on Annapolis, and John Barth, who while comparing historians to icebergs in a recent Washington Post article, nonetheless made extensive use of the Provincial and local court records relating to Somerset County in The Sotweed Factor.

The Maryland Hall of Records has only been in existence since 1934, when Judge Carroll Bond and others fought successfully to give the permanently valuable records of the state a safe and secure home. In 1935 the present structure was first occupied. Designed to accommodate the historical records generated to that time and for another 25 years, it is a splendid building that incorporates well the functions of an Archives in an interior setting of colonial splendor.

In his almost 35 years at the Hall of Records, Dr. Morris L. Radoff built a solid program of preservation, records management, and making records accessible. It was not an easy task, and, he felt, not always appreciated, but his pioneer efforts laid a firm foundation for any successor to build upon and have been well recognized in the rapidly growing public awareness of what we do. The Fiscal Year 1979 Report Extract provides an outline overview of the legal mandates, functional organization, and statistical measures of the work of the Hall of Records today. I would like to take a moment to summarize some the important areas of concern for us now and in the future.

As Secretary Millstone pointed out in his memorandum of July 18, 1978, to all program managers of the Department of General Services, "Our reason for being is to provide service to other State and Government Agencies and the public. These people are our customers and any healthy business attempts to keep its customers happy."

Over the past decade the number of people who came to use the archives increased five fold to almost 11,000. The mail has seen an equal increase and is now over 6,000 letters a year. Whether or not the rise in demand for archival services will continue in the next decade at the same rate is dependent upon:

- a) adequate space to store, and staff to evaluate, the current and future holdings of the archives
- b) adequate staff to service the records once they are properly described
- c) adequate communication to potential users concerning what archival resources the State has

In the last six years we have made every effort to streamline the archival operation. We have reorganized and made more efficient every aspect of archival work from the photoduplication of archival material to the circulation of documents in the searchroom. We have employed the recent advances in word processing to reduce production time and costs on our publications. The 1979-1980 Maryland Manual was composed and printed at the same cost as the 1973-1974 Manual, which contained less information, a remarkable achievement in light of the rampant rate of inflation over the intervening years. We have recently employed the same techniques in answering reference requests on the Manual and in responding to other mail inquiries. For example, when a member of the Governor's staff needed a typed outline of State Government complete with organizational charts, we did the work in short order employing our equipment and the Manual data

base. Over the last nine months we have used the text editing system to come to grips with our staggering volume of mail, reducing, but not eliminating, the need for more staff to handle it. We are at the end of our capacity to accommodate any increase in future demand for service, however, whether it be in answering reference questions concerning the records we have or in terms of taking on any more archival material, other than records destined for virtually inaccessible warehouse storage.

The minimum needs of the Archives Division are largely dictated by the growth of State Government and public pressure for archival services. Between FY 1952 and FY 1978, the cost of State government in Maryland grew 22 times from 92.8 million dollars to 2.024 billion, while the personnel of state government rose five times from 14,017 to 74,907. The archives budget has increased only 8 times in the same period (\$51,173 to \$411,315) and its personnel has but doubled (11 people to 22). At the National level the National Archives budget increased 14.6 times between FY 1952 and FY 1977. Libraries in Maryland have also done well in comparison to the Maryland Archives. Today over a million dollars is spent by the State in a library development budget, not any of which is spent on looking at archival needs, yet increasingly, through our comprehensive and gradually retrospective catalogue of State publications and reports, and through the circulation of our microfilm holdings through interlibrary loans, we are becoming an invaluable resource for libraries throughout the State.

Obviously it is not possible for the Archives at its present level of funding to cope with the care and preservation of the State's historical records when they are increasing at a rate of 2.7 times the resources allocated to the Archives to deal with them. At the same time that the Archives is being funded at one third the level it was in 1952 (in relative terms), it has experienced a dramatic rise in the public's demand for service. In 1952 the number of people actually using the Hall of Records (cumulative annual registration) was 1,183. In FY 1979 the cumulative registration was 10,999. To even do the minimum job as an archives the staffing and funding ratios should be at least the same as they were in 1952. In 1952 the State spent \$1,815 for every dollar spent by the Archives. In 1978 the State appropriated over \$5,000 for every dollar appropriated to the Archives. In order to redress the balance over the next several fiscal years it will be necessary for the archives division to grow at a faster rate than the rest of State Government.

Over half (30,000 cubic feet) of the current holdings (52,00 cubic feet) of the archives are in warehouse storage fifty miles from the Hall of Records. There is no more space in the present Hall of Records building for records storage. All we can do is move records between the uncontrolled environment of the warehouse and the Hall of Records as demand for records warrants, endangering the records by excessive handling and escalating budget requests for motor vehicle operation and courier staff.

The state archives building (Hall of Records) holds no more than 22,000 cubic feet of records. When the building was planned in 1934 a careful

survey was made of the records then in existence. The best projections were that the building would serve the State's needs for twenty-five years (to 1959). In fact the archives ran out of space long before then. In simple terms government grew at a pace no one in 1934 imagined, creating an enormous mass of material for the archives to sift through in search of that worth keeping.

Beginning in 1974 a concerted effort was made to address the most pressing of archival problems by moving those records that absolutely had to be placed under archival control into a warehouse. We had already lost a large collection of public records relating to the history of the black community in Baltimore City to the incinerator because we had refused to acknowledge our legal responsibility for their care and had authorized their destruction on the grounds that we did not have space to preserve them. Today approximately 30,000 cubic feet of unprocessed material rests on 16 foot high steel shelving in a warehouse fifty miles from the nearest reference desk, a situation that is definitely better than nothing, but hardly adequate for reasonable usage of any of the records concerned (including some 600 cubic feet of the most recent accessions of Governor's Papers). Nor could this storage be considered safe. The threat of fire is always a clear and present danger, and temperature and humidity controls are nonexistent.

The most current survey of State agency records indicates that there are 183,319 cubic feet of inactive State agency records still in agency hands that ought to be appraised for their permanent historical worth and moved out of expensive prime office space. If, conservatively, it is argued that 10% definitely warrant archival preservation, there are 18,332 cubic feet of State records that at this moment should be in archival storage. Each year about 40,000 cubic feet of records become inactive. Using the same 10 percent guideline for estimating archival material, this means that in State agencies alone, 4,000 cubic feet of records should be transferred to archival storage annually.

In addition to the executive branch, the State Archives by law is the depository for historical judicial and quasi-judicial records, including land and probate records. For the foreseeable future (twenty-five years at least), we should be transferring an average of 3,000 cubic feet of this material to the archives each year.

With respect to the legislature we are negligent in addressing its archival needs. We take on a bare minimum of the most basic records and yet have to consider the repercussions of not considering committee files and other working papers of the General Assembly.

The magnitude of the archival problem is clear. We can ignore it. The public is conditioned to the inability of government to come to grips forcefully with issues before it, but in my opinion we ought not to. An accessible, well-described archives is the best defense against repeating the errors of the past and the best means of comprehending our

accomplishments, no matter how meager.

There is no easy handle by which space needs can be quickly assessed. The program written in 1974 for the proposed new State Archives comes closest to providing the answers. The projections contained therein about what our holdings would be today are remarkably accurate, although the predictions for the future are too low. The total net assignable square footage (NASF) requested in that program was approximately 60,000 NASF. By utilizing compact shelving in the document stacks and reducing some records to microform only, the revised projections of future holdings can be accommodated without any need for more floor space than what was requested in 1974. Compact (mobile) shelving, as was subsequently recommended for the Executive Office/Archives complex, while costing more initially, provides one half to two-thirds more storage space for records in the same floor space assigned to conventional shelving.

Even with the archival records we already have in hand, the problems of proper description and of alerting potential users to their existence is mammoth. We can readily document the uses to which the Archives can be put not only in historical research but also in meeting the information needs of current government. The Maryland Manual files are but one example. In addition to publishing the most complete fact book on current Maryland government, we also can provide and have provided a wealth of information from the Manual files as the Governor's staff has recently discovered. Without sufficient reference personnel and adequate published descriptions of what resources we have, however, the Archives will necessarily be underutilized and the quality of current government will be less than it could be with the Archives to draw upon.

In at least one major respect, the Archives is failing to meet its legal responsibility to plan for the future because it lacks staff and operating funds (See statistics for Records Appraisal and Transfer). We do an admirable job with the archival records that have survived from prior to the establishment of the Hall of Records in 1934, but for valuable state records created since then, with the notable exception of the Governors' Papers, we have not done what we should. We can easily estimate how much archival material there exists in the hands of State agencies and can predict the annual accumulation for some years to come, all because of a Records Retention and Disposal scheduling process that works reasonably well, but we have no staff to weed out the valuable from the inconsequential or to encourage the transfer from costly prime office space to less expensive accessible archival storage space of records no longer needed in the daily office routine. With adequate records appraisal and transfer staff to complement sufficient new archival storage space, the Archives could save the State hundreds of thousands of dollars in office rental, office construction, and file clerk time.

I would be remiss if I did not conclude with a caution about trying to assess the needs of the future from our statistics alone. Much of the service provided by the archives defies quantification. We provide

information needed for a variety of reasons that range from personal concerns to matters of State. For example we are currently using one person full-time and another part-time in a search for accurate data on the history of a state-held mortgage that could effect a savings to the state of several thousands of dollars. If the mortgage is still valid the state will not have to pay for a certain railroad right of way. The fact that we provide that kind of service cannot be reflected in a statistical summary, yet its value is without questions and it simply could not be rendered by any other agency.

The assistant attorney general for whom we are presently working on the railroad mortgage may be able to help us convey the importance of the service we are providing. His praise of our research and resources is unqualified. More difficult is articulating the personal service we provide people in their quest for information. You can estimate how much staff and space is necessary to provide the service, but to measure its worth quantitatively is impossible. How do you numerically measure the value of taking time to help a person pursue the history of a house, a family, or a community? The strength of an archives lies in the reference services it provides to people in person, over the phone, and by mail, nurturing an interest in the past, satisfying a desire to know. Intellectual curiosity, regardless of how frivolous some might think the topic, is the heart of a dynamic, viable society. Stifle that curiosity, or refuse to answer questions well, and we will atrophy as a culture. We will burn records, neglect the lessons of the past, and in all likelihood sink into a stupor before a television set to stare at the daily machinations of an Orwellian world. The State has, in my opinion, an obligation to save the best (and worst) of what it does and to let its citizens know that its past is documented in the Archives where it can be reviewed six days a week, eight hours a day, with the help of a courteous, knowledgeable, professional staff. In the end, that is one of the best rationales for an improved and expanded Archives, one which Jefferson explicitly referred to in the Declaration of Independence when he castigated the king of England for calling together American "legislative bodies at places unusual, uncomfortable, and distant from the depository of their Public Records, for the sole purpose of fatiguing them into compliance with his measures".

At the conclusion of Dr. Papenfuse's remarks, Treasurer James noted that two months ago the Treasurer's Office received two bonds from former Mayor Moyer that were issued by the State in 1880. These bonds were sent to Dr. Papenfuse who found the record of the issuance of the bonds which showed that they had been paid. Treasurer James observed that when bonds are paid they are usually clipped and turned in to the Treasurer's Office. The two particular bonds mentioned above had not been clipped. Comptroller Goldstein added that State bonds used to be burned and a certificate was written denoting the date the bond was paid and the date it was burned. Treasurer James said that the banks now take care of the bonds for the state and that when a bond is paid it is destroyed.

FY 81 Budget

Dr. Papenfuse noted that the FY 1981 Budget had been submitted and that he found the Resource Requirement Report approach of the department, which was developed by Mr. Klasmeier, to be infinitely more helpful than other planning approaches to program development.

Publications

a. New consolidated publications account

Dr. Papenfuse explained to the Commission that the publications program of the Archives Division will be affected by a new law which established a consolidated publications account:

The Commission may establish a consolidated publications account. Any excess revenues remaining at the end of the fiscal year, derived from publications and services of the Commission, may be placed in this account. Expenditures from the account shall be restricted to the cost of producing, distributing, and promoting all publications of the Commission, including the cost of free publications, except the Maryland Manual which shall continue to be budgeted separately as a line item appropriation in the fiscal years of publication. Any unexpended amount remaining in the account at the end of fiscal year 1980 and any subsequent fiscal year does not revert to the general fund of the state, but shall be maintained in the account as special funds, up to a maximum of \$30,000. Any excess funds in the account over \$30,000 remaining at the end of any fiscal year shall revert to the General Funds of the State.

Comptroller Goldstein moved that the Archives Division, in compliance with the terms of the law, establish a consolidated publications account.

Judge Murphy seconded the motion, and it passed unanimously.

Dr. Papenfuse mentioned a fiscal note that accompanied the law which presents a question as to its intent. Can the money being accumulated now in fiscal year 1980 be spent in fiscal year 1980?

Mr. Goldstein stated that the money should be spent as it is needed.

Senator Lapidés commented that according to paragraph B of section 3 it states that the Division should wait to spend funds until the end of the fiscal year.

Dr. Papenfuse observed that we currently have close to \$22,000 in the fund and we cannot keep more than \$30,000 at the end of the fiscal year.

Comptroller Goldstein stated that the Legislature's intent was to spend the money accumulated after July 1, 1979.

Mr. Goldstein said that currently there is a 10-15 percent rate of inflation per year and that the Archives should spend the money now.

Dr. Papenfuse informed the Commission that the publications accounts allows the Archives Division to consider manuscripts submitted to them for publication. For instance, the Division has already been approached regarding a manuscript relating to the history of women in Maryland.

Dr. Stiverson described the manuscript as being authored by many people and put together by Winifred Helmes of Salisbury State. It is a topical history of women. Professor Helmes has edited 25 chapters which relate to colonial women, women in education, three chapters on the work of women in the legislature, and other topics. Dr. Stiverson further explained that the Archives Division was asked to review the manuscript approximately one and a half years ago, at which time he read approximately one half of the chapters. He noted that he was impressed by the content and originality of the manuscript, however pending completion of the entire review it is impossible to determine if it is suitable for publication. Some problems are already apparent, however, including a lack of reference citations which might violate copyright law.

Dr. Papenfuse added that it may be possible to consider at least a partial funding of a publication of this sort with the new publications account.

Dr. Stiverson pointed out that this particular manuscript was over 1,000 pages long and would be very costly to publish, and it would have to be reviewed and edited to be sure that it was a thorough, definitive history of Maryland women.

Professor Callcott asked if the Hall of Records was going to become a scholarly press.

Dr. Papenfuse replied that while not in the strict sense a scholarly press, the Hall of Records has already published scholarly works such as the Guides to Records on Microform and several other publications in the series known as Studies in Maryland History and Culture, such as Maryland. A New Guide to the Old Line State, Law, Society and Politics, Biographical Dictionary of the Maryland Legislature, and Dr. Radoff's The Old Line State. A History of Maryland.

Senator James asked if there were any State House books still available.

Dr. Papenfuse replied that there were approximately 4,000 on inventory.

Professor Callcott suggested that a precise statement on what kinds of publications the Hall of Records would consider for publication should be drawn up. Dr. Callcott asked what type of response would be given to persons who wish to have their manuscripts published?

Dr. Papenfuse explained that the normal response would be that the person

should check first with the Publications Committee of the Maryland Historical Society, although a situation could arise where the a manuscript might be received that we might recommend be published jointly by the Hall of Records and the Maryland Historical Society.

Judge Murphy asked how people would know that the Hall of Records has the ability to do this?

Dr. Papenfuse explained that in his opinion it was best to wait for authors to contact the Hall of Records rather than to advertise for manuscripts. The staff of the Hall of Records, while eminently qualified to review manuscripts, does not have the time to do so. The primary purpose of this account is to publish Hall of Records generated manuscripts (mostly finding aids and other staff-authored publications). If a person has a manuscript on Maryland history he or she will ultimately seek our advice concerning it, as happened with the manuscript history of Maryland women.

When the consolidated publications account was being considered by the legislature testimony was given that the Hall of Records staff would review manuscripts on Maryland History, and, if such manuscripts were found to be worthy of publications, would, with a consolidated publications account, be in a position to assist in their publication. One such possible publication mentioned in testimony before the Senate and House committees was the History of Maryland Women that had been sent unsolicited to the Hall of Records for suggestions on how it might be published.

At the time of the testimony, and at the present moment, we have not yet had sufficient staff time to properly evaluate the manuscript. The Women's caucus at the time the consolidated publications account was being considered by the legislature, and subsequent to its passage, expressed a keen interest in the manuscript. They were told that it had not yet been evaluated.

Senator Lapidés commented that he did not feel that support from the women's caucus for the manuscript and the consolidated publications account should in any way prejudice the review of the manuscript. Dr. Papenfuse assured him that it would not and stressed the fact that on no occasion had given any hint that support of the bill would automatically result in publication of the History.

Dr. Stiverson noted that the Hall of Records should not be considered as competing with the Maryland Historical Society or any other scholarly press. We do not have one person who can be considered an editor on a full time basis. When a book is published we must pull one or two of the archivists out of the search room or away from their regular duties for the time it takes to compile the publication in question. Our publications are good but we in no way resemble a press and could not operate as one unless we had the staff required. Publications that we undertake that are on popular topics the Hopkins Press publishes, because they can distribute them widely. Publications like finding aids and publications such as the

Maryland Manual have to be done in-house by those who are familiar with Maryland government and archives. The particular manuscript in question has two problems:

1. The manuscript was not scholarly enough for Hopkins Press to take on; it has no footnotes.
2. The manuscript is intended to be a popular history, but it is too long for a press like Tidewater to undertake, and the subject is too narrowly defined to be of much interest outside Maryland.

The main goal of the Hall of Records publications program is to encourage knowledge of Maryland history and we would like to further that cause, but this should in no way be interpreted as setting the goal of becoming a scholarly press.

Professor Calcott and Treasurer James suggested that a policy denoting the procedure to be used to accept manuscripts and spend money from the publication account be drafted. Treasurer James moved that this policy be developed by the next Hall of Records Commission meeting.

Comptroller Goldstein seconded the motion, and it carried unanimously.

Secretary Millstone suggested that the matter of spending money from the publications account be referred to the Attorney General's Office for an opinion if a problem arises in paying bills with monies deposited to the account.

b. Maryland Manual

Dr. Papenfuse noted that he was extremely pleased with the content and layout of the 1979-1980 Maryland Manual. He specifically mentioned the efforts of the Archives staff who were involved in compiling the Manual, especially Diane Frese and Margaret Koontz who assisted Dr. Stiverson and the full-time keyboard operator Frances Radavich. Dr. Papenfuse mentioned that this edition of the Manual is far better organized than any earlier edition. Dr. Papenfuse called the Commission's attention to the running heads on each page of the Manual which form a quick index and suggested the 1979-1980 Maryland Manual be compared both in terms of content and organization with the last full edition. With this edition a person can actually find his or her way through the book easily and at the same time, perhaps better understand the organization of State government.

Dr. Stiverson noted that particular care had been taken with the Maryland Constitution to update it properly and correct the many minor errors that were in the 73-74 edition. Dr. Papenfuse explained the the 79-80 Manual freezes government as of March 1st, and that all changes that have occurred since March 1, 1979 would not be reflected in the new Manual. Dr. Papenfuse pointed out the omission of three congressional district maps and explained how this problem occurred.

Comptroller Goldstein suggested that the maps could be tipped in at the back of the volume. Dr. Stiverson explained that it would be very expensive to do this.

Dr. Papenfuse noted an additional change in the Manual--the addition of the biographical sketches of the Judiciary. This was done in honor of the 200th Anniversary of the Court of Appeals.

The distribution of the Manual will begin next week in Annapolis, however the distribution to the Baltimore state offices will take longer.

Dr. Papenfuse pointed out that the Governor asked that no name copies of the Manual be distributed with this edition, and that except for the Hall of Records Commission distribution, the two hardbound copies to the members of the General Assembly, the 25 hardbound copies to the State Library, and 50 hardbound copies to the Department of Legislative Reference there would be no distribution of free hardbound copies. The public may buy copies of the hardbound Maryland Manual at a cost of \$8.00 per copy.

Dr. Papenfuse explained to the Commission that it is now known that the Manual cannot be completed until June or July after a new administration takes office due to the extensive changes that take place. The next full Manual will be out in two years and at that time there will be the option of dropping certain standing sections of the Manual to cut publication costs.

Treasurer James asked Dr. Papenfuse how the Constitution and its amendments were checked.

Dr. Stiverson replied that there were hundreds of small errors and additions made by amendments, and that he checked the original engrossed laws to establish the correct language.

Treasurer James said that when future editions of the Manual are prepared the Hall of Records staff should have some help in updating the Constitution.

Dr. Papenfuse commented that the Constitution section of the Manual is now more complete and accurate than it has ever been.

Senator Lapidès suggested that since the cost of updating the Maryland Manual every two years is high, that perhaps a pocket addenda should be published for the back of a volume issued every four years.

Dr. Papenfuse replied that the Hall of Records is required by law to publish the Maryland Manual every two years and that the Manual provides a useful record of the structure of state government that cannot be captured in an addenda to a badly out-dated Manual.

Comptroller Goldstein commented that the Manual was a fine publication and

that he uses it every day.

Treasurer James noted that it is the function of the Department of Legislative Reference to maintain an up-to-date Constitution.

Mr. Goldstein commented that when the income tax book is compiled the Comptroller's office receives help from the leading accountant firms in the State, and he suggested that the Hall of Records ask for help from some of the leading law firms when updating the Constitution.

Treasurer James, Comptroller Goldstein and Judge Murphy suggested that in the future help should be obtained from the Department of Legislative Reference or a private law firm such as Piper and Marbury to update the Constitution.

Treasurer James also noted that there were a lot of mistakes in the version of the Constitution that appears in the Code. He asked if J. Vernon Eney had been contacted for help in updating the Constitution.

Dr. Stiverson stated that Mr. Eney was contacted, however he had not had time to help in updating the Constitution for the Manual.

Dr. Papenfuse informed the Commission that it costs \$7.89 to publish one hardbound copy of the Maryland Manual.

Senator Lapidès suggested that perhaps the Manual should be paid for by state agencies. The members of the General Assembly have interim accounts to pay for items such as the Maryland Manual.

Dr. Papenfuse responded that if this was done it would cost the State approximately \$10.00 to \$18.00 per transaction to process the required invoices.

c. Biographical Dictionary of the Maryland Legislature

Judge Murphy stated that he was extremely happy to announce another Hall of Records publication issued by the Johns Hopkins University Press, The Biographical Dictionary of the Maryland Legislature.

Dr. Papenfuse told the Commission that presentation copies had been given to the Governor, the Speaker of the House, and the President of the Senate. Dr. Papenfuse read Governor Hughes's letter to the Commission, which confirmed the Governor's interest in volume two of the series.

Judge Murphy commented that the Commission shares the feeling of the Governor with respect to the next volume of the dictionary and is looking forward to its publication.

d. Future Plans

Dr. Papenfuse told the Commission that the Archives Division staff is working at maximum capacity at the present, and that they should not look to past performance of our publications program as an indication of what to expect for the present. The publications program will suffer as more staff time is allocated to research room duty and other public services, such as answering correspondence to meet rising demands.

6. Recent Gifts

a. Earliest known manuscript English version of the Maryland Charter

Dr. Papenfuse informed the Commission of a recent gift to the Archives Division of the earliest known manuscript English version of the Maryland Charter. At the present time the donor wishes to remain anonymous. The manuscript was written about 1635 and is divided into two parts:

1. Promises to settlers
2. Rights of the proprietor

The first section, written about 1633-1635, was promotional, and the second section was added later when the need arose for an English translation of the full Charter. Dr. Papenfuse mentioned the possibility of publishing an annotated version of the Charter for the Maryland Day celebrations and offered to write an historical introduction.

b. Morris L. Radoff Bequest and Memorial Fund

Dr. Papenfuse observed that Dr. Radoff died on December 2 and that a Memorial Fund was established by Mrs. Radoff asking the friends of Dr. Radoff to donate either to the Hall of Records Commission or the St. Mary's City Commission. To date the fund has accumulated a little over \$400 and Dr. Papenfuse said that he proposed to purchase an American Heritage unabridged dictionary and dictionary stand to be placed in the public searchroom. Dr. Papenfuse also mentioned that he thought it would be most appropriate to invite Mrs. Radoff to the next Hall of Records Commission meeting, at which time the dictionary and stand would be dedicated. Dr. Papenfuse told the Commission that Dr. Radoff left a sum of \$5,000 in his will to be spent for the Hall of Records library as executor Gust Skordas sees fit.

Other Business

Dr. Papenfuse asked the Commission to approve the list of records retention schedules that had been approved by the Archivist since the November 8, 1979 Hall of Records Commission meeting so that they could be incorporated into the minutes of the Hall of Records Commission. A motion was made and seconded and carried unanimously.

Mr. Millstone congratulated Dr. Stiverson and Dr. Papenfuse on the fine work on the Manual, and asked that they indicate to the Commission how the costs for publication were kept down.

Dr. Stiverson explained that an in-house text editing system was used which kept the composition costs down and also made the text easier to prepare.

Dr. Papenfuse stated that Jim Norris of the Court of Appeals contacted him and told him that he had found an old seal. Dr. Papenfuse examined it and it seems to be the first seal ever used by the Court of Appeals of Maryland. It is made of silver and dates back to 1791. Dr. Papenfuse told the Commission that he had matched the impression from the seal itself with an impression of the seal appearing on papers from the court at that time and they had matched perfectly. Dr. Papenfuse presented Judge Murphy with black and white photos of the seal and its impression. The silver seal of the Court of Appeals is estimated to be worth approximately \$10,000 to \$15,000.

Judge Murphy told the Commission that photographs had been taken of every courthouse in the state and are being framed and will be placed on the fourth floor of the Court of Appeals building.

Professor Callcott mentioned to the Commission a committee that was organized as a result of the last session of the General Assembly to review the distribution and collection of all state publications. He added that the Governor is now receiving nominations to that committee. Professor Callcott recommended that Dr. Papenfuse be nominated to represent the Hall of Records Commission to which the commission unanimously agreed.

Judge Murphy informed the Commission that the name of the committee was the Governor's Task Force on State Documents.

Dr. Papenfuse commented that the Task Force will examine how many publications the state does, how they are distributed, and where reference copies should be filed.

Senator Lapidés mentioned that the General Assembly is concerned over the number of publications State agencies are distributing.

Delegate Perkins agreed with Senator Lapidés and recommended that Dr. Papenfuse be nominated for representation on the Task Force.

Secretary Millstone suggested that perhaps Phil Schneider would be an appropriate representative for the Hall of Records because Dr. Papenfuse is overburdened with other responsibilities. Dr. Papenfuse explained that the Archives Division is concerned with bibliographic control of state publications and it is more a duty of the Archives Division than of the Records Management Division.

Judge Murphy noted that he would speak to Louise Keelty concerning Dr. Papenfuse's appointment to the Task Force and that Dr. Papenfuse would be the

) appropriate party to represent the Hall of Records Commission.

Comptroller Goldstein moved that the Commission thank Dr. Muller for hosting the luncheon meeting.

Next Meeting

The regularly scheduled meetings of the Hall of Records Commission are the third Tuesday in May and the third Tuesday in November. Since Tuesday is not a convenient day for many of the members of the Commission the next meeting of the Hall of Records will be a luncheon meeting on Friday, November 16, 1979, at the Hall of Records in Annapolis. Dr. Papenfuse will confirm this date with the members of the Commission.

Dr. Muller moved that the meeting adjourn. The motion was seconded and carried unanimously. The meeting adjourned at 2:50 p.m.

William J. James, Acting Chairman

 Robert C. Murphy, Chairman,
 Hall of Records Commission

Edward C. Papenfuse

 Edward C. Papenfuse, Secretary

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RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING, (11/15/78)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
<u>State Schedules:</u>		
704-5	12/19/78	Department of Health and Mental Hygiene Bureau of Air Quality and Noise Control, Division of Program Planning and Analysis
704-8	12/19/78	Department of Health and Mental Hygiene Environmental Health Administration-Bureau of Food & Drugs--Director's Office
728	12/19/78	Department of Health and Mental Hygiene Regional Institute for Children and Adolescents-Baltimore
729	1/17/79	Department of Transportation Operating Services Services Center, Data Processing Control
734	2/28/79	Department of Assessments & Taxation Baltimore County and Baltimore City Property Tax/Assessment Appeal Board
727-A	3/27/79	Maryland Center for Public Broadcasting (36.15.00.01) Administration
730	2/28/79	Maryland Automobile Insurance Fund Administration Department File Section
731	2/28/79	Department of Transportation State Highway Administration, Office of Finance & Program Management-Payroll Center
732	2/28/79	Maryland Automobile Insurance Fund Claim Department-Insured Division
733	2/28/79	Maryland Automobile Insurance Fund Claim Department-Uninsured Division
735	3/27/79	Maryland Automobile Insurance Fund
736	4/25/79	Comptroller of the Treasury General Accounting Division

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING, (11/15/78)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
737	4/25/79	University of Maryland University College
738	5/21/79	Department of Health and Mental Hygiene Environmental Health Administration, Construction Grants and Planning Programs
739	4/25/79	Department of Transportation State Highway Administration, Office of Finance and Program Management, Federal Aid Programing Section
645 Addenda	4/25/79	Department of Health and Mental Hygiene Board of Medical Examiners of Maryland
740	4/25/79	Frostburg State College Controller's Division
741	4/25/79	Prince George's County Animal Control Commission
742	4/25/79	Department of Assessment and Taxation Charter Division
743	5/21/79	Secretary of State Division of State Documents
744	5/21/79	Department of Transportation Motor Vehicle Administration Field Operatons
693-A	5/21/79	Department of Natural Resources Forest Service
745	5/21/79	Department of Transportation Small Business Set-Aside Program, Equal Employment Opportunity
746	5/21/79	State Treasurer
747	6/19/79	Department of Transportation Toll Facilities Administration, Susquehanna River Bridge

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING, (11/15/78)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
747-1	6/19/79	Equipment and Procurement Division
747-2	6/19/79	John F. Kennedy Memorial Highway
747-3	6/19/79	Harry W. Nice Bridge
747-4	6/19/79	BHT-Administration
747-5	6/19/79	Personnel
747-6	6/19/79	Administrative Division
747-7	6/19/79	William Preston Lane, Jr. Memorial Bridge
747-8	6/19/79	Engineering Division
748	6/19/79	Maryland Civil Defense and Disaster Preparedness Agency
749	6/19/79	Department of Health and Mental Hygiene Great Oaks Center, Personnel

County Schedules:

C-481	12/19/78	Anne Arundel County Human Relations
C-480	12/19/78	Prince George's County Board of Zoning and Administrative Appeals
C-483	2/28/79	Baltimore County Circuit Court Support and Custody Division
C-484	3/7/79	Anne Arundel County Inspections & Permits-Administrative Division
C-474	3/7/79	Anne Arundel County Zoning Hearings Office
C-485	2/28/79	Anne Arundel County Inspections and Permits-Commercial Services

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING, (11/15/78)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
C-450B	3/27/79	Baltimore County Office of Finance, Revenue Division
C-486	3/27/79	Prince George's County Office of Central Services-Communications
C-487	3/27/79	Prince George's County Office of Central Services-Administrative Services
C488	3/27/79	Prince George's County Office of Central Services-Administration
C489	3/27/79	Prince George's County Office of Central Services-Design and Construction
C-490	3/27/79	Prince George's County Program Planning and Economic Development, Community Development Program
L-6	3/27/79	Prince George's County Police Department, Data Management and Analysis Division
C-491	3/27/79	Baltimore County Inspectional Services Division
C-484	3/27/79	Anne Arundel County Inspections and Permits, Administrative Division
C-474	3/27/79	Anne Arundel County Zoning Hearings Office
C-492	4/25/79	Anne Arundel County Public Library, Finance
C-493	4/25/79	Anne Arundel County Board of Supervisors of Elections
C-494	4/25/79	Anne Arundel County Central Services Division, Purchasing Office

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING, (11/15/78)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
C-495	4/25/79	Anne Arundel County Government County Executive
C-496	5/21/79	Baltimore County Office of Finance, Revenue Division
C-497	5/21/79	Baltimore County Office of Finance, General Accounting
C-498	5/21/79	Prince George's County Office of Central Services, Data Processing Division
C-499	6/19/79	Montgomery County Office of Legislative Oversight
C-500	6/19/79	Montgomery County Personnel Board
C-501	6/19/79	Montgomery County Department of Transportation, Office of Transportation Planning

Municipal Schedules:

M-28	1/17/79	Town of Emmitsburg
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Proposal and Certificate of Records Destruction:

*	12/19/78	Calvert County Circuit Court
*	12/19/78	Howard County Circuit Court
*	12/19/78	Washington County Circuit Court
*	2/15/79	Baltimore City District Court, District 1
*	4/3/79	Wicomico County Circuit Court
*	6/19/79	Frederick County Circuit Court