

AGENDA

HALL OF RECORDS COMMISSION MEETING

Hall of Records Building
College Avenue and St. John's Street
Annapolis, Maryland

November 16, 1979

12:00 Noon

-
1. Call to order by the Chairman.
 2. Minutes of the previous meeting (see attachments). — *up*
 3. Requests and gifts:
 - a. Radoff Memorial and Proposed Memorial Fund
 - b. Francis Scott Key letter (see attachment)
 4. Request from the Pennsylvania State Archives for transfer of Pennsylvania records in the Hall of Records (see attachments).
 5. Consolidated Publications Account and Draft Policy Statement (see attachments). — *need printed*
 6. Recent activities: (*Statistics*)
 - a. Records retention schedules (see attachments)
 - b. Briefing and exhibit for visiting Chinese delegation (see attachments)
 - c. Report on 1979 Summer Internship Program
 - d. Newspaper project
 7. New Record Center at Waterloo.
 8. Plans for New Facilities—recent suggestions and long-range objectives.
 9. Other Business.
 10. Next Meeting.
 11. Adjournment.

Minutes of the Hall of Records Commission Meeting
November 16, 1979

A luncheon meeting of the Hall of Records Commission was held in Annapolis at the Hall of Records building, hosted by Dr. Papenfuse, Secretary of the Commission, on Friday, November 16, 1979.

The following members were in attendance:

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

The Honorable Louis L. Goldstein
Comptroller of the Treasury

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

Dr. Steven Muller, President
The Johns Hopkins University

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

Robin J. Zee, Director
Office of Central Services
Department of General Services

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

The meeting was called to order by Treasurer James at 12:40 p.m.

Treasurer James called for any corrections or additions to the

minutes of the last meeting held on July 20, 1979. Hearing no requests for additions or corrections to the minutes, Treasurer James dispensed with the reading of the minutes of the last Commission meeting and entertained a motion that the minutes be accepted. The motion was seconded and carried unanimously.

Agenda Item 3--Bequests and Gifts

- a. Radoff Memorial and Proposed Memorial Fund: Dr. Papenfuse called the Commission's attention to the podium/dictionary stand and the leather-bound American Heritage dictionary that had been purchased with monies donated to the Radoff Memorial Fund. Dr. Papenfuse noted that Mrs. Radoff had been invited to attend today's meeting, but could not be present due to a recent hip operation. Mrs. Radoff sent a letter to the Commission stating that she considered the podium and dictionary to be a good and useful remembrance. The podium was made of oak by Mr. A. J. Dolan, who built the main staircase in the Hall of Records building. Mr. Dolan volunteered to build the podium at cost.

Dr. Papenfuse explained that in addition to the Memorial Fund, Dr. Radoff had left the Hall of Records \$5,000 in his will to be used for the purchase of books and periodicals at the discretion of Gust Skordas, former Assistant State Archivist. Agenda item #3a, drafted by Gust Skordas, proposing the establishment of a Morris L. Radoff Fund, with the amendment "according to the purchasing rules and regulations of the Department of General Services," was adopted unanimously.

Dr. Stiverson called the Commission's attention to the bookplates that have been prepared to be placed in all books purchased from the Radoff fund.

- b. Francis Scott Key Letter-Dr. Stiverson explained that the Hall of Records had received a fascinating letter written by Francis Scott Key. The letter was owned by Key's great-great grandson, Mr. Bartow of New York, who felt that the letter should be returned to the State of Maryland. The Key letter was written on June 23, 1814, to Key's mother, three months before the battle of North Point, and during period of three weeks when Key was on active military duty. The value of the Key document has been appraised at \$495.00.

Agenda Item #4--Request from the Pennsylvania State Archives for transfer of Pennsylvania Records in the Hall of Records

Dr. Papenfuse explained to the Commission that the State of Pennsylvania Archives has requested that the original account books relating to two Pennsylvania iron forges be returned to Pennsylvania. The Hall of Records would maintain a microfilm copy of the account books and transfer the original records to the State of Pennsylvania. Dr.

Papenfuse recommended that the Commission approve the return of the above mentioned records. Dr. Muller moved that the records be returned, the motion was seconded and carried unanimously.

Item No. 5--Consolidated Publications Account and Draft Policy Statement

Dr. Papenfuse informed the Commission that at the present time there is \$47,000 in the consolidated publications account, and explained that \$25,000 of this amount was a one-time fee for a microfilm edition of Maryland newspapers at the Maryland Historical Society, the Library of Congress, and the Pratt. A maximum of \$30,000 can be retained in the fund at the end of each fiscal year. The remainder is reverted to the General Fund.

Dr. Callcott raised questions concerning the Draft Policy Statement governing the consolidated publications account. Dr. Callcott referred to item no. 5 in the policy statement and interpreted it to mean that the Commission was inviting any kind of manuscript. For example, there were 35 Ph.D. dissertations completed at the history department of the University of Maryland, and each student would like to see his or her dissertation published. Dr. Callcott predicted that the Hall of Records will be flooded with requests to publish and the Archives does not have the staff to evaluate such manuscripts.

Dr. Papenfuse explained that the Hall of Records will not invite manuscripts on any subject under normal circumstances. It will be understood that manuscripts must relate to documents on Maryland History at the Hall of Records.

Dr. Callcott said that the Code reads that the Archives should collect and have documents edited and published on scholarly works primarily from records in the Hall of Records. Dr. Callcott moved that item no. 5 read "edited documents" on Maryland history. Mr. Goldstein seconded the motion and it carried unanimously.

Dr. Callcott called the Commission's attention to the first line in item no. 4, "Scholarly works derived in whole or in major part from the collections of the Hall of Records ...", and suggested that the words, "in whole or in part" be eliminated and the word "primarily" substituted. Dr. Callcott's motion was seconded and passed unanimously.

Delegate Perkins suggested, and Professor Callcott agreed, that two members of the Commission be appointed to make the decision on whether or not a particular manuscript should be published rather than waiting for the Commission's biannual meetings.

Treasurer James queried if it would be too difficult to mail out the various proposed manuscripts to the members of the Commission.

Dr. Callcott suggested that a decision on whether to publish or not

could be made in collaboration with the Secretary of General Services.

Secretary Millstone suggested that perhaps a routine report as to what is decided should be circulated to the Commission and that the particular manuscript in question should be made available to the members of the Commission for their perusal.

Dr. Muller stated that at the time the Archivist has the reader's report and has prepared his own recommendations, then the members of the Commission should be advised by mail and their decisions could be received at the Archives by telephone.

It was suggested that the publications account policy with regard to points 4 and 5 include "readers report will be circulated for comments by the Commission." This statement was put in the form of a motion, seconded, and carried unanimously.

Mrs. Somerville commented that the formulation of the publications policy statement of the Hall of Records Commission was brought up at the last meeting, and that it was her impression that the policy would be discussed, but not formally adopted, at this meeting. Mrs. Somerville added that it seems that the Maryland Hall of Records and the Maryland Historical Society are overlapping in their areas of interest, and that she wanted the opportunity to submit the draft policy statement to the Maryland Historical Society's Publications Committee at its next meeting.

Mrs. Somerville also called attention to the second paragraph on page one reading, "It shall be the duty of the Commission to have collected old court records, official documents, records, reports, old newspapers, church records, private papers and other historical data pertaining to the history of the Province and the State of Maryland from the earliest times, and to have said documents" Mrs. Somerville asked, for clarification of the Maryland Hall of Records' collecting policy. She noted that the Historical Society has a major collection of Francis Scott Key letters, and yet the Hall of Records had just acquired an important private Key letter. What does the Hall of Records collect? Why, for example, did the Hall of Records publish and update the old WPA guide?

Dr. Papenfuse responded that no one but the Archives had done anything with the WPA Guide and that the initial updating of the volume was begun by Dr. Radoff, who deserves great credit for keeping the project alive. Comptroller Goldstein commented on the amount of research the WPA Guide reflects and praised the volume.

Dr. Papenfuse emphasized that cooperation with the Historical Society was implicit in the policy. For example, the Helmes manuscript was turned over to the Historical Society for consideration for publication. Dr. Papenfuse added that he was a member of the publications committee of the Historical Society.

With regard to Mrs. Somerville's question about collecting policy as distinct from publications policy, Dr. Papenfuse noted that the Hall of Records does not actively solicit private papers, although under Article 54 the Hall of Records has a legal mandate to accept records that deserve preservation.

Dr. Papenfuse stressed that the Commission needs a policy governing the consolidated publications account and recommended that it be adopted.

Comptroller Goldstein asked if the Hall of Records Commission had ever published anything in conjunction with the Maryland Historical Society. If the Maryland Historical Society wanted to publish a manuscript would there be any problem in helping out with the project?

Treasurer James suggested that a publication coordinating committee be established with members from both the Hall of Records Commission and the Maryland Historical Society.

Dr. Callcott agreed that the suggestion was a good one and that the two organizations working together would actually promote the publications programs of each.

Treasurer James moved that an amendment be added to the publications policy appointing the State Archivist and the Assistant State Archivist to act as members of a coordinating committee with the Maryland Historical Society to resolve any problems amicably. Dr. Muller seconded the motion and it carried unanimously.

A motion was made, seconded, and carried unanimously to adopt the list of proposed and in progress publications and the publications policy as amended.

Gasoline Tax Ledger Transfer: Dr. Papenfuse noted with pleasure that at this meeting the Hall of Records officially accepts the earliest extant Gasoline Tax Ledgers from the Comptroller's office. In 1919 the State was in debt and it was suggested that there be a tax on gasoline with a provision for a refund. In the early days of the office there was a request for a refund for 8,000 gallons of gasoline--refunds were given on gasoline that was not used in vehicles--with the 8,000 gallons having been used to dry clean clothes in Cumberland. In the first year of operation the office collected \$402,000 in taxes and refunded \$7,353.

Comptroller Goldstein commented that today's figures are \$200,000,000 and that this year was the ~~fiftieth~~ ^{gasoline} anniversary of the Sales Tax Division, and that the office was happy to present these records to the Archives for preservation.

Agenda Item #6: Recent Activities:

Search Room Tables: Dr. Papenfuse noted the renovation and reorganization of the Hall of Records building that had taken place over the past few weeks. Part of the reorganization included the purchase and installation of new search room tables and painting of the public search room. The reorganization and renovation could not have been done without the help of the Annapolis Public Buildings and Grounds and allocation of funds from the Department of General Services for the tables.

Dr. Papenfuse praised the Department of General Services' interesting new quarterly review of what the divisions within the department have done as compared with what they said they would do and discussed the report of the Archives Division. Dr. Papenfuse noted that General Services did not ask for any new positions for the Archives Division in the upcoming budget request, although the Department had promised to transfer a position from another division within the Department. He warned the Commission that without additional staff, service at the Hall of Records will ultimately suffer.

Other Activities

- a. Records Retention Schedules: Dr. Papenfuse asked for a formal motion from the Commission to accept the list of records retention schedules approved since the July 20, 1979 meeting. A motion was made by Delegate Perkins, seconded, and carried unanimously.
- b. Briefing and Exhibit for Chinese Delegation: Dr. Papenfuse commented on the exhibit and speeches that had been prepared by the Archives for the visiting delegation from China, and noted that Mrs. Hughes had asked that the exhibit be brought to Government House for use this past weekend when another Chinese delegation visited.
- c. Report on 1979 Summer Internship Program: Dr. Papenfuse explained the Internship program at the Archives Division, noting that seven college students were selected by an outside panel of historians and librarians from a total of nearly 80 applicants to participate in the nine-week summer internship program. Each of the college interns spent time in the public search room servicing records and acting in a reference capacity, and each spent a part of their time answering mail. Both of these activities introduced the interns to the resources available at the Hall of Records for research, and familiarized them with the kinds of information visitors and correspondents require.

In addition to these activities, the interns were involved in two ongoing processing and description projects. Four interns

worked with Pat Vanorny inventorying the equity papers of the Baltimore County Court, 1815-1851, and the Baltimore City Superior Court, 1851-1867. Interns abstracted each equity case, first flattening and sorting the related papers in a case. During the course of the summer a total of 36 cubic feet of equity papers had been processed, filling, when completed, 238 acid-free clamshells.

The second project, which employed three college interns, was a continuation of the retrospective cataloging of our vast, and in many cases unique, collection of State publications and reports. During the course of the summer 3,120 state publications and reports were accessioned, arranged, boxed, and described. Departments and agencies completed encompassed the Department of Economic and Community Development, the Public Service Commission, the Regional Planning Commission, the Department of Health and Mental Hygiene, and the Department of Assessments and Taxation. In addition, all municipal and county publications and reports in our custody were arranged and boxed.

The skills acquired by the interns in accessioning and describing state publications proved of benefit when, during the last weeks of the summer, we undertook at the request of the Governor's Office a complete reorganization and cataloging of the books in Government House Library. Approximately 1,600 volumes were accessioned in Government House Library. The entire library was first arranged by subject category, something which had not been done before, and then a unique identification number in acid-free ink supplied by the Library of Congress was stamped on the inside cover of each book. The title page and copyright page of each volume was then photocopied so that the actual cataloging could be done over a more extended period of time than was available for us to work in Government House Library itself. The catalogue of Government House Library is being compiled as time permits by Diane Frese, who supervised the summer interns. When it is completed it will provide a ready reference to books in the library, as well as added security for the volumes, many of which are valuable first edition presentation copies by Maryland authors.

Dr. Papenfuse explained the current microfilm project that the Archives Division has undertaken with the help of the Maryland Historical Society--the microfilming of the Society's newspaper collection. Interns were hired and to date they have done a remarkable job having completed 250,000 images, which is half of the project. The project should be completed by the end of the fiscal year. Dr. Papenfuse told the Commission that there had been a minor disaster recently when a water pipe in the

and to receive information from the Soviet Union and other countries. The information received from the Soviet Union and other countries is used to determine the activities of the Soviet Union and other countries. The information received from the Soviet Union and other countries is used to determine the activities of the Soviet Union and other countries.

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basement where the papers were being stored had burst, soaking over thirty-five volumes of newspapers. Experts in the field of preservation were consulted to determine the best course of action to be taken in a case like this, and it was decided that the best way to dry them out was to get them into a freezer. Mr. Zee, of the Department of General Services, located a freezer in the morgue of Spring Grove Hospital, but in the meantime one of the Preservation Lab staff members suggested that they might be able to dry the papers out. The papers were separated into sections and blotting paper was placed between them. Approximately four hours later the brittle papers showed signs of drying and they actually were easier to handle than before the accident. After two weeks of drying out in the stacks laboratory with a rented dehumidifier aiding the process, the papers were still damp, but they were dry enough to be microfilmed satisfactorily.

Dr. Stiverson pointed out the reason the drying process was successful was that the newspapers were printed on a very low grade paper which was not coated. On a higher quality coated paper the problem might not have been so easily solved.

Agenda Item 7. New Record Center at Waterloo

Mr. Zee explained that an award was made to the lowest bidder on the new Record Center Building in Waterloo for a total of one and a half million dollars. The center had been budgeted for two million dollars. The record center will be ready by June of 1980, but the actual moving of the offices will not take place until December 1980.

Agenda Item 8. Plans for New Facilities

Dr. Papenfuse noted the request of the Board of Public Works that he prepare a report on the overall space needs of the Hall of Records. He explained that records the Archives does not have room for in the Hall of Records building are stored in the Cheltenham tobacco warehouse, which is fifty miles away from Annapolis. The shelving that is used is 16 feet high and makes retrieving the records very difficult. The records are subject to dampness, the possibility of vandalism, and perhaps even accidental fire.

Treasurer James inquired how the records in the warehouse were located. Dr. Papenfuse explained that under the supervision of Pat Vanorny box listings with the warehouse location of the records have been prepared, which have proven to be a good interim solution to tracking the records. Dr. Papenfuse showed a series of photographs depicting the problems of warehouse storage for archival records. He pointed out the mildew that is forming on some records in the warehouse, and another photo showed a small table constructed of four large volumes, on which coffee had been made by the prison help. Another problem that had been

discovered was the use of kerosene space heaters in the building.

Mr. Zee noted that Mr. Millstone has asked that regular labor be substituted for inmate labor.

The Board of Public Works has suggested that a new plan be drawn up for the location of an Archives facility on property along Rowe Boulevard across from the Court of Appeals complex. Comptroller Goldstein and Treasurer James commented on the need for the Archives' functions and records to be in one facility rather than spread out.

Dr. Papenfuse explained that he had consulted a colleague from the Massachusetts State Archives who had just recently completed the planning of a facility in that state. Dr. Papenfuse stressed that the opinions and suggestions in the letter he read to the Commission were a result of his asking a colleague for ideas on a feasibility study. The colleague indicated that the building could be constructed on the Rowe Boulevard site and that it could be done so effectively, although there were many technical aspects that would have to be explored before he could be certain.

Mr. Goldstein commented that all the archives activities and records should be in one place, especially due to the energy shortage.

Dr. Callcott inquired about the Maryland State Law Library being located in the Courts of Appeal Building, stating further that the Maryland State Collection of the State Law Library should be added to the Hall of Records collections. He further explained that as an historian it would be more convenient to have the library located in the Archives facility. Treasurer James asked if the new plans would have room to accommodate this library. Dr. Papenfuse replied that there was sufficient room for the storage of records and that plans could be made for an expanded reference library as well. Treasurer James commented that it might be a substantial addition. Comptroller Goldstein observed that the State Law Library has the complete collection of the Maryland Gazette, which is a complete history of Maryland in itself. Treasurer James and Comptroller Goldstein noted that the State Law Library has jurisdiction over three courts and perhaps they might be willing to turn over part of their collections to the State Archives if space were needed for legal reference works.

Secretary Millstone suggested to Dr. Papenfuse that he contact Secretary Lieder immediately with respect to the development of a program.

Treasurer James commented that there were statutory requirements to be met.

Comptroller Goldstein noted that the present Hall of Records building could be used as an office annex to the State House.

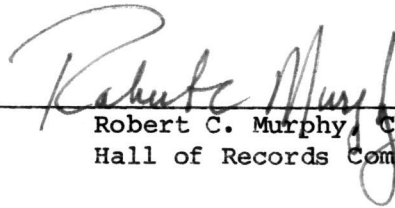
Dr. Papenfuse said he would follow the suggestions of the Commission and Secretary Millstone and would aid in the preparation of a revised program.

Agenda Item #10-Next Meeting

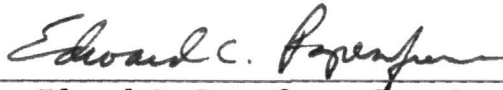
Dr. Papenfuse told the Commission that a document believed to be the original manuscript of the English translation of the first Maryland Charter was now on deposit at the Hall of Records. The Archives Division hopes to aid in publishing this manuscript in facsimile with an historical introduction. The publication may be completed by June 20, 1980, which is the 348th anniversary of the granting of the Charter by Charles I to Cecil, Lord Baltimore. Dr. Papenfuse suggested that the Commission might wish to hold its next meeting in the Calvert Room of the State House on that anniversary.

The suggestion was adopted, leaving it to Dr. Papenfuse to confirm the next meeting date with the members of the Commission.

The meeting was adjourned at 2:20 p.m.



Robert C. Murphy, Chairman
Hall of Records Commission



Edward C. Papenfuse, Secretary

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MORRIS L. RADOFF MEMORIAL FUND

At its November 19, 1979 meeting the Hall of Records Commission unanimously adopted the following proposal to create a **Morris L. Radoff Memorial Fund** and appointed the recommended special committee.

Purpose: Proceeds derived from the investment of the principal of this **Fund** are to be used for buying books, periodicals, and other similar materials to be added to the holdings of the Library of the Hall of Records Commission.

Method of Administration: This bequest is to be made to the Hall of Records Commission, which is authorized to receive such gifts under the provisions of Chapter 18 of the Acts of 1935. It is recommended that the Commission appoint a special committee composed of the Comptroller of the Treasury, the State Treasurer, and the State Archivist, any two of whom shall be empowered to act. The special committee shall be responsible for investing the monies accumulated in the **Fund** in such manner as to obtain the best possible yield consonant with the maximum safety of the principal. The committee shall be authorized to accept gifts to be added to the principal of the **Fund** from such persons or institutions as may wish to contribute to it.

Expenditures: The proceeds derived from the investments made by the special committee shall be expended at the discretion of the State Archivist in compliance with the purpose described above and according to the purchasing rules and regulations of the Department of General Services. The **Fund** is intended to be a perpetual fund and in no case shall any of the principal of the **Fund** be expended.

**Hall of Records Commission Policy Governing the
Consolidated Publications Account**

Whereas Section 3 of Article 54 of the Annotated Code of Maryland provides that:

It shall be the duty of the Commission to have collected old court records, official documents, records, reports, old newspapers, church records, private papers and other historical data pertaining to the history of the Province and State of Maryland from the earliest times, and to have said documents, records and material properly repaired, filed, indexed, preserved and, when deemed desirable, copied and/or edited and published; to encourage historical investigation and research in the history of the State.

And whereas Chapter 10 of the Laws of 1979 created a Consolidated Publications Account for the Hall of Records Commission restricted to the cost of producing, distributing, and promoting all publications of the Commission (except the Maryland Manual), therefore the Hall of Records Commission establishes in order of priority and subject to future revision the following categories of publications it will undertake:

1. General guides to the holdings of the Hall of Records and other more detailed finding aids to records in the Archives.
2. Leaflets, pamphlets, and other materials introducing and

explaining to researchers and correspondents the resources of the Hall of Records.

3. Training manuals in preservation, processing, description, and other technical procedures of the Hall of Records.
4. Scholarly works derived primarily from the collections of the Hall of Records that meet generally accepted standards with respect to style and content (e.g., The Chicago Manual of Style, The Elements of Style, Pursuit of American History, and Beneath the Footnote).
5. Edited documents on Maryland history, which meet commonly accepted standards of style and which may be published either by means of a subvention to a reputable press or through direct publication under the Hall of Records imprint.

Annually, as part of the budget justification, and as the need arises, the Archivist shall submit to the Commission a list of proposed publications encompassed under categories 1, 2, and 3 above for its approval.

To be accepted for publication by the Hall of Records Commission or to receive a subvention for publication by a reputable press, any work encompassed under 4 or 5 as listed above must, in addition to meeting generally accepted standards of style and content, be formally approved in the minutes of the Hall of Records Commission.

Authors wishing to have their manuscript published under the

imprint of the Hall of Records must submit their manuscript in completed or nearly completed form to the State Archivist. All manuscripts so submitted and deemed by the Archivist to warrant publication by the Hall of Records Commission shall be submitted to a qualified outside reader for a written reader's report in return for a suitable reader's fee not to exceed an amount determined by the Commission. The reader's report and the decision of the Archivist with respect to publishing will be circulated to the Commission for comments. Contracts for author's fees or royalties on any publication of the Hall of Records Commission paid from the Consolidated Publications Account shall be approved by the Commission in advance.

In the event that a request is received from a reputable press for the subvention of a scholarly work on Maryland history, a proposal in writing must be submitted to the Archivist by the press for approval by the Hall of Records Commission. The proposal shall outline the benefits to be derived by the Hall of Records and its Consolidated Publications Account with regard to royalties and indicate the credits to be given with regard to the Commission's role in assisting publication.

The Hall of Records Commission appoints the Archivist and Assistant State Archivist to be members of a committee to coordinate publications with the publications committee of the Maryland Historical Society.

The Commission resolves that the above guidelines be distributed on request to interested parties.

The following list of publications is hereby adopted for funding all

or in part from the consolidated publications account, except the Maryland Manual and those publications already governed by previous line-item appropriations encumbered from previous budgets.

Hall of Records Commission, 11/16/79
 Agenda Item #5

Publications:

	<u>Actual FY 1978</u>	<u>Actual FY 1979</u>	<u>Estimated FY 1979</u>	<u>Estimated FY 1980</u>	<u>Rev. E. FY 1980</u>	<u>Projected FY 1981</u>
<u>A Guide to the Maryland Hall of Records, Local, Judicial, and Administrative Records on Microform, 3 volumes</u>	Vol. 1 pub.	-	Vol. 2 to be pub.	Vol. 2 to be pub.	Vol. 2 to be pub.	Vol. 3 to be pub.
<u>Series Unit Guides to the Hall of Records, (Inventory of holdings by series and agency)</u>	-	-	To be pub.	Vol. 1 to be pub.	-	Vol. 1 to be pub.
<u>Maryland Manual</u>	-	1979-80 ed. pub.	1979-80 to be pub.	-	-	1981-82 to be pub.
<u>State Publications and Reports Received at the Hall of Records</u>	-	-	To be pub.	To be pub.	-	-
<u>Maryland and the Revolution: The Early War Years, 1776-1777 (a combined printing of two years of the Bicentennial Bulletin)</u>	-	-	Vol. I to be pub.	Vols. I & II to be pub.	Vol. I & II to be pub.	-
<u>Proceedings of the Second Conference on Maryland History</u>	-	-	To be pub.	To be pub.	To be pub.	-
<u>A Biographical Dictionary of Maryland Legislators, 1635-1789 (Biographies of the 1500 men who served in the Maryland General Assembly prior to the adoption of the Federal Constitution)</u>	-	Vol. I pub.	Vol. I to be pub.	Vol. II to be pub.	Vols. I & II to be pub.	-
<u>An Inventory of Maryland State Papers, Volume Two</u>	-	-	-	To be pub.	-	To be pub.
<u>A Directory of Maryland Legislators, 1790-1865</u>	-	-	-	To be pub.	To be pub.	-
<u>Guides and Indexes to Maryland Probate and Court Records</u>	-	-	-	-	-	To be pub.
<u>Guide to Indexes</u>	-	-	-	-	To be pub.	-
<u>A Biographical Dictionary of the Maryland Legislature, 1790-1861 (to be published in FYs 1982-1986)</u>	-	-	-	-	-	-
Leaflets, pamphlets, and other materials introducing and explaining to researchers the resources of the Hall of Records	-	-	-	-	To be pub.	To be pub.

Hall of Records Commission, 11/16/79

Agenda Item #6A

In accord with Article 54 of the Annotated Code of Maryland and the Resolution concerning the approval of Records Retention and Disposal Schedules adopted by the Hall of Records Commission on June 27, 1978, the following list of schedules signed since the last Hall of Records Commission meeting is submitted for final approval by the Commission.

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (7/20/79)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
704-18	10/3/79	Environmental Health Administration-Toxic Substances Control Program; Division of Environmental and Industrial Disease Control
704-19	10/3/79	Environmental Health Administration-Division of Program and Regulation Development, Toxic Substances Control Program
704-20	10/3/79	Construction Grants and Planning Programs-Environmental Health Administration, Division Chief and Planning Division
704-22	10/3/79	Environmental Health Administration-Division of Construction Inspection
757-1	10/3/79	Department of Transportation Motor Vehicle Administration-Driver Control Division, Director's Office
757-2	10/3/79	Motor Vehicle Administration-Division of Driver Control, Driver's Improvement Section
757-3	10/3/79	Motor Vehicle Administration-Division of Driver Control-Reinstatement Section
757-4	10/3/79	Motor Vehicle Administration-Division of Driver Control-Medical Advisory Board
758-9	10/3/79	Motor Vehicle Administration-Departmental Services Division-Automotive Services
758-8	10/3/79	Motor Vehicle Administration-Departmental Services Division-Security Section
758-6	10/3/79	Motor Vehicle Administration-Departmental Services-Maintenance Section
758-5	10/3/79	Motor Vehicle Administration-Departmental Division-Communication Section
758-4	10/3/79	Motor Vehicle Administration-Departmental Services Division-Storeroom Section

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (7/20/79)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
<u>State Schedules:</u>		
747-9	7/31/79	Department of Transportation Toll Facilities Administration-Engineering Division
747-10	7/31/79	Toll Facilities Administration-Bridge Administration
752	7/31/79	Morgan State University Bookstore
753	7/31/79	Department of Transportation Motor Vehicle Administration-Division of Driver Examination and Licensing
754	7/31/79	Department of General Services Annapolis Public Buildings and Grounds
755	7/31/79	Department of Health and Mental Hygiene Great Oak Center-Personnel Department
690-10-A	7/31/79	Department of Personnel State Retirement System
747-11	10/3/79	Department of Transportation Toll Facilities Administration-Finance Department
756	10/3/79	Department of Education Certification and Accreditation-Office of Noncollegiate Education
704-14	10/3/79	Department of Health and Mental Hygiene Environmental Health Administration-Community Health Programs-Division of Solid Waste
704-15	10/3/79	Environmental Health Administration-Water Administration-Water and Sewage Control Programs-Division of General Sanitation
704-16	10/3/79	Environmental Health Administration, Water and Sewage Control Programs

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (7/20/79)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
758-3	10/3/79	Motor Vehicle Administration-Departmental Services Division-Information and Assistance Section
758-2	10/3/79	Motor Vehicle Administration-Departmental Services Division-Assistant Director's Office
758-1	10/3/79	Motor Vehicle Administration-Departmental Services Division-Director's Office
750	10/3/79	Administrative Office of the Courts
751	10/3/79	Administrative Office of the Court
759	10/3/79	Department of Transportation Motor Vehicle Administration-Operating Services Center-Data Processing Control
760	10/3/79	Office of Transportation Planning
704-21	10/3/79	Department of Health and Mental Hygiene Environmental Health Administration, Construction Grants and Planning, Division of Design Review

County Schedules:

C-484	10/3/79	Anne Arundel County Inspections and Permits
C-503	10/3/79	Finance Department, Accounting and Control
C-502	10/3/79	Calvert County Commissioners, Emergency Services
C-505	10/3/79	Anne Arundel County Planning and Zoning
C-506	10/3/79	Customer Service
C-507	10/3/79	Baltimore County Circuit Court, Support and Custody Division

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (7/20/79)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
C-504	10/3/79	Office of Finance, Revenue Division

Proposal and Certificate of Records Destruction:

* 7/31/79 Montgomery County, District #6