

Agenda

Hall of Records Commission Meeting
Rossborough Inn University of Maryland
Wednesday, May 27, 1981 12:30 p.m.

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting (see attachment)
3. Introduction of New Director of Central Services, Mr. Jack Kelly
4. Records Retention and Disposal Schedules approved since last meeting (see attachment)
5. Archives of Maryland Fund (see attachments)
6. Recent publications
 - a. Maryland Manual -- status report
 - b. Maryland and its Government in Brief -- (see attachment)
7. Recent activities
 - a. Briefing for Japanese Delegation (see attachments)
 - b. Dr. Stiverson and Mrs. Jacobsen's meeting with Delta Kappa Gamma, a sorority of teachers from the Annapolis area
 - c. Mrs. Jacobsen's paper on addressing users' needs at the Hall of Records (see attachment)
 - d. Publication of Pat Vanorny's paper on Baltimore City records
8. Grant Proposal to the National Historical Publications and Records Commission (see attachments)
9. New Building -- status report
10. Chancery Papers Project -- a proposal
11. Internship Program
 - a. Educational -- high school and college/university program
 - b. Research -- Legislative History Project
12. Other Business
13. Next Meeting
14. Adjournment

M I N U T E S

HALL OF RECORDS COMMISSION MEETING
Rossborough Inn University of Maryland
Wednesday, May 27, 1981 12:30 p.m.

A luncheon meeting of the Hall of Records Commission was held in College Park at the Rossborough Inn on on May 27, 1981.

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 Julian L. Lapidus
Maryland Senate
Maryland General Assembly

Frank H. Weller, Jr., President
The Maryland Historical Society

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

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

Robin J. Zee, Assistant Secretary
Department of General Services

Jack Kelly, Director
Office of Central Services, DGS

Minutes of the Previous Meeting

A motion by Comptroller Goldstein that the minutes of the previous meeting be approved as submitted was seconded and passed unanimously.

Records Retention and Disposal Schedules

Approval of the schedules was moved by Professor Callcott, seconded, and passed unanimously.

Archives of Maryland

Dr. Papenfuse reported that subsequent to the signing into law of the bill making the transfer of the Archives of Maryland series to the Hall of Records possible, over 4,000 volumes have been transferred from the Maryland Historical Society to the state warehouse in Cheltenham. Due in large part to the work of Archivist III Christopher Allan with the aid of prisoners, the inventory and transfer was accomplished in only two days. Dr. Papenfuse pointed out that many of the books are in poor shape due to the type of paper used, and not all of the inventory will be saleable.

The money in the Archives fund has been invested at an average of 14.25 percent--\$30,000 in a three-year bond and \$10,000 in short term notes so that cash will be available for work on the Carroll Papers. Dr. Papenfuse expressed his appreciation to Senator Lapides for his aid in securing the passage of the bill and to Comptroller Goldstein and Treasurer James for their work in establishing the Archives Fund and in investing the monies. Already since the transfer approximately \$1,100 worth of books have been sold. This money will be placed in the Fund and invested.

Maryland Manual

Gratis distribution of the 1981-1982 Maryland Manual is complete. Approximately 6,500 copies were distributed over a three to four week period.

Dr. Papenfuse exhibited a copy of the 1973-1974 Manual, which, although it contained less information and was poorly organized in comparison with the current edition, cost \$58,000 for a press run of 9,500 copies as opposed to \$44,000 for 8,500 copies of the better organized, more informative 1981-1982 edition. Considering inflation, it is estimated that the new Manual cost about \$50,000 less to produce than the 1973-74 edition. Dr. Papenfuse emphasized that most credit for the 1981-1982 Manual should go to Dr. Stiverson.

The pamphlet "Maryland and its Government in Brief" was produced as an offshoot of the Manual at the request of the Governor for the briefing of the Japanese trade delegation that visited Maryland in April. Dr. Papenfuse noted that, in addition to the distribution to the Japanese, Governor Hughes also took copies of the booklet with him on his present trip to Germany, and that the legislature had purchased 500 copies at the bulk rate of 85 cents per copy. He announced that the booklet will be promoted for use in schools throughout the state.

Comptroller Goldstein suggested that more exact dates be used in the Capsule Chronology. Dr. Stiverson replied that often the exact date cannot be determined, but added that more complete date information would be included in the next edition. Dr. Papenfuse expressed gratitude to Dr. Callcott for his work on the first draft of the chronology. Treasurer James asked for clarification in the next edition of the reference to the Calvert and Crossland families in the description of the Maryland flag.

Judge Murphy suggested that since the pamphlet is so informative, as well as a good public relations tool, that the Hall of Records should consider gratis distribution, rather than worrying about recouping publication costs. Dr. Calcott mentioned a desire to hand out the brochure in his history classes, but would be deterred by the difficulty in collecting the money. Dr. Papenfuse mentioned the fact that the Consolidated Publications Account was established in order to fund such publications, and that to continue the program funds must be earned. Mr. Zee reminded everyone that with the huge deficit of the Department of General Services at this time, every cent counts. Senator Lapides expressed a belief that only a few school children would actually read and keep the pamphlet if it were given out en mass, but that perhaps the cost could be cut and the brochure be sold at a loss so that it could be made more widely available. Comptroller Goldstein pointed out that the card stock used for the cover is the most expensive part of the brochure, and that eliminating it would cut costs considerably. He advocated an inexpensive xerox-type copy to be distributed to school children. Judge Murphy felt that the nice-looking cover lent a look of value to the booklet which would cause more people to keep it. Dr. Papenfuse agreed to approach the governor's office regarding use of the pamphlet as a public relations tool, as suggested by Judge Murphy. Senator James suggested placement of \$1,000 from the Emergency Fund into the Archives Fund for a revolving fund to be used for Maryland and its Government in Brief. Dr. Papenfuse agreed to explore alternatives for funding and to report back.

Other publications

Dr. Papenfuse reported that the Proceedings of the Second Conference on Maryland History, which has already been approved for publication, is progressing on schedule. The second volume of the Biographical Dictionary is nearing completion, as is the next Directory of Maryland Legislators.

Dr. Papenfuse asked that the estimated \$40,000 which will be available in the Consolidated Publications Account in FY 1982 be expended as follows: \$15,000 for the Proceedings of the Second Conference on Maryland History; \$10,000 for Volume 2 of the Biographical Dictionary of Maryland Legislators, 1635-1789; \$5,000 for the Directory of Maryland Legislators, 1790-1867; \$5,000 for the Chancery Papers project; and \$5,000 for supplies. On a motion by Comptroller Goldstein, this proposal was unanimously approved.

Recent Acquisitions

Dr. Papenfuse informed the Commission that many valuable historic state documents are still, and often unknowingly, in the custody of State agencies. Last fall, a box of documents relating to the Mason-Dixon Line was brought to the Hall of Records by an employee who found them in the back of a file cabinet. Dr. Papenfuse exhibited one of the documents, a letter signed by both Charles Mason and Jeremiah Dixon, which was estimated to be worth about \$10,000. Mr. Weller inquired about authority for de-accessioning such materials for public sale. Dr. Papenfuse replied that no such authority exists or is deserved, especially since this particular collection is closely related to existing materials on the boundary of Maryland at the Hall of Records. Comptroller Goldstein suggested a memo from the governor to all state departments informing them that all such records should go to the archives. Dr. Calcott asked if this might not drive some documents

underground. Mr. Zee suggested that the Commission write to the governor over the chairman's signature so that he can bring the matter up at a cabinet meeting. Senator Lapidus reminded the Commission of the incident of the cleaning of the basement of the Baltimore City Hall when records were carted away for sale. Dr. Papenfuse reminded everyone that the Mayor of Baltimore City, at the suggestion of Comptroller Goldstein, had revived the City Archives after this occurrence.

It was moved by Comptroller Goldstein, seconded, and passed unanimously that Dr. Papenfuse draft a letter to be signed by Judge Murphy on behalf of the Commission asking that the Governor write to all state agencies requesting that all historical documents in their custody be transferred to the Hall of Records.

Judge Murphy asked whether private individuals would receive tax deductions for any donations of documents to the state. Dr. Papenfuse illustrated the Hall of Records's procedure for handling private donations by exhibiting photostatic copies of the 1862 variant printing of the words and music to "Maryland, My Maryland," recently donated by the Baldwin family. He explained that persons wishing to donate documents unrelated to Hall of Records holdings were normally referred to the Maryland Historical Society. For anything that the Hall of Records wishes to accept, an appraisal must be done, for which amount the donor receives a tax deduction.

Former Maryland Historical Society Director P. William Filby has volunteered to make appraisals for the Hall of Records on a gratis basis from time to time. In this case, Mr. Filby provided a gratis appraisal of the sheet music, valuing it at \$300. Dr. Papenfuse was asked to draft a letter from the Commission for Judge Murphy to sign thanking Mr. Filby for his appraisal.

Recent Activities

Dr. Papenfuse read a letter from Governor Nagasu of Japan thanking him for his part in the briefing of the Japanese trade delegation.

Dr. Stiverson reported that he and senior archivist Phebe Jacobsen spoke to 32 members of the Delta Kappa Gamma sorority for educators during their meeting held at the Hall of Records on the evening of May 13. The educators asked specific questions about services and educational opportunities available for students at the Hall of Records. Dr. Papenfuse pointed out that Mrs. Jacobsen often volunteers her own time for such endeavors. He highlighted her recent paper on addressing users' needs in state archives, as well as Archivist IV Patricia Vanorny's recent publication on resources for studying Baltimore City.

NHPRC Grant Proposal

Dr. Papenfuse informed the Commission that since 1978, when he became Maryland State Coordinator for the National Historic Publications and Records Commission, approximately \$200,000 has been given to the state for use in processing records. Now the Reagan administration is eliminating the records program. The remaining funds are to be distributed to the states in the form of grants of \$25,000 or less for the purpose of studying the present state and future needs of record collections. Dr. Papenfuse asked the Commission's permission to apply for a grant, which would cost the state nothing as the grant would pay

for additional personnel to perform the work. Mr. Zee asked if part of the study might include work on compiling a list of records pertaining to individuals, to fulfill an already expressed need of the Information Practices Commission. Dr. Papenfuse replied that the study would be the assessment of any permanently valuable "private" record collections, and that such records of a non-permanent nature could be compiled in cooperation with the Records Management Division.

It was moved by Senator Lapides, seconded, and passed unanimously that Dr. Papenfuse attempt to procure a \$25,000 grant for this work.

New Building

Dr. Papenfuse reported that through the extraordinary efforts of our own department, and the help of several other people, the plan for the new building, as modified by the Department of State Planning was finally approved. The final program includes only 2,000 square feet less than that originally submitted. The prime site under consideration is on Rowe Boulevard across from the Court of Appeals Building. It is hoped that the narrow strips of ground on either side of the site, belonging to the Naval Academy, can be acquired. Treasurer James reported that there is a possibility of a trade of these strips in turn for filling in a section of creek. Since Admiral Lawrence is leaving for a new assignment in mid-summer, the Board of Public Works will attempt to get a commitment before then. Dr. Papenfuse is involved in selecting the architect, who is to be hired by July. Mr. Zee predicts occupancy of the new Archives building by January or February 1985.

Chancery Records

Dr. Papenfuse reported that he believes that in lieu of Monday closings for the Hall of Records, the work of preserving the Chancery Records can be funded under the intern program and completed in three or four summers. He will report on this coming summer's progress at the next meeting. Comptroller Goldstein pointed out the importance of these papers and suggested that it would be useful to duplicate the documents for placement in the county courthouses. Dr. Papenfuse replied that the records will eventually be filmed, but there are problems involved such as the brittleness or lack of contrast of some documents necessitating their being photostated before filming. It was moved by Comptroller Goldstein, seconded, and passed unanimously that the work on the Chancery Papers continue with the help of interns.

Internship Program

Dr. Papenfuse reported that high school interns under the supervision of a returning intern will work this summer at microfilming. The filming of redistricting records has been completed by continuing interns, a feat which, it is hoped, will take some burden off the Clerk's office. of Income Tax Division records of historical value will be accessioned after consultation with George Spriggs of the Comptroller's Office.

The archival internship program, involving college and graduate school students, will include seven interns chosen from a field of 42 highly-qualified applicants.

Due to budget constraints, the Legislative History Project will probably have to be scaled down by approximately 15 to 20 thousand

dollars. Senator James suggested that the legislature be approached about adding the project to their budget. The consensus of the Commission was to approach the leadership for funding to enable the Legislative History Project to be continued. It was moved by Comptroller Goldstein, seconded, and passed unanimously that a sub-committee composed of Treasurer James, Comptroller Goldstein, and Dr. Papenfuse approach Speaker Cardin and President Clark to investigate partial funding of the Project by the Legislature.

Treasurer James expressed the interest of legislators in reference books about the Maryland state legislature such as Carl Everstine's book, which, due to lack of publicity by the Michie Company, few knew about. Dr. Papenfuse suggested that the Hall of Records might purchase copies of the volume at a discount for sale. It was moved by Treasurer James, seconded, and passed unanimously that the Hall of Records approach the Michie Company about purchasing copies of the book for resale.

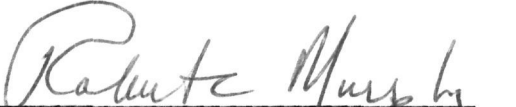
Judge Murphy introduced President Weller and welcomed him.


Dr. Callcott was thanked for the arrangements for the meeting.

Next Meeting

The next meeting of the Hall of Records Commission was tentatively scheduled for late October at the home of Treasurer James at Old Bay Farm, Havre de Grace.

With no further business to consider, Judge Murphy entertained a motion for adjournment, which passed unanimously, and the meeting was adjourned at 2:15 p.m.


Robert C. Murphy, Chairman
Hall of Records Commission


Edward C. Papenfuse, Secretary
Hall of Records Commission