

Agenda

Hall of Records Commission Meeting 'Old Bay Farm' Havre de Grace, Maryland

Monday, October 26, 1981

11:30 a.m.

-
1. Call to Order by the Chairman
 2. Minutes of the Previous Meeting (see enclosure)
 3. Records Retention and Disposal Schedules approved since last meeting (see enclosure)
 4. Publications in Progress
 - a. Proceedings of the Second Conference on Maryland History
 - b. the second volume of the Biographical Dictionary
 - c. Historical Maps of Maryland
 5. Recent activities
 - a. article on Phebe Jacobsen (see enclosure)
 - b. article by Dr. Stiverson on genealogical research (see enclosure)
 - c. article by Dr. Papenfuse on Maryland's trade with France (see enclosure)
 - d. warehouse inventory and records preservation project (see enclosure)
 - e. recent trends in public demand for service
 - f. the summer and continuing internship program
 - the Chancery Record Project
 - the State Publications Project
 - the Newspaper Project
 6. The New Building, a progress report
 7. A proposal for the Third Conference on Maryland History (see enclosure)
 8. Other Business
 9. Next Meeting
 10. Adjournment

M I N U T E S

HALL OF RECORDS COMMISSION MEETING

**Old Bay Farm
Harford County
October 26, 1981
1:05 p.m.**

A luncheon meeting of the Hall of Records Commission was held at Old Bay Farm, Harford County, on October 26, 1981. The meeting was called to order by Chairman Robert Murphy at 1:05 p.m.

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
State Treasurer

The Honorable Julian L. Lapidus
Member of the Senate
Maryland General Assembly

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

Ellery Woodworth
Office of Government Affairs
The Johns Hopkins University

Professor George H. Callcott
Department of History
University of Maryland

Also present were:

J. Max Millstone
Secretary
Department of General Services

Jack Kelly
Director, Office of Central Services
Department of General Services

Edward C. Papenfuse
State Archivist and Secretary
Hall of Records Commission

Gregory A. Stiverson
Assistant State Archivist
Hall of Records

Romaine Somerville
Director
Maryland Historical Society

Minutes of the Previous Meeting

Dr. Papenfuse noted that the letter to the governor concerning records of State agencies mentioned in the minutes of the previous meeting had been postponed. He suggested that it would be better to write the letter after plans for the new archives building were further along when there would be better assurance of adequate archival storage space for the additional records that might come into the archives as the result of such a letter.

Dr. Papenfuse also indicated that the grant proposal mentioned in the minutes had been rejected due to federal budget reductions. He has been assured that the Hall of Records' project will be funded next spring if additional federal funds are approved by Congress.

There being no further additions or corrections to the minutes, they were approved as submitted.

Records Retention and Disposal Schedules

Dr. Papenfuse commented on the large amount of work required to compile records disposal schedules, adding that after Records Management completes its task they are carefully reviewed prior to approval by the staff of the Hall of Records. This systematic review of the record holdings of State agencies, and the destruction according to approved schedules of those records not of permanent historical value, saves the state countless thousands of dollars annually.

There being no objections to the schedules presented, a motion to approve them was seconded and passed unanimously.

Publications in Progress

a. Proceedings of the Second Conference on Maryland History. Dr. Papenfuse summarized the editorial and layout and design work on this publication to date, and indicated that a late-1982 publication date was projected.

b. Biographical Dictionary of the Maryland Legislature, Vol. 2. Dr. Papenfuse reported that Dr. Stiverson had begun editorial work on the files for this volume, and that a late-1982 publication was projected for the volume.

c. Historical Maps of Maryland. Dr. Papenfuse showed a mockup of this publication, which will be published by the Hammond-Harwood House with funds secured from non-State sources. Funding secured to date totals \$58,000. Dr.

Papenfuse asked permission of the Commission to do the photos required for the book in-house to ensure highest quality and to create a copy negative collection for the Hall of Records, as well as permission to continue working on the book to meet the anticipated publication deadline. A motion by Comptroller Goldstein seconded by Treasurer James passed unanimously allowing Dr. Papenfuse to continue work on the volume and to do the required photographic work in-house.

Recent Activities

- a. Article by Phebe Jacobsen. Dr. Papenfuse gave a brief description of the article on Mrs. Jacobsen, which had been distributed before the meeting to all Commission members.
- b. Article by Dr. Stiverson. Dr. Stiverson discussed plans to reprint the genealogical article by him that had been published in Maryland Magazine. He showed a mockup of the proposed reprint, and reported that it would cost from \$325 to \$350 to print 2,500 copies. A motion to permit Consolidated Publications Account funds to be used for the reprinting was moved by Treasurer James, seconded by Comptroller Goldstein, and passed unanimously.
- c. Article by Dr. Papenfuse. Dr. Papenfuse discussed the article, a reprint of which had been sent to each Commission member, and mentioned that another article that he co-authored will appear in a leading French historical journal next year.
- d. Warehouse Inventory. Dr. Papenfuse explained that the Department has given full support to a project that would, over the course of two years, result in the inventorying and selective reboxing of all materials currently stored at the Cheltenham Tobacco Warehouse. The project would be undertaken in anticipation of the move into a new archival facility in 1984-1985. Secretary Millstone informed the Commission that the Department anticipated being able to fund the Cheltenham Warehouse project.
- e. Recent trends in Public Demand. Dr. Papenfuse explained the reasons behind the decision to double the price of photostatic copies of records effective 1 July 1981. An analysis of the cost of photographic supplies indicated that such an increase was warranted. The increase to \$2.00 per document page is in line with the charges levied by other archives. The effect of the increase will be evaluated at the end of six months.
- f. Summer Internship Program. Dr. Stiverson reported that 16 high school, college, and graduate students participated in the summer internship program. He reviewed the work accomplished on the three major projects undertaken: Chancery Records, State Publications, and Historical Maryland Newspapers. The summer program fully met the dual summer goals of providing a valuable educational experience for the interns and enabling the Hall of Records to make progress on a variety of projects that would otherwise have been impossible given the small size of the full-time staff.
- g. Additional Items. Dr. Papenfuse reported on the visit of the Deputy Archivist of China to the Hall of Records, and on the exhibit mounted by Mrs. Jacobsen in commemoration of the bicentennial of the Battle of Yorktown.

New Building

Dr. Papenfuse noted that the Department of General Services has been most helpful in keeping the planning for the new building on track. He noted that he visited several archives in California when he attended the Society of American Archivist annual meeting, and that he had secured plans of several recently constructed archives, including the new State Archives in Kentucky, for the architectural firm designing the new Hall of Records. He and Dr. Stiverson will be accompanying the architects to Boston on 9 November to examine compact shelving units at Radcliffe and the Harvard Law Library. The topographic map of the proposed site for the new Maryland archives is nearly completed and will be in the hands of the architects by 28 October. The preliminary sketches by the architects look most promising. Treasurer James and Comptroller Goldstein expressed a desire to have the Hall of Records Commission review the schematic drawings for the building. Mr. Millstone agreed that this would be a good idea, and a meeting for the Commission to review the plans will be set up sometime for mid-November.

Third Conference on Maryland History

Dr. Papenfuse reviewed the proposal by the Institute of Early American History and Culture in Williamsburg, Virginia, to co-sponsor with the Hall of Records a conference on the Eighteenth-Century Chesapeake. The Hall of Records would use funds provided as a line item in the FY 82 budget to contract with the Institute to organize and promote the conference. The conference would be organized around papers presented by scholars in the field, with the selection of papers and commentators occurring in the late winter or spring of 1982. The conference would be held in late October 1982. Mr. Millstone said that there would be no problem contracting with the Institute of Early American History and Culture to co-sponsor the conference. A motion by Mr. Goldstein to co-sponsor the conference with the Institute was seconded by Mr. Callcott and passed unanimously.

Other Business

Dr. Callcott asked if the Hall of Records has given any thought about a program for the 350th anniversary of the settlement of Maryland. Dr. Papenfuse reviewed the plans that the Hall of Records has for celebrating the bicentennial, including moving to the new building in 1984 or early 1985 and hosting a conference on the settlement of Maryland. He also noted that the St. Mary's City Commission will have a new visitors' center by 1984, and that the State House Trust has plans for an exhibit area in the State House. Mrs. Somerville reviewed activities planned by the Maryland Historical Society, including a traveling exhibit and a new textbook of Maryland History.

Senator Lapidés suggested that the Commission write a letter to Governor Hughes expressing the interest of the Commission in seeing that appropriate steps were taken to ensure that the 350th anniversary was commemorated. Dr. Callcott suggested that the most important requirement was a full-time director to head such an effort. Mr. Millstone expressed concern that this might detract from the efforts underway by the Maryland Historical Trust. Senator Lapidés moved that a letter be drafted by the Commission to Governor Hughes expressing the interest of the Commission in the commemoration of the 350th anniversary and urging that a full-time director be appointed to head the planning activities. The motion was seconded by Delegate Perkins and passed unanimously.

Comptroller Goldstein will convene a meeting of himself, Dr. Papenfuse, Senator Lapidés, and Dr. Callcott to draft the letter.

Dr. Papenfuse then discussed a request by Gilbert Gude, director of the Congressional Research Service, for the Maryland Hall of Records to join a consortium of agencies interested in the Potomac River Basin. Membership in the consortium will cost \$100. A motion to join the consortium was seconded and passed unanimously.

Treasurer James discussed the manuscript history of the Board of Public Works recently completed by Judge Alan Wilner. He suggested that it would be an appropriate Maryland-related item for the Hall of Records to distribute on a demand basis. On a motion by Comptroller Goldstein seconded by Treasurer James the Commission voted unanimously to permit the Hall of Records to publish Wilner's History of the Board of Public Works for sale to interested persons as an introduction to the Records of the Board of Public Works at the Hall of Records.


On a motion by Comptroller Goldstein that was seconded and passed unanimously the Commission extended its thanks to Treasurer and Mrs. James for hosting the luncheon meeting of the Hall of Records Commission. In appreciation for Treasurer James' gift to the Hall of Records of a manuscript history of Old Bay Farm, Dr. Papenfuse presented to Treasurer and Mrs. James two bound copies of the history of Old Bay Farm on behalf of the Hall of Records Commission.

Next Meeting

The next meeting of the Hall of Records Commission will be hosted by Senator Lapidés at a date and time to be set at a later time.

The meeting of the Hall of Records Commission was adjourned at 2:37 p.m.


Robert C. Murphy, Chairman
Hall of Records Commission


Edward C. Papenfuse, Secretary
Hall of Records Commission

RECORDS RETENTION SCHEDULES APPROVED
 SINCE LAST HALL OF RECORDS COMMISSION MEETING (5/27/81)

HRC 10/26/81
 Agenda Item 3

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
<u>State Schedules:</u>		
		DEPARTMENT OF GENERAL SERVICES Office of the Secretary
843-5	6/11/81	General Professional Services Selection Board
		COMPTROLLER OF THE TREASURY Income Tax Division
853	6/11/81	
		DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT Office of Business and Industrial Development
854	6/11/81	
		DEPARTMENT OF TRANSPORTATION Bureau of Budget and Program Management
858	6/11/81	Accounting
		DEPARTMENT OF HUMAN RESOURCES Office of Public Information
860	6/11/81	
		DEPARTMENT OF HEALTH AND MENTAL HYGIENE Crownsville Hospital Center
L-10	6/11/81	Psychology Department
		DEPARTMENT OF GENERAL SERVICES Office of the Secretary
843-6	6/25/81	Administrative Offices
		DEPARTMENT OF TRANSPORTATION Operating Services Center
863	6/25/81	Data Processing Control
		UNIVERSITY OF MARYLAND BALTIMORE COUNTY Director's Office
864	6/25/81	Physical Plant Department
		DEPARTMENT OF HUMAN RESOURCES Administration
865	6/25/81	
866	6/25/81	Office of Program Planning and Evaluation
		DEPARTMENT OF NATURAL RESOURCES Licensing and Consumer Services
862	6/30/81	
		DEPARTMENT OF TRANSPORTATION Transportation Safety Division
868	6/30/81	
766-A-1	7/28/81	MARYLAND STATE LOTTERY AGENCY
		DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT Office of Program Analysis
848	7/28/81	
851	7/28/81	office of Business Liaison

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (5/27/81)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
861	7/28/81	DEPARTMENT OF HUMAN RESOURCES Community Programs Administration
869	7/28/81	Employment Security Administration Research and Analysis
867	7/28/81	DEPARTMENT OF GENERAL SERVICES Division of Real Estate
870	7/28/81	DEPARTMENT OF NATURAL RESOURCES Tidewater Administration Statistical Section
871	8/18/81	UNIVERSITY OF MARYLAND BALTIMORE COUNTY Comptroller's Office
872	8/18/81	Personnel Department
873	8/18/81	Purchasing Department and Central Receiving
874	8/18/81	EXECUTIVE DEPARTMENT Health Claims Arbitration Office
875	8/18/81	DEPARTMENT OF GENERAL SERVICES Construction Supervision and Inspection
877	9/28/81	DEPARTMENT OF TRANSPORTATION Office of the Secretary Internal Audit Staff
L-13	9/28/81	Maryland Port Administration Vessel Operations
878	9/28/81	DEPARTMENT OF HEALTH AND MENTAL HYGIENE Assistant Secretary for Administration Audit Records
879	9/28/81	DEPARTMENT OF GENERAL SERVICES Inventory Management Division
880	9/28/81	UNIVERSITY OF MARYLAND BALTIMORE COUNTY Book Center
881	9/28/81	DEPARTMENT OF HUMAN RESOURCES Employment Security Administration Unemployment Insurance Division
L-28	9/28/81	DEPARTMENT OF NATURAL RESOURCES Licensing and Consumer Services

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (5/27/81)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
735	10/19/81	MARYLAND AUTOMOBILE INSURANCE FUND Fiscal Division
697-A	10/19/81	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration Driver Records
L-14	10/19/81	Division of Driver Examination & Licensing State Highway Administration Office of Finance and Program Management
883	10/19/81	Inventory Section
884	10/19/81	Vouchers Payable
885	10/19/81	Vouchers Payable
882	10/19/81	DEPARTMENT OF GENERAL SERVICES Casualty Claims Division
886	10/19/81	Office Directors

County Schedules:

L-11	6/11/81	PRINCE GEORGE'S COUNTY Health Department
C-516	6/25/81	PRINCE GEORGE'S COUNTY POLICE Records/Identification
C-380-A	7/28/81	BALTIMORE COUNTY Department of Permits and Licenses Building Application Review Division
C-517	8/18/81	HOWARD COUNTY Bureau of Management Services Division of Purchasing
L-15	9/28/81	PRINCE GEORGE'S COUNTY Health Department

Proposal and Certificate of Records Destruction:

6/25/81	BALTIMORE CITY SUPERIOR COURT
6/30/81	BALTIMORE COUNTY DISTRICT COURT
7/21/81	ANNE ARUNDEL COUNTY DISTRICT COURT
8/18/81	CHARLES COUNTY CIRCUIT COURT
9/28/81	MONTGOMERY COUNTY DISTRICT COURT

Proposal and Certificate of Records Disposal:

6/15/81	WICOMICO COUNTY CIRCUIT COURT
7/28/81	FREDERICK COUNTY CIRCUIT COURT
10/19/81	PRINCE GEORGE'S COUNTY CIRCUIT COURT
10/19/81	HARFORD COUNTY CIRCUIT COURT



J. MAX MILLSTONE
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

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

TO: Jack Kelly, Director, Office of Central Services

FROM: Gregory Stiverson, Assistant State Archivist, Hall of Records

RE: Proposed Internship for Cheltenham Warehouse Project

July 8, 1981

Ed and I discussed at some length the suggestion made by you and Jerry at our budget meeting concerning a special internship to process the records at Cheltenham in preparation for the move to a new archival facility. Such an internship appears prudent and practical, and considering the amount of material that would be processed the project can be accomplished at relatively low cost.

The goals of the project would be straightforward and well-defined: first, to place under effective inventory control down to the series unit level the approximately 125,000 CSE (clamshell equivalents) of permanently valuable records currently stored in the Cheltenham Warehouse, and second, to rebox, as required, those records into containers suitable for transfer to the new archives facility.

Based on past production where interns processed similar records under the supervision of a professional archivist, we estimate that we could inventory and rebox 40,000 CSE of records per ten-week summer session, utilizing four interns and one professional archivist/supervisor. An additional 22,500 CSE could be processed during the remainder of the year with a professional archivist and one intern working on the project. At this projected rate, all of the records could be inventoried and readied for transfer in two years.

Staffing would consist of one full-time professional archivist and four interns per summer, one or more of whom would work part-time during the rest of the year as continuing interns. The professional archivist should be hired six months in advance of the first intern summer, to permit adequate orientation and participation in the selection of interns. Since the professional staff member would require considerable knowledge about processing records, an Archivist II would be necessary. The four interns per summer would be selected through the established procedure used for our regular internship program, including written application and review by an outside panel of community and academic leaders. The ten-week period of the internship would be run concurrently with the regular internship program to facilitate orientation of the interns and the scheduling of staff and intern time.

In addition to staff, the most expensive aspect of the proposal is supplies. The records at the Cheltenham Warehouse are now stored in record center boxes that were not designed for long-term storage or frequent movement of materials. The specification on the record center box in which virtually all of the Cheltenham records are stored is: bursting test, 175 lbs. per sq. inch; min. comb. wt. facings, 75 lbs. per sq. ft.; gross wt. limit, 40 lbs. Not only is this a very light-weight box--especially with respect to the cut-out handles and bottom--but

the high temperature and humidity during summers at the warehouse has caused considerable weakening of the box fabric and distortion of shape. The newly-adopted record center box has a bursting test of 275 lbs. per sq. inch; min. comb. wt. facings of 130, and a gross weight limit of 90 lbs. This much heavier box can be further strengthened by the addition of two industrial staples on the bottom, making it an entirely adequate carton for the temporary storage and transfer of records. We propose to purchase these record center boxes in quantity through the purchasing warehouse, and apply the bottom staples ourselves at the time of assembly on site in the Cheltenham warehouse. The cost per unit of the boxes should not exceed \$0.50. Certain heavily-circulated series of records, such as the equity records of Baltimore City, will be reboxed into acid-free clamshell boxes at the time the inventory is undertaken. The cost of these boxes is approximately \$1.50 per unit. Where possible three-inch strapping tape will be used to reinforce existing boxes for infrequently-circulated series.

A summary budget for the proposed Cheltenham Warehouse Internship Program is as follows:

Year 1.

1 Archivist II (Grade 10, Base)	\$11,667
4 Interns (10 weeks @ \$1,500 each)	6,000
Continuing Intern(s) (500 hrs/\$4 per hr.)	2,000
Industrial Stapler, such as Textron Stitch Stapler	300
11,000 record center boxes @ \$0.50 each	5,500
12,000 acid-free clamshell boxes @ \$1.50 each	18,000
Misc. supplies, including staples, 3" adhesive sealing tape, marking pens, etc.	<u>1,500</u>
Total Year 1:	\$44,967

Year 2

1 Archivist II (Grade 10, Step 1)	\$12,330
4 Interns (10 weeks @ \$1,500 each)	6,000
Continuing Intern(s) (500 hrs/\$4 per hr.)	2,000
11,000 record center boxes @ \$0.50 each	5,500
12,000 acid-free clamshell boxes @ \$1.50 each	18,000
Misc. supplies, including staples, 3" adhesive sealing tape, marking pens, etc.	<u>1,500</u>
Total Year 2:	\$45,330

Ideally, this program should commence next summer, which would mean hiring an Archivist II early in 1982 and soliciting applications for interns early next spring. This would mean that approximately half of one year's salary for the Archivist II and one payroll for the four interns (\$600) would come out of the budget for this fiscal year.

We are most gratified that the Department shares our concern with the problem presented by the records stored at the Cheltenham Warehouse, and we wholeheartedly concur that the best policy would be to prepare those records now for ultimate transfer into the new archives facility. We appreciate the opportunity to present this proposal, and will be pleased to provide whatever additional information you may require.

Proposal

for a

CONFERENCE ON THE EIGHTEENTH-CENTURY CHESAPEAKE, 1715-1790

Jointly Sponsored by

THE MARYLAND HALL OF RECORDS

and

THE INSTITUTE OF EARLY AMERICAN HISTORY AND CULTURE

A growing body of scholarly work on the history of eighteenth-century Maryland and Virginia, comparable in many respects to the reinvigoration of the study of the seventeenth-century Chesapeake that began a decade or more ago, provides a strong justification for the organization of a conference comparable in some respects to the extremely successful one held in 1974 at College Park and jointly sponsored by the Institute, the St. Mary's City Commission, and the Department of History at the University of Maryland, College Park. In the present case the Hall of Records and the Institute seem particularly logical cosponsors, although the Department of History at College Park has again indicated its willingness to lend its cooperation and to be represented on a planning and program committee.

Although the Hall of Records wishes to have the conference serve as a scholarly commemoration of the granting of the Maryland Charter of 1632, the prospective sponsors are agreed that the present state of scholarship on the early Chesapeake argues for a program devoted to the eighteenth-century, or, more precisely, the period 1715-1790. Important work, of course, continues to be done on the seventeenth century, but its main lines of force are now well defined and leading scholars in the field clearly identified, whereas a conference emphasizing the eighteenth-century Chesapeake presents a greater opportunity to call attention to the growing body of new studies that is redefining the subject. A conference within the next two or three years could play a significant role in that process.

Our initial consideration of possible dates and places for the conference suggested that we should try to hold it in Annapolis either on October 14-15-16 or October 21-22-23, 1982, which would give us ample time to organize the conference effectively and also hold it within the commemorative year of the Charter. These dates would also avoid conflict with the annual meetings of the Society of American Archivists and the Southern Historical Association.

Given the occasion, we would expect to include a special evening session devoted to the 1632 charter that would be open to a larger audience than those registered for the conference. These remarks would be appropriately made by the Maryland Archivist. Since there is also greater divergence in the history of Maryland and Virginia by the mid- and late-eighteenth century, we also think it would be useful to ask a senior scholar to deliver opening remarks that might explore the extent to which the existence of a Chesapeake region, or at least a group of Chesapeake sub-regions, still persisted in the late colonial and Revolutionary eras. We believe that such an address would help in defining the focus of the conference as well as being a potentially important contribution in its own right. We recommend that an honorarium of \$500 be paid to the person who accepts this assignment. We plan first to invite Professor Jack P. Greene of Johns Hopkins to make this address.

The regular sessions during the two days of the conference shall, however, consist of a group of more specific papers on topics in the history of the eighteenth-century Chesapeake. From our past experience with a number of scholarly conferences we strongly recommend that papers be distributed to registrants in advance, and that the conference sessions include only brief remarks by the authors of papers, followed by a prepared comment by another scholar and general audience discussion. This format will almost always produce sessions that are livelier and more productive than programs of papers read in full.

Experience has shown that the payment of at least a small honorarium to paper readers will assist in meeting their travel expenses (which are increasingly no longer paid by their universities) and will produce both a much stronger response from interested persons and a much more serious effort to produce papers of high quality. In the case of conferences organized as this one will be--without the formal reading of papers--commentators also play a particularly critical role and must be given every encouragement to prepare a thoughtful and careful critique that will stimulate general discussion. Consequently, we think it also desirable to offer each author of a paper and each commentator an honorarium of \$200. We should allow for a maximum of twenty such payments for a total of \$4,000. It should not be necessary to pay honoraria to those who chair sessions, since we should in large part be able to draw on senior scholars who live in the Maryland-Virginia area for these assignments.

To assure an open conference representing the best of the available work--work with which even a well-informed planning committee may not always be familiar--we also propose that an open invitation for papers be extended and that the planning committee select for inclusion a group of the most promising and most compatible papers. If we are able to proceed with organizing the conference, an open invitation for the submission of proposals will be widely distributed, especially through publication in the news letter of the Institute. Scholars interested in presenting papers will be asked to

submit proposals of several pages in length by January 15. Those whom the planning committee selects as participants will be notified by February 15 and asked to have their papers submitted in final form by June 15 so that copies may be reproduced for all participants in advance of the conference date.

The Institute of Early American History feels that although it will not be able to commit funds directly to the conference budget, it will be able to make substantial contribution in kind, as well as bringing to the undertaking its experience and established national reputation in assisting in the organization of a large number of previous conferences. That this conference would be formally designated the 42nd Conference in Early American History, part of a series of such meetings jointly sponsored by the Institute and other historical organizations or universities over the past twenty-six years, will suggest that the Chesapeake Conference would become part of a successful, ongoing series that already has wide recognition among early American historians and others.

The Institute is prepared to cooperate fully in the planning process, in publicizing the conference nationally, and in doing anything else that it could to assure a successful meeting and appropriate commemoration of the Maryland Charter. Although we are not able to make a commitment in advance to publish some or all of the conference papers as a volume of essays, we will give serious consideration to that possibility and make a decision promptly at the conclusion of the conference. The 1974 seventeenth-century Chesapeake conference eventuated in such a volume, simultaneously published in hardcover for the Institute through the University of North Carolina Press and in paperback by W. W. Norton & Co. If the conference does produce a publishable group of papers that the Institute agrees to accept, the resultant volume would become part of what is perhaps the largest and most widely recognized series of books on early American history.

The Institute's commitment to organizing and helping conduct the conference would require, we estimate, contributions in kind in the following amounts:

Approximately 100 hours of staff time by the director, executive assistant, and others	\$1,300.
Use of Institute mailing list	250.
Supplies and postage	125.
Staff travel to Annapolis for planning conferences	<u>450.</u>
	\$2,125.

If the conference does result in a published volume of essays, the Institute would, of course, take over the task of editorial preparation of the manuscript for publication and contribute editorial and promotional services for the volume that, in accordance with our experience with other Institute publications, we would estimate at not less than \$5,000.

The cash outlay required in addition to the Institute's services in kind and the comparable contributions of the Hall of Records would be as follows:

Honorarium for opening speaker	\$ 500.
20 honoraria for paper readers and commentators @\$200	4,000.
Communications expenses	<u>800.</u>
	\$5,300.

There would remain additional expenses in connection with registration of those attending, a possible reception, some local bus transportation to and from motels, and the like. These could be met by a reasonable registration fee and should not have to be covered by the conference sponsors. The costs of any conference dinner would be met by a separate charge levied specifically on those attending.

The Institute's most recent experience with a major regional conference was that of a jointly sponsored conference held in Philadelphia this past spring, which was organized by the Philadelphia Center for Early American Studies in cooperation with the Institute, the Conference on British Studies, and several Friends' historical organizations to commemorate the Pennsylvania Charter and the founding of the colony. Both in terms of attendance and the quality of the papers it proved to be an extremely successful meeting. We believe the combination of subject, the attraction of the Annapolis setting, and the successful record of both the Institute and the Hall of Records in previous conferences would assure that this would be an important and widely recognized gathering.