

## Agenda

Hall of Records Commission Meeting  
Sen. Lapidés' Residence  
1528 Bolton Street  
Baltimore

Wednesday, June 16, 1982

11:30 a.m.

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1. Call to Order by the Chairman
2. Minutes of the Previous Meetings (see enclosures)
3. Records Retention and Disposal Schedules approved since last meeting (see enclosure)
4. Publications in Progress and Proposed
  - a. Proceedings of the Second Conference on Maryland History
  - b. the second volume of the Biographical Dictionary
  - c. Atlas of Historical Maps of Maryland (enclosure)
  - d. proposal for reprinting Maryland A History ed. by Fox and Walsh (enclosure)
  - e. acquisition of the Second Volume of Carl Everstine's History of the General Assembly for sale at the Hall of Records (enclosure)
  - f. proposal for publishing a comparative study of newspaper accounts of the debates on the Constitution of 1867 (enclosure)
5. Recent activities
  - a. 1980 Annual Report (enclosure)
  - b. brochures by Dr. Stiverson on genealogical research and conservation (enclosure)
  - c. acquisitions:
    - special collections
    - Radoff Memorial Fund
6. 350th Anniversaries of the Founding of Maryland and the 200th Anniversaries of the Close of the American Revolution: some suggestions
  - a. 3rd Conference on Maryland History, June 20, 1982
    - reprint of the Charter
    - exhibit on the Charter at St. Mary's City (enclosure)
    - article in regional Catholic newspapers
  - b. proposal for three additional pamphlets in the 350th Anniversary Documents Series
    - Declaration of 1633 for fall 1983
    - Relation of 1634 for spring 1984
    - Relation of 1635 for winter 1984
  - c. proposal for the 4th Conference on Maryland History (enclosure)

M I N U T E S  
HALL OF RECORDS COMMISSION MEETING  
Residence of Senator and Mrs. Julian Lapidés  
1528 Bolton Street, Baltimore  
16 June 1982

HRC Meeting 11/18/82  
Agenda Item 2

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A luncheon meeting of the Hall of Records Commission was held at the residence of Senator and Mrs. Julian Lapidés in Baltimore City on 16 June 1982. The meeting was called to order by Chairman Robert Murphy at 12:50.

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 William S. James  
State Treasurer

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

Dr. John S. Toll, President  
University of Maryland

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

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

Also present were:

Robin J. Zee  
Assistant Secretary, Department of General Services

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

Professor George H. Callcott  
Dept. of History, University of Maryland

Dr. William Keller, Head Librarian  
The Maryland Historical Society

Philip F. Schneider  
Records Administrator, Records Management Division

Dr. Gregory A. Stiverson  
Assistant State Archivist, Maryland Hall of Records

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

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## Minutes of the Previous Meeting

The minutes of the formal meeting of the Hall of Records Commission, held 26 October 1981 at Old Bay Farm, Harford County, were approved without addition or correction. The minutes of the special informal meeting of the Commission, held 20 January 1982 at the Courts of Appeal Building in Annapolis concerning preliminary plans for the new Archives Building, were approved without correction or addition.

## Records Retention and Disposal Schedules

The schedules presented were approved unanimously without discussion.

## Publications in Progress and Proposed

- a. Dr. Papenfuse informed the Commission that work on the Proceedings of the Second Conference on Maryland History is on schedule, with mechanicals for a publisher due this fall.
- b. Dr. Papenfuse reported that all original research on legislators to be included in the second volume of the Biographical Dictionary of the Maryland Legislature has been completed. Preliminary editing of the biographies is nearly complete, and the book should be submitted to Johns Hopkins University Press in the fall.
- c. Dr. Papenfuse discussed his forthcoming Atlas of Historical Maps of Maryland, noting that funds for publication had been derived from private sources. The Hall of Records Commission contributed the graphics for the project. Responding to a question from Senator Lapidés, Dr. Papenfuse explained the role of the volume's co-author Joseph Coale, and noted that royalties from the sale of the volume were assigned to the Hammond-Harwood House Association. Dr. Callcott suggested that the Commission officially recognize Dr. Papenfuse's contributions through his numerous publications on Maryland topics and a motion to that effect was unanimously adopted.
- d. Dr. Papenfuse summarized the background behind the proposal to reprint Fox and Walsh, Maryland. A History. He explained that restricted funds in a Maryland Historical Society account, which had accumulated from sales of the book, would be required to print the 3,500 copies proposed. Senator Lapidés expressed support for reprinting the volume, and its need was attested to by Dr. Callcott. Senator Lapidés opposed seeking funds from the Historical Society to produce the reprint, and Treasurer James suggested reducing the press run to 2,000 so that the cost could be borne by the Consolidated Publications Account. Mr. Millstone inquired as to projected demand for the book, which Dr. Stiverson estimated to be at from 400 to 600 copies per year. Mr. Weller indicated that the new single-author history of Maryland projected by the Historical Society would not be out until 1984 or 1985. On a motion by Treasurer James, the Commission unanimously authorized the Hall of Records to proceed with plans to reprint up to 2,000 copies of the Fox and Walsh history, with the proportion of casebound to paperbound copies being determined when more exact cost estimates are available.
- e. Dr. Papenfuse reported that the Hall of Records was asked by the Board of Public Works to investigate publication of the second volume of Dr. Carl Everstein's history of the Maryland General Assembly. Following

receipt of cost estimates, an informal poll of a quorum of the Commission membership was conducted, and thereafter the Hall of Records entered into an agreement to become the distributor of the volume, which will be published by the Michie Company. On a motion by Mr. Weller, the Hall of Records unanimously approved the contractual arrangement for distributing the Everstein volume.

- f. Before considering Agenda Item 4f., Judge Murphy relinquished the chair to Treasurer James. Dr. Papenfuse reviewed the background behind the proposal to print a comparative study of newspaper accounts relating to the debates of the Maryland Constitution of 1867. Based on the negative readers' reports, Dr. Papenfuse suggested that the proposal be rejected. He noted that the Hall of Records' historical newspaper microfilming project has brought together in one place all of the relevant newspapers so that the information is relatively accessible to those who need it. The Commission concurred, voting unanimously to reject the proposal.

### Recent Activities

- a. Judge Murphy resumed the chair. Dr. Papenfuse stated that the 1981 Calendar Year Report of the Hall of Records had been distributed with the agenda. He noted that the statistics included in the report demonstrate the enormous increase in workload since 1975, his first year as archivist. Dr. Papenfuse added that one of the difficulties faced by the archives is the high turnover rate among professional and technical staff. For an archives to function well, it must benefit from the collective memory of the staff. With a high turnover rate, this collective memory is constantly being eroded, retarding or halting work on projects in all areas of the archives.
- b. Dr. Papenfuse then discussed two brochures recently written by Dr. Stiverson--the first a reprint of his article on genealogical research, first published in Maryland Magazine, and the second a layman's introduction to paper conservation. A request for approval to continue with the series of informational brochures on various aspects of specialized research and archives functions was approved unanimously.
- c. Among recent acquisitions discussed was the deposit of two rare Association of Freeman (1775) pledges placed on deposit by the owners, who have expressed interest in giving them to the archives. Only two other Association of Freeman lists are in the archives, which are especially important since they provide an early indication of support for independence. Dr. Papenfuse then discussed acquisitions purchased with money from the Radoff Memorial Fund. Purchases are limited to books and manuscript volumes that would have been to the liking of Dr. Radoff, and only interest on his \$5,000 bequest is spent in any given year. During the year the archives acquired a Frederick County sheriff's book and three late-nineteenth century atlases with proceeds from the memorial fund.

### Anniversary Celebrations

- a. Dr. Papenfuse announced that the Hall of Records will cooperate with the governor's recently appointed Heritage Committee in celebrating both the 350th anniversary of the founding of Maryland and the 200th anniversary of events closing the American Revolution. Dr. Papenfuse discussed the Hall of Records' reprinting of the Maryland Charter, and

distributed copies to the members of the Commission. A motion to approve the reprint as a Hall of Records publication was approved unanimously.

Dr. Papenfuse then distributed copies of a supplement that will appear in all Catholic newspapers commemorating the Charter of Maryland. He and Dr. Lois Green Carr coauthored "The Charter of Maryland" section of the supplement, and many of the graphics used in the supplement are from the collections of the Hall of Records.

Dr. Papenfuse then discussed Hall of Records participation in an exhibit on the Maryland Charter at St. Mary's City, 20 June 1982. Funds from the line item in the budget relating to the Third Conference on Maryland History were used to construct an exhibit case, and documents and graphics from the Archive's collection will be featured in the exhibit. Once the exhibit has been shown at St. Mary's City it will be moved to the Enoch Pratt Library in Baltimore. If funding from the Maryland Committee on the Humanities is approved, a touring exhibit on the Charter will be available for libraries and public buildings throughout the state. A motion to approve Hall of Records participation in the exhibit was approved unanimously.

- b. Dr. Papenfuse asked for Commission approval to publish reprints of three additional pamphlets, one each year, to commemorate the founding of Maryland. Motion to approve the pamphlet series was approved unanimously.
- c. A proposal to jointly sponsor with the St. Mary's City Commission the Fourth Conference on Maryland History was then discussed. Funds in the amount of approximately \$5,000 will be requested in the FY 1984 budget to fund participation in the conference, which will examine themes in early Maryland history. The Commission approved requesting funds to cosponsor the conference.
- d. Dr. Papenfuse explained the background behind the request for approval to seek legislative funding in FY 1984 to support the Carroll Papers Project. Previously funded by the NHPRC, the Carroll Papers Project has been left without funding necessary to complete its work due to federal cuts. Dr. Papenfuse explained that the \$34,000 required to continue the project would have to be considered a budget item above and beyond the assigned budget target. Treasurer James noted the significance of the project, and Dr. Keller commented on the Historical Society's contribution, in the form of office space, to the completion of the work. A motion by Treasurer James to seek funding through appropriate channels to support the project passed unanimously, with Secretary Millstone abstaining. Treasurer James added that if funding was not forthcoming, the project is one in which the Board of Public Works might be interested.
- e. Dr. Papenfuse noted that the Hall of Records would be assisting in the preparation of exhibits in the new exhibit area of the State House to honor Washington's Resignation of his Military Commission (December 23, 1783) and the Ratification of the Treaty of Paris (January 14, 1784).

#### Other Business

Agenda item 7 was deferred until the end of the meeting. Under other business, Treasurer James asked what progress had been made on appropriately

marking the site of Bloomsbury Square in the area of the State Office Complex in Annapolis. Dr. Papenfuse responded that he had contacted the Maryland Historical Society Historical Marker Committee and gotten details on the cost for erecting such a marker. Treasurer James discussed the importance of Governor Nicholson to the development of Annapolis, and the desirability of commemorating his service to Maryland with a marker designating the original location of Nicholson's Bloomsbury Square. Dr. Papenfuse indicated that he would have additional information at the next Commission meeting.

### Progress Report on New Building

Art Morey and Bruce Rich, from the architectural firm of VVCR, presented detailed interior and exterior drawings of the new archives building and showed samples of brick and limestone that are under consideration for the exterior of the building. Dr. Papenfuse commented that the building plan had received final approval of the Architectural Review Committee, and that the next step is to draw up contract documents.

Treasurer James asked for information on the roof design of the building. The architects said that the roof has sufficient slope for drainage and that interior drain pipes were being considered to vacate water from the roof.

The brick under consideration for the exterior is a medium red/brown color and is sand molded to match brick used in other Annapolis buildings.

The issue of parking, raised at the special Hall of Records Commission meeting in January, is still under discussion. Secretary Millstone stated that Ray Bosely has had discussions with the Naval Academy about acquiring one acre of land adjacent to the building site to provide additional parking.

The exterior windows in the proposed building are all operable, except for those above the third floor. These higher windows will probably be made of a tinted material that inhibits heat transfer. They are designed to provide natural light in the search room without adding to the heat in the building. The tinting will eliminate the need for shades, and excess heated air will be removed from the ceiling area by a duct system.

A motion introduced to thank the Department of General Services for its efforts on behalf of the new archives facility and to approve the plans as submitted passed unanimously.

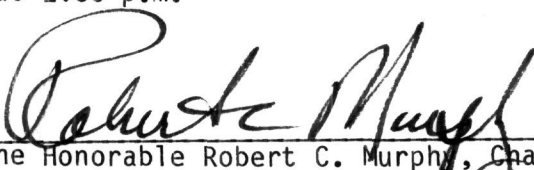
### Next Meeting

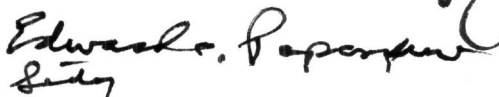
The next meeting of the Hall of Records Commission will be at the Hall of Records in approximately six months, with the exact date and time to be established later.

The Commission unanimously expressed its appreciation to Senator and Mrs. Lapides for hosting the luncheon meeting of the Hall of Records Commission.

The meeting was adjourned at 2:30 p.m.

Approved: \_\_\_\_\_

  
The Honorable Robert C. Murphy, Chairman

  
Edward C. Papenfuse  
Secretary

RECORDS RETENTION SCHEDULES APPROVED  
 SINCE LAST HALL OF RECORDS COMMISSION MEETING (10/26/81)

| SCHEDULE NUMBER         | DATE APPROVED | DEPARTMENT OR AGENCY  |
|-------------------------|---------------|---|
| <u>State Schedules:</u> |               |   |
| 800-A                   | 11/17/81      | DEPARTMENT OF HEALTH AND MENTAL HYGIENE<br>Drug Abuse Administration                    |
| 887                     | 11/17/81      | EXECUTIVE DEPARTMENT<br>Office of the Secretary of State<br>Division of State Documents |
| 704-16A                 | 11/17/81      | DEPARTMENT OF HEALTH AND MENTAL HYGIENE<br>Water and Sewage Control Programs            |
| 707-17A                 | 11/17/81      | DEPARTMENT OF TRANSPORTATION<br>Marketing & Statistics                                  |
| 888                     | 11/17/81      | STATE BOARD FOR HIGHER EDUCATION  |
| 889                     | 01/13/82      | DEPARTMENT OF TRANSPORTATION<br>SHA - Office of Finance & Prog. Mgmt.                   |
| 890                     | 01/13/82      | SHA - Office of Finance & Prog. Mgmt.   |
| 891                     | 01/13/82      | SHA - Office of Finance & Prog. Mgmt.   |
| 892                     | 01/13/82      | SHA - Office of Finance & Prog. Mgmt.   |
| 612A                    | 01/13/82      | DEPARTMENT OF LICENSING & REGULATION<br>Div. of Occupational & Prof. Licensing          |
| 619A                    | 01/13/82      | DEPARTMENT OF HEALTH & MENTAL HYGIENE<br>Mental Retardation Administration              |
| 191A                    | 01/13/82      | DEPARTMENT OF PUBLIC SAFETY & COR. SERVICES<br>Parole & Probation                       |
| 894                     | 01/13/82      | MARYLAND VETERANS COMMISSION  |
| 895                     | 01/13/82      | DEPARTMENT OF TRANSPORTATION<br>Office of Fair Practices                                |
| 896                     | 01/13/82      | MARYLAND VETERANS COMMISSION  |
| 897                     | 01/13/82      | DEPARTMENT OF TRANSPORTATION<br>SHA - Office of Finance Receipts & Disbursements        |
| 898                     | 01/13/82      | DEPARTMENT OF GENERAL SERVICES<br>Baltimore Public Buildings & Grounds                  |
| 839-A                   | 01/13/82      | DEPARTMENT OF HUMAN RESOURCES<br>ESA Work Program                                       |
| 708A                    | 03/03/82      | DEPARTMENT OF ASSESSMENTS & TAXATION<br>Co. Assessments Office                          |

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (10/26/81)

| SCHEDULE<br>NUMBER | DATE<br>APPROVED | DEPARTMENT OR AGENCY  |
|--------------------|------------------|---|
| 698-A              | 03/03/82         | DEPARTMENT OF TRANSPORTATION<br>Motor Vehicle Administration<br>Vehicle Registration Division -<br>Registration Section |
| 903                | 03/31/82         | DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT<br>Community Development Administration,<br>Single Family Programs       |
| 904                | 03/31/82         | DEPARTMENT OF NATURAL RESOURCES<br>Tidewater Administration Coastal Resources   |
| 893                | 03/31/82         | DEPARTMENT OF HEALTH & MENTAL HYGIENE<br>Mental Retardation & Developmental<br>Disabilities                             |
| 907                | 03/31/82         | DEPARTMENT OF TRANSPORTATION<br>SHA - Office of Finance & Program Management<br>External Audit                          |
| 906                | 03/31/82         | COMPTROLLER OF THE TREASURY<br>General Accounting Division  |
| 908                | 03/31/82         | DEPARTMENT OF HEALTH & MENTAL HYGIENE<br>Division of Reimbursements   |
| 909                | 03/31/82         | DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT<br>Community Development Administration Multi-<br>Family Programs        |
| 910                | 03/31/82         | DEPARTMENT OF HUMAN RESOURCES<br>ESA - Appeals Division & Board of Appeals  |
| 911                | 03/31/82         | DEPARTMENT OF TRANSPORTATION<br>Office of Financial Planning and Budget   |
| 912                | 03/31/82         | DEPARTMENT OF GENERAL SERVICES<br>Records Management Division   |
| 226-A              | 03/31/82         | DEPARTMENT OF CORRECTIONS<br>Penitentiary   |
| 913                | 04/08/82         | DEPARTMENT OF GENERAL SERVICES<br>Plant Management Division   |
| 902                | 04/08/82         | DEPARTMENT OF NATURAL RESOURCES<br>Water Resources Administration   |
| 889A               | 05/05/82         | STATE HIGHWAY ADMINISTRATION<br>Office of Finance & Program Management<br>(Amended)                                     |



RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (10/26/81)

| SCHEDULE<br>NUMBER                                      | DATE<br>APPROVED | DEPARTMENT OR AGENCY  |
|---|------------------|---|
| 914   | 05/05/82         | DEPARTMENT OF HEALTH & MENTAL HYGIENE<br>O.E.P. Industrial Waste Division             |
| 643A  | 05/05/82         | MARYLAND STATE DEPARTMENT OF EDUCATION<br>Division of Administration & Finance        |
| 916   | 05/05/82         | COMPTROLLER OF THE TREASURY<br>Data Processing Division                               |
| 759A  | 05/05/82         | DEPARTMENT OF TRANSPORTATION<br>Operating Services Center<br>Data Processing Control  |
| 905   | 05/05/82         | COMPTROLLER OF THE TREASURY<br>Data Processing Division                               |
| 917   | 05/05/82         | DEPARTMENT OF HEALTH & MENTAL HYGIENE<br>Division of Personnel Services               |
| <u>County Schedules:</u>                                |                  |   |
| 899   | 01/13/82         | HOWARD COUNTY GOVERNMENT<br>Office of Finance - Accounting Div.                       |
| C-519   | 03/03/82         | PRINCE GEORGE'S COUNTY<br>Office of Budget  |
| C-518   | 03/03/82         | Sheriff's Department  |
| 774A  | 03/31/82         | Department of Health & Mental Hygiene<br>Communicable Disease Control                 |
| C-520   | 05/05/82         | Office of Central Services<br>Procurement & Materials Management Division             |
| C-521   | 05/05/82         | Office of Central Services<br>Fleet Management Division                               |
| C-522   | 05/05/82         | Finance, Administration   |
| C-523   | 05/05/82         | Finance, Pension, Benefits & Risk Mgmt.   |
| <u>Proposal and Certificate of Records Destruction:</u> |                  |   |
|   | 03/03/82         | BALTIMORE CITY DISTRICT #1<br>Proposal & Certificate of Records<br>Civil Case Folders |
| <u>Proposal and Certificate of Records Disposal:</u>    |                  |   |
|   | 11/17/81         | PRINCE GEORGE'S COUNTY CIRCUIT COURT  |
|   | 05/05/82         | WORCESTER COUNTY CIRCUIT COURT  |
|   | 05/05/82         | FREDERICK COUNTY CIRCUIT COURT  |
|   | 05/05/82         | MONTGOMERY COUNTY DISTRICT COURT  |