

Agenda

Hall of Records Commission Meeting
Maryland Hall of Records
St. John's Street and College Avenue
Annapolis
Thursday, November 18, 1982 1:00 p.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 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. proposed arrangement with the Maryland Historical Society for reprinting Maryland A History ed. by Fox and Walsh (enclosure)
 - e. request to fund the third volume of Carl Everstine's History of the General Assembly (enclosure)
 - f. proposal for publishing remarks by the Rev. Walter J. Burghardt, S.J. on the Maryland Charter as a Hall of Records pamphlet (enclosure)
 - g. Index to the Debates and Guide to the Records of the Constitutional Convention, a progress report
 - h. Wilner History of the Board of Public Works and Guide to the Records, a progress report
 - i. Maryland Manual: a progress report
5. Recent activities
 - a. visiting delegation of Chinese Archivists
 - b. installation of Registration/Circulation control system at the Hall of Records
 - c. acquisitions:
 - Radoff Memorial Fund
 - gift of photo-enlarger
 - d. warehouse reboxing project, a progress report
6. The New Building: a progress report
7. Other Business
 - historical marker for "Bloomsbury Square"
8. Next Meeting
9. Adjournment

M I N U T E S
HALL OF RECORDS COMMISSION MEETING
Hall of Records Building
Annapolis, Maryland
18 November 1982

A luncheon meeting of the Hall of Records Commission was held at the Hall of Records on 18 November 1982. The meeting was called to order by Chairman Robert Murphy at 1:35 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 William S. James
State Treasurer

The Honorable Julian L. Lapidés
Member General Assembly

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

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

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

Ellery B. Woodworth
Special Assistant to the President on Government Affairs
(designee of Dr. Steven Muller)

Also present were:

Robin J. Zee, Assistant Secretary
Department of General Services

Philip F. Schneider, Records Administrator
Records Management Division

Edward C. Papenfuse, Secretary
Hall of Records Commission

Gregory A. Stiverson
Assistant State Archivist

Minutes of the Previous Meeting

The minutes of the Hall of Records Commission meeting held at the residence of Senator and Mrs. Julian Lapidés on 16 June 1982 were approved as submitted.

Publications in Progress and Proposed

- a. Dr. Papenfuse reported that the Proceedings of the Second Conference on Maryland history volume is near the end of the editorial cycle. A mockup of the volume should be completed for presentation at a future Commission meeting.
- b. Dr. Papenfuse noted that nearly all of the biographical material for the second volume of the Biographical Dictionary of the Maryland Legislature, 1635-1789, has been completed. Copy should be delivered to Hopkins Press for printing by next summer.
- c. Dr. Papenfuse circulated a copy of his recently published Atlas of Historical Maps of Maryland, 1608-1908, issued by the Johns Hopkins University Press. Dr. Papenfuse noted that publication of the book had been entirely privately funded, but that all but about twenty of the graphics in the volume had been produced by technicians in the Hall of Records Photoduplication Department. Dr. Papenfuse also showed copies of the separate maps that will appear in a companion portfolio of historical maps, also to be published by Johns Hopkins University Press.
- d. Dr. Papenfuse reviewed the agreement executed by the Maryland Historical Society to permit the Hall of Records to issue one reprinting of Fox and Walsh, Maryland : A History. Treasurer James reviewed the background of negotiations resulting in the proposed agreement. A motion to proceed with the reprinting passed unanimously.
- e. Dr. Everstein's request for support for publishing the third volume of his history of Maryland Legislature, this volume covering the years 1850-1920, was than discussed. Dr. Papenfuse reviewed the poor sales history to date of the first two volumes. Considerable sentiment was expressed concerning the inherent value of the work, but at the same time to its limited appeal. Treasurer James noted that very little is available at the present on Maryland during the period from the Civil War to 1920. A motion was made to solicit a copy of the manuscript from Dr. Everstein, with Dr. Papenfuse then to explore the least expensive way to produce copies of the book. A motion to that effect passed unanimously.
- f. Comptroller Goldstein had asked by letter that the Commission consider publishing a speech on the Maryland Charter presented by the Rev. Walter J. Burghardt at ceremonies held recently at the Basilca in Baltimore. Dr. Papenfuse suggested that Fr. Burghardt's remarks could be published in conjunction with a reprint of the piece on the Charter co-authored by himself and Dr. Lois Green Carr. Dr. Papenfuse suggested that the pamphlet would be an appropriate publication for Charter Day 1983. A motion to print the remarks of Fr. Burghardt and the Papenfuse/Carr essay passed unanimously.
- g. Dr. Papenfuse reviewed progress on the index to the Debates of the Constitutional Convention of 1967-68 and the accompanying guide to the records of the Constitutional Convention Commission and Constitutional Convention. Text of the volume is now in galley proof stage, and it should be completed early in 1983. Dr. Papenfuse noted that the text of the Debates will be published in a microfiche edition, with the index and guide appearing in standard hardcover format. To print all of the material in standard form would have cost more than \$70,000 more than the amount of funds available in the Constitutional Convention Account. By publishing the text of the Debates in microfiche, the entire project can be completed with the \$22,440 available, including the cost of having the index prepared, printing the hardcover volume, and renting a special microfiche

system to produce the text of the Debates. Dr. Papenfuse noted that sales of the hardcover and microfiche publications should result in some return to the State of the initial sums invested.

h. Judge Wilner's history of the Board of Public Works is currently being copy edited by the same editor who is doing the Proceedings of the Second Conference on Maryland History. The volume should be ready for composition early next year. Dr. Papenfuse discussed the interest in the volume by a member of the Public Works Historical Association, and indicated that the volume might have wider sales appeal than might initially be anticipated.

i. Dr. Stiverson reviewed progress to date on the 1983-1984 edition of the Maryland Manual. He noted that staff resources are barely adequate for the task, consisting of himself and a senior staff member part time, and an intern who works three half days each week. He reviewed the bids received for composition and printing on the book, noting that despite inflation in all printing related costs the State's competitive bidding process resulted in only nominal increases in costs compared with the bids for the last Manual. In particular, the printing contract, which accounts for 75 percent of the cost of production of the book, rose only 1.07 percent. Dr. Papenfuse explained that the \$6.30 per page bid for composition was so low because all typesetting is essentially completed in-house on text editing equipment, with the compositor receiving a 9-track magnetic tape that includes complete typesetting commands. At least \$20 per page in saving has been achieved by using text editing equipment for the Maryland Manual. Cost savings on the Manual alone are more than double what the equipment cost, and the word processing equipment is used for other publications and tasks as well. Dr. Stiverson noted that graphics for this edition of the Manual are complex and expensive, due to the necessity of creating new maps to reflect the changes resulting from redistricting. He added that the goal is to publish the book on 1 April 1983.

Recent Activities

a. Dr. Papenfuse discussed the recent visit of a delegation of archivists from mainland China. The visitors were most interested in the plans for the new archives facility.

b. The new registration/circulation system was then discussed. The purpose of the system is to provide enhanced security for the archives by ensuring accurate registration of everyone using the records and documenting the circulation and return of each record consulted. At a total cost of \$42,000, the system should only be considered a prototype, but because the software was designed to work on existing equipment it should serve the purposes of the Archives for five years or more. Furthermore, the programs developed will have application for the new Archives building, with expansion of the storage and access capabilities achieved through the acquisition of additional hardware. As a byproduct of the software development required for the registration/circulation security system, the Archives has developed an automated tracking system for all mail received at the Hall of Records. Mail received is registered in the system prior to being distributed, which provides accurate and complete tracking of each piece of mail from the time it arrives until an appropriate response is mailed out.

c. Dr. Papenfuse noted the acquisition of a law book once owned by Charles Carroll the Settler and Anthony Underwood, an early Maryland legislator, which the Archives purchased at auction with money from the Radoff Memorial fund. Plans to microfilm the volume were discussed. Dr. Papenfuse also informed the Commission that the Hall of Records had been given a

photo-enlarger by a donor who desired to increase the Archives's ability to deal with maps and other oversize items. Secretary Millstone noted that the gift would have to be accepted by the Governor. At the behest of the Commission, Dr. Papenfuse will draft a letter of thanks to the donor on behalf of the Commission, which will be signed by Chairman Murphy. Dr. Papenfuse will also write the Governor on behalf of the Commission asking that the gift of the photo-enlarger be accepted.

d. Dr. Papenfuse reviewed progress on the Cheltenham Warehouse Project. Due to the support of Secretary Millstone and the Department of General Services, the Hall of Records was given funds for supplies and intern assistance to begin reboxing materials in the Cheltenham Warehouse to preserve them and to facilitate their transfer into the new Archives facility. Approximately 80 percent of the projected work for last summer was completed. Work has now been halted due to a lack of shelving space at the warehouse. Mr. Schneider stated that Records Management is now in the process of removing another 2,000 cubic feet of records, which will make more space available in the Cheltenham Warehouse. Dr. Papenfuse noted that as soon as space is available, the project will begin again and continue through next summer.

e. Dr. Papenfuse mentioned the pending resignation of Carol Tilles, a senior member of the Hall of Records staff. The loss of Mrs. Tilles is especially severe, since she has served as Deputy Commissioner of the Land Office. She has also developed an effective system for registering items accessioned into the Gift Collection, and has played a vital role in the research and publication of the Biographical Dictionary of the Maryland Legislature.

New Building Progress Report

Dr. Papenfuse reviewed the most recent plans for the new Archives facility. He noted that a space planner secured through the offices of the architectural firm responsible for designing the building had provided vital assistance in planning the equipment, fixtures, and furniture for each room in the building. A discussion ensued concerning the need for compact shelving in the new facility, and the apparent opposition of State Planning to the \$2.3 million capital request for the shelving. Secretary Millstone noted that compact shelving is critical to the overall concept of the building, since a much larger structure would have been required if standard shelving had been specified. A smaller building was designed, which will be less expensive to construct and maintain, but the storage requirements of the Archives can only be achieved with the use of compact shelving in this smaller building. Dr. Papenfuse outlined the research he had conducted prior to recommending compact shelving. Various strategies were discussed to counter the opposition to the shelving expressed by State Planning. The matter was left to Treasurer James and Comptroller Goldstein to explore the best method of securing support from the Governor and the Legislature for the shelving. The Commission reiterated its support of the concept of compact shelving for the new Archives facility, reaffirming the position taken officially at an early Commission meeting.

Bloomsbury Square

Dr. Papenfuse reviewed his efforts to secure a historical marker for "Bloomsbury Square," the area now encompassed by the State office complex in Annapolis. The Maryland Historical Society is in charge of the State's historical marker program. The cost of such a marker would be about \$1,000. Dr. Papenfuse will make recommendations for an appropriate marker a future Commission meeting. He will write text that emphasizes Governor Nicholson's

role in designing a capital city. Secretary Millstone said that the cost of erecting the sign might be borne by Annapolis Public Buildings and Grounds.

Next Meeting

The next meeting of the Hall of Records Commission will be in May or June, on a date to be arranged by Dr. Papenfuse. The meeting will be hosted by Chairman Murphy at the Courts of Appeals Building in Annapolis.

Chairman Murphy adjourned the meeting at 3:05 p.m.

Approved June 21, 1983


Robert C. Murphy, Chairman


Secretary