

MINUTES
HALL OF RECORDS COMMISSION MEETING
Courts of Appeal Building
Annapolis, MD
21 June 1983

A luncheon meeting of the Hall of Records Commission was held at the Courts of Appeal Building on 21 June 1983. The meeting was called to order by Chairman Robert Murphy at 1:45 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 Frank H. Weller, Jr., President
The Maryland Historical Society

The Honorable Earl Seboda, Secretary
Department of General Services

Dr. Earl S. Richardson, Assistant to the President
University of Maryland

Also present were:

Robin J. Zee, Assistant Secretary
Department of General Services

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 Hall of Records on 18 November 1982 were approved as submitted.

Records Retention and Disposal Schedules

Records retention and disposal schedules submitted since the last Hall of Records Commission meeting were approved unanimously.

Publications Completed, in Progress, and Proposed

- a. Dr. Papenfuse distributed copies of the On the Map, a map catalogue prepared by the Hall of Records Commission for a 200th anniversary exhibit at Washington College. All graphics were from the collections of the Hall of Records, but funding for the book came entirely from private sources. The format of the catalogue is the same as that which will be used for the State House exhibit this fall. The map exhibit will be part of the exhibit mounted by the Hall of Records in the State House to commemorate Washington's resignation as commander in chief and the ratification of the Treaty of Paris. Comptroller Goldstein commented on how well the map exhibit had been received at Washington College.
- b. Dr. Papenfuse then distributed copies of the pamphlet "A Declaration of Maryland," and discussed Hall of Records participation on the Charter Day activities in St. Mary's City, 20 June 1983. The "Declaration" pamphlet is the second in a projected series of three pamphlets, which make available rare documents relating to the early promotion and settlement of Maryland.
- c. Dr. Papenfuse then discussed the Index and Guide to the Debates and Records of the Constitutional Convention Commission and Convention, 1965-1968. The index and guide make it possible for the first time for researchers to work with Commission and Convention records, which constitute the most complete Constitution in existence.
- d. Copies of Walsh and Fox, Maryland. A History, were given to Commission members. The History, first published by the Maryland Historical Society in 1975, was reprinted by the Hall of Records after the volume went out of print and the Historical Society was unwilling to publish another edition. The Hall of Records received permission for one reprinting of the volume. The costs of production were kept low by competitive bidding by the Printing and Publication Division of the Department of General Services, enabling the Hall of Records Commission to make the book available to students and the public at the same cost as the original edition.
- e. A request to use funds from the Hall of Records Consolidated Publications Account to partially fund publication of Dr. Everstine's third volume of his history of the General Assembly was then considered. The leadership of the General Assembly has expressed a willingness to consider funding \$10,000 of the \$15,000 cost of the volume. Treasurer James commented on the value of the work, and noted

that if the third volume is not published it would leave a "missing link" in the story. A discussion of the use of Consolidated Publications Account fund ensued. Dr. Papenfuse explained how and why the fund was established, and noted that all revenues in excess of \$30,000 reverted to the General Fund each year. Mr. Seboda noted that funds of this type were generally opposed by the legislature, but that the Hall of Records fund had received a satisfactory review in the last Hall of Records audit. Comptroller Goldstein noted that the important fact is that the Hall of Records has tangible publications to show from the funds expended from the account, which establishes that the fund is being used as the legislature intended. Comptroller Goldstein moved that the Hall of Records Commission proceed with publication of the Everstine volume, and the motion passed unanimously.

- f. Copies of Dr. Burghardt's pamphlet on the Charter of Maryland and religious toleration were distributed to the Commission. Comptroller Goldstein had initially suggested publication of the essay, and it was completed in time for the celebrations at St. Mary's City for Charter Day. Dr. Papenfuse noted that Arthur Houghton had been a special guest at Charter Day, and that he had given Mr. Houghton a copy of the Hammond-Harwood Atlas on behalf of the Commission in recognition of his support of the State archives, especially with his gift to the state of the earliest known English translation of the Charter.
- g. Dr. Papenfuse asked permission of the Commission to republish "Maryland in the Beginning," a pamphlet on the early history of Maryland authored by Dr. Lois Green et al., formerly published and distributed by the Department of Economic and Community Development. The pamphlet is the best introduction to the early settlement of Maryland, and it should be available for the 350th anniversary celebrations. A motion by Comptroller Goldstein that the Commission proceed with republication of the pamphlet was approved unanimously.
- h. Copies of the 1983-1984 edition of the Maryland Manual were given to the Commission. Dr. Stiverson outlined the changes in this edition intended to improve the book as a reference work, and indicated that despite problems with the compositor the book would be delivered at about the same time as other Manuals published following State general elections. The Maryland Manual data base is now on magnetic disks, and is updated bi-weekly. Dr. Papenfuse proposed that the Hall of Records consider a Maryland Manual Handbook, which would be keyed to the Manual but would include updated information. On a motion by Comptroller Goldstein, and seconded by Treasurer James and passed unanimously, Dr. Papenfuse was requested to proceed with plans for a Handbook to be issued in years when the Manual is not published.

Recent Activities

- a. Dr. Papenfuse reviewed the 1983 summer internship programs. Work on the Chancery Papers Project is nearly half completed, and work on the

records in the Cheltenham Warehouse, made possible by special funding from DGS, is proceeding at a good rate.

- b. Dr. Papenfuse discussed a planning grant recently awarded to the Hall of Records by the National Endowment for the Humanities to prepare for a larger project to preserve Maryland's historic newspapers. The grant will enable the Hall of Records to further its legal mandate to collect and preserve historic newspapers. A motion by Comptroller Goldstein that the Hall of Records accept the grant was approved unanimously.
- c. Dr. Papenfuse then discussed the NHPRC grant recently awarded to Maryland to conduct a needs and resources study on the preservation, care, and accessioning of historical records in the state. The Commission had formerly approved accepting this grant, but a lack of federal funds had resulted in a delay in the grant. If federal funds are available this year, the Hall of Records will undertake the study beginning this fall.
- d. Plans for exhibits in the State House commemorating Washington's resignation and the Treaty of Paris were then reviewed. Dr. Papenfuse showed some of the original documents that will be featured in the exhibit, and discussed plans to make a replica of the flag the state created for Congress. Treasurer James asked for a summary of the exhibit plans for members of the past-Senators groups that is raising funds for part of the exhibit.
- e. Dr. Papenfuse then showed a rare manuscript music book recently presented to the Hall of Records. The book is dated 1779, and contains songs that would be appropriate for the bicentennial celebrations in the State House this fall. A motion by Comptroller Goldstein to thank the donor on behalf of the Commission was approved unanimously.
- f. The Warren Collection of historic Maryland photographs was then discussed. The Warrens are willing to sell the Hall of Records negatives and prints of the historic photographs they are assembling for their book on Maryland. Dr. Papenfuse asked permission to use appropriate funds to acquire reference negatives and prints of these photographs. A motion to permit the Hall of Records to do so was made by Mr. Seboda and approved unanimously.

New Building

- a. Dr. Papenfuse reviewed progress on plans for the new building. The 95 percent drawings had been carefully reviewed, and a book critiquing the specifications developed. Mr. Seboda indicated that the bid opening date has been set for 17 August. Mr. Seboda mentioned that the shelving contract would be bid at approximately the same time, so that construction of the building and installation of the compact shelving could be coordinated.

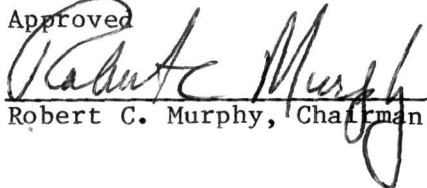
- b. The Commission then discussed the proposal by the Northeast Maryland Waste Disposal Authority to place an incinerator on a site immediately adjacent to the new Hall of Records building. It was agreed that the entrance vista into Annapolis would not be enhanced by such a facility and that the possible contamination caused by the facility would be detrimental to the records stored in the new archives building. A motion by Comptroller Goldstein was approved unanimously to prepare a resolve stating that the Hall of Records Commission opposes building any waste disposal facility on the proposed site near the location of the new Hall of Records building as inappropriate for this historical gateway to Annapolis and potentially threatening to the State's priceless record heritage. Copies of the resolution are to be sent to the Governor, the Northeast Maryland Waste Disposal Authority, the Maryland Environmental Service, the Department of General Services, the Department of State Planning, the Capital City Commission, the superintendent of the Naval Academy, the President of the Senate, the Speaker of the House of Delegates, and Federal officials.
- c. Dr. Papenfuse discussed the proposed marker for "Bloomsbury Square." Treasurer James said that he would propose the marker at the next meeting of the Board of Public Works, and if they agree, Dr. Papenfuse should prepare a formal proposal. Treasurer James added that he believed Governor Nicholson should receive more prominence, such as by titling the marker "Governor Francis Nicholson and Bloomsbury Square."
- d. Secretary Seboda suggested that the Hall of Records adopt a resolution commending Secretary J. Max Millstone for his six years of service to the Hall of Records Commission. Dr. Papenfuse suggested that the resolution be prepared in calligraphy by Sally Hanan, and be presented to Mr. Millstone at a future Hall of Records Commission meeting.

Next Meeting

Chairman Murphy suggested that the Commission meet next in the State House to mark the historic events being commemorated there this winter. The Calvert room was suggested at a mutually agreeable date approximately 6 months hence. Arrangements will be made to have a photographer present to record the meeting of the Commission in this historic setting.

With no further business the meeting of the Hall of Records Commission was adjourned by unanimous consent at 2:15 p.m.

Approved


Robert C. Murphy, Chairman


Edward C. Papenfuse, Secretary

Agenda

Hall of Records Commission Meeting
Courts of Appeals Building
Annapolis
Tuesday, June 21, 1983 12:00 noon

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 Completed, in Progress, and Proposed
 - a. On the Map
 - b. A Declaration of Maryland
 - c. Index and Guide to the Debates and Records of the Constitutional Convention
 - d. Maryland: A History
 - e. request to fund the third volume of Carl Everstine's History of the General Assembly (enclosure)
 - f. Rev. Walter J. Burghardt, S.J. The Maryland Charter
 - g. reprinting Maryland in the Beginning
 - h. the Maryland Manual
5. Recent activities
 - a. Warehouse inventory project progress report
 - b. Chancery papers project progress report
 - c. NEH planning grant for the preservation of Newspapers on microfilm (enclosures)
 - d. NHPRC grant to assess the needs and resources in Maryland for the preservation, care, accessing of historical records (enclosure)
 - e. plans for the Bicentennial Exhibits in the State House
 - f. acquisitions:
 - music book
 - Warren Collection of historical photographs of Maryland
6. The New Building: a progress report
7. Other Business
 - historical marker for "Bloomsbury Square"
8. Next Meeting
9. Adjournment

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (11/18/82)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
937	11/23/82	DEPT. OF ECONOMIC & COMMUNITY DEVELOPMENT Community Development Administration General Administration
859A	11/23/82	DEPT. OF GENERAL SERVICES Telecommunications
942	11/23/82	DEPT. OF HEALTH & MENTAL HYGIENE Admin. for Services to the Chronically Ill & Aging, Division of Cancer Control
L29	11/23/82	OFFICE OF THE PUBLIC DEFENDER Involuntary Institutionalization Service
941	11/23/82	Involuntary Institutionalization Service
944	11/23/82	DEPT. OF TRANSPORTATION State Highway Administration Bureau of Project Planning
C-524	11/23/82	PRINCE GEORGE'S COUNTY Office of Finance - Financial Systems
C-525	11/23/82	Office of Finance - Accounting
C-526	11/23/82	Office of Finance - Treasury
945	11/23/82	DEPT. OF PERSONNEL Maryland State Retirement Systems
943	11/23/82	DEPT. OF GENERAL SERVICES Printing & Publication
881-A	11/23/82	DEPT. OF HUMAN RESOURCES ESA - Unemployment Insurance Division
C-527	11/23/82	CHEVY CHASE VILLAGE
496	11/23/82	DEPT. OF PUBLIC SAFETY & CORRECTION SERV. Inmate Grievance Commission
922A	1/3/83	DEPT. OF ECONOMIC & COMMUNITY DEVELOPMENT Community Development Admin. Multi-Family Programs
916B	1/3/83	COMPTROLLER OF THE TREASURY Data Processing Division
937A	1/3/83	DEPT. OF ECONOMIC & COMMUNITY DEVELOPMENT General Administration

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (11/18/82)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
936-7	3/4/83	DEPT. OF AGRICULTURE Animal Health & Consumer Services Meat & Poultry Inspection
936-8	3/4/83	Animal Health & Consumer Services State Chemist
936-9	3/4/83	State Board of Inspection of Horse Riding Stables
936-10	3/4/83	State Board of Vet. Medical Examiners
936-11	3/4/83	State Soil Conservation Committee
936-12	3/4/83	Plant Industries & Pest Management Office of the Assistant Secretary
936-13	3/4/83	Plant Industries & Pest Management Mosquito Control
936-14	3/4/83	Pesticide Applicators Law
936-15	3/4/83	Plant Industries & Pest Management Weed Control Section
955	4/8/83	BOWIE STATE COLLEGE Personnel Office
C-459-C	4/8/83	MONTGOMERY COMMUNITY COLLEGE
902A	4/8/83	DEPT. OF NATURAL RESOURCES Water Resources Administration
916C	4/8/83	COMPTROLLER OF THE TREASURY Data Processing Division
956	4/8/83	STATE BOARD FOR HIGHER EDUCATION
C-529	4/8/83	PRINCE GEORGE'S COUNTY POLICE DEPT. Records Identification
957	4/8/83	BOARD OF TRUSTEES OF THE STATE UNIVERSITIES AND COLLEGES Maryland State College Information Cnt.
959	5/10/83	DEPT. OF NATURAL RESOURCES Maryland Environmental Service
960	5/10/83	COMPTROLLER OF THE TREASURY Alcohol & Tobacco Tax Division
961	5/10/83	DEPT. OF HEALTH & MENTAL HYGIENE Water Management Administration Grants Administration Division
766-A3	5/10/83	MARYLAND STATE LOTTERY AGENCY Personnel

**RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (11/18/82)**

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
947	1/3/83	DEPT. OF STATE PLANNING Regional Planning Council Housing & Community Development
C-528	2/2/83	PRINCE GEORGE'S COUNTY Office of Coordination of Services to Handicapped
948	2/2/83	DEPT. OF TRANSPORTATION Office of the Asst. Sec., Admin.
949	2/2/83	DEPT. OF HEALTH & MENTAL HYGIENE Health Regulations & Policy Analysis Division of Drug Control
950	2/2/83	DEPT. OF HEALTH & MENTAL HYGIENE Maternal Health & Family Planning
951	2/2/83	UNIVERSITY OF MARYLAND Business Office
952	3/4/83	STATE DEPARTMENT OF EDUCATION Special Education
853-A-1	3/4/83	COMPTROLLER OF THE TREASURY Income Tax Division
775A	3/4/83	DEPARTMENT OF TRANSPORTATION Office of Financial Planning & Budget
953	3/4/83	Division of Operating Services
L-30	3/4/83	DEPT. OF NATURAL RESOURCES E. A. Maryland Energy Office
954	3/4/83	THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION All Divisions
936	3/4/83	DEPT. OF AGRICULTURE All Sections
936-1	3/4/83	Office of the Secretary
936-2	3/4/83	Office of the Secretary Attorney General's Office
936-3	3/4/83	Purchase Office
936-4	3/4/83	Animal Health & Consumer Services Office of the Assistant Secretary
936-5	3/4/83	Animal Health & Consumer Services Animal Health Section
936-6	3/4/83	Animal Health & Consumer Services Grading & Egg Inspection

**RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (11/18/82)**

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
L-31	5/10/83	DEPT. OF HUMAN RESOURCES Soc. Serv. Income & Maintenance Adm.
C-483-A	5/10/83	BALTIMORE COUNTY CIRCUIT COURT Support & Custody
936-16	5/10/83	DEPT. OF AGRICULTURE Agricultural Development & Marketing Office of the Director
936-17	5/10/83	Agricultural Development & Marketing Information Office
936-18	5/10/83	Agricultural Development & Marketing Statistical Reporting Services
936-19	5/10/83	Agricultural Development & Marketing Marketing Services
936-20	5/10/83	Maryland Agriculture Fair Board
936-21	5/10/83	Agricultural Development & Marketing State Tobacco Authority
936-22	5/10/83	Agricultural Development & Marketing Maryland Agriculture Commission

CARL N. EVERSTINE
5732 CROSS COUNTRY BOULEVARD
BALTIMORE, MARYLAND 21209

May 23, 1983

Dr. Edward C. Papenfuse
Hall of Records

Dear Ed:

Thank you for your letter of May 20, and for the enclosure from Bill Satterthwaite of the Michie Company, dated April 28. Both concerned publication of my volume III of the history of the General Assembly, and possible funding by the Hall of Records and the Legislature.

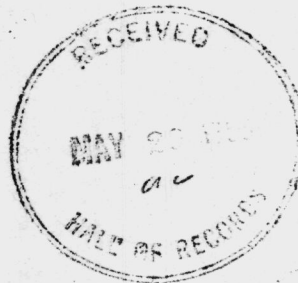
The plan for publication outlined in your letter sounds very promising, and I should be glad to go forward on that basis.

Also, in that event, the Preface for volume III certainly should have a suitable note about the assistance of the Hall of Records and of the General Assembly. Somewhere during the course of volume II, too late for inclusion, I realized that the Preface should have included such a provision as to the Hall of Records.

Sincerely,

Carl

cc: President of the Senate
Speaker of the House
Board of Public Works
Secretary Millstone





J. MAX MILLSTONE
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

P. O. BOX 828
ANNAPOLIS, MD. 21404
TELEPHONE: 269-3915

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

May 20, 1983

Dr. Carl N. Eversteine
5732 Cross Country Boulevard
Baltimore, MD 21209

Dear Carl:

Secretary Millstone has asked me to respond to your letter of May 17, concerning Volume III of your history.

The Michie Company has proposed a plan for its publication which, if the legislature can help us with funding, is most amenable to me and which I will propose to the Hall of Records Commission at its June 21 meeting (see enclosed).

In brief, for a fixed sum the Michie Company will manufacture Volume III and leave distribution and promotion to us.

As you know, we were prepared to promote Volumes I and II this spring with a direct mail effort to the most appropriate markets (researchers, libraries, lawyers, and Legislative Reference agencies in other states), when the matter of Volume III came up. It does not make sense to promote Volumes I and II separately from Volume III if Volume III is to be out any time soon. We have, however, stocked Volumes I and II at the local bookstores and will be revising our publication brochure shortly to include them.

If, as I expect, we and the Legislature do take on the underwriting of Volume III, I would hope that you could make mention of it in your preface or foreword. I did not find anything about our role in the preface to Volume II, although we did underwrite its production through acquisition of the press run.

Sincerely yours,

Edward C. Papenfuse
State Archivist

encs.

cc: Board of Public Works
President of the Senate
Speaker of the House
Secretary Millstone

THE
MICHEE COMPANY

LAW PUBLISHERS SINCE 1855

April 28, 1983

Dr. Edward C. Papenfuse
State Archivist
Maryland Hall of Records
P. O. Box 828
Annapolis, MD 21404

Dear Ed:

Shortly after our telephone conversation of yesterday I was informed that, in correspondence with our President, David W. Parrish, Jr., Carl had in fact given us a 600-650 page estimate for Volume III. It is our feeling that, because of his long relationship with our Company, this figure is probably fairly accurate. Therefore, we will not require a review of the manuscript before making our proposal.

We would propose to edit, manufacture and ship 1,000 copies of Volume III for a fixed price of \$15,000, plus postage. The style and format would be the same as that employed in the previous volumes.

We would retain no inventory, solicit no orders and perform no marketing junctions for this volume.

If I can provide you with further information, please do not hesitate to contact me.

Very truly yours,

Bill

W. S. Satterthwaite, Jr.
Deputy Director of Marketing

WSS:ges



HRC Meeting 6/21/83
Agenda Item 5c

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506

MAY 31 1983



Mr. Edward C. Papenfuse
Maryland Hall of Records
Commission
P.O. Box 828
Annapolis, MD 21404

REF: RC-20689-83

Dear Mr. Papenfuse:

I am happy to inform you that the National Endowment for the Humanities has awarded a grant of \$10,000 to Maryland Hall of Records Commission.

We are pleased that the Endowment is able to provide funds for this project.

The formal grant award notification is enclosed with this letter. If you have any further questions, please write to the Division of Research Programs.

Sincerely,

A handwritten signature in cursive script that reads "William J. Bennett".

William J. Bennett
Chairman

Enclosures

cc: Christopher N. Allan

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506

May 20, 1983

Mr. Christopher N. Allan
Archivist III
Maryland Hall of Records
Post Office Box 828
Annapolis, MD 21404



Dear Christopher:

Congratulations on your successful application to the NEH for a United States Newspaper project. You are one of the eighteen new grantees representing seventeen states and one territory.

Sixteen of the grantees are undertaking the planning phase of their state's newspaper program while two, the U.S. Virgin Islands and Montana, are sufficiently advanced in newspaper activity to complete all phases of their program with a single grant from the Endowment. I look forward to working with you and other members of your project staff to help you achieve the objectives of your project. Planning grant recipients will want to establish a long range program in three phases to complete the access to their records and the preservation of their U.S. newspapers.

As you may know, the NEH funded project staffs of six national newspaper repositories and the Library of Congress are currently entering their records into CONSER via OCLC, utilizing the Newspaper Cataloguing Manual and many procedures worked out in cooperative meetings, conferences, workshops and advisory panels to the Endowment. The first six project grants were made in 1982 for a two year period. Personnel from the Library of Congress have given invaluable assistance to the program of U.S. Newspaper Projects, e.g. organizing their own collections, establishing bibliographic standards, the automation of records, and preservation. Some staff members are listed in the enclosed directory. Library of Congress staff members' Mary Price, Don Wisdom, Linda Bartley and Frank Carroll have been particularly effective leaders. The equally important initiative in OCLC is due, in large part, to Mary Ellen Jacob, Ron Gardner, Brian Moore, Carol Davis, and Penny Mattern. George Parsons of the Council of Library Resources has also helped organize and structure the Endowment's program of U.S. Newspaper Projects.

In addition to a directory of those already associated with the newspaper project, two brief overviews of the program are enclosed, one a chronological listing of the activities and the other a narrative of the program's ten year history. This is the first of many mailings you will receive. Staff member of the national repository projects have found it essential to meet. In fact, a third meeting of this group has been scheduled for September 1983.

Two conferences are now being organized for new NEH Newspaper Project grantees, one in Los Angeles on Thursday, June 30 and one in Washington, D.C. on Friday, July 8. Please plan to attend one of these two conferences. Should it be advantageous for other project staff members to attend one, even one other than the one you attend, their attendance is encouraged. Tentative indications of a preference are:

Los Angeles - June 30, 1983 11 Grants

Washington, D.C. - July 8, 1983 9 Grants

Please give me, at your earliest possible time, the names and specific conference those associated with your project plan to attend (202-786-0204).

Both conferences, one a repeat of the other, will last the full day (8:30 a.m. - 4:30 p.m.). Conference leadership will include personnel from the Library of Congress, OCLC and NEH. Ample time will be provided for discussion, the exchange of individual state planning ideas and the opportunity for us to become better acquainted.

Again, congratulations on your successful application in the initial cycle of state projects. I look forward to your participation in this new initiative, a comprehensive program for the bibliographic control and preservation of United States newspapers.

Sincerely,



Pearce S. Grove
Program Officer and National Coordinator
United States Newspaper Projects
Division of Research Programs

P.S. Chris - I have you tentatively scheduled for July 8 in D.C. Let me know for sure and also who you will bring with you.

UNITED STATES NEWSPAPER PROJECTS

Planning Grants Funded, 1983
Name and Address List

Mr. Harold M. Forbes
West Virginia Univ. Library
WV & Regional Hist. Collection
Associate Curator
Morgantown, WV 26506

Mr. Peter H. Curtis
Head Librarian
Iowa State Historical Department
402 Iowa Avenue
Iowa City, IA 52240

Ms. Susan Brynteson
Director of Libraries
University of Delaware Library
Newark, DE 19711

Mr. Hendrik Edelman
University Librarian
Rutgers University Libraries
New Brunswick, NJ 08903

Dr. Erwin C. Bridges
624 Washington Avenue
Montgomery, AL 36130

Ms. Nancy J. Morris
Reference Librarian
University of Hawaii Library
Honolulu, HI 96822

Mr. Bobby D. Weaver
Curator & Associate Archivist
Panhandle-Plains Hist. Museum
Box 967 W.T. Station
Canyon, TX 79016

Ms. Joanne Jager
735 East Michigan Avenue
Lansing, MI 48909

Mr. David R. Hoffman
State Library of Pennsylvania
Director of Library Services
Pennsylvania Dept. of Education
Harrisburg, PA 17105

Dr. Paul A. Willis
Margaret I. King Library
Director of Libraries
Lexington, KY 40506

Mr. Paul R. Campbell
121 Hope Street
Librarian
Providence, RI 02906

Mr. Peter J. Paulson
New York State Library
Director
Albany, NY 12230

Mr. Roger K. Hanson
Marriott Library
University of Utah
Director of Libraries
Salt Lake City, UT 84112

Mr. Christopher N. Allan
Archivist III
Maryland Hall of Records
Post Office Box 828
Annapolis, MD 21404

Mr. Gary F. Kurutz
California State Library Foundation
Post Office Box 2037
Sacramento, CA 95809

Dr. Elaine F. Sloan
Indiana University Libraries
Dean of University Libraries
Bloomington, IN 47405

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



UNITED STATES NEWSPAPER PROJECTS

A NATIONAL PROGRAM

The National Endowment has, over a ten year period, encouraged historians, librarians and archivists to work together for the preparation of basic guides, automation formats, and the preservation of newspapers, all to be completed in sufficient detail for use in a national program.

In 1972 the American Council of Learned Societies, in response to an NEH request for suggested scholarly activity, asked its association executive secretaries to consider schemes for the development of bibliographic tools. Dr. Thomas Clark of the Organization of American Historians (OAH) advanced the idea of a newspaper program and the following year OAH applied for and received a grant to study the need for a complete revision of Winifred Gregory's American Newspapers 1821-1936, a Union List of Files Available in the United States and Canada, 1937. In 1974 a supplemental award was made to OAH to survey the broader need for newspaper access, including the earlier 130 year period of newspaper publishing in America. It would encompass the earlier reference work, History and Bibliography of American Newspapers, 1690-1820 by Clarence Brigham as well as the more recent period, 1937-1983.

The Library of Congress has responded with standards for bibliographic entry and guides to the LC collection. Personnel at the Library of Congress have also worked cooperatively with Canadian National Library officials for the compatibility of newspaper records. These national library agencies, along with the National Microfilm Association, have contributed to standards for newspaper microfilm production and preservation.

Both the Council on Library Resources and the Association of Research Libraries have given support to recent work on newspaper access, the incorporation of newspapers into the North American serials project (CONSER). This American and Canadian cooperative for the automation of serials, CONSER (Conversion of Serials), may now accommodate newspapers in a standardized data base. An early feasibility study was funded for Iowa newspapers, both an automated index and a published guide to demonstrate the viability of a national program, one that is based primarily on individual state projects. The Online Computer Library Center's (OCLC) national telecommunications and computer network were chosen as the utility and terminal system to encourage the broadest entry of data and the widest immediate access to newspaper records.

An advisory committee to the Endowment for bibliographic control was convened early in 1979 and recommended that national guidelines be established and the new Anglo-American Cataloging Rules (AACR2) be incorporated into a manual for this purpose. The manual was developed under the auspices of the Library of

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



UNITED STATES NEWSPAPER PROJECTS

The Development of a National Program

1972 - 1983

1972 The American Council of Learned Societies, in response to an NEH request for suggested scholarly activity, asked its association executive secretaries to consider schemes for the development of bibliographic tools.

1973 The Organization of American Historians (OAH) applied for and received a grant to study the need for a complete revision of Winifred Gregory's American Newspapers, 1821-1936, a Union List of Files Available in the United States and Canada, 1937.

1974 A supplemental award was made to OAH to survey the broader need for newspaper access, including the earlier 130 year period of newspaper publishing in America. It would encompass the earlier reference work, History and Bibliography of American Newspapers, 1690-1820 by Clarence Brigham as well as the more recent period, 1937-1983.

1976 Planning for a national program of newspaper access and record automation was supported by a second grant and two supplemental grants to OAH. Funded proposals included development of a pilot project in the state of Iowa, planning conferences in several regions, a survey of individual states through correspondence, and the initiation of a technical guide for the cataloging of newspapers.

1978 Advisory panels to NEH were convened in 1978 and 1979 to consider the future direction of the U.S. newspaper program. A three phase program of support for each state and U.S. Territory was encouraged following the completion of standards, guidelines, manuals and procedures for a national plan.

Congress with support from the Carnegie Corporation of New York. Three years later the Newspaper Cataloging Manual was issued, making it possible for NEH to proceed with the newspaper program.

To assure agreement on the methods and procedures for the preservation of newspapers the Endowment convened an advisory panel for this purpose in the Fall of 1979. These consultants to the proposed newspaper program advised NEH on the prerequisites for applications, criteria for the selection of titles, technical specifications, document preparation, production standards, storage conditions, and maintenance requirements. With these recommendations and those of previous panels the Endowment was prepared to begin the United States Newspaper Projects.

It has been recognized that certain repositories in the country with national collections of newspapers have a significant role to play in the successful implementation of state projects and, given the magnitude and breadth of their holdings, they constitute a special challenge in fashioning any national approach to the problems of bibliographic control of United States newspapers. Ideally, authoritative bibliographic data on the holdings of such repositories should be broadly available, at an early stage of the program, to state projects, to obviate the need for a state project to encompass the newspaper collection of a national repository or for separate successive inquiries to a single repository for holdings information from a number of state projects. The matter was addressed by the Endowment and grants made to six national newspaper repositories in August of 1982. Through their combined effort the bibliographic and holdings records of 30,000 newspapers, representing all fifty states, are being placed in the on-line automated newspaper data base (CONSER). The Library of Congress has agreed to join the six repositories and enter its large collection of U.S. newspapers, thereby bringing the total number of estimated newspaper titles to 35,000 for the seven repositories. This pioneer effort by the repositories will test the guides, manuals and procedures developed for the national plan with the results benefitting both the national repositories and future newspaper projects in each state and U.S. Territory.

The NEH pamphlet, Guidelines and Application Instructions for United States Newspaper Projects was issued in the Fall of 1982 and mailed to university history departments, libraries, archives and historical societies, in all states and territories. Twenty-seven states and one territory met the initial deadline of January 15, 1983. State projects that are approved in this cycle may be started in July, 1983. These grants are intended to assist historians, journalists, librarians, and archivists in each state or U.S. Territory to achieve bibliographic control and to inventory those newspapers that have been published in their state. Each state will utilize the Newspaper Cataloging Manual, the OCLC automation network and CONSER (a standardized newspaper data base). Endowment support is also envisioned for a published guide to newspapers in each state (in paper or microformat) and eventually the micro-filming of newspapers for preservation and access by scholars.

Pearce S. Grove
United States Newspaper Projects
Division of Research Programs

April 7, 1983

The Newspaper Cataloging Manual was begun under the auspices of the Library of Congress with support from NEH and a grant from the Carnegie Foundation of New York. The Manual was completed in 1981.

1981 A Program Officer was appointed by NEH to assist in the initiation of a national program of U.S. Newspaper Projects.

The CONSER (Conversion of Serials) program participants agreed to accept newspapers into the automated record data base, a cooperative of eighteen national, state and university libraries.

The Online Computer Library Center (OCLC) in Columbus, Ohio, agreed to accept newspaper records and thereby act as the computer network utility. This made available to newspaper bibliographers 5,000 terminals in 3,000 libraries, archives and historical societies of North America. This was done with the understanding the CONSER records (bibliographic and holdings data) are free of all copyright restrictions and therefore available for all data bases.

1982 Six national newspaper repositories were awarded two year grants to enter their records into the CONSER data base via OCLC. This was done to test the automated network record system and the various national standards and guides being developed for the newspaper program. Library of Congress officials agreed to join in the cooperative endeavor as a seventh national repository.

Guidelines for United States Newspaper Projects were issued in October and copies mailed to history department chairs, librarians, archivists, and historical society directors. Twenty-seven states and one U.S. Territory met the January 15, 1983 deadline for grant proposals.

1983 The first newspaper records were entered into the CONSER data base by national repositories February 7, 1983.

The Endowment expects to announce its first awards for state newspaper projects in May, 1983.



Meeting 6/21/83
Agenda Item 5d



June 3, 1983

Edward C. Papenfuse, State Archivist
and Commissioner of Land Patents
Hall of Records
P.O. Box 828
Annapolis, MD 21404

Dear Mr. ^{Ed:} ~~Papenfuse:~~

I know that Edie Hedlin has called you with the news of your successful application for an assessment and reporting grant, but I wanted to provide written verification of the award and remind you of the procedures in place for the planning grants recommended at the April Commission meeting.

The Commission recommended a grant to your State Historical Records Advisory Board in the amount of \$25,000. In addition, the Commission recommended funds for a seminar, to be held in Atlanta in September, for the Coordinators of all Boards who received an assessment and reporting grant this cycle. The seminar coordinator is A. K. Johnson and by now you should have received a letter from him giving some details on travel and local arrangements. The September meeting is intended to provide you with some guidance on how best to conduct a planning grant, and it is likely that some of the recommendations made will require you to modify your present plan of work.

Much of the information you will receive at the September seminar will be drawn from the comments and recommendations of those who have been through the planning grant experience. As I'm sure you know, a meeting is to be held in June, also in Atlanta, for those who have already conducted assessment and reporting projects. We believe that the experiences of Coordinators and key project staff in the 27 previously funded states will be immensely beneficial to you in the proper structuring of your assessment and reporting project.

Because of the September seminar, and the need to give you time to incorporate its recommendations, the starting date for the assessment and reporting projects will be January 1, 1984. However, for bookkeeping purposes in this office and to assure you of the early receipt of funds, we wish to commit the grant monies for these projects before the end of the 1983 Fiscal Year. Therefore, the formal grant letter you will receive will contain the following span dates: September 31, 1983 - December 31, 1984. I repeat that this is for administrative convenience only. The project you budgeted for and we supported is a one year project, to begin January 1, 1984.

Again, congratulations on your successful application to the Commission. I believe that the Commission's support of your proposal and its willingness to fund the September seminar speaks clearly of its strong interest in the work of the State Historical Records Advisory Boards. We wish you a rewarding experience and a useful product. If you have any questions, feel free to contact Edie Hedlin at (202) 724-1616.

Sincerely,



FRANK G. BURKE
Executive Director
(202)724-1083

**Maryland's Record Heritage
Needs and Priorities**

**An Application
For An Assessment and Reporting Grant**

**The Maryland Advisory Board
of the
National Historical Records and Publications Commission
February 1, 1983**

STATE BOARD ASSESSMENT AND REPORTING GRANTS

National Archives Building, Washington, DC 20408

1. State: Maryland

Coordinator (Name, address, phone number):

Edward C. Papenfuse
 State Archivist and
 Commissioner of Land Patents
 Hall of Records
 P.O. Box 828
 Annapolis, MD 21404 301-269-3915

3. Project Director (Name, address, phone number unless same as above):

4. Authorizing Official (Name, address, phone number unless same as #2 above):

5. Payee for Grant (Name, address, and phone number unless same as #2 above):

6. Budget:

\$ 25,000 NHPRC Funding (Maximum of \$25,000 for 12 month period)

\$ 20,250 Estimated State Government Cost Sharing

\$ 1,000 Estimated Other Cost Sharing

\$ 46,250 Total

7. Board Members (Names, professional or institutional affiliation, if any):

See Appendix A

8. Sources of Support and Activities of the State Board:

A. Please describe briefly how State Board activities (meetings, proposal evaluation, etc.) have been supported in the past. Will this support continue in the future?

The Board has volunteered its services. The Hall of Records Commission paid for meals and any travel reimbursement requested by Board members, when meetings were held in Annapolis. Most communication in the past, however, has been by mail and telephone. The proposed grant encompasses the cost of seven meetings of the Board between September 1983 and September 1984. It is expected that the public meetings will lead to a renewed involvement of the Board with records activities in the State which the Hall of Records will support with what resources it can command. For example, it is hoped that the archivist hired under the grant will be retained as a permanent employee in FY 1985, assuming the request is approved by the necessary budget authorities.

- 8B. Beyond the Board's "Statement of Priorities," as previously filed with the Commission (Appendix A), describe any efforts (by the Board or by others) to assess historical records activities and needs in the state? How might previous studies be useful in the Board's project?

The Board has not had the resources beyond the individual efforts of Board members to promote the program and assess needs in line with the Board's guidelines. In that regard, because of the regional and institutional balance of the Board, as witnessed by grant applications from Maryland, and lectures given at libraries in Baltimore City, Washington County, Talbot County, Calvert County, and Wicomico County in recent months by the State Archivist (many under the auspices of the Enoch Pratt Free Library-See Appendix B), a number of the issues so well addressed in outline form by Guidelines and Goals: NHPRC State Historical Records Assessment and Reporting Projects have been raised at the local level. Also, in 1980, the Hall of Records published a study of resources needed for state and local records at the state level to the year 2000 (See Appendix C) which will be updated during the grant period and included in the Final Report. More, of course, needs to be done, which is the purpose of this grant proposal.

9. **Board Meetings and Public Forums or Hearings:**

Using the NHPRC mailing lists, Hall of Records patron lists, Maryland Manual mailing lists, the local historical society network, and the county committees organized by the Governor's Heritage Committee to celebrate the 350th Anniversary of the founding of Maryland (1984), Board meetings and the public forums will be widely advertised.

<u>Location</u>	<u>Approximate Date</u>	<u>Purpose</u>
1) Organizational Meeting (Annapolis)	September 1, 1983	hire project director/review proposed format for regional meetings
2) Western Maryland	end of March, 1984	Board meeting/ public session on assessment of resources/needs in the region
3) Baltimore	April 1984	Board meeting/ public session on assessment of resources/needs in the region
4) College Park	April 1984	Board meeting/public session on assesment of resources/needs of college and university archives
5) Southern Maryland	May 1984	Board meeting/public session on assessment of resources/needs of region
6) Eastern Shore	May 1984	Board meeting/public session on assessment of resources/needs of region
7) Annapolis	June 1984	Statewide conference at end of month to review the work of the regional meetings, discuss the draft of the final report, and review the planning that went into the new State Archives facility under construction in Annapolis.

10. Views on project staffing:

A project coordinator will be hired at the Archivist III level (see job specifications, Appendix D) to organize the regional meetings, coordinate the public and private records phases of the 'needs' survey (including on-site inspection and telephone followup to questionnaires modeled on those proposed in the NHPRC Guidelines), and to prepare the final report. Hall of Records staff will conduct the state and local public records survey as part of cost sharing. The coordinator will be aided by archival interns paid for by the grant and previously trained by the Hall of Records Summer Internship Program (see announcement, Appendix D). With one hundred and eighty-four potential repositories (based on the NHPRC mailing list) to survey, this additional level of trained personnel is necessary to complete the report on schedule and to coordinate the regional meetings. The interns will share in the on-site inspection assignments and will aid in the preparations for the seven public meetings. There are qualified, interested interns at the present time who have successfully completed the program, and seven more will be trained this summer. Board members will actively participate in the public meetings with a member from the region where the meeting is held chairing the session.

11. Plan of work:

In applying for this grant, the State Board (those with expired terms were recently reappointed by Governor Hughes to new terms) agrees to assess and report on four key sectors of historical records activity in the state: state government records, local government records, historical records repositories, and archival functions and services of statewide importance. In the preparation of the report the Board will have the use of the Hall of Records text-editing equipment and will be able to draw upon the considerable experience of the Archives in word processing and preparing manuscripts for publication.

A. State Government Records:

In 1979, in conjunction with planning for the new Archives building, a careful appraisal was made of the existing situation with regard to state and local agency records, and projections were made with regard to the anticipated future growth of archival material generated by those agencies (see Appendix C). This plan will be reviewed and revised in light of recent experience and the questions posed in the NHPRC Guidelines. Staff of the Hall of Records will be allocated to the review, working with the Archivist and project director. (See the legal responsibilities of the Hall of Records in this regard in Article 54 of the Annotated Code of Maryland, Appendix E).

B. Local Government Records:

Same as A with emphasis on county and municipal records using the mailing lists of the Maryland Manual for counties and municipalities for initial questionnaires based on the suggestions contained in the Guidelines. It should be stressed that the Hall of Records maintains a comprehensive data base relating to the organization and personnel of State and local government which it publishes every two years, and which will be of great utility in the survey. In looking at the needs of local and municipal government, sessions will also be scheduled for the annual meetings of the Maryland Municipal League and the Maryland Association of Counties in the summer of the 1984 to discuss and augment the relevant portions of the survey and final report. The Hall of Records has been active with both these organizations in the past, helping both county and municipal officials plan the care and preservation of their permanently valuable records. For example, the City of Frederick has just recently received guidance in the care and preservation of a unique collection of maps which they in turn permitted the Hall of Records to film.

C. Historical Records Repositories:

A survey (with questionnaire based on NHPRC Guidelines) will be conducted by the project director and interns, first by mail, and then by follow-up phone calls and visits (if necessary). The survey will identify repository resources, programs, quantity and method of arrangement of holdings, nature of facilities (both for processing and referencing collections), preservation needs, supply needs and future collecting plans, if any.

D. Functions and Services of Statewide Importance:

The purpose of the regional meetings will be to review the results of the survey with emphasis on the needs of the region. Useful services available at the state level will also be discussed, including, but not limited to: preservation advice and resources at the Johns Hopkins and the

Hall of Records; microfilming advice and resources at the Hall of Records; inter-library loan of filmed records and reference materials available from the Hall of Records and through the State Library System administered by the Pratt; cooperative purchasing of supplies through the Hall of Records and the State purchasing system (substantial, inexpensive, Record Center boxes are already available); and a progress report on the new Archival facilities in Annapolis. If there is sufficient interest, workshops on elementary processing and preservation of collections will also be held in the afternoons following the plenary sessions.

E. Other areas:

The plan is to gather information from September through the second week in March, 1984, with the first of the regional forums coming at the end of March. At the forums, the preliminary results of the survey will be discussed in the morning, possibly followed by an afternoon of Hall of Records-run workshops on basic preservation, basic processing, and basic appraisal. For example, at the appraisal workshops, we would hope to have a consultant willing to appraise any records brought in for the occasion (using the Sotheby model) in an effort to bring to the surface historical records of importance, and to aid repositories in establishing the value of records offered to them. The June meeting in Annapolis would be tied to the Fourth Conference on Maryland History, for which funds are available in the Hall of Records Commission budget for Fiscal Year 1984. If warranted, the proceedings of the regional and state conferences, plus the recommendations in the final report, will be published. To date the proceedings of the previous conferences on Maryland History have been, or are about to be, published. In any event, the period from July through the end of August 1984 would be spent in preparing the final report.

12. Detailed Budget

	<u>NHPRC</u>	<u>State Cost Sharing</u>	<u>Other Costs</u>
Board Meetings:			
Travel			
Food and Lodging			
Other			
Public Hearings/Forums:			
Travel	\$2300		\$1000 ⁴
Food and Lodging Statewide Conference, June 1984		\$3000	
Personnel:			
Coordinator		2500	
Board Members			
Current Professional Employees		5500	
New Professional Employees (including interns)	20,000 ¹		
Consultant(s)	1,500 ²		
Clerical		2000	
Other:			
Photocopying/Printing		3000	
Postage	300		
Telephone	300		
Staff Travel	600 ³	600	
Indirect costs on \$25,000 grant		4250	
TOTALS:	\$25,000	\$20,850	\$1000

Signature of person in #4, above: _____

Date: _____

1. \$15,000 for an Archivist III
 5,000 for 2 part-time, trained assistants
2. Registered appraiser for afternoon workshops (6 @ \$250 each)
3. Includes use of State car and truck
4. Assumes free use of facilities for each of the regional meetings.