

Minutes will be  
filed when approved  
at next meeting.

## Agenda

Hall of Records Commission Meeting  
Court of Appeals Building  
Annapolis  
Tuesday June 26, 1984  
12:00 Noon

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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) and regulations for the coming Fiscal Year
4. Publications Completed, in Progress, and Proposed
5. Recent activities
  - a. Trip to Brazil
6. The New Building: a progress report
7. Implementing the new Legislation
  - a. scheduling four meetings a year

A suggestion:

January, after the State of the State

May, near the end of the month, to review the fiscal year and to plan for the next month

August, near the end of the month (for the budget which must be submitted in early September)

November, near the end of the month
  - b. review and comment on the budget, publications, and policies with regard to use of the archives
8. Other Business
  - Exchange program with the Archives in Brazil
9. Next Meeting
10. Adjournment



**Harry Hughes**  
Governor

# MARYLAND STATE ARCHIVES

Hall of Records  
Box 828, Annapolis, MD 21404  
Telephone: (301) 269-3914/3916

**Edward C. Papenfuse**  
State Archivist and  
Commissioner of Land Patents

**Gregory A. Stiverson**  
Assistant State Archivist

**Hon. Robert C. Murphy**  
Chief Judge, Court of Appeals  
Chairman, Hall of Records Commission

*Hall of Records Commission:*  
Hon. Earl F. Seboda

Hon. Louis L. Goldstein  
Dr. Edwin J. Delattre

Hon. William S. James  
Dr. John S. Toll

Hon. Julian L. Lapidus  
Dr. Steven Muller

Hon. Anne S. Perkins  
Brian B. Topping

**MINUTES**  
**HALL OF RECORDS COMMISSION MEETING**  
**COURTS OF APPEAL BUILDING**  
**Annapolis, MD**  
**26 June 1984**

A luncheon meeting of the Hall of Records Commission was held at the Courts of Appeal Building on 26 June 1984. 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

The Honorable Louis L. Goldstein  
Comptroller of the Treasury

The Honorable William S. James  
Treasurer of the State of Maryland

The Honorable Earl F. Seboda, Secretary  
Department of General Services

The Honorable Anne S. Perkins  
House of Delegates

Brian B. Topping, President  
Maryland Historical Society

George Callcott, representing Dr. John S. Toll  
University of Maryland

Also present were:

Edward C. Papenfuse, Secretary  
Hall of Records Commission

Gregory A. Stiverson  
Assistant State Archivist

William B. Keller  
Maryland Historical Society

HRC 9/25/84  
Agenda Item 1

### Minutes of Last Meeting

The minutes of the last meeting were adopted as submitted.

### Records Retention Schedules

The Records Retention and Disposal Schedules received since the last meeting were approved. The draft policy developed by Dr. Papenfuse and Mr. Schneider in compliance with the new archives law was approved by unanimous vote.

### Publications

Dr. Papenfuse distributed copies of Phebe Jacobsen's "Researching Black Families" pamphlet. He noted that this is the third pamphlet in the series, and that the State Archives hopes to issue other pamphlets, with one on naturalization records now being written. A motion by Comptroller Goldstein to continue the pamphlet series was approved unanimously.

Dr. Papenfuse distributed copies of Judge Wilner's History of the Board of Public Works to members who had not previously received copies. He noted that the book combines an excellent history of the Board with a finding aid to the records of the Board. The book was published in casebound format as an example of what could be done with the public history of Maryland.

Dr. Papenfuse then distributed copies of Carl Everstein's third volume of the History of the Maryland General Assembly. Over half of the costs of production were borne by the General Assembly. The Hall of Records will market all three volumes of the history this fall in conjunction with marketing the second volume of the Biographical Dictionary of the Maryland Legislature.

Copies of the "Brief Relation of Mary-land," published by the Hall of Records for the Tri-County Council of Southern Maryland, were distributed to members. This publication was completed for Maryland Day ceremonies at St. Mary's City. Costs of production were borne by the Tri-County Council, with the archives providing production and publication services.

Lois Carr's Maryland at the Beginning was then distributed. This revised edition was published by the archives for Maryland Day ceremonies, and has been a popular publication.

Dr. Papenfuse commented that the number of publications issued this year by the archives is exceptionally large, and that similar production cannot be expected in the future. In particular, work on the 1985-1986 edition of the Maryland Manual will restrict the amount of staff time that can be devoted to other publications. Nevertheless, the archives expects to issue the second volume of the Biographical Dictionary this fall (advertising from the Johns Hopkins University fall catalogue was distributed), and the plan is to publish the Proceedings of the Second Conference on Maryland History as the principal publication for the archives' 50th year.

Dr. Papenfuse then reviewed publications issued or planned as part of the Maryland Heritage Committee's publications program, for which the archives is responsible. Projects include:

- \$5,000 subsidy to Johns Hopkins University Press to enhance the graphics in the forthcoming high school Maryland history textbook
- a reprint series in Maryland history, which will include Arthur Pierce Middleton's Tobacco Coast
- a new poster tracing the history of the Great Seal of Maryland
- a history of aviation in Maryland
- support for books and pamphlets dealing with Maryland history, including a series of topical pamphlets by scholars and the publication of a series of radio scripts prepared by Comptroller Goldstein to commemorate Maryland's 350th birthday.

Delegate Perkins suggested that Comptroller Goldstein's scripts also be available in cassette form for the visually impaired. It was suggested that the archives could launch a series of audio publications for the visually handicapped.

The publications program outlined with respect to the proceedings volume and the Maryland Heritage Committee publications was unanimously approved by the Commission on a motion by Treasurer James.

Dr. Papenfuse discussed plans for the new edition of the Maryland Manual. He noted that the new archives law places principal responsibility for the distribution of the Manual on the archives, with review by the Secretary of State.

Dr. Papenfuse noted that the new independent status of the State Archives will require that we issue annual reports. He proposed that the first annual report, which will be issued in the archives' 50th year, represent a retrospective view of the work of the archives during its first half century, as well as plans for the future in the new archives facility. Treasurer James suggested that the annual report specifically mention the crucial role played by Dr. Morris Radoff in the development of the archives in its first decades.

### Recent Activities

Dr. Papenfuse discussed his recent trip to Brazil as a consultant to the National Archives and National Library of that country. He took vacation time for the trip, and his expenses were paid for by Partners of the Americas. He suggested an exchange of senior staff between the archives of Brazil and the Maryland State Archives, proposed an exhibit on Maryland-Brazilian trade for use in the World Trade Center, and discussed plans for a seminar in cooperation with the Folger-Shakespeare Library on seventeenth- and eighteenth-century paleography. Dr. Callcott suggested that the seminar on paleography be opened up to include other Maryland educational institutions, and Dr. Papenfuse agreed that this would be beneficial. Comptroller Goldstein moved that the State Archives

proceed with plans for the exchange program, exhibit, and seminar as outlined, and the motion passed unanimously.

Dr. Papenfuse then discussed the archives' participation in the Eden Day celebrations, with the installation of an exhibit in the State House. He discussed Maryland materials owned by the Earl of Winton, and indicated the Earl's willingness to show the materials to him and to discuss the possibility of publishing them. Dr. Papenfuse mentioned that he might be travelling to England next year to return the House of Lords' copy of the Maryland charter, which would enable him to view the Earl's materials.

The archives mounted an important exhibit in the State House to commemorate Charter Day. Dr. Papenfuse discussed the items in the exhibit, and discussed the Duke of Kent's gift of a facsimile of the original Latin charter of Maryland, which was presented to the State in ceremonies in St. Mary's City. Dr. Papenfuse distributed the "Relation of Maryland" pamphlet, the third in the series, which the Archives published for Charter Day. He noted that the facsimile was made from one of only three known copies, and that the bibliographical note was compiled by Mr. Keller of the Maryland Historical Society.

Dr. Papenfuse suggested that the facsimile of the Latin charter presented by the Duke of Kent would make a good focal point for a case devoted to the charter in the State House. Mr. Goldstein moved that Dr. Papenfuse recommend to the State House Trust that a permanent exhibit on the charter featuring the Latin facsimile be permanently installed in the archives room of the State House. The motion passed unanimously.

Dr. Papenfuse discussed the recent Maryland Council for the Humanities grant received by the archives to support the travelling exhibit "Maryland Time Exposures," which will be assembled by Mame Warren. The State's investment of some \$10,000 from the Commission on Artistic Property budget will result in a \$47,000 grant. In addition, once the exhibit is retired, the State will acquire ownership of a valuable photographic collection and the photographs used in the exhibit will be available for use in State offices. The Commission unanimously approved the photographic exhibit and commented on the importance of preserving the photographic records of Maryland's past.

Dr. Papenfuse reviewed the Third Conference on Maryland History, held in St. Mary's City on May 17-19, 1984. The Conference was a great success, with excellent papers on seventeenth-century Maryland history being presented. Dr. Papenfuse asked permission to use funds from the Consolidated Publications Account to support publication of the best conference papers. A motion by Comptroller Goldstein to permit use of these funds to support publication of the best papers passed unanimously.

Dr. Papenfuse then reviewed work being undertaken with federal NHPRC funds to assess and report on the historical records of Maryland. A newsletter funded from the grant is being planned, and several regional conferences will be held in the fall.

Dr. Papenfuse noted that the archives had acquired the documents relating to Maryland's ratification of the Federal Constitution discussed at the last meeting. He proposed that the next volume of the Archives of Maryland be devoted to Maryland's ratification of the Constitution and the Commission unanimously agreed.

### New Building

Dr. Papenfuse mentioned that the shelving bid may present some problems, since the low bidder, while having a very good product, requires alterations to the existing floor plan. Dr. Papenfuse is visiting the manufacturer's plant to determine if the shelving is according to specs. Secretary Seboda explained the bidding process involved in the shelving purchase. He noted that by bidding a generic rather than proprietary specification the State could potentially save 1.2 to 1.3 million dollars. The additional charges to the architect and general contractor to accommodate floor modifications are not unusual and will be made in order to achieve the substantial savings offered by the low bidder on the shelving contract.

Dr. Papenfuse mentioned that there were several other problems that still must be resolved, especially communications, security, interior design, and the humidification chamber. Despite work delays caused by the wet spring weather, both Secretary Seboda and Dr. Papenfuse anticipate occupancy of the new building in early 1986.

### Implementing the New Legislation

Dr. Papenfuse discussed three budget proposals that he would like to make for items in excess of the MARC. These are:

- \$43,000 for moving to the new facility. Secretary Seboda mentioned the need for special expertise in planning and executing the move of the State's flag collection. Dr. Calcott suggested adding funds for a formal dedication ceremony.

Staff - the archives has not had any additional professional staff since 1977 or support staff since 1978. Dr. Papenfuse is proposing 1 Archivist I, 2 stack attendants, and 1 secretary.

On a motion by Comptroller Goldstein, the Commission unanimously approved requesting the moving funds and staff positions.

- Index preservation. Dr. Papenfuse discussed the need to convert the 1.9 million catalogue cards to microfiche or a computer retrievable file, whichever proves more economical. A proposal to do the microfiche has been received from a very good company that would accomplish the job for approximately \$65,000. Part of the cost could be recouped by charging for copies of the index. Dr. Papenfuse is exploring use of laser disc technologies as a more economical and potentially useful alternative.

Comptroller Goldstein moved that the Archives request funds for the index preservation program, with part of the cost to be recouped through sales of the indexes. The motion passed unanimously.

Treasurer James suggested establishing a private foundation to support the publications and other projects of the State Archives. The Commission agreed to investigate the possibility of establishing such a foundation, with the goal of having it in place for the archives' 50th year.

Dr. Papenfuse then presented the proposed meeting schedule for the Hall of Records, now that the law requires at least four meetings per year. It was agreed to meet annually in January after the State of the State meeting, in the third week of May, in the last 10 days of August, and in the second week of November assuming the schedules of a quorum of members permits.

Judge Murphy discussed setting up a budget subcommittee of the Commission to implement the budget review provisions of the new archives law. Judge Murphy will appoint the committee which will report at the next meeting.

#### Next Meeting

The next meeting of the Hall of Records Commission will be held in late August and will be hosted by Comptroller Goldstein at his Calvert County residence.

#### Adjournment

Chairman Murphy adjourned the Commission meeting at 2:22 p.m.

*Rabate Murphy*  
*Edward Papenfuse*