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STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS  
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EDWARD C. PAPERFUSE  
STATE ARCHIVIST AND  
COMMISSIONER OF LAND PATENTS

AGENDA

HALL OF RECORDS COMMISSION MEETING

Office of the Comptroller of the Treasury  
State Treasury Building  
Annapolis, Maryland

August 12, 1975            10:00 a.m.

1. Call to order by the Chairman, Judge Murphy.
  2. Minutes of the last meeting.
  3. Status of reorganization - Mr. Zee.
  4. Introduction of the new Assistant Archivist, Dr. Stiverson.  
Dr. Papenfuse
  5. Plans for new buildings - Mr. Lewis.
  6. Archives progress reports - Dr. Papenfuse.
    - a. Legislative History Project
    - b. Scharf Papers
    - c. New Accessions
    - d. Publications
  7. Records Management cleanout campaign - Mr. Schneider.
  8. Archives - policy matters - Dr. Papenfuse.
    - a. Search Fee
    - b. Loans
    - c. Tin Impressions of the State Seal
    - d. Purchase of Manuscripts
  9. Other Business
-

Minutes of the Hall of Records Commission Meeting  
August 12, 1975

A meeting of the Hall of Records Commission was held in Annapolis in the Office of the Comptroller of the Treasury on Tuesday, August 12, 1975:

The following members were in attendance:

The Honorable Robert C. Murphy  
Chief Judge, Court of Appeals

Dr. Richard D. Weigle  
President, St. John's College

The Honorable Louis L. Goldstein  
Comptroller of the Treasury

The Honorable George R. Lewis  
Secretary, Department of General Services

Richard A. Zdanis, Associate Provost  
The Johns Hopkins University for  
Dr. Steven Muller, President

P. William Filby, Director  
Maryland Historical Society for  
John L. McShane, President, MHS

Also present were:

Robin J. Zee, Director  
Office of Central Services

Edward C. Papenfuse, Archivist and  
Commissioner of Land Patents  
Archives Division, Hall of Records

Philip F. Schneider, Records Administrator  
Records Management Division, Hall of Records

Gregory A. Stiverson, Assistant Archivist  
Archives Division, Hall of Records

The meeting was called to order by the Chairman, Robert C. Murphy at 10:15 a.m.

Hearing no objection, Judge Murphy dispensed with the reading of the minutes of the last Hall of Records Commission meeting.

### Status of Reorganization

Mr. Zee reported that the reorganization of the Hall of Records had been completed except for a few technical matters. Dr. Papenfuse is the State Archivist and Land Commissioner and Mr. Schneider is now the Records Administrator for the State. There is also a small administrative staff of two persons to attend to accounting, purchasing and other matters.

A motion was made by Mr. Lewis and seconded by Judge Murphy that the Hall of Records Commission appoint Dr. Papenfuse as Secretary of the Hall of Records Commission, as was his predecessor, Dr. Radoff. The motion was adopted unanimously.

Mr. Lewis commented that the reorganization of the Hall of Records was now working very well now that Dr. Papenfuse and Mr. Schneider were heading the two Divisions of the Hall of Records and commended the spirit of cooperation existing between the two divisions and the Department of General Services.

### Introduction of the New Assistant Archivist

Dr. Papenfuse introduced Dr. Gregory A. Stiverson as the new Assistant Archivist. He called attention to Dr. Stiverson's vita, and to the fact that Dr. Stiverson had done a great deal of research in Maryland history. Dr. Papenfuse commented on Dr. Stiverson's article, Books Both Useful and Entertaining: Reading Habits in Mid-Eighteenth Century Virginia. Dr. Stiverson joined the staff of the Archives Division on May 1, 1975.

### Plans for New Building

Mr. Lewis reported on the plans for the new Hall of Records Building to be located adjacent to the House of Delegates Building on St. John's Street. The new building will be essentially underground because of the Annapolis concept. Mr. Lewis stated that Dr. Papenfuse had prepared the program for the building. In January, Mr. Lewis will request funds at the Capital Improvements Budget Hearing to proceed with the plans for the building. Mr. Lewis pointed out to the Commission the serious space problem that both the Archives Division and the Records Management Division have at the present time. Judge Murphy asked Mr. Lewis how much planning money he was expecting. Mr. Lewis estimated \$60,000. Mr. Goldstein suggested that Mr. Lewis mention at the Budget Hearing that the new building could be considered a part of the Bicentennial program and that he should also point out that without the building certain work such as gathering the county records throughout the State would have to be curtailed.

## Archives Progress Reports

### A. Legislative History Project-

Dr. Papenfuse reported that the second year's National Endowment for the Humanities Grant had been approved for \$39,445 and up to \$59,445 if matching funds in the amount of \$10,000 could be obtained.

Dr. Papenfuse pointed out to the Commission that the Comptroller's Office, Computer Division, had been helpful on data processing which helps to eliminate some of the man hours necessary to establish voting patterns, etc. from 196,000 individual votes on the 1,260 roll calls between 1713 and 1789.

Dr. Papenfuse stressed the need for matching funds for the Legislative History Project and informed the Commission that the Bicentennial Commission had promised these funds but if the Bicentennial Commission could not come through for one reason or another that the funds would have to be located elsewhere. Mr. Lewis assured the Commission that if no other source of matching funds could be found the matter would be brought before the Board of Public Works.

### B. Scharf Papers-

Dr. Papenfuse reported that with the cooperation of the Maryland Historical Society and with funding from the Legislative History Project, during June, July and August, the Scharf Papers were sorted, boxed and soon will be transferred to the Hall of Records where they will be inventoried and microfilmed. The Maryland Historical Society still has the option of taking the original Scharf materials back to the Society once they are microfilmed. The inventory of the Scharf Papers can be done exclusively by the Hall of Records staff, but in order to accelerate inventorying, the Hall of Records will apply for a Finding Aid Grant. If a grant is obtained, publication of the inventory could come as early as next summer.

### C. New Accessions-

Dr. Papenfuse reported that among the more important archival accessions since the last Commission meeting were:

1. Charles Carroll of Carrollton's remarks on why Maryland should adopt the Constitution written in January 1788, a purchase authorized by the Board of Public Works in February. Dr. Papenfuse noted that the full text of the document will be published next year in the Maryland Historical Magazine and a feature article about it is scheduled to appear in a forthcoming issue of The Maryland Magazine.
2. Charles Carroll of Carrollton's original will and codicils transferred from the Baltimore City Register of Wills office.

Dr. Papenfuse noted that the transfer resulted in a detailed opinion by the Attorney General stating clearly the legal mandate of the Hall of Records to preserve it and other similarly important historical documents.

3. The James Brice Account Book, which has been discussed in full at previous Commission meetings.
4. The records of Baltimore City Circuit Court No. 2, consisting of 1,690 cubic foot boxes which were inventoried according to a new preliminary inventory control system and transferred to Records Management storage pending construction of the new Hall of Records building. As an example of some of the more esoteric materials acquired in this transfer, Dr. Papenfuse produced a box of ice cream cones presented as evidence in one of the circuit court cases transferred. He pointed out to the Commission that such evidential material could be used effectively in a future exhibit at the Hall of Records.

#### D. Publications-

Dr. Papenfuse called the Commission's attention to the new Hall of Records publication brochure that had been designed by B. Hayek, an artist employed by the Department of General Services, and referred to the copies of the forthcoming article on the Records of Baltimore City by Patricia Vanorny of the Hall of Records staff which had been distributed at the beginning of the meeting. He also noted that the supplement to the Maryland Manual was published in March and that the next full Manual is scheduled for Fiscal Year 1977.

Dr. Papenfuse then referred to the memorandum on the Publication Program distributed at the beginning of the meeting (see Appendix A). Mr. Zee asked Dr. Papenfuse if he would estimate target dates for completion of all the proposed Guides. Dr. Papenfuse replied that such dates would depend upon the staff available, and explained to the Commission that because of the austerity program no new full-time staff would be added to the Hall of Records in Fiscal Years 1976 and 1977. If the Summer Archival Internship program can be expanded to a year-round activity however, as requested in the Fiscal Year 1977 budget, the Hall of Records might be able to keep up with increasing public demand for service and still maintain its publication schedule.

After a discussion of publication priorities, including the merits of a subsidy contract for publication of the James Brice Account Book, which otherwise would be too expensive for the State to undertake on its own, Mr. Goldstein suggested that the Commission on Afro-American and Indian History and Culture be contacted for its opinion of the proposed Guide to Manumission Records. Mr. Lewis then moved that the publication program be adopted as presented, with the proviso that if any publication had to be eliminated for budgetary reasons, it would be the edition of the Letters of Wallace, Davidson, and Johnson. The motion was seconded by Judge Murphy and carried unanimously by the Commission.

### Records Management Cleanout Campaign

Mr. Schneider reported that the Records Management Division conducted and completed this month an inventory of all the records of State agencies throughout the State. Mr. Schneider had estimated, based on past experience with the federal government, that there would be approximately 250,000 cubic feet of State records. However, the result of the study showed a surprising 372,000 cu. ft. of records were scattered throughout the State. This figure does not include the records of the Archives and Records Management Divisions of the Hall of Records. Of the 372,000 cu. ft. of records, 98,000 cu. ft. are inactive records and of no use to the agencies involved.

Mr. Schneider suggested that the law governing retention of records be changed to eliminate the three-year requirement and that a realistic time period be placed on the records retention schedules. Mr. Zee pointed out that the unnecessary records to which Mr. Schneider is referring is taking up space worth \$6.00 a square foot. Mr. Lewis remarked that the Department of General Services was working with the Department of Agriculture to obtain a tobacco warehouse for storage space in Upper Marlboro. Mr. Lewis also stated that the Department of General Services' efforts to obtain space at the Department of Transportation facilities had failed.

Mr. Schneider explained that Records Management wanted to remove the inactive records of State Agencies out of the office space that they are occupying and into warehouse space.

Mr. Zee informed the Commission that an attempt to change this law had been made two years ago and was defeated in the legislature. Judge Murphy commented that perhaps the reason for its defeat was that the committees involved did not fully understand the problems that this section of article 54 caused and that if submitted this year, the Hall of Records had a strong financial argument to force a change.

Dr. Weigle moved that the Commission back the changes proposed by Mr. Schneider, the move was seconded and the Commission voted unanimously in favor of the proposed changes, with the understanding that every effort would be made to have a draft bill before the Governor by November 1.

Mr. Schneider then explained the Records Management Cleanout Campaign scheduled for this fiscal year. This will require the State offices to clean out records which are not needed for daily business, destroying ones authorized for destruction and transferring the others to Records Management warehouses. All permanent records or records which may be of archival value would be transferred to the Archives.

Mr. Schneider explained that to get this campaign underway he wanted the Governor to write a letter to all State agencies explaining the economical importance of this project. Mr. Lewis stated that he would speak to the Governor relating to this matter. Mr. Zee pointed out that by cleaning out records no longer needed by State agencies, several hundred file cabinets for use of current records would be released. Mr. Zee stated that the State of Maryland purchased over 800 file cabinets last year. Mr. Schneider explained that each State agency would be responsible for packing material to be stored. Records Management would then see to it that the material was picked up by their truck and transferred to a records management warehouse. The agency would then be required to submit a report telling what they had done.

After the cleanout of records has been completed, Mr. Schneider proposes that another state records inventory be conducted next year which would show the results of the cleanout campaign. Mr. Schneider pointed out that every cubic foot of office space made available by the transfer to records to warehouse space would save the State \$5.00 per square foot. Warehouse space is \$1.00 per cubic foot.

The Commission gave their full support to Mr. Schneider on the records cleanout campaign.

Mr. Goldstein questioned Dr. Papenfuse regarding the preservation of notes taken by participants at meetings of the Board of Public Works and similarly important agencies. Dr. Papenfuse explained that records of this type were of permanent value and would not be scheduled for destruction.

#### Archives-Policy Matters

##### A. Search Fee-

Dr. Papenfuse referred to the following table of reference and retrieval statistics for 1974-1975 distributed at the beginning of the meeting:

	<u>FY 1974</u>	<u>FY 1975</u>	<u>% Increase</u>
Researchers Visiting Hall of Records	6,385	7,613	19.2
Records Circulated	44,095	50,886	15.4
Mail Inquiries Answered	3,216	4,202	30.7
Archivists Available for Reference and Retrieval	7	7	0

He observed that the table was compiled from data that did not reflect the enormous increase in researchers in July and August this year, in part caused by the closing of the Maryland Historical Society for the summer. In light of the tremendous increase in archival workload and no immediate prospect of permanent staff increases, Dr. Papenfuse asked the Commission to consider charging \$5.00 for answering any letter seeking genealogical information. Of the mail inquiries received by the Hall of Records, 86 percent are out-of-state letters and 86 percent of these are genealogical in nature. Dr. Papenfuse said that he hoped this fee would reduce the number of mail inquiries, but even if it did not, the income in search fees (estimated at c. \$11,000 at the current level of mail), would be sufficient to pay for an additional full-time Archivist. A motion was made by Judge Murphy, seconded by Dr. Weigle, and carried unanimously by the Commission, that the Hall of Records institute a \$5.00 search fee for answering genealogical inquiries received by mail.

In order to alleviate some of the workload caused by the increase in public demand for services, Dr. Papenfuse noted that at a recent budget review meeting, Mr. Lewis suggested that the Hall of Records expand its summer internship program to a year-round basis as soon as possible. If funds could be found, three of this year's interns would work the rest of fiscal year 1976 at the summer rate of \$3.00 an hour helping out in the search room and inventorying records, freeing the professional archival staff to work on publications and answer mail.

In response to a query from Mr. Lewis, Dr. Papenfuse gave a brief report on how interns were selected. He explained that five history professors drawn from State colleges and universities in Maryland are asked to make the selection on the basis of criteria and tests devised by the Archivist. Dr. Papenfuse added that besides paid interns, the Hall of Records also supervises from three to four volunteers from Goucher College and the University of Maryland at various times during the year.

B. Loans-

Dr. Papenfuse called attention to his memorandum regarding loan policy (see appendix B). Mr. Goldstein said that he approved of the policy as written in the memo to the Commission. Mr. Lewis moved that the Commission accept this policy. Mr. Goldstein seconded the motion and it was carried unanimously.

C. Tin Impressions of the State Seal-

Dr. Papenfuse called attention to Dr. Radoff's memorandum concerning the tin impressions and noted Dr. Radoff's appraisal of \$500 for damage incurred by the borrower. Dr. Papenfuse suggested that the impression also be appraised by Mr. Filby of the Maryland Historical Society and that he seek compensation in the amount determined by the appraisors.

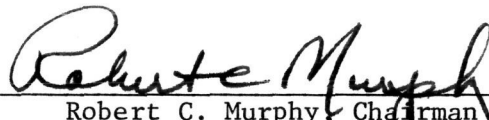
D. Purchase of Manuscripts-

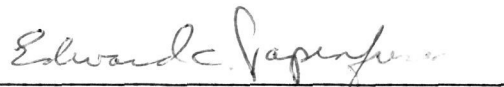
Dr. Papenfuse noted the need for establishing a procedure for the purchase of manuscripts relating to the records of the Hall of Records and he informed the Commission that the memorandum in each of their folders expresses his views on how purchases should be handled. The Archivist should determine whether or not the manuscript(s) are related to the holdings of the State and obtain an appraisal from Mr. Filby of the Maryland Historical Society. The final decision whether or not to seek public funding for the acquisition would then be made by a subcommittee composed of Mr. Goldstein and Mr. Lewis. A motion was made by Judge Murphy to accept the proposed procedures for purchase of manuscripts. It was seconded and adopted unanimously by the Commission.



Judge Murphy asked Dr. Papenfuse in the future to please send out all materials relating to the agenda in advance of the meeting.

The meeting was adjourned sine die at 11:10 a.m.

  
Robert C. Murphy, Chairman  
Hall of Records Commission

  
Edward C. Papenfuse, Secretary



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APPENDIX A

EDWARD C. PAPENFUSE  
STATE ARCHIVIST AND  
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M E M O R A N D U M

TO: Hall of Records Commission  
FROM: Edward C. Papenfuse  
RE: Publication Program for Fiscal Year 1977  
August 8, 1975

At our annual budget request review with Secretary Lewis two weeks ago, he suggested that I submit the proposed Fiscal Year 1977 publication program to you for your consideration. Attached are copies of the relevant sections from the budget as submitted to him.

The program is designed to accomplish two goals:

1. Provide the public with useful and comprehensive Guides to the records in our care
2. Publish significant historical works or documents that are major contributions to the study of Maryland history.

The costs of publication are meant to be recovered through sales or royalties over five to seven years, and thus represent only a temporary outlay on the part of the State. In cases where a reputable publisher might be interested in undertaking a publication with a subsidy we have asked for funds representing what from experience we think would be the minimum subsidy required for publication.

With respect to meeting the first goal of publishing useful and comprehensive Guides to the records, two publications are recommended for Fiscal Year 1977:

1. A continuation of the General Guide to the Hall of Records begun this year. The General Guide will be composed of a series of booklet-sized volumes that will describe records down to the series level according to the agency that created them. Each year we will publish as many as our money and staff time

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will allow. Out projections for FY 1976 are:

A Guide to State Judicial Records of Maryland

A Guide to Somerset County Records

A Guide to St. Mary's County Records

all of which should cost us \$13,000.

In the forthcoming issue of the Maryland Historical Magazine, Pat Vanorny of our staff is publishing a preliminary guide to the records of Baltimore City that sets out our objectives in greater detail and will indicate the wealth of material on Baltimore that hitherto has been unknown or inaccessible.

2. A continuation of our specialized indexes combined with a microfilm edition of the materials indexed. For FY 1976 we will be publishing a detailed index to the State Documents of the Revolutionary War Era. This year's interns are already at work on this project, and when completed it will encompass over 50,000 separate items. An indication of what the item inventory will look like is the forthcoming Guide to the Outer-bridge Horsey Collection which I compiled and which the Maryland Historical Society will be publishing this fall. In FY 1977 we propose to help the study of Black history and genealogy by publishing an already existing index to manumission records of Anne Arundel and Dorchester Counties. On both of these publications we expect to recover more than the cost of publication by marketing them slightly above cost.

With respect to the second goal of publishing significant historical works or documents that are major contributions to the study of Maryland history, we propose two publications for FY 1977: the recently acquired James Brice Account Book which was discussed at length two Commission meetings ago, and a selection of letters from the papers of the Annapolis firm of Wallace, Davidson and Johnson which the London Record Society is willing to publish in

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Great Britain in a small edition, but not in the United States.

The market for Guides, while sufficient to justify and ultimately refund the costs of publication is too small to seriously interest a reputable publisher unless they are allowed to charge exorbitant prices similar to those of the Genealogical Publishing Company.

Historical works and documents on the other hand have a broader appeal than the institutional and research market for which Guides are intended. Reputable publishers often are interested in them and are willing to take them on if there is a subsidy that helps cover some of the costs of production. Apart from the fact that we would not have the design, editorial or marketing staff necessary to undertake such publications by ourselves, a subsidy arrangement with a reputable press makes possible publication of significant works that simply would be too costly for us to expect funding from the legislature especially given the Governor's understandably stringent fiscal policy. For example, the Brice Account Book could cost as much as \$50,000 to print in a suitable, fine, large folio edition, but I think we can interest a reputable publisher in taking it on for a reimbursable subsidy of \$5,000.

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APPENDIX B

EDWARD C. PAPENFUSE  
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M E M O R A N D U M

TO: Hall of Records Commission  
FROM: Edward C. Papenfuse  
RE: Loan Policy of the Hall of Records  
August 8, 1975

A. Problem-

From time to time we are asked to loan materials for exhibition purposes. As I explained in my memorandum of February 10 concerning the loan of a Broadside to the National Portrait Gallery, I am in favor of institutional cooperation of this kind providing the loan is for a short duration to responsible non-profit agencies that:

- a. can guarantee the document(s) will be treated with great care and displayed in a safe and secure area
- b. bear all costs of transportation
- c. insure the document at its market value while it is out of the Hall of Records

and providing the material requested is not needed for reference or display purposes at the Hall of Records.

B. Recommendations-

My recommendation is that the Commission establish the following policy:

- a. authorize the Archivist to make loans at his discretion according to the terms outlined above, for a period of no more than six months
- b. at each meeting of the Hall of Records Commission, the Archivist review all action taken with the Commission

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- c. any requests about which the Archivist has any reservations be referred to the Commission for their recommendation.

C. Present Loans & Pending Requests-

1. National Portrait Gallery - in February loaned one of several signed Broadsides in the Hall of Records.
2. Baltimore Museum of Art wishes to borrow materials relating to Charles Carroll of Carrollton, including:
  - a. his original will
  - b. his pamphlet on the reasons for adopting the Constitution
  - c. a Stoddert Map, 1748, showing his property
  - d. a Chancery plat showing the outline of his Annapolis house in 1836.

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