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Agenda For  
Hall of Records Commission Meeting  
Archivist's Office  
Hall of Records  
October 26, 1976  
2:30 p.m.

1. Call to order by the Chairman, Judge Murphy
2. Minutes of the last meeting
3. Progress report on the New Buildings-Mr. Lewis
4. Archives-Policy matters-Dr. Papanfuse
  - a. Public Records for Sale: The Case of Wachter vs. Rudolph
  - b. Changing Article 54 to eliminate the word "early" from section 3: "All papers, records, relics and other memorials connected with the early history of Maryland not required for the necessary operations of any other office, shall be under the supervision of and belong to said Commission."
5. Archives Progress Reports-Dr. Papanfuse
  - a. Search Fee
  - b. Records Appraisal and Transfer Program
  - c. Summer and Continuing Archival Intern Program
  - d. Legislative History Project
  - e. Publications:
    - Staff Publications: William Paca: A Biography, by Mrs. Jacobsen and Dr. Stiverson
    - Guide to Microfilm Holdings of the Hall of Records: Part I
    - County Records
    - Inventory of Maryland State Papers: Part I-The Era of the American Revolution
    - Maryland Manual 1977/1978
    - Charles Carroll of Carrollton Document
    - Bicentennial Bulletin
    - Maryland: A New Guide to the Old Line State
6. Report on European Trip-Dr. Papanfuse
7. Other Business

Minutes of the Hall of Records Commission Meeting  
October 26, 1976

A meeting of the Hall of Records Commission was held in Annapolis in the Hall of Records Building on Tuesday, October 26, 1976.

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 George R. Lewis  
Secretary, Department of General Services

Leonard C. Crewe, Jr., President  
Maryland Historical Society

Also present were:

Edward C. Papenfuse, Secretary  
Hall of Records Commission  
State Archivist and Commissioner of  
Land Patents, Archives Division, HRC

David Stam, Librarian  
The Milton S. Eisenhower Library, JHU  
for Dr. Steven Muller, President

Robin J. Zee, Director  
Office of Central Services

P. William Filby, Director  
Maryland Historical Society

Philip F. Schneider, Records Administrator  
Records Management Division, HRC

Gregory A. Stiverson, Asst. State Archivist  
Archives Division, HRC

George W. Straubinger, Records Management  
Specialist IV  
Records Management Division, HRC

The meeting was called to order by the Chairman, Robert C. Murphy at 2:40 p.m.

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

#### Progress Report on the New Buildings

Mr. Lewis reported to the Commission that during the last session of the legislature, funding had been obtained for the planning of a new archives building, but there was some problem as to the location. Mr. Lewis stated that he did not want to locate the archives outside of the Annapolis complex and has been working with the legislature since last year. It has been decided that the Archives will utilize one complete floor in the new Executive Building which may be located adjacent to the House of Delegates Building. If the legislature approves the Department of General Services will be asking for construction money next July.

Mr. Lewis noted that the Records Management Division will be moving into a new addition that is being built in Jessup which will have enough space for the administrative offices as well as the other operations of the Division.

Judge Murphy asked Mr. Lewis what kind of funding was needed for combining two buildings. Mr. Lewis responded that about nine million dollars would be required.

#### Archives Policy Matters

##### A. Public Records for Sale: Wachter v. Rudolph:

Dr. Papenfuse called the Commission's attention to the draft letter (Agenda Item 4a) to the Attorney General which mentions a writ of replevin from the Superior Court of Baltimore, which when served on John Mason Rudolph, Jr., a Baltimore manuscript dealer, resulted in the confiscation of records (1747-1861) purportedly the property of the Frederick County Court. Most of these items are now in the custody of the Hall of Records. Dr. Papenfuse asked what the legal responsibilities of the Commission would be and how the Commission felt with respect to accepting microfilm copies of the documents in lieu of the originals or should it be suggested that Mr. Rudolph relinquish the records to the State. Dr. Papenfuse noted that the Hall of Records cannot prove what was in the Frederick County Courthouse prior to the 1940s and therefore cannot prove if the records were actually stolen.

Judge Murphy suggested that a copy of the records should be made.

Dr. Papenfuse questioned if the Commission should wait for the opinion of the Attorney General.

Judge Murphy responded affirmatively.

Mr. Lewis commented that rather than just having copies made that the Commission consider the possibility of purchasing the originals.

Judge Murphy noted that perhaps a court contest to obtain the materials was imminent.

It was finally decided that the Commission would defer any action with respect to the Frederick County records until the Attorney General rendered his opinion with respect to what action the Hall of Records ought to take in the matter.

B. The Stevens, Ennals, Eccleston and Gilmore Papers:

Dr. Papenfuse reported to the Commission that the Stevens, Ennals, Eccleston and Gilmore Papers, another collection belonging to Mr. Rudolph, had been offered to the Hall of Records for purchase. The most important of this collection being the papers of Governor Stevens (1820-1823). Dr. Papenfuse continued that Mr. Rudolph had given the first option to buy this collection to the State in the amount of \$16,000. Mr. Lewis inquired if it was possible to obtain the collection for less than the quoted price. Dr. Papenfuse responded that it was quite possible to obtain it for less. After a short discussion it was finally decided that the collection be returned to Mr. Rudolph due to the fact that the items had not been appraised sufficiently to justify purchase through the Board of Public Works.

C. Article 54, Annotated Code of Maryland:

Dr. Papenfuse stressed the need to eliminate the word "early" from Article 54, Section 6 of the Annotated Code. "All papers, records, relics and other materials connected with the early history of Maryland not required for the necessary operations of any other office, shall be under the supervision of and belong to said Commission." This would clarify the Commission's position with respect to the responsibility of the Hall of Records for all public records or permanent historical or administrative value.

Mr. Goldstein moved that the legislation be changed in accordance with Dr. Papenfuse's suggestion.

Judge Murphy seconded and the Commission voted unanimously in favor of the proposed change in the Archives law.

Mr. Lewis stated that a bill will be drawn up to be submitted to the legislature.

#### Archives Progress Reports

##### A. Search Fee:

Dr. Papenfuse reported to the Commission that the fee that is now charged for mail research requests had reduced the number of mail inquiries by 7.5% and has augmented the Hall of Records income by \$2,900.

Mr. Lewis pointed out that he has been working with the budget office to change the posture of the budget of the Hall of Records. At the present time, all monies such as the search fee that are collected by the Hall of Records is deposited in the General Fund of the State rather than in a reimbursable account which would enable the Hall of Records to utilize the money that it has collected for various services.

##### B. Records Appraisal and Transfer Program:

Dr. Papenfuse referred to the Frederick County newspaper article describing the transfer of 2,000 cu. ft. of records from the Frederick Courthouse. Dr. Papenfuse stated that the records appraisal and transfer program is staffed by one person and assisted by part-time people who are provided by the various county courthouses. The Hall of Records building currently houses 30,000 cu. ft. of records and it is estimated by the year 2000 that 90,000 cu. ft. will have to be provided for. Most of the materials currently being transferred is going into Records Management storage and is under preliminary inventory control.

Dr. Papenfuse showed a film on the Frederick County records transfer. Four students from the area assisted in the inventorying and boxing of the records.

Dr. Papenfuse commented that the Archives suffers from the lack of archival storage space. To accommodate the Archives pressing need for space, the Records Management Division has provided the Archives with temporary storage in its Cheltenham warehouse.

In addition to the Frederick County records, during the summer an additional 6,000 cu. ft. of records were transferred from Baltimore City Court of Common Pleas and Baltimore City Register of Wills.

C. Summer and Continuing Archival Intern Program:

Dr. Papenfuse called attention to the report of the 1976 Summer and Continuing Archival Internship Program and asked the members of the Commission for their comments on the work of the interns and on the continuation of the program.

Judge Murphy remarked that the program was a good one and should be continued and perhaps increased.

Mr. Lewis commented that there are three or four interns working on a continuing basis throughout the year.

Mr. Goldstein moved that the Hall of Records Internship Program as described in the report submitted by Dr. Papenfuse be continued in the future.

Judge Murphy seconded and the Commission voted unanimously that the program as outlined in the report be continued (Agenda Item 5c).

D. Legislative History Project:

The Hall of Records is the recipient of a National Endowment for the Humanities Grant to do a biographical study of the Maryland Legislature through 1789, approximately 1500 biographies.

A \$13,000 grant from the Maryland Bicentennial Commission was given to the Johns Hopkins University Press to assist in the publication of the biographies.

Dr. Papenfuse and Dr. Forster of the Johns Hopkins University History Department compiled a joint paper on the progress of the project and Dr. Forster presented this paper in Warsaw.

The federal funding for research runs out January 1, 1977. Dr. Papenfuse asked the Commission if funding to begin with fiscal year 1979 could be asked for to carry on the project to the present time for the 350th anniversary of the state. Should we try to continue it as a State project? Dr. Papenfuse explained further that the National Endowment for the Humanities Grant provided the funding for the pilot program but now it was up to the State to continue it.

Mr. Lewis inquired as to the amount of funding that would be required to continue the project.

Dr. Papenfuse said that \$20,000-\$25,000 per year for three years would be required unless matching funds could be obtained through other organizations and in this case, \$15,000 would be needed from the State.

Judge Murphy asked for Mr. Goldstein's opinion.

Mr. Goldstein stated that it was most important that the project be continued to the present time. He stressed that all biographies on all members of the legislature to the present time be compiled.

Mr. Lewis stated that he felt that assistance from the legislature might be a possibility for funding.

Dr. Papenfuse noted a minor problem. The volumes of biographies will be published by the Johns Hopkins University Press. The Hall of Records can get approximately ten to fifteen percent royalty, however, it would go to the General Fund. If the royalties were credited to a reimbursable account the money could be used to continue the biographical research.

Mr. Lewis emphasized that the Hall of Records does not get credit for the sale of publications or services performed, and that he would like to see the budget reflect an estimate of these sales in a reimbursable account.

Dr. Papenfuse stated that the total annual income of the Hall of Records including that from publications was \$30,000 per year.

Mr. Lewis commented that this sum could be used for two publications a year.

It was the consensus of the Commission that the Legislative History Project be continued to the present time and that all possible sources of funding be explored, including the drafting of legislation necessary to permit utilization of income generated by the project for the project.

#### E. Publications:

1. Staff publications-Dr. Papenfuse pointed out to the members of the Commission the publication, William Paca: A Biography written by Dr. Stiverson and Mrs. Jacobsen of the Hall of Records staff, mentioning that the book was funded by Mr. Houghton. The Maryland Historical Society published the book and receives the proceeds from its sales.

2. The next publication referred to was Guide to Microfilm Holdings of the Hall of Records, Part 1, County Records which is a product of the Intern Program. Over 12,000 reels of microfilm have been inventoried and accessioned. This Guide will be used to expand our interlibrary

loan program. The expected publication date will be January or February of the next fiscal year.

Dr. Papenfuse informed the Commission that during the compilation of the Guide it was discovered that 12,000 of 34,000 reels of microfilm were affected with 'red spotting.'

Mr. Goldstein inquired as to the cost of correcting the problem of 'red spotting.'

Dr. Papenfuse responded that approximately \$18,000 a year for three years would be needed to reproduce the film affected and that the Records Management Division would be doing the work on an in-house arrangement beginning the 1st of July 1977. The correction process must begin no later than eight to ten months from now.

Dr. Papenfuse reported that it has been discovered that out of all microfilm processed and stored under identical conditions in the 1950s and 1960s, only microfilm processed by Recordak was affected with 'red spotting.' Film processed by Arcata was unaffected. Dr. Papenfuse stated that he would like to know and perhaps prove that other states and/or organizations are having similar problems and that the processing of the film was at fault and not the conditions under which the film was stored.

Mr. Goldstein suggested that Dr. Papenfuse contact other archival institutions or organizations using and storing microfilm in the 1950s and 1960s to see if they too were having trouble with 'red spotting' and if this is the case then perhaps Kodak will make some kind of a reimbursement.

3. Inventory of Maryland State Papers: Part I. The Era of the American Revolution is a guide to 40,000 items in the holdings of the Hall of Records. The 860-page guide will sell for \$16.00 and will be a hardbound volume that will be of interest to genealogists and libraries and the money expended from State funds should be recouped within four to five years. Dr. Papenfuse said that next summer the Scharf collection would be sorted in the same fashion as the Revolutionary War Papers and that the text editing system used in compiling the Guides to the holdings of the Hall of Records is marketable and could be used for the central processing of finding aids.

4. Dr. Papenfuse informed the Commission that the 1977-1978 Maryland Manual should be ready for distribution February 14th. This new edition of the Maryland Manual should be easier to use due to a new format and better index.

Mr. Lewis inquired about the Hall of Records publication for the legislature which is to be distributed on February 5th.



Dr. Papenfuse explained that the publication referred to was a facsimile edition of the Maryland Constitution of 1776 that would be distributed to the members of the legislature on the 200th anniversary of the Maryland legislature.

Further discussion on the redesigned Manual resumed. Dr. Papenfuse noted that the front cover of the Manual would be part of the Declaration of Rights and the back cover would be from the proceedings of the Constitutional Convention. There will be no color sections in the new Manual. The symbols section will be replaced by line drawings. Every state department will have an organization chart. Sections such as the State Constitution have been eliminated in order to cut publication costs. The original appropriation for this edition was \$65,000. The actual cost of the Manual will be about \$30,000.

5. Two hundred and fifty copies of the Charles Carroll of Carrollton document published in the summer edition of the Maryland Historical Magazine and the Bicentennial Publication of the Maryland Magazine, entitled Maryland in the Revolution will be sold to the public at cost if there is no objection by the members of the Commission.

Judge Murphy remarked that this was a fine public service and that there was no objection to the sale of this article.

6. Dr. Papenfuse pointed out the Bicentennial Bulletin which is written by Dr. Stiverson and distributed monthly. The original press run of 1500 copies has increased to 3700. Dr. Papenfuse expressed that after the final issue of the Bulletin in December of this year, that the combined monthly issues will be published by the middle of next year as one volume entitled 1776: The Year of Decision in Maryland.

Mr. Lewis commented that he would like to see the Bicentennial Bulletin continued through 1977.

Dr. Stiverson commented that his workload and the workload of the members of the Hall of Records staff who assisted him in the research for the Bulletin was so heavy that the December Bulletin would have to be the last edition printed for the time being.

Mr. Lewis asked Dr. Papenfuse to see what additional resources would be necessary to continue publication of the Bulletin

7. The 12th of November is the official publication date of Maryland: A New Guide to the Old Line State.

8. The Proceedings of the Conference on Maryland History will be published in April of 1977.

Dr. Papenfuse pointed out that the Hall of Records does not profit from the sale of its publications and suggested legislation similar to what the Department of Economic and Community Development has done, that is the creation of a special fund for a consolidated publications account so that the Hall of Records is credited for the revenue from the sale of its publications.

Mr. Lewis mentioned that the Commission on Artistic Properties paid for its catalogue through a revolving fund account and agreed that the Hall of Records needs legislation for an arrangement similar to the Department of Economic and Community Development.

#### Report on European Trip

Dr. Papenfuse commented briefly on his European visit to various archival institutions and repositories in France and England and the paper that he gave at the University of Edinburgh in Scotland. He stressed the creative use European repositories have made of their archival storage area through the use of compact shelving and noted that plans for the new Maryland Archives building call for compact shelving in the stacks.

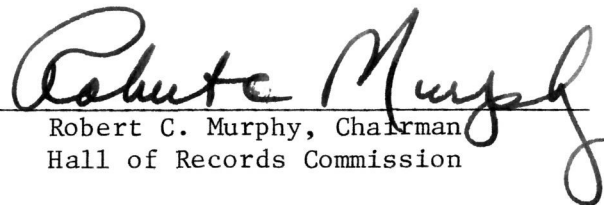
#### New Business


Mr. Schneider recognized George Straubinger for his twenty years of service to the Records Management Division of the Hall of Records.

Mr. Goldstein moved that a resolution of thanks be prepared from the State of Maryland and the Hall of Records Commission to be presented to Mr. Straubinger on his retirement.

Judge Murphy seconded the motion and it was carried unanimously.

With no further business before the Commission, the meeting was adjourned sine die at 4:10 p.m.

  
Robert C. Murphy, Chairman  
Hall of Records Commission

  
Edward C. Papenfuse, Secretary