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SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

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STATE ARCHIVIST AND  
COMMISSIONER OF LAND PATENTS  
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ASSISTANT ARCHIVIST

AGENDA

HALL OF RECORDS COMMISSION MEETING  
Office of the Comptroller of the Treasury  
State Treasury Building  
Annapolis, Maryland

June 27, 1977

2:30 p.m.

- 
1. Call to order by the Chairman, and minutes of the last meeting *-conclusion*  
(attachment), Judge Murphy.
  2. Introduction of new Secretary of the Department of General Services,  
Mr. Lewis.
  3. Plans for new building, Mr. Lewis.
  4. Summary of recent activities of the Hall of Records
    - a. Records Management - Mr. Schneider
    - b. Archives - Dr. Stiverson (attachment)
  5. New National Historical Publications and Records Commission (NHPRC)  
finding aids grant to the Hall of Records. *\$22,000*
  6. Legislative History Project: a progress report.
  7. Actions of the 1977 Legislature affecting the Hall of Records:
    - a. recordation of deeds to State property
    - b. revisions to the land patents law
    - c. inclusion of the Hall of Records in the Merit System
  8. Hall of Records publications program: accomplishments and future  
prospects. *LAP - Guide to microfilm*
  9. Second Conference on Maryland History: a progress report  
(attachment).
  10. Records preservation in Baltimore City: role of the Hall of Records?  
(attachment)
  11. Access to the papers of Maryland public officials: a policy  
proposal (attachment).

*6L - R.M. [W. Breckhouse] [at water]*

AGENDA

Hall of Records Commission Meeting

June 27, 1977, 2:30 p.m.

12. Proposed rules for the Land Office (attachments)
13. Future meetings of the Hall of Records Commission: a proposal for regularly scheduled semi-annual meetings (attachment)
14. Other business - atty Gen's opinion re: Rudolph  
- filming vtr records of Catholic church
15. Adjournment

Minutes of the Hall of Records Commission Meeting  
June 27, 1977

A meeting of the Hall of Records Commission was held in Annapolis in the Office of the Comptroller of the Treasury on Monday, June 27, 1977.

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

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

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

Steven Braun  
The News American

The meeting was called to order by the Chairman, Robert C. Murphy at 2:35 p.m.

Judge Murphy called for any additions or corrections to the minutes of the last meeting of the Commission held October 26, 1976.

Dr. Papenfuse noted that on page three, section C., the first sentence in the paragraph should read "from Article 54, Section 3" instead of Section 6 as it now reads.

The members of the Commission agreed to the change.

Hearing no other recommendations for changes or additions to the October 26th minutes, Judge Murphy dispensed with the reading of the minutes of the last Commission meeting.

#### Introduction of the New Secretary of the Department of General Services

Mr. Lewis told the Commission that his resignation as Secretary of the Department of General Services would be effective on June 30, 1977, and that Mr. Max Millstone, who has worked closely with him for the past ten years, has been appointed as the new Secretary of the Department.

#### Plans for the New Archives Building

Mr. Lewis reported that after a considerable amount of discussion ranging over a period of three to four years as to what to do for additional space for the Archives, it was decided eight months to a year ago to provide space for the Archives in the Executive Complex to be located on B lot adjacent to the House of Delegates Building and power plant. The plan entails combining two facilities, Archives and Executive Offices. There will be two buildings added to the space now occupied by parking lot B and the public housing project. The Archives will have the basement under both buildings as a stack area and one floor of the building fronting on St. John's Street. Mr. Lewis noted that approximately nine and a half million dollars would be required to complete the complex. He also stated that the Board of Public Works has approved the contract to complete the plans for the new complex by next year. Mr. Lewis commented that the two buildings ~~and~~ comprising ~~rise~~ the Executive Building Archives Complex have been added to the model in the lobby of the Treasury Building.

Mr. Millstone commented on the tour of the current Hall of Records facilities that he had had earlier in the day and remarked on the overcrowded conditions in which the Archives is currently operating.

Dr. Papenfuse with the concurrence of Mr. Lewis and Mr. Millstone, stressed that the Hall of Records must retain the present Hall of Records building even after the new archives building is completed.

Mr. Lewis pointed out to the Commission that the problem of finding a location for additional archival facilities began with an effort to expand the facility on St. John's College campus which failed and had progressed to the proposed site of the Executive Building Archives Complex. He also noted that Dr. Papenfuse has assured him there was a method of separating archival material and the various functional departments between the old building and the new facility.

Dr. Papenfuse asked if the Commission would be interested in seeing a report on how he proposes to separate the different record series and archival functions between the two buildings.

It was the consensus of the Commission that Dr. Papenfuse supply a report on this topic to the members by the next Hall of Records Commission meeting.

#### Summary of Recent Activities of the Hall of Records

##### A. Records Management:

Mr. Phil Schneider, Records Administrator of the Records Management Division gave an overview of the functions of this division.

Mr. Schneider noted that a records management program involved the creation of records, maintenance of these records and the transfer of records and disposal of records.

The Records Management Division offers the following services which involve the effective management of the state's records:

1. Microfilm Service--performed in a laboratory located in the Treasury Building in which source documents are reduced to microfilm. This services helps alleviate space problems and therefore it is a more efficient way to store records that must be retained for occasional reference. An example of this is the State Highway Administration.
2. Computer Output Microfilm (COM)--tapes at the data center are transferred to images on a screen which is then microfilmed. This service is currently doing 14 million images per year. It provides low-cost storage of records that otherwise would have to be preserved in the form of bulky computer printouts.

3. There are currently four records centers located in the Treasury Building in Annapolis, the State Office Building in Baltimore, Waterloo, and the State Tobacco Warehouse at Cheltenham. These centers are currently storing 68,000 cubic feet of records, which is equivalent to 2 billion sheets of paper. There are at least 18,000 references to these records per year.
4. Provide assistance to state agencies in preparing records retention schedules.
5. Aid in producing effective filing systems for the State.
6. Forms Management Program for all state agencies-- this would centralize the forms management for the State of Maryland. The records management division is currently developing such a program for the Department of General Services.
7. Currently aids state agencies in the purchase of filing and microfilming supplies through the Purchasing Bureau and the Department of Budget and Fiscal Planning.
8. Provide training to state agencies through:
  - a. files improvement workshops
  - b. seminars for office managers and supervisors
9. Microfilm seminars--course for office managers entailing what can be accomplished by the use of microfilm. This course has been given for three years.

Mr. Schneider commented that the objective of Records Management is to provide the State with a first rate program.

Mr. Lewis pointed out that it has been agreed that Records Management can be separated from the Archives Division and removed out of the Annapolis complex without disrupting the existing relationship between the two divisions. It was planned that the Records Management Division be moved this year to a new addition to the building at Jessup, but this plan failed because of the limit on bond funding. However, next year funds will be available for construction and the Records Management Division will move out of Annapolis.

Mr. Goldstein asked how often the Records Management filing seminars are held.

Mr. Schneider responded that ten courses per year were given through the Management Development Center in Baltimore, and that each course ran for two days.

Mr. Schneider also pointed out to the Commission that when the Records Management Division moves out of Annapolis to the new construction in Jessup that the other four Records Management Centers now in existence would be consolidated into one operation.

B. Archives Division:

Dr. Stiverson distributed to those present at the meeting a summary of activities of the Hall of Records, Archives Division, since the last meeting (10/26/76). He noted one error--the omission of an article authored by Edward C. Papenfuse and published in the Journal of the Associates of the National Agricultural Library.

Judge Murphy inquired if anything had been done to alleviate the problem of red spotting on microfilm records at the Hall of Records.

Dr. Papenfuse replied that he is awaiting final word from Budget and Fiscal Planning for the appropriation for copy equipment and that the film was ready to be copied.

Judge Murphy asked if the responsibility of what caused the red spotting can be fixed on any particular company that did the processing.

Dr. Papenfuse responded that a body of evidence was being compiled as the film was being reproduced. However, Dr. Papenfuse suggested that perhaps the statute of limitations has run out even if the evidence proves a particular processing firm was at fault.

Dr. Papenfuse reported to the Commission that Mrs. Mandel asked the Hall of Records to prepare a plaque that was presented to Princess Anne in Centreville on her recent visit, and that he had presented to Princess Anne on behalf of the Hall of Records Commission, a hardbound copy of Maryland: A New Guide to the Old Line State.

New National Historical Publications and Records Commission (NHPRC) Finding Aids Grant to the Hall of Records

Dr. Papenfuse reported that the Archives Division has just been awarded a finding aid grant to cover primarily the court records of St. Mary's County and Baltimore City. The grant was in the amount of \$22,000. St. Mary's County and Baltimore City were chosen because

they were city and rural areas and that once completed these guides can be used as models for future Hall of Records Guides. Dr. Papenfuse noted that he had received a phone call from NHPRC informing him of the grant and that written confirmation would be forthcoming. Dr. Papenfuse also mentioned that this was the first major grant awarded in the state of Maryland by the NHPRC.

#### Legislative History Project

Dr. Papenfuse stated that the legislative history project was continuing and that the Maryland Bicentennial Commission had given the Hall of Records \$17,000 as a subsidy for the first volume covering A-H, 1635-1789 and that work would be completed and turned over to the printer late this winter and the volume will be available for sale in early spring. Dr. Papenfuse told the Commission that the success of the project was a result of the support received from Mr. Lewis and the Department of General Services through the staff of the continuing intern program. Dr. Papenfuse did note, however, that there was not enough money in the program to continue research for all of fiscal year 1978.

Mr. Lewis commented that he had been able to find money in the Department's budget last year to make up a deficit incurred in the Continuing Internship Program, and he was certain that Mr. Millstone, as the new Secretary of the Department, would also be able to secure funds to continue work on the Legislative History Project until passage of next year's budget, which includes an appropriation request for adequate funds for the project, and Mr. Millstone agreed.

#### Actions of the 1977 Legislature Affecting the Hall of Records

- A. The Hall of Records was incorporated into the State Merit System. Dr. Papenfuse commented that the Hall of Records has been operating as if they were under the merit system since 1971 when the Hall of Records was placed under the jurisdiction of the Department of General Services.
- B. Dr. Papenfuse noted that Treasurer James was concerned that his office was acting as the depository for deeds to state property and that to him it was logical that the State Archives should receive the original deeds to state property for filing. A bill was passed in the 1977 General Assembly to this effect.
- C. Phil Schneider reported that the legislation regarding destruction of certain records which would eliminate the three-year requirement for keeping these records regardless



of the fact that they are useful for perhaps only six months failed in the legislature. Mr. Lewis stated that it failed because it got an unfavorable report in the Senate due to the fact that they did not understand the report. Mr. Lewis noted that he was preparing the Destruction of Certain Records Bill for prefiling, and that it should be completed in about a month.

- D. Dr. Papenfuse stated that the efforts to establish a consolidated publications account for the Hall of Records had failed. Dr. Papenfuse pointed out that the Archives is not always able to stage things so that a publication is completed in the fiscal year for which it is budgeted. If this account were available it would give the Hall of Records publications program much more flexibility. Mr. Lewis commented that this bill is also currently being drafted for prefiling, and should be completed next month.

Mr. Goldstein remarked that legislation of this type should be prefiled "to avoid the rush."

#### Hall of Records Publications Program: Accomplishments and Future Prospects

Dr. Stiverson reported that since the last meeting, the monthly Bicentennial Bulletin had been continued and so far this year 117 pages have been published. Dr. Stiverson stated that he writes the Bulletin for highschool level readers. Dr. Stiverson noted that for personal reasons and staff limitations, he had wanted to discontinue the Bulletin. However he received pressure to continue as a result of a notice that appeared in the December issue of the Bulletin which stated that the Bulletin was being discontinued effective with the December 1776 issue. A plea that the Bulletin be continued was received from the Lieutenant Governor's Office. Since limited staff was the major reason for wanting to discontinue the Bulletin, we received a promise for two additional staff members and we were finally granted these two additional positions last month. The Governor's Office has requested that the Bulletin be continued through 1783 (Treaty of Paris).

Mr. Goldstein remarked that he has used the Bulletin on a number of occasions as source material for speeches. Mr. Goldstein mentioned a speech given last week at the Elkton American Legion. He noted that he knows of nothing that gives the real day-by-day history of the State, and that he uses the material in the Bulletin as a comparison to what is happening today in Maryland.

Judge Murphy inquired if the Bulletin would eventually be bound in one volume?

Dr. Papenfuse responded that it would be.

Dr. Stiverson commented that all of the sources used in compiling the Bulletin were in the custody of the Hall of Records and that virtually no outside material was being used.

Mr. Lewis commented that the Department would like to see the Bulletin continue for the next three to four years.

Mr. Goldstein suggested that it be carried on to include 1788 when the Federal Constitution was ratified.

Judge Murphy inquired if other states had taken on any projects similar to the Bicentennial Bulletin.

Dr. Stiverson answered that the State of Virginia had published a series of pamphlets on prominent individuals during the Revolutionary Era. But that to his knowledge no other state has compiled a history such as the Bicentennial Bulletin.

Dr. Papenfuse pointed out to the Commission that since the last Hall of Records Commission meeting the following books had been published by the Archives Division:

1. Maryland. A New Guide to the Old Line State, which was distributed to the members of the Commission at the last meeting, but had not officially gone on sale to the public.
2. The Decisive Blow is Struck, a facsimile edition of the Proceedings of the Constitutional Convention of 1776 that was published to mark the 200th anniversary of the legislature.
3. An Inventory of the Maryland State Papers, Part One: The Revolutionary War Era, 1775-1789 - which is the first effort to produce an inventory on the American Revolutionary papers. Dr. Papenfuse pointed out that the Hall of Records summer interns did the bulk of the research on the volume.
4. The Maryland Manual for 1977-1978 was published in early March and was completely revised and reformatted.

Mr. Lewis commented that the members of the Hall of Records Commission should have a copy of the Inventory.

Dr. Papenfuse informed the Commission that a good example of why the Archives needs a consolidated publications fund is the proposed publication of prize-winning essays on Charles Carroll of Carrollton.

The State Department of Education sponsored an essay contest on Charles Carroll of Carrollton. The Governor's Office contacted the Hall of Records to inquire if the Hall of Records could publish the winning essays in a booklet or pamphlet of some type. Dr. Papenfuse noted that the Hall of Records has no funds to cover publishing this type of work because all publications must be budgeted for in advance. Dr. Stiverson commented that to print the winning essays by typesetting would cost a maximum of \$3,000.

Mr. Lewis suggested that Dr. Stiverson send the request for funds to print the essays to the Department to find the necessary money.

Mr. Goldstein also suggested that Dr. Stiverson write a letter to the Board of Public Works requesting the money for printing of the essays.

Dr. Papenfuse noted that the intern program at the Hall of Records has been expanded to include two highschool students and that one of these students is the author of one of the prize-winning essays on Carroll.

Dr. Papenfuse then presented to the members of the Commission copies of the Hall of Records latest publication, Law, Society, and Politics in Early Maryland, which is a compendium of essays from the First Conference on Maryland History held in the summer of 1974.

#### Second Conference on Maryland History

Dr. Papenfuse announced to the Commission that the Department of General Services in conjunction with Goucher College will hold the Second Conference on Maryland History in the spring of 1978. William Warner, Pulitzer Prize winning author of Beautiful Swimmers, and Alex Haley, Pulitzer Prize winning author of Roots, will be keynote speakers on local and family history. The keynote speaker on preservation will be determined at a future date. Goucher College will act as the administrator of the Conference. The Conference will be held May 9, 10 and 11 in Annapolis.

Mr. Goldstein questioned why a state college or university did not co-sponsor the Conference.

Dr. Papenfuse responded that Rhoda Dorsey, President of Goucher College, offered to help on the Second Conference and had devoted much time to planning the First Conference in 1974.

## Records Preservation in Baltimore City

Dr. Papenfuse noted that he was somewhat hesitant in distributing the articles which had recently appeared in local newspapers to the members of the Commission because he had been misquoted. Dr. Papenfuse called particular attention to an editorial which appeared in the Sun in October stating that "perhaps what was lacking was initiative." The records of Baltimore County now located in the Baltimore City Archives should be transferred to the Hall of Records. Dr. Papenfuse then showed the Commission an example of the condition of a deteriorating 18th century tax list from the Baltimore City Archives warehouse and an example of a tax list from Baltimore County as restored by the Hall of Records preservation department.

Dr. Papenfuse noted that there was nothing that could be done to improve the condition of the Baltimore record that had been scotch-taped and terribly abused.

Dr. Papenfuse suggested that the records of Baltimore County ought to be transferred to the Hall of Records and under article 54 of the Annotated Code and that the Hall of Records should offer advice and help to the City of Baltimore on how the Hall of Records can help the City establish a suitable archival program for its permanently valuable historical records.

Dr. Papenfuse called the Commission's attention to the draft of the letter to Mayor Schaefer which was mailed to the members before the meeting.

Judge Murphy commented that the letter was fine as written and that he had no changes or additions he wanted to add to it.

Mr. Goldstein suggested that the letter along with the proposed plan should be hand-delivered to Mayor Schaefer by two or three members of the Commission, along with the damaged tax list from the Baltimore City archives.

Judge Murphy remarked that this responsibility should be assigned to Mr. Goldstein.

Mr. Goldstein responded that he would be happy to do this.

Judge Murphy asked if the City had professional archivists employed at the archives. Dr. Papenfuse responded that they had only a small staff of records managers.

Mr. Stam asked Dr. Papenfuse if he thought the people in Baltimore would be opposed to what the Commission is suggesting and inquired as to the status of the BRISC proposal.

Dr. Papenfuse stated that the BRISC proposal was turned down by the NHPRC for at least two basic reasons; 1) it was too grandiose, and 2) it did not have the monetary support of the City.

Dr. Papenfuse returned to the topic of the letter and proposal to Mayor Schaefer, and asked the members of the Commission who should sign the letter on behalf of the Commission.

After a short discussion, it was decided that Judge Murphy, Chairman of the Commission, and Mr. Millstone, the new Secretary of the Department of General Services, should sign the letter to Mayor Schaefer, and that it would be hand-delivered by Mr. Goldstein, and Dr. Papenfuse.

Dr. Papenfuse pointed out to the Commission that Pat Vanorny, a member of the Hall of Records staff, compiled the only comprehensive short Guide to the records of Baltimore City in existence.

#### Access to the Papers of Maryland Public Officials

Judge Murphy informed the Commission that he had received a letter from Thomas White of the News American asking the Commission for a re-examination of the Commission's policies with respect to certain records of public officials.

Dr. Papenfuse stated that the major problem that the Commission is faced with is how to determine what is public and what is private in the papers of public officials. The Federal Commission that was formed two years ago has not published its report. In the case of the Nixon papers the point at issue does not apply to the present request.

Judge Murphy stated that the Commission needs an interpretation of Article 76A from the Attorney General's Office. Judge Murphy commented that further clarification should be obtained from Mr. White of the News American before an interpretation of Article 76A is requested from the Attorney General's Office. The Commission's policy since 1947 has been to consider gubernatorial papers to be the property of the governor for a period of 30 years.

Judge Murphy moved that further clarification be requested from Mr. White of the News American as to exactly what records he is referring to, and then the Commission should ask the Attorney General for an interpretation of Article 76A as it applies to the papers of public officials in the Hall of Records. The motion was seconded and carried unanimously.

### Proposed Rules for the Land Office

Dr. Papenfuse requested the Hall of Records Commission's approval of the proposed rules of the new Land Patents Law Real Property Article 13-203. After a discussion by Comptroller Goldstein over the purchase price established by the law for land for which a patent is applied for, the Commission approved the rules and regulations on the condition that the Attorney General's Office submit a letter attesting to the legal sufficiency of their form and content.

### Future Meetings of the Hall of Records Commission

Dr. Papenfuse expressed to the Commission the difficulty he has in setting up meetings of the Hall of Records Commission on an ad hoc basis and suggested that the Commission meet semi-annually on the third Tuesday in May and November.

Judge Murphy suggested that the meetings be held in various places around the state and said that the next meeting would be a luncheon meeting held at the Court of Appeals on November 15 at 12:15 p.m. Mr. Crewe offered to hold the May 1978 meeting at the Maryland Historical Society.

### Old Business

Judge Murphy referred to the last Hall of Records Commission meeting relating to the papers of the manuscript dealer, John Mason Rudolph. An opinion on the matter was requested from the Attorney General's office.

Dr. Papenfuse remarked that a ruling had not yet been received from the Attorney General. Dr. Papenfuse noted that there was a similar case currently before the Supreme Court of North Carolina in which the State was upheld by a decision of five to two.

Mr. Lewis and Mr. Millstone noted that they would look into the matter of the request for an opinion.

Mr. Goldstein expressed an interest in receiving a copy of the North Carolina court's decision and Mr. Filby said that he would provide a copy.

Mr. Stam, representing Dr. Muller of The Johns Hopkins University, asked who would represent the Peabody Institute. It was decided that the merger of the Peabody with The Johns Hopkins University did not affect the Peabody's representation on the Hall of Records Commission.

New Business

Judge Murphy, on behalf of the members of the Hall of Records Commission, presented George R. Lewis, outgoing Secretary of the Department of General Services with a proclamation which was read into the minutes:

Whereas George Russell Lewis has provided sound leadership and sage advice in overseeing the mandates and policies of the Hall of Records by serving as its first Secretary, and

Whereas George Russell Lewis has consistently made available the essential resources and personnel support to the Hall of Records to advance the cause of archives and history in Maryland and the Nation, and

Whereas George Russell Lewis has brought distinction to the Hall of Records through encouragement of innumerable writings and publications of high professional quality and sponsorship of the Conferences on Maryland History, therefore

Let it be known that the Hall of Records Commission members on behalf of themselves and the people of Maryland are profoundly grateful to George Russell Lewis for his outstanding leadership, and

Let it further be known that the Hall of Records Commission unanimously extends appreciation and best wishes to George Russell Lewis on the occasion of his retirement as Secretary of the Department of General Services, June 30, 1977.

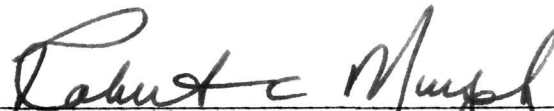
Signed and sealed this 27th day of  
June, nineteen hundred and seventy-seven

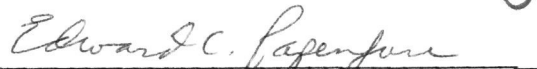
Chairman, Hall of Records Commission

Vice Chairman

Secretary

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

  
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Robert C. Murphy, Chairman  
Hall of Records Commission

  
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Edward C. Papenfuse, Secretary

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