

Minutes

HALL OF RECORDS COMMISSION MEETING

Conference Room of Court of Appeals
Courts of Appeal Building, Annapolis

19 August 1985

A luncheon meeting of the Hall of Records Commission was held at the Courts of Appeal Building in Annapolis on August 19, 1985. The meeting was called to order by Chairman Robert C. Murphy at 12:47 p.m.

Those attending were:

The Honorable Robert C. Murphy, Chairman, Hall of Records Commission, and Chief Judge of the Court of Appeals

The Honorable Louis J. Goldstein, Comptroller of the Treasury

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

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

Ellery B. Woodworth, Johns Hopkins University, representing Dr. Steven Muller, President, Johns Hopkins University

The Honorable Julian L. Lapidés, Maryland Senate

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

Brian B. Topping, President, Maryland Historical Society

Also present were:

James B. Rowland, Executive Assistant to the Governor

Edward C. Papenfuse, State Archivist and Secretary, Hall
of Records Commission

Gregory A. Stiverson, Assistant State Archivist

Minutes of the Last Meeting

Dr. Papenfuse noted that the discussion of ceremonies honoring Everett Waring on page 4, should read as follows:

"Judge Murphy discussed the ceremonies honoring Everett Waring, which were held at the Clarence Mitchell Courthouse in Baltimore on April 18th. He summarized the life of Waring, the first black admitted to practice before the Supreme Bench of Baltimore, and described the ceremonies held to commemorate the hundredth anniversary of his admission to the Supreme Bench. The State Archives researched Waring's life, and provided materials for the ceremony honoring his life and work."

The minutes as corrected were approved on a motion by Comptroller Goldstein.

Records Retention and Disposal Schedules

The schedules submitted were adopted unanimously on a motion by Secretary Seboda.

Old Business

Dr. Papenfuse said that he still has received no information from the Maryland Historical Trust regarding that agency's reasons for desiring to nominate the Hall of Records building to the National Register of Historic Places. A discussion ensued concerning what provisions had been made for the building once the Archives occupies the new facility. Secretary Seboda said that the Secretary of State is the principal agency slated to occupy the old building, in part because the Division of State Documents can use the stack space for their voluminous files. Senator Lapidus reiterated his position that the building should be protected by inclusion on the National Register. Dr. Callcott inquired how irretrievable the decision to use the building for office space was. Secretary Seboda said that the Department of State Planning reviews the allocation of office space each year, and that no agency has a guarantee as to where its office will be located. Dr. Papenfuse noted that the Hall of Records had formerly gone on record urging that the architectural integrity of the building, both interior and exterior, be preserved. A discussion about how to ensure that this goal was met followed, with the State House Trust, Maryland Historical Trust, and Board of Public Works

suggested as agencies that might be able to oversee the rehabilitation of the building. On a motion by Treasurer James, the Hall of Records Commission unanimously resolved to request the Board of Public Works to carefully monitor the renovation of the old Hall of Records building, and to seek the advice and counsel of the Maryland Historical Trust and Historic Annapolis.

Dr. Papenfuse explained that planning for the move to the new building had left no time to pursue creation of a Friends of the Archives. He distributed one of the new State Archives mugs to each member of the Commission. The mugs were produced to see how such an item would sell, and as a possible inducement that could be offered to supporters when a "Friends" group is established.

Publications

Dr. Papenfuse distributed copies of volume 2 of the Biographical Dictionary of the Maryland Legislature, 1635-1789, which was recently published. He reviewed the history of the Legislative History Project, emphasizing that no other project like it has ever been undertaken and that none are as comprehensive. Dr. Callcott commented that the Biographical Dictionary is a truly outstanding contribution to the history of Maryland.

Dr. Papenfuse reviewed a request from Elaine Breslaw to help support publication of the Tuesday Club Minutes. The Maryland Historical Society has agreed to support the project by providing \$2,500, and the Commission has been asked to support the project in a like amount, with the funds coming out of the consolidated publications account. On a motion by Treasurer James, the Commission approved supporting the Tuesday Club volume in the amount of \$2,500.

Dr. Papenfuse noted that Comptroller Goldstein's collection of radio broadcasts, which is being published by the Archives with private funds provided by the Maryland Heritage Committee, is nearing completion. The design of the book is completed, and page proofs are expected imminently.

Bicentennial of the Constitution Office

Dr. Stiverson discussed projects undertaken by the Office for the Bicentennial of the U. S. Constitution, which the 1985 General Assembly required the Archives to establish. A packet of educational materials for use in elementary schools has been completed and distributed to every elementary school in the state. Plans for the Annapolis Convention Bicentennial are progressing, with programs planned by the Maryland Humanities Council and the Annapolis Mayor's Commemorative Committee.

The Bicentennial Office has asked every mayor and city council and every county executive and county council to join with the governor and president in proclaiming Citizenship Day/Constitution Week, September 17-23. The Federal Bicentennial Commission has recently been appointed, and Dr. Papenfuse commented that this Commission may have funds to distribute to the states. Dr. Stiverson concluded by noting that the third meeting of the Citizens Advisory Committee will be held on September 11.

Recent and Forthcoming Activities

Dr. Papenfuse reported that he had returned the House of Lords copy of the Charter of Maryland, and that despite Hall of Records Commission approval to use work time for the trip he had done it entirely on vacation time. He had also delivered a photo album to the Duke and Duchess of Kent at the governor's request.

Dr. Papenfuse then discussed his award presented by the National Governor's Association. Governor Hughes had called him in England to inform him that he had received the award, and that he would have to attend the meeting of the National Governor's Association in Boise to receive it.

Dr. Papenfuse showed photos of some of the work that the summer interns have been doing, which has been devoted to preparing records for the move into the new building. The interns have succeeded in describing, packaging, and preparing for the move about one third of the records in the custody of the Archives.

Dr. Papenfuse described the work of the Historic American Buildings Survey interns, who have spent the summer creating the first set of detailed architectural plans of the State House. The interns come from all over the country, and one is from Germany. The quality of the work they have done is very high.

Dr. Papenfuse then discussed the recent Merrick grant to support the work of the Archives' contractual Curator of Photography, Mame Warren. The grant from Mr. Merrick totals \$23,655, which will be paid in installments over two fiscal years.

Finally, Dr. Papenfuse commented that he had given the commencement address at Leonardtown High School this June, and in lieu of an honorarium he had asked that the school establish a fund for an annual prize in Maryland history. To date, \$300 has been raised for the fund, and the school has established an annual prize to be supported by the fund.

New Building

Secretary Seboda reported that the new building is now expected to be completed in April, with the move into the facility occurring in May. Dr. Papenfuse said that the early completion date means that there is no money in the present year's budget to pay for the move, since those funds were originally planned for the FY 87 budget. Dr. Papenfuse estimates that \$20,000 will be required for moving the records from the existing Hall of Records building to the new building. Money is available in this fiscal year's budget to move the records from Cheltenham. Secretary Seboda asked if this estimate includes the cost of telecommunications. A discussion followed concerning how the costs of the telecommunications system, the security system, and related charges of the move would be paid. Secretary Seboda said that it would be necessary for Dr. Papenfuse to sit down with representatives from State Planning and Budget and Fiscal Planning to negotiate what would come out of the capital funds and what would have to come out of operating funds. Comptroller Goldstein offered to hold the meeting in his office to get the problems areas resolved.

Dr. Papenfuse then displayed a sample board showing the materials that will be used in the new building. He asked the Hall of Records Commission to approve the selection of carpet, woodwork, and other finishing materials, and a motion of approval by Secretary Seboda was approved unanimously.

Dr. Papenfuse then discussed the need to close the Archives to the public during the move. Comptroller Goldstein moved that Dr. Papenfuse have authority at his sole discretion to set the date of the move and the duration during which the Archives will be closed. The motion passed unanimously.

Dr. Papenfuse noted that an exhibit and conference are planned for the fall of 1986 in honor of the Annapolis Convention bicentennial, and he suggested that this might be an appropriate time for the formal dedication of the new Hall of Records building. On a motion by Treasurer James, the Commission unanimously approved Dr. Papenfuse's recommendation. A discussion followed concerning formally naming the new Archives building, with the matter being deferred to a future meeting of the Commission.

Fiscal Year 1987 Budget

Dr. Papenfuse reported that the State Archives closed out the 1985 fiscal year with a zero balance in the operating budget and about \$12,000 surplus in salaries, which occurred because the Department of General Services retained one accounting position

with the reorganization, but was unable because of budget rules to transfer the salary as well.

Dr. Papenfuse said that the MARC for the 1987 budget makes no provision for furniture or equipment for the new building. Discussions with Budget and Fiscal Planning and State Planning have not resolved whether these expenses should come out of the existing capital budget for the new building, or whether they will have to be budgeted as operating expenses for Fiscal Year 1987. The Budget Analyst instructed Dr. Papenfuse to send a letter to Dr. Stettler requesting funds above the MARC for the furniture and equipment, but in light of the earlier discussion, Dr. Papenfuse now recommends that he sit down with representatives of State Planning and Budget and Fiscal Planning to negotiate the items that are required for the new building. Secretary Seboda said such decisions are made on an item-by-item basis, depending on the nature of the item and previous practices. He reiterated that the only way to determine exactly how much will be required in operating expenses is to sit down with State Planning and Budget and Fiscal Planning to determine how each item will be paid for.

Dr. Papenfuse then recommended to the Commission that the three Manuscript Repair Technicians be submitted for consideration in the Annual Salary Review. He noted that this is a series unique to the Archives, and that they are compensated at rates much lower than private industry or public agencies. He also noted that the Manuscript Repair Technicians are compensated one grade level lower than the conservation microform technicians employed by the Archives. Comptroller Goldstein moved that the Archives request inclusion of this series in the Annual Salary Review.

Dr. Papenfuse then proposed requesting four new positions in the 1987 budget, consisting of two Archival Microform Technicians, one Archivist I, and one Curator of Photography. He explained why each position was needed. Treasurer James asked what priority Dr. Papenfuse would give to the four positions, and Dr. Papenfuse responded that the Archivist I was most important, followed by the Archival Microform Technicians and the Curator of Photography. Senator Lapidès suggested that, because the new positions were to accommodate existing workloads, it might be prudent to make it clear that the addition of the full-time positions would result in a decrease in the amount of special funds needed for contractual employees. Dr. Papenfuse explained that the four requested positions would perform work now done by contractual employees. Senator Lapidès moved that the Archives request the four new positions on the understanding that the budget eliminate salaries for the contractual employees now doing the work.

Other Business

Dr. Papenfuse mentioned that he had requested that the new Archives building address be 350 Rowe Boulevard in honor of Maryland's 350th anniversary, to which the appropriate authorities have agreed.

Chairman Murphy asked Secretary Seboda if a decision had been made regarding a new traffic light on Rowe Boulevard, and Secretary Seboda said that the matter is under discussion with the State Highway Department.

Next Meeting

The next meeting will be hosted by Johns Hopkins University at either Evergreen House or Homewood. A date of November 19 was tentatively selected with details to be worked out by the Secretary.

Comptroller Goldstein moved to thank Judge Murphy for his hospitality and for the splendid lunch, and the motion passed unanimously.

The meeting of the Hall of Records Commission was adjourned at 2:28 p.m.