

HRM 12/77

MINUTES

Hall of Records Commission Meeting  
Rare Books Room  
Maryland State Archives

Hall of Records  
350 Rowe Boulevard  
Annapolis, Maryland 21401

Thursday, December 17, 1987

---

1. Call to Order by the Chairman

The meeting was called to order by Chairman Robert C. Murphy at 3:45. Those attending were:

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

The Honorable Louis L. Goldstein, Comptroller of the Treasury

The Honorable Lucille Maurer, Treasurer of the State of Maryland

Dr. William Dyal, President, St. Johns College

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

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

Dr. Vera P. Hall, Morgan State University, representing Dr. Earl S. Richardson, President, Morgan State University

Also present were:

Eric S. Walbeck, representing Earl F. Seboda,  
Secretary, Department of General Services

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

Gregory A. Stiverson, Assistant State Archivist

Christopher N. Allan, Administrator I

Shirley A. Bodziak, Secretary to Dr. Papenfuse

2. Minutes of the Previous Meeting

The minutes of the previous meeting were approved  
unanimously on a motion by President Dyal.

3. Records Retention and Disposal Schedules

Schedules adopted since the last meeting were approved  
unanimously on a motion by Treasurer Maurer.

4. Old Business

Dr. Papenfuse reported that the City Council of Annapolis  
had adopted critical area zoning for the area of College  
Creek proposed for the hotel. As a result, the hotel  
appears to be a dead issue. Dr. Dyal commented on the  
complexity of the issues involved, but agreed that it seemed  
unlikely that plans for the hotel would be revived.

Dr. Papenfuse noted that since the hotel will not be built  
it would be necessary to pursue landscaping along the Naval  
Yard fence. Mr. Walbeck said that the work is already  
scheduled, with bids for the job due for release in January  
with work beginning on or about March 1.

5. Bicentennial Office

Dr. Papenfuse stated that most matters relating to the  
Bicentennial Office would be deferred to the next meeting of  
the Commission. He reported that Treasurer Maurer had  
received an inquiry from a correspondent urging the state to  
issue a Maryland medal. Treasurer Maurer suggested that  
such a medal might be appropriate in connection with  
Maryland's celebration of the bicentennial of its  
ratification of the U.S. Constitution next April. Dr.  
Stiverson will investigate the possibility of producing such  
a medal and report to the next meeting of the Commission.

Treasurer Maurer will provide Dr. Stiverson with the information they have secured on medals.

Dr. Papenfuse announced that Comptroller Goldstein had agreed to chair the Founding Committee for the Ratification Ball next April 28. The ball is sponsored by Merrill-Lynch, with proceeds going to support Constitution-related projects in Maryland.

Dr. Papenfuse reported that Dr. Stiverson and ten other Maryland projects and individuals had been given awards by the Council for the Advancement of Citizenship. He noted that of the 76 awards the Council is making nationally, eleven went to Maryland, which is an indication of the quality of many of the Constitution bicentennial projects that have been undertaken in the state.

## 6. Publications

Dr. Papenfuse distributed copies of the new edition of the Maryland Manual. He commended Diane Frese and her staff for the fine job they had done and a motion was passed unanimously by the Commission thanking Diane and her staff accordingly. Dr. Papenfuse noted that we had experienced severe problems with the compositor on this edition, and that as a result the next edition will be composed completely in-house on a desk-top publishing system.

Treasurer Maurer suggested that an unsatisfactory vendor's report be filed against the compositor. Dr. Papenfuse assured her that the report would be filed once the final bills on this edition are paid.

Dr. Papenfuse distributed new editions of the Governor's Mansion pamphlet. In response to questions, he explained why the pamphlet uses the term "mansion" when describing the house, noting that historically it is as accurate as "Government House." Dr. Papenfuse noted that Chris Allan and Nancy Bramucci deserve special commendation for the fine job they did in writing and producing the pamphlet and a motion to that effect was passed unanimously by the Commission.

## 7. Recent and Forthcoming Activities

Discussion of the State flag collection was postponed until the next meeting.

Dr. Papenfuse noted that Maryland, A History of Its People, which Dr. Stiverson co-authored, had been given to Mrs. Gorbachev by Senator Mikulski. All agreed it was an appropriate gift.

Dr. Papenfuse reported that he had been invited to speak at ceremonies in Rochester, New York, honoring Congressman Frank Horton's 25 years of service in Congress. Dr. Papenfuse had served as an office assistant on Horton's staff when the Congressman first came to Washington.

Dr. Papenfuse said that he and Chris Allan have been consulted by several firms interested in bidding on the architectural contract for the new National Archives building, which is proposed for construction in Prince George's County. According to the State Ethics Commission, they can serve as consultants on such a project as long as it is not an exclusive contract with a single bidder. Once the bid is let, Dr. Papenfuse will report to the Commission if he and Mr. Allan are hired as consultants.

A discussion regarding the location of the new National Archives building followed, with interest expressed in having the facility located at the University of Maryland. Dr. Papenfuse explained that College Park is one of five sites in the state that were under consideration, and indicated that he would keep the Commission informed of any developments with regard to how and when the final decision would be made.

The discussion of State House exhibits was deferred to the next meeting.

Dr. Papenfuse announced that the General Assembly will hold a joint session on the evening of February 15 at which time the Maryland Ratification Stamp will be unveiled.

#### 8. New Building and Administrative Matters

Dr. Papenfuse noted that due to the hard work of Eric Walbeck and the Department of General Services, most of the work remaining on the building has been completed or is in the works. He expressed the hope that by the next meeting nearly all pending items on the punch list will be either resolved or steps taken to correct any incomplete or unfinished items.

#### 9. Budget Review

Dr. Papenfuse reported that thanks to the budget committee's work, the Archives budget for the next fiscal year appears in good shape. The Governor has approved three new

positions for the next fiscal year, and a fourth position may be included in the over-the-MARC request. The Governor also approved adding funds to support the Maryland Federalist in the agency's over-the-MARC request.

Dr. Papenfuse explained that this year's budget is very tight, due to the transfer of a position to the Archives from the Department of National Resources. No funds came with the position, with leaves the Archives with a \$30,000 salary deficit. The exact budget picture will not be clear until after the first of the year, but as was discussed at the last Commission meeting, it may be necessary to go to the Board of Public Works for funds to offset the cost of the new position. Funds are also needed for Constitution exhibits in the Silver Room in the State House, and Governor Schaefer has suggested that this item be brought before the Board of Public Works. Dr. Papenfuse said that he is trying to raise the funds necessary for the exhibits from private sources, but it is too early to judge how successful such efforts will be.

10. Other Business

Dr. Papenfuse noted that Linda Lapidés had been injured in an accident in Baltimore, and the Commission expressed its concern for her well-being and its sincere hope of a prompt recovery.

Dr. Papenfuse discussed the recent death of Judge Martha Wyatt, who had worked for him in the late 1960s on the Annapolis project. Judge Murphy commented on the great loss the judiciary had suffered by the death of Judge Wyatt, and mentioned that he would attend her memorial service at St. John's on Friday.

Phil Schneider is retiring as head of Records Management, and the Commission adopted a resolution, introduced by Comptroller Goldstein, expressing its appreciation for Mr. Schneider's service during the years that Records Management was under the Hall of Records Commission, and wishing him well on the occasion of his retirement from state service. The Commission will present Mr. Schneider with a copy of the Hammond-Harwood House Atlas of Historical Maryland Maps, co-authored by Dr. Papenfuse, as a token of its appreciation.

Dr. Papenfuse explained that thanks to Dr. Muller and Sue Martin at Johns Hopkins University, the State Archives had been given the Evans microprint edition of books published on America prior to 1800. Comptroller Goldstein introduced a resolution of thanks to Dr. Muller, Sue Martin, and the Johns Hopkins University for the gift, which passed unanimously.

Dr. Papenfuse noted that Marion Warren has given his extensive collection of photographic negatives to the State Archives, and that based on this collection and the Merrick Collection, Mame Warren and Nancy Bramucci are preparing 24 photographic panels for the House of Delegates Building. Dr. Papenfuse showed a mock-up of one of the panels, and noted that there will be one for each county and Baltimore City.

11. The next meeting of the Hall of Records Commission will be a luncheon meeting following the State of the State Address on January 14. The Archives will run a van shuttle between the State House and the Archives for those Commission members who need a ride.

12. Adjournment

The meeting of the Hall of Records Commission was adjourned at 4:11.

---

Approved  
The Honorable Robert C. Murphy  
Chairman

Hall Rec

HRC 12/17/87  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (9/28/87)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
1017A2	7/2/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Driver Examinations & Licensing
1013A	7/2/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Division of Investigative Services
636A1	7/2/87	DEPARTMENT OF EDUCATION Superintendent
937A1	8/10/87	DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT Community Development Administration, General
612-18A REGULATION	8/10/87	DEPARTMENT OF LICENSING &  Commission of Consumer Credit
C587	7/20/87	WICOMICO COUNTY Detention Center, Jail
C586	7/20/87	WICOMICO COUNTY Detention Center
C585	7/20/87	ANNE ARUNDEL COUNTY Council
C584	7/20/87	ANNE ARUNDEL COUNTY States Attorneys Office
C583	7/20/87	BALTIMORE COUNTY Board of Appeals
1150	7/20/87	DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION Division of Driver Control & Records, Driver Records Section
1147	7/20/87	DEPARTMENT OF EDUCATION Vocational-Technical Education
1146	7/20/87	DEPARTMENT OF HEALTH & MENTAL

		HYGIENE Deer's Head Center, Laboratory
C582	7/2/87	BALTIMORE COUNTY Board of Liquor License Commissioners
C580	7/2/87	BALTIMORE COUNTY Central Services, Purchasing Services
C581	7/2/87	BALTIMORE COUNTY Economic Development Commission
971-06A	7/2/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Personnel Management Division
971-30A-1	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Central Accident Records Division
971-19A	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Training Division
983A16	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Division/ Barracks
C589	9/29/87	BALTIMORE COUNTY Department of Aging
1150-A	9/29/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Division of Driver Control & Records, Driver Records Section
C68A	9/4/87	QUEEN ANNE'S COUNTY Treasurer
1148	9/4/87	DEPARTMENT OF HEALTH & MENTAL HYGIENE Division of Health Statistics & Population Estimates
C588	9/4/87	WICOMICO COUNTY Detention Center, Medical



C562A	8/18/87	BALTIMORE COUNTY Office of Finance, <b>Revenue</b>
Division		
C591	11/6/87	ANNE ARUNDEL COUNTY Office of Law
983A16	11/6/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police
1050A	11/6/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Vehicle Registration Section
C590	11/6/87	PRINCE GEORGE'S COUNTY Department of Environmental Resources
560A	10/20/87	Board of Trustees of State Universities & Colleges
612-39A1	10/20/87	DEPARTMENT OF LICENSING & REGULATION Real Estate Commission
1149	10/20/87	DEPARTMENT OF EDUCATION Library Development & Services
707-17C	9/29/87	DEPARTMENT OF TRANSPORTATION Maryland Port Administration, Engineering & Construction
1151-29	12/7/87	Institutional Advancement
1151-28	12/7/87	Student Day Care Center
1151-27	12/7/87	Word Processing Center
1151-26	12/7/87	Tutorial Services Center
1151-25	12/7/87	Student Services, Vice President
1151-24	12/7/87	Student Services, Assistant Vice President
1151-23	12/7/87	Student Services, Orientation
1151-22	12/7/87	Student Services, Special Needs Office

1151-21	12/7/87	TOWSON STATE UNIVERSITY Microfilm Department
1151-20	12/7/87	TOWSON STATE UNIVERSITY Health Center
1151-19	12/7/87	TOWSON STATE UNIVERSITY Budget, Collections Office
1151-18	12/7/87	TOWSON STATE UNIVERSITY Financial Operations, Director
1151-17	12/7/87	TOWSON STATE UNIVERSITY Financial Operations, Accounts Payable
1151-16	12/7/87	TOWSON STATE UNIVERSITY Women's Center
1151-15	12/7/87	TOWSON STATE UNIVERSITY Property Control

HRA 12277

AGENDA

Hall of Records Commission Meeting  
Rare Books Room  
Maryland State Archives

Hall of Records  
350 Rowe Boulevard  
Annapolis, Maryland 21401

Thursday, December 17, 1987

- 
1. Call to Order by the Chairman
  2. Minutes of the Previous Meeting
  3. Records Retention and Disposal Schedules  
Schedules approved since the September 28 meeting  
(enclosure)
  4. Old Business  
Hotel on Naval Academy land adjoining new Archives building?
  5. Bicentennial Office
    - a. report on the Maryland Federalist
    - b. plans for April 1988 (progress report)
  6. Publications Completed, in Progress, and Proposed
    - a. Maryland Manual
    - b. brochure for the Governor's Mansion

7. Recent and Forthcoming Activities

- a. Conserving the Flag Collection (progress report).
- b. Stiverson to be read (?) by Soviet Premier's wife (enclosure).
- c. Helping celebrate a 25 year career in Congress.
- d. Consulting on the design and construction of a new National Archives
- e. State House Exhibits and Joint Session (progress report)

8. New Building and Administrative Matters

- a. Work remaining and unfinished corrective measures
- b. Landscaping
- c. Pending transfers of records
- d. Staff changes

9. Budget Review:

- a. status of budget request for FY 1989.
- b. a status report on the FY 1988 budget.

10. Other Business

Presentations

11. Next Meeting

12. Adjournment

meeting

TO: Hall of Records Commission  
FROM: Edward C. Papenfuse  
State Archivist and Secretary  
RE: Commission Meeting

October 6, 1987

There will be a brief meeting of the Hall of Records Commission at the Maryland State Archives on December 17, 1987 at 3:45 p.m. Following the meeting there will be a reception for the staff.

RA 121787

HRC 12/17/87  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (9/28/87)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
971-30A-1	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Central Accident Records Division
971-19A	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Training Division
983A16	9/29/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Division/Barracks
C589	9/29/87	BALTIMORE COUNTY Department of Aging
1150A	9/29/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Division of Driver Control & Records, Driver Records Section
C68A	9/4/87	QUEEN ANNE'S COUNTY Treasurer
C591	11/6/87	ANNE ARUNDEL COUNTY Office of Law
983A16	11/6/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police
1050A	11/6/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Vehicle Registration Section
C590	11/6/87	PRINCE GEORGE'S COUNTY Department of Environmental Resources

560A	10/20/87	Board of Trustees of State Universities & Colleges
612-39A1	10/20/87	DEPARTMENT OF LICENSING & REGULATION Real Estate Commission
1149	10/20/87	DEPARTMENT OF EDUCATION Library Development & Services
707-17C	9/29/87	DEPARTMENT OF TRANSPORTATION Maryland Port Administration, Engineering & Construction
1151-29	12/7/87	TOWSON STATE UNIVERSITY Institutional Advancement
1151-28	12/7/87	TOWSON STATE UNIVERSITY Student Day Care Center
1151-27	12/7/87	TOWSON STATE UNIVERSITY Word Processing Center
1151-26	12/7/87	TOWSON STATE UNIVERSITY Tutorial Services Center
1151-25	12/7/87	TOWSON STATE UNIVERSITY Student Services, Vice President
1151-24	12/7/87	TOWSON STATE UNIVERSITY Student Services, Assistant Vice President
1151-23	12/7/87	TOWSON STATE UNIVERSITY Student Services, Orientation
1151-22	12/7/87	TOWSON STATE UNIVERSITY Student Services, Special Needs Office
1151-21	12/7/87	TOWSON STATE UNIVERSITY Microfilm Department
1151-20	12/7/87	TOWSON STATE UNIVERSITY Health Center
1151-19	12/7/87	TOWSON STATE UNIVERSITY Budget, Collections Office
1151-18	12/7/87	TOWSON STATE UNIVERSITY Financial Operations, Director

1151-17	12/7/87	TOWSON STATE UNIVERSITY Financial Operations, Accounts Payable
1151-16	12/7/87	TOWSON STATE UNIVERSITY Women's Center
1151-15	12/7/87	TOWSON STATE UNIVERSITY Property Control
1151-14	12/7/87	TOWSON STATE UNIVERSITY Budget, Payroll Department
1151-13	12/7/87	TOWSON STATE UNIVERSITY President
1151-12	12/7/87	TOWSON STATE UNIVERSITY Physical Plant Administration, Business Manager
1151-11	12/7/87	TOWSON STATE UNIVERSITY Student Services, Counseling Center
1151-10	12/7/87	TOWSON STATE UNIVERSITY Budget, Working Fund Office
1151-9	12/7/87	TOWSON STATE UNIVERSITY Budget, Collections Office
1151-8	12/7/87	TOWSON STATE UNIVERSITY Associate Director, Budget
1151-7	12/7/87	TOWSON STATE UNIVERSITY Affirmative Action Office
1151-6	12/7/87	TOWSON STATE UNIVERSITY Physical Plant
1151-5	12/7/87	TOWSON STATE UNIVERSITY University Union
1151-4	12/7/87	TOWSON STATE UNIVERSITY Grants & Scholarships Office
1151-3	12/7/87	TOWSON STATE UNIVERSITY Auxiliary Services
1151-2	12/7/87	TOWSON STATE UNIVERSITY Physical Plant Administration



1151-1	12/7/87	TOWSON STATE UNIVERSITY Institutional Advancement & Development
1152	12/7/87	DEPARTMENT OF HEALTH & MENTAL HYGIENE Regional Institute for Children & Adolescents-Rockville
C595	12/7/87	BALTIMORE COUNTY Department of Community Development, Housing Office
C592	12/7/87	BALTIMORE COUNTY Office of Central Services, Purchasing
707-20A	12/7/87	DEPARTMENT OF TRANSPORTATION Maryland Port Administration
1151-32	12/7/87	TOWSON STATE UNIVERSITY Physical Plant Administration
1151-31	12/7/87	TOWSON STATE UNIVERSITY Finance & Systems Management
1151-30	12/7/87	TOWSON STATE UNIVERSITY Telecommunications

memo 12

TO: Hall of Records Commission  
FROM: Edward C. Papenfuse  
State Archivist and Secretary  
RE: Hall of Records Commission Meeting  
December 17, 1987 at 3:30 p.m.

December 9, 1987

A brief meeting of the Hall of Records Commission will be held on Thursday, December 17, 1987, at 3:30 p.m., in the Rare Books room of the new Hall of Records Building, 350 Rowe Boulevard. At 4:00 p.m. there will be a reception for the Archives staff and the Commission in the 1st floor conference room. Please let me know if you will not be able to attend.

Oct 1217

Attendees  
Hall of Records Commission Meeting  
Thursday, December 17, 1987  
Rare Books Room, Maryland State Archives

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

The Honorable Louis L. Goldstein, Comptroller of the Treasury

The Honorable Lucille Maurer, Treasurer

The Honorable Anne S. Perkins, Maryland House of Delegates

Dr. William M. Dyal, Jr., President, St. John's College

Dr. Earl S. Richardson, President, Morgan State University,  
sending a representative

Ellery B. Woodworth, Special Assistant to the President on  
Government Affairs, Johns Hopkins University, representing  
Dr. Muller

Dr. George H. Callcott, Professor of History,  
University of Maryland, representing Dr. Toll

Richard Israel, Assistant Attorney General

Eric S. Walbeck, Department of General Services,  
representing The Honorable Earl F. Seboda

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

Gregory A. Stiverson, Assistant State Archivist

Christopher N. Allan, Administrator

Shirley Bodziak, Secretary to Edward C. Papenfuse

HRC 12/17/87  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (9/28/87)

DATE  
APPROVED

DEPARTMENT OR AGENCY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

- 9/29/87 Baltimore County Register of Wills
- 11/6/87 District Court 12, Allegany County
- 11/6/87 District Court 12, Garrett County
- 11/6/87 District Court 8, Baltimore County
- 11/6/87 District Court 2, Dorchester County (3 proposals)
- 11/6/87 District Court 6, Montgomery County (9 proposals)
- 11/6/87 District Court 9, Harford County
- 11/6/87 District Court 3, Kent County
- 11/6/87 District Court 3, Caroline County (5 proposals)
- 11/6/87 District Court 5, Prince George's County
- 10/20/87 Anne Arundel County Circuit Court
- 10/20/87 District Court 2, Worcester County
- 10/20/87 District Court 1, Baltimore City (22 proposals)
- 10/20/87 District Court 2, Worcester County
- 10/20/87 District Court 2, Dorchester County
- 10/20/87 District Court 3, Kent County (5 proposals)
- 10/20/87 District Court 4, Charles County (7 proposals)
- 10/20/87 District Court 5, Prince George's County (10 proposals)
- 10/20/87 District Court 7, Anne Arundel County (4 proposals)
- 10/20/87 District Court 8, Baltimore County (20 proposals)
- 10/20/87 District Court 9, Harford County (5 proposals)

10/20/87 District Court 10, Carroll County  
9/29/87 Prince George's County Circuit Court  
9/29/87 District Court 3, Queen Anne's County (2 proposals)  
10/20/87 District Court 10, Howard County (7 proposals)  
10/20/87 District Court 11, Washington County (2 proposals)  
10/20/87 District Court 12, Allegany County (3 proposals)  
10/20/87 District Court 12, Garrett County (3 proposals)  
12/7/87 District Court 11 (2 proposals)  
12/7/87 District Court 10 (3 proposals)  
12/7/87 District Court 9 (2 proposals)  
12/7/87 Anne Arundel County Circuit Court



# MARYLAND STATE ARCHIVES

Hall of Records  
350 Rowe Blvd., Annapolis, MD 21401  
Telephone: (301) 974-3914/3916

**William Donald Schaefer**  
Governor

**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. Louis L. Goldstein  
Dr. William M. Dyal, Jr.

Hon. Lucille Maurer  
Dr. John S. Toll

Hon. Julian L. Lapides  
Dr. Steven Muller

Hon. Anne S. Perkins  
Brian B. Topping

Hon. Earl F. Seboda  
Dr. Earl S. Richardson

---

**TO:** Hall of Records Commission

**FROM:** Edward C. Papenfuse *ECP*  
State Archivist and Secretary

**RE:** Hall of Records Commission Meeting  
December 17, 1987 at 3:30 p.m.

December 9, 1987

A brief meeting of the Hall of Records Commission will be held on Thursday, December 17, 1987, at 3:30 p.m., in the Rare Books room of the new Hall of Records Building, 350 Rowe Boulevard. At 4:00 p.m. there will be a reception for the Archives staff and the Commission in the 1st floor conference room. Please let me know if you will not be able to attend.

HRC 12/17/87  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (9/28/87)

DATE  
APPROVED

DEPARTMENT OR AGENCY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

9/29/87	Baltimore County Register of Wills
11/6/87	District Court 12, Allegany County
11/6/87	District Court 12, Garrett County
11/6/87	District Court 8, Baltimore County
11/6/87	District Court 2, Dorchester County (3 proposals)
11/6/87	District Court 6, Montgomery County (9 proposals)
11/6/87	District Court 9, Harford County
11/6/87	District Court 3, Kent County
11/6/87	District Court 3, Caroline County (5 proposals)
11/6/87	District Court 5, Prince George's County
10/20/87	Anne Arundel County Circuit Court
10/20/87	District Court 2, Worcester County
10/20/87	District Court 1, Baltimore City (22 proposals)
10/20/87	District Court 2, Worcester County
10/20/87	District Court 2, Dorchester County
10/20/87	District Court 3, Kent County (5 proposals)
10/20/87	District Court 4, Charles County (7 proposals)
10/20/87	District Court 5, Prince George's County (10 proposals)
10/20/87	District Court 7, Anne Arundel County (4 proposals)
10/20/87	District Court 8, Baltimore County (20 proposals)
10/20/87	District Court 9, Harford County (5 proposals)

---

MEMO TO: Hall of Records Commission  
FROM: Edward C. Papenfuse, Secretary *EP*  
RE: Next Hall of Records Commission Meeting  
DATE: December 21, 1987

The next Hall of Records Commission luncheon meeting will be held on Thursday, January 14, 1988 immediately following the State of the State address at noon. We will have a van at the State House to bring you to the Archives for the meeting.

The unveiling of Lt. Governor Steinberg's portrait will be held on Wednesday, January 13 in the hall of the James Senate Office Building immediately following the noon session of the General Assembly, approximately 1:30.



Editors' Notes

Maryland Register Notice for Contracts Above \$25,000

Emergency regulations, effective November 6, 1987, have reduced the *Maryland Register* notice period from 30 days to "at least 20 days before the bid submission date" for any contract solicitation expected to exceed \$25,000. Notice of this emergency action appeared in 14:24 Md.R. 2553 (November 20, 1987). For more information call us at 974-2486.

Submission of Solicitation and Award Contract Forms to the Maryland Register

The requirement for submission of TWO copies of Solicitation and Award contract forms has been changed to ONE copy, effective immediately.

Schedule of CLOSING DATES and ISSUE DATES through JUNE 24, 1988

ISSUE DATE	Proposed Regulations 10:30 a.m.	Final Regulations 10:30 a.m.	Notices, Emergency Regulations, etc. 10:30 a.m.	Contracts— Solicitations, Awards 9:30 a.m.
C Friday, December 11				December 4
Friday, December 18	December 3	December 9	December 7	December 11
C Thursday, December 24				December 17
Monday, January 4	December 16	December 22	December 18	December 24
C Friday, January 8				December 31
Friday, January 15	December 29	January 6	January 4	January 8
C Friday, January 22				January 14
Friday, January 29	January 13	January 20	January 18	January 22
C Friday, February 5				January 29
Friday, February 12	January 28	February 4	February 1	February 5
C Friday, February 19				February 11
Friday, February 26	February 9	February 17	February 11	February 19
C Friday, March 4				February 26
Friday, March 11	February 25	March 2	February 29	March 4
C Friday, March 18				March 11
Friday, March 25	March 10	March 16	March 14	March 18
C Friday, April 1				March 24
Friday, April 8	March 23	March 30	March 28	March 31
C Friday, April 15				April 8
Friday, April 22	April 7	April 13	April 11	April 15
C Friday, April 29				April 22
Friday, May 6	April 21	April 27	April 25	April 29
C Friday, May 13				May 6
Friday, May 20	May 5	May 11	May 9	May 13
C Friday, May 27				May 20
Friday, June 3	May 18	May 24	May 20	May 26
C Friday, June 10				June 3
Friday, June 17	June 2	June 8	June 6	June 10
C Friday, June 24				June 17

"C" Denotes Maryland Register State Contract Supplement

# PLEASE READ INSTRUCTIONS ON REVERSE SIDE

MARYLAND REGISTER	DOCUMENT NUMBER	DATE FILED WITH DSD
<b>NOTICE FORM</b>  Submit 2 copies of each Notice Form		

DO NOT WRITE ABOVE THIS LINE

## PLEASE TYPE COMPLETE ALL ITEMS, UNLESS OPTIONAL

(1) Agency/Unit: State Archives/Hall of Records Commission

(2) Subject:

Public Hearing on Regulations

Public Meeting on Regulations

Public Hearing

Public Meeting

Other \_\_\_\_\_

If you have entered a document under "Other," check appropriate box below:

Annotated Code requires publication (give citation): \_\_\_\_\_

Administrative, Executive and Legislative Review (AELR) Committee approves publication.  
(attach copy of AELR Committee approval letter, unless waived)

(3) Date and Time: January 14, 1988 (after State of the State Address)

(4) Place: Hall of Records Building, 350 Rowe Blvd., Annapolis, MD. 21401

(5) Additional Information (optional): Luncheon Meeting

(6) Contact: Edward C. Papenfuse Tel. No. (301)974-3869

(Must be given)

(7) Authorized Agency Officer: Richard H. Ricahrdson Tel. No. (301)974-3914

(Must be given)

(8) Signature of Authorized Officer: \_\_\_\_\_ Date: 12/21/87

(9) Date of publication in **Maryland Register**: January 4, 1988  
(Month/Day/Year)

(10) Acknowledgement card attached:  Yes  No

## BEFORE MAILING MAKE SURE FORM IS COMPLETE

### Interoffice Mail:

Division of State Documents  
Old Armory Building  
11 Bladen St.  
Annapolis, MD 21401

### U.S. Mail:

Division of State Documents  
P.O. Box 802  
Annapolis, MD 21404  
Tel: 974-2486

## Mikulski gives books to Raisa

Raisa Gorbachev will have more than fond memories to carry home; she'll have some provocative books as well, courtesy of Sen. Barbara Mikulski, who presented them as gifts to her yesterday.

The two books are:

□ "Habits of the Heart" by Robert Bellah, Richard Madsen, Wm. M. Sullivan, Ann Swidler, Steven Tipton. (Harper and Row, \$7.95 paperback).

□ "Maryland: A History of Its People"; Suzanne Ellery Greene Chappelle, Jean H. Baker, Dean R. Esslinger, Whitman H. Ridgway, Jean B. Russo, Constance B. Schulz, Gregory A. Stiverson, (Johns Hopkins Press.)

Ms. Mikulski's inscription in the Maryland book read: "From the people of America and the State of Maryland. With hope for understanding and peace between us." Her inscription in "Habits of the Heart" read: "With the hope for good will and understanding of our peoples."

The history of Maryland is a 332-page textbook for high school students, according to one of its authors, Gregory Stiverson, who is with the Maryland State Archives in Annapolis. His reaction to the gift: "It's neat," he said. "If she has a chance to leaf through it she will see a lot of things that have contributed to our society today. I hope she has a chance to read it."

"Habits of the Heart" is described by its publisher as a book that analyzes the conflict between our fierce individualism as Americans and our urgent need for community and commitment to one another.

—Nora Frenkiel