

HRM 01148

MINUTES

Hall of Records Commission Meeting
Rare Books and Manuscripts Room
Maryland State Archives
14 January 1988

1. Call to Order by the Chairman

The meeting was called to order by Chairman Robert C. Murphy at 2.06 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 L. Goldstein, Comptroller of the Treasury

The Honorable Lucille Maurer, Treasurer

The Honorable Anne S. Perkins, Maryland House of Delegates

Dr. John S. Toll, President, University of Maryland

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

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

Jerome W. Klasmeier, Deputy Secretary, Department of General Services, representing The Honorable Earl F. Seboda, Secretary, Department of General Services

Also attending were:

Richard E. Israel, Assistant Attorney General

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

Kathy Murphy

2. Minutes of the Previous Meeting

A typographical error in the minutes of the previous meeting was noted, and the minutes approved unanimously as corrected on a motion by President Toll.

3. Records Retention and Disposal Schedules

Schedules adopted since the last meeting were approved unanimously on a motion by Vera Hall.

4. Old Business

Dr. Papenfuse noted that there had been no further developments on the proposal to build a hotel on the point adjacent to the Archives. While the hotel still appears to be a dead issue, the item will be continued on future Commission agendas until the landscaping along the Navy Yard fence, which was delayed because of the hotel proposal, is completed.

President Toll addressed plans to construct a new National Archives building in Maryland. He noted that this would be a splendid resource for the state, and added that the University of Maryland had offered to provide land on the College Park Campus for the facility. The Commission requested Dr. Papenfuse to monitor the progress of the project and to assist Dr. Toll with letters of support at such time as Dr. Toll deemed it appropriate. Dr. Papenfuse will report on the status of the project at the next meeting.

5. Bicentennial Office

Dr. Stiverson reported on the first season tour of the Maryland Federalist, which is the privately-sponsored centerpiece of Maryland's celebration of the ratification of the U.S. Constitution. He also described the four-day commemoration of Maryland ratification, which will be held April 28-May 1. Mr. Goldstein will chair the committee planning Maryland's Ratification Ball, which will be held on Thursday, April 28. On Friday, April 29, the Bicentennial Office will co-sponsor the production in Annapolis of a ballad-opera that was written in the 1780s. On Saturday,

April 30, the Office will co-sponsor a day-long Eighteenth-Century Fair on St. John's College Campus in Annapolis, and on Sunday, May 1, it will co-sponsor a recreation of Maryland's Ratification Parade in Baltimore.

6. Publications

Dr. Papenfuse reported on the request from the Governor's Office for the Archives to prepare agency summaries of all executive agencies. These summaries, produced in-house with Ventura Desktop Publishing software, present brief summaries with organizational charts of each agency. The summaries are nearly ready to send to the Governor's Office. It is hoped that the governor will circulate the agency summaries to agency heads for their review. Dr. Papenfuse indicated that the analysis of the Judiciary would be done shortly and sent to Judge Murphy for his review.

Dr. Papenfuse showed the Commission a copy of David Jordan's Foundations of Representative Government in Maryland, 1632-1715 which was recently published by the Cambridge University Press with a subvention from the Archives Publication Fund. This is the first of three projected monographs that will draw on socio-economic data compiled for the Archives' two-volume Biographical Dictionary of the Maryland Legislature, 1635-1789.

Dr. Papenfuse described the exhibit panels that the Archives has installed in the House of Delegates building. The exhibit consists of twenty-five panels--one for each county and Baltimore City, plus an introductory panel. Delegate Perkins commended the Archives on the exhibit. Since every jurisdiction in Maryland is represented, an exhibit catalogue might be of interest to delegates, who could wish to distribute copies to constituents. Dr. Papenfuse proposed presenting a mockup of the exhibit catalogue to the House leadership for consideration. Comptroller Goldstein moved that he proceed with this plan, and the motion passed unanimously.

7. Recent and Forthcoming Activities

Dr. Papenfuse reported that work has begun on moving the State's historic flag collection from the Treasury Building to the State Archives. The flags are photographed and conserved as part of the move, in accord with a plan developed by a conservator hired to plan the move of the collection. The transfer of the collection has stopped due to winter weather, but will resume in the spring. Ultimately, the Archives plans to use the photographs taken

during the transfer of the collection to illustrate the pamphlet on the State Flag Collection published a number of years ago by the Adjutant General's office.

Dr. Papenfuse described his recently completed work as a consultant on the new Missouri State Archives. He noted that the Missouri practice of hiring a group of outside consultants to review the project at various stages resulted in a better facility and caught what might have been some very costly oversights.

Dr. Papenfuse reported that the Washington and New York Map Societies will hold their April meeting at the State Archives for which a new exhibit of maps entitled "Where is Watkins Point?" will be installed in the lobby and exhibit hallway.

Dr. Papenfuse described the Constitution exhibit that the Archives plans to install in the Silver Room in the State House as part of Maryland's celebration of its ratification of the Constitution. Five free-standing exhibit cases, similar in design to the cases now holding the Maryland Silver, will hold items and documents telling about Maryland's role in the creation and adoption of the Constitution. Maryland's copy of the U.S. Constitution will be exhibited in the center of the room. Mr. Goldstein suggested that State Use Industries be asked to bid on the display cases. Mr. Allan noted that State Use Industries is reluctant to bid on anything that is not part of their standard line, but assured the Commission that he would see if they were interested in bidding on this project. Dr. Papenfuse informed the Commission that the Constitution exhibit will open to the public on Maryland Day, with a special ribbon cutting ceremony the night before.

Dr. Papenfuse described to the Commission the special joint session of the General Assembly, which will be held on February 15. The Maryland Statehood Stamp will be officially introduced during the ceremony.

Dr. Papenfuse discussed the work the staff had done to secure art for the cover of the new State Budget Book. Secretary Benton decided to use a Don Swann etching, the same one that was used on Mr. Goldstein's book. In negotiating with Mr. Swann for the right to use the etching on the budget book, Archives' publications director, Rick Blondo, was asked by Mr. Swann if the Archives would be interested in purchasing his entire collection. Mr. Swann offered to sell the archives 600-700 etchings by his father, his mother, and himself for \$10 each. Mr. Goldstein indicated that this collection would be a valuable addition to the State Archives' holding, but suggested that we might

negotiate a lower price for the entire collection. A motion to pursue a possible agreement with Mr. Swann to purchase his entire collection was introduced by Mr. Goldstein and passed unanimously.

8. New Building and Administrative Matters

Dr. Papenfuse reviewed progress to date on correcting deficiencies in the new building. He noted that the Department of General Services has carefully monitored the work needed to correct all problems that had been detected. Mr. Klasmeier added that everything is on schedule, and all remaining work that needs to be done should be completed by this spring. Plantings along the Naval Academy fence should begin about the same time.

Dr. Papenfuse discussed plans to create a "Maryland Archives Foundation," noting that our assistant attorney general, Mr. Israel, had suggested that the foundation had to be completely separate from the Archives and Commission. The Merrill-Lynch ratification bill this April requires that the State have a 501(c)(3) foundation to receive proceeds. The existing Maryland Federalist Foundation, which raised private funds to build the Maryland Federalist, plans to give the ship to the State Archives, effective 1 July. Mr. Israel and the attorney for the Foundation have suggested that the Maryland Federalist Foundation be refocused to serve the purposes of a foundation for the Archives while retaining, through its own board of directors, complete autonomy and independence from the Archives. Dr. Papenfuse indicated that he would report progress on achieving this end at the next Commission meeting. Dr. Callcott raised the question of the concern that an Archives' foundation would cause the Maryland Historical Society over competing for money in the private sector. Comptroller Goldstein expressed his opinion that there would be no conflict because the constituencies were quite different. Dr. Papenfuse indicated his willingness to discuss the matter with the Director of the Maryland Historical Society, Jefferson Miller, to help allay any concerns that might be raised.

Dr. Papenfuse discussed the need for minor technical changes to the vital records law that was passed by the last General Assembly. Experience has shown that there is a conflict between Judicial Rules and the vital records bill. The Commission gave Dr. Papenfuse permission to proceed with securing technical changes in the vital records law to resolve these problems. Dr. Papenfuse commented that the success of the vital records law has been apparent in the total lack of any complaints about access to vital records information since the State Archives was empowered to make

this information available to researchers. At the request of Comptroller Goldstein, Dr. Papenfuse called on Dr. Primer to explain how researchers find and gain access to vital records. Using the Comptroller's birth record as an example, Dr. Primer completed the reference request in short order. Subsequent to the meeting, further research revealed additional records kept by the attending physician, copies of which were sent to Comptroller Goldstein.

9. Budget Review

Dr. Papenfuse expressed appreciation to the Commission budget committee. Because of their support, the State Archives received virtually everything necessary for the next fiscal year (1989) budget. Some cuts were made across the board for all agencies. The reduction in the amount allowed for health benefits, for example, will cost the Archives approximately \$300 per pay period, which will have to be made up from other areas of the budget.

Dr. Papenfuse informed the Commission that the budget presentation to the Governor had gone very well. The budget analyst assigned to the Archives indicated that it was among the best that he had heard.

With regard to current budget matters, Dr. Papenfuse noted that this year was an exceptionally difficult one for the Archives because of the unanticipated rise in the cost of benefits, merit promotions, the addition of a position transferred from the Department of Natural Resources without funding, and the cost of the Bicentennial Exhibits. With regard to the latter, Dr. Papenfuse noted that the Bicentennial Ball was expected to cover the cost of exhibits, but if proceeds did not reach the anticipated goal, a request to the Board of Public Works might prove necessary.

10. Other Business

Dr. Papenfuse distributed copies of the in-house newsletter, the Archivists Bulldog, which is edited by Ben Primer using our in-house publishing software. Dr. Papenfuse noted that various staff members contribute to the weekly newsletter, but that Ben Primer is primarily responsible for it. He offered to provide interested Commission members with copies of the Bulldog.

11. Next Meeting

The next meeting will occur after the session, sometime in April. Dr. Papenfuse's secretary will coordinate this with Commission members.

12. Adjournment

The Commission entertained a motion for adjournment, which passed unanimously, and the meeting was adjourned at 3:12.

Approved by the Hall of Records Commission
April 21, 1988

The Honorable Robert C. Murphy, Chairman

MINUTES

Hall of Records Commission Meeting
Rare Books Room
Maryland State Archives

Hall of Records
350 Rowe Boulevard
Annapolis, Maryland 21401

Thursday, January 14, 1988 (following the State of the State)

1. Call to Order by the Chairman
Meeting was called to order by Judge Murphy at 2:05 p.m.
2. Minutes of the Previous Meeting
Minutes of the previous meeting were customarily approved.
3. Records Retention and Disposal Schedules

Schedules approved since the December 17 meeting (enclosure)
Motion to be approved Del. Perkins, seconded by Dr. Toll
4. Old Business
 - a. Hotel on Naval Academy land adjoining new Archives building?
Basically a dead issue. We are keeping it on the agenda until we get the trees planted along the fence.
 - b. Plans for building a new National Archives in Maryland
Dr. Toll briefly discussed the situation. The best possible place to locate the National Archives is next to the Agricultural Library on U.S. 1. The Federal Government already owns the land, and it is convenient to the beltway, 95, etc. Ed is going to draft a letter to go to Don Wilson, Archivist of the United States and Steny Hoyer, U.S. Congressman. The letter will be passed on to Comp. Goldstein and Treasurer Maurer for their approval before sending out.

5. Bicentennial Office

a. report on the Maryland Federalist
Greg gave a report. The Federalist has completed her first tour since she was christened in Annapolis on June 13, 1987. She has already been to eight counties and attracting alot of attention. Governor has already been asked for additional funds added to our budget for the Federalist and he approved. There will be a meeting next week of the Federalist Foundation for a resolution to give the ship to the State. \$140,000 has been privately raised so far for the Federalist and has been exhausted. It is very unlikely that the private sector will be able to raise anymore substantial monies, that is why we asked the Governor for \$338,500 in additional funds for a basic tour in the next fiscal year. The money will be used for educational programs for the school children of the state in addition to the money needed to transport the ship around the state. Any additional monies funded by the private sector will be used for more educational materials and more stops planned for the Federalist.

b. plans for April 1988 (progress report)
April 28 through May 1 will be filled with four days of activities honoring Md's ratification. April 28-Ball honoring Md ratification to be held at the B&O Museum, black tie. Chairman is Comp. Goldstein. Merrill Lynch is funding the entire ball. 60% of the profits will go to the State for Constitutional projects. We would like to be able to sell 600 tickets and clear \$50,000. Friday night-St. Johns College, Great Hall, a play called Port Soldier depicting what the culture was like in 1788. Saturday -18th century fair at St. Johns. Sunday-Recreation of the parade as was done in 1788. The parade starts in Fells Point and ends at Federal Hill. Afterwards every one will have a picnic lunch on Federal Hill just like they did in 1788. There will also be many other things going on at the same time. Tall ships in harbor, etc.

6. Publications Completed, in Progress, and Proposed

a. Organizational Charts and Agency summaries for the Governor's Office (enclosure)
We decided to do the project when several agencies turned the request down. We are asking for review and input from all agencies when they receive their copy from us. Will be mailed next week.

b. Volume I of the Legislative History: David W. Jordan's Foundations of Representative Government in Maryland, 1632-1715, published by the Cambridge University Press with a subvention from the Archives Publication Fund
We partially subsidized. There are going to be subsequent volumes. The next one by Allan Day and Ed is suppose to do the third one.

- c. proposed publication of a guide to the exhibit of photographs the Archives is mounting in the House of Delegates Building this session

24 Nancy Bramucci/Mame Warren curators here were responsible for the panels and an intro panel on the historic photographs of Maryland. Each panel has five photographs and text primarily from Md New Guide to the Old Line State. Captions for the photographs were done by Mame Warren. Ed explained that this might be nice to do on a smaller scale to give as gifts to constituents and friends from the delegates. Approval to check into the possibility and cost by Comp Goldstein and seconded by Delegate Perkins.

7. Recent and Forthcoming Activities

- a. Conserving the Flag Collection (progress report)
Mainly has been stopped in the winter, too delicate to handle. Seventeen of the flags were moved over the past summer and are safely stored in the Archives. Photographs were taken. All will be stored here permanently, some on exhibit all the time in our library.

- b. Conclusion of the Missouri Archives project
The past year or so I have spent consulting. The last meeting was last week. Hopefully we have saved them lots of money.

- c. Visit of the Washington and New York Map Societies planned for April at which time there will be an exhibit of maps relating to the Chesapeake Bay in the first floor exhibit areas
The mapping of the Chesapeake Bay will be the next exhibit in our lobby.

- d. State House Exhibits and Joint Session (progress report)

The exhibit cases for the State House (5) are about to be sent out for bid. The layout of the exhibit will be discussed at the meeting. The Joint Session commemorating Maryland's ratification of the Constitution will be in the evening of February 15. Dr. Stiverson is handling the details. Design is already done. Five separate cases will be built in the Silver Room along the wall. They will be full length door cases. Discussion was mentioned by Comp. Goldstein about State Use Industries building the cases. They do not want to get involved in this type of thing anymore. The bid came in at \$1,600.00 for the cases.

- e. Helping with the cover illustration of the FY89 Budget Books

In the course of helping Budget and Fiscal Planning find a cover illustration for the FY89 Budget books,

the Secretary chose an etching by Don Swann originally used by Comptroller Goldstein on the cover of his book. Mr. Don Swann, Jr. graciously gave permission and offered the Archives copies of all the etchings we did not have of his father's work at a much reduced price. Shall we acquire what we can at that price for use as illustrations and as a reference collection? The son will sell them to us for \$6,000-7,000 for 600-700 items. Roughly \$10 each. Motion by Comp. Goldstein to first ask him if he will take \$5,000 for the items, then proceed from there.

The subject also came up regarding the picture of the Skipjack on the new Md stamp. Fred Tilt sent a letter to the newspapers saying that it was not a Md Skipjack, but in fact it is. It was built in Oriole, Md. in 1906 and licensed in 1908 for collecting oysters.

8. New Building and Administrative Matters

a. Work remaining and unfinished corrective measures
There is work to be done and money left. DGS has everything on track and waiting for Spring weather to finish up some items. There have been no leaks in the roof lately. DGS is watching this very carefully.

b. Creation of a Friends group to be known as the **Maryland Archives Foundation** (tentative title)
Have talked to Dick Israel already and he says that we must be very careful to keep it separate from the State. Set up a meeting with Jeff Miller and Brian Topping to pursue the matter.

c. need for minor technical changes to the Vital records bill passed last session
The staff here feels there is a need for some minor technical changes.

9. Budget Review:

a. status of budget request for FY1989 and anticipating future needs
Thanks to the budget committee. We basically got everything we asked for, but were cut back on health benefits. We will have to find in our own budget. It was \$2200 now it is \$1900, we will have to come up with \$300 a pay period extra.

b. a status report on the FY1988 budget

10. Other Business

Ed gave brief report on what the Bulldog is and gave everyone some copies to look over. Jerry Klasmeier wanted to thank everyone in the Archives who gave the tour and talk to the group from Dunbar High School, especially Rick Blondo. They enjoyed it so much, that they would like to come again.

11. Next Meeting

Because of the legal requirements of four meetings a year, the following tentative schedule is proposed for the remaining three meetings in 1988: early April, late June or early July, and sometime in October.

Next meeting sometime after the session is over. Shirley will get in touch with everyone's secretary to set up a date.

12. Adjournment

Judge Murphy adjourned the meeting at 3:12 p.m.

Meet 3

MEMO TO: Hall of Records Commission
FROM: Edward C. Papenfuse, Secretary
RE: Next Hall of Records Commission Meeting
DATE: January 11, 1988

The next Hall of Records Commission luncheon meeting will be held this Thursday, January 14, 1988 immediately following the State of the State address at noon. We will have a van or a car at the State House to bring you to the Archives for the meeting, for anyone who would like a ride.

PC 11488

HRC 1/14/88
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (12/17/87)

DATE
APPROVED

DEPARTMENT OR AGENCY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

12/21/87 Anne Arundel County Circuit Court

1/5/88 District Court 5, Prince George's County

HRA01148

AGENDA

Hall of Records Commission Meeting
Rare Books Room
Maryland State Archives

Hall of Records
350 Rowe Boulevard
Annapolis, Maryland 21401

Thursday, January 14, 1987 (following the State of the State)

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting
3. Records Retention and Disposal Schedules
Schedules approved since the December 17 meeting (enclosure)
4. Old Business
 - a. Hotel on Naval Academy land adjoining new Archives building?
 - b. Plans for building a new National Archives in Maryland
5. Bicentennial Office
 - a. report on the Maryland Federalist
 - b. plans for April 1988 (progress report)
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- c. proposed publication of a guide to the exhibit of photographs the Archives is mounting in the House of Delegates Building this session

7. Recent and Forthcoming Activities

- a. Conserving the Flag Collection (progress report)
- b. Conclusion of the Missouri Archives project
- c. Visit of the Washington and New York Map Societies planned for April at which time there will be an exhibit of maps relating to the Chesapeake Bay in the first floor exhibit areas
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- e. Helping with the cover illustration of the FY89 Budget Books

In the course of helping Budget and Fiscal Planning find a cover illustration for the FY89 Budget books, the Secretary chose an etching by Don Swann originally used by Comptroller Goldstein on the cover of his book. Mr. Don Swann, Jr. graciously gave permission and offered the Archives copies of all the etchings we did not have of his father's work at a much reduced price. Shall we acquire what we can at that price for use as illustrations and as a reference collection?

8. New Building and Administrative Matters

- a. Work remaining and unfinished corrective measures
- b. Creation of a Friends group to be known as the **Maryland Archives Foundation** (tentative title)
- c. need for minor technical changes to the Vital records bill passed last session

9. Budget Review:

- a. status of budget request for FY1989 and anticipating future needs
- b. a status report on the FY1988 budget

10. Other Business

11. Next Meeting

Because of the legal requirements of four meetings a year, the following tentative schedule is proposed for the remaining three meetings in 1988: early April, late June or early July, and sometime in October.

12. Adjournment

R 1

HRC 1/14/88
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (12/17/87)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
612-47	12/21/87	DEPARTMENT OF LICENSING & REGULATION Insurance Division, Consumer Affairs Unit
612-48	12/21/87	DEPARTMENT OF LICENSING & REGULATION Insurance Division, Life & Health Market Conduct Unit
612-54	12/21/87	DEPARTMENT OF LICENSING & REGULATION Bank Commissioner
612-55	12/21/87	DEPARTMENT OF LICENSING & REGULATION Maryland Deposit Insurance Fund
612-56	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Commissioner
612-57	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Deputy Commissioner
612-59	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry Employment Standards Service
612-60	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Employment Agencies
612-61	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Maryland Occupational Safety & Health
612-62	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Prevailing Wage Section
612-63	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Elevator Safety Inspection

612-64	12/21/87	DEPARTMENT OF LICENSING & REGULATION Department of Labor & Industry, Amusement Ride Safety
612-68	12/21/87	DEPARTMENT OF LICENSING & REGULATION Home Improvement Commission
612-69	12/21/87	DEPARTMENT OF LICENSING & REGULATION Division of Occupational & Professional Licensing
C593	12/21/87	ANNE ARUNDEL COUNTY Inspections & Permits, Administrative Division
C594	12/21/87	BALTIMORE COUNTY Office of Planning & Zoning, Current Planning & Development
C595	12/21/87	BALTIMORE COUNTY Department of Community Development, Housing Office
C596	12/21/87	BALTIMORE COUNTY Public Library
C597	12/21/87	BALTIMORE COUNTY Health Department, Nursing Services
1151-33	1/5/88	TOWSON STATE UNIVERSITY Assistant Vice President for Academic Services
1151-34	1/5/88	TOWSON STATE UNIVERSITY Academic Services, Developmental Programs
1151-35	1/5/88	TOWSON STATE UNIVERSITY Auxiliary Services
1151-36	1/5/88	TOWSON STATE UNIVERSITY Assistant to Vice President for Business & Finance
1151-37	1/5/88	TOWSON STATE UNIVERSITY Vice President for Business & Finance
1151-38	1/5/88	TOWSON STATE UNIVERSITY Career Placement Center
1151-39	1/5/88	TOWSON STATE UNIVERSITY Student Services, Counseling Center

1151-40	1/5/88	TOWSON STATE UNIVERSITY Institutional Advancement, Design & Publications
1151-41	1/5/88	TOWSON STATE UNIVERSITY Events & Conference Services
1151-42	1/5/88	TOWSON STATE UNIVERSITY Financial Operations, Accounts Receivable
1151-43	1/5/88	TOWSON STATE UNIVERSITY Information Services
1151-44	1/5/88	TOWSON STATE UNIVERSITY Internal Auditing
1151-45	1/5/88	TOWSON STATE UNIVERSITY Job Location & Development, Part-time Jobs Office
1151-46	1/5/88	TOWSON STATE UNIVERSITY Vice President for Student Affairs, Judicial Affairs
1151-47	1/5/88	TOWSON STATE UNIVERSITY Material Management
1151-48	1/5/88	TOWSON STATE UNIVERSITY Occupational & Fire Safety
1151-49	1/5/88	TOWSON STATE UNIVERSITY Office Services
1151-50	1/5/88	TOWSON STATE UNIVERSITY Parking Services
1151-51	1/5/88	TOWSON STATE UNIVERSITY Personnel
1151-52	1/5/88	TOWSON STATE UNIVERSITY Physical Plant, Maintenance
1151-53	1/5/88	TOWSON STATE UNIVERSITY University Police
1151-54	1/5/88	TOWSON STATE UNIVERSITY Purchasing Department
1151-55	1/5/88	TOWSON STATE UNIVERSITY Registrar's Office

1151-56	1/5/88	TOWSON STATE UNIVERSITY Towson Center, Athletics
1151-57	1/5/88	TOWSON STATE UNIVERSITY Towson Center, Management
1151-58	1/5/88	TOWSON STATE UNIVERSITY University Relations, Institutional Advancement Division
1151-59	1/5/88	TOWSON STATE UNIVERSITY University Union, Computer Lounge
1151-60	1/5/88	TOWSON STATE UNIVERSITY University Union, Ticket Office
1151-61	1/5/88	TOWSON STATE UNIVERSITY University Union, Lobby Counter
1151-62	1/5/88	TOWSON STATE UNIVERSITY University Union, Recreation Center
1151-63	1/5/88	TOWSON STATE UNIVERSITY University Union, Xerox
C598	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Director
C599	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Bureau Chief
C600	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Personnel
C601	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Administrative Services
C602	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Management Information Systems
C603	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Customer Relations
C604	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Training Office

C605	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Financial Services
C606	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Meter Shop
C607	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Administration/Finance, Services & Assessments
C608	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Operations Support Services
C609	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Operations Administration
C610	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Operations Water Regions
C611	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Operations, Wastewater Regions
C612	1/5/88	ANNE ARUNDEL COUNTY Department of Utilities, Operations, Technical Support
1154	1/6/88	DEPARTMENT OF HEALTH & MENTAL HYGIENE Division of Utilization & Eligibility Review
1155	1/5/88	DEPARTMENT OF HEALTH & MENTAL HYGIENE Division of Maternal & Child Health
1152	12/21/87	DEPARTMENT OF HEALTH & MENTAL HYGIENE Regional Institute for Children & Adolescents, Rockville

meet 1

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

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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.

HKM11488

MINUTES

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Basically a dead issue. We are keeping it on the agenda until we get the trees planted along the fence.
 - b. Plans for building a new National Archives in Maryland
Dr. Toll briefly discussed the situation. The best possible place to locate the National Archives is next to the Agricultural Library on U.S. 1. The Federal Government already owns the land, and it is convenient to the beltway, 95, etc. Ed is going to draft a letter to go to Don Wilson, Archivist of the United States and Steny Hoyer, U.S. Congressman. The letter will be passed on to Comp. Goldstein and Treasurer Maurer for their approval before sending out.

5. Bicentennial Office

a. report on the Maryland Federalist
Greg gave a report. The Federalist has completed her first tour since she was christened in Annapolis on June 13, 1987. She has already been to eight counties and attracting alot of attention. Have already asked Governor for additional funds to our budget for the Federalist and he approved. There will be ma meeting next week of the Federalist Foundation for a resolution to give the ship to the State. \$140,000 has been privately raised so far for the Federalist and has been exhausted. It is very unlikely that the private sector will be able to raise anymore substantial monies. That is why we asked the Governor for \$338,500 for a bsic tour in the next fiscal year. The money will be used for educational programs for the school children of the statein addition to the money needed to transport the ship around the state. Any additional monies funed by the private sector will be used for more educational matres and more stops planned for the Federalist.

b. plans for April 1988 (progress report)

6. Publications Completed, in Progress, and Proposed

a. Organizational Charts and Agency summaries for the Governor's Office (enclosure)

We decided to do the project when several agencies turned the request down. We are asking for review and input from all agencies when they receive their copy from us. Will be mailed next week.

b. Volume I of the Legislative History: David W. Jordan's Foundations of Representative Government in Maryland, 1632-1715, published by the Cambridge University Press with a subvention from the Archives Publication Fund

We partially sibsidized. There are going to be subsequent volumes. The next one by Allan Day and Ed is suppose to do the third one.

c. proposed publication of a guide to the exhibit of photographs the Archives is mounting in the House of Delegates Building this session

Nany Bramucci/Mame Warren curators here were responsible for the 24 panels and an intro panel on the historic photographs of Maryland. Each panel has five photographs and text primarily from Md New Guide to the Old Line State. Captions for the photographs were done my Mame Warren. Ed explained that this might be nice to do on a smaller scale to give as gifts to constituents and friends from the delegates. Approval to check into the possibility and cost by Comp Goldstein and seconded by Delegate Perkins.

7. Recent and Forthcoming Activities

a. Conserving the Flag Collection (progress report)
Mainly has been stopped in the winter, too delicate to handle.

Seventeen of the flags were moved over the past summer and are safely stored in the Archives. Photographs were taken. All will be stored here permanently, some on exhibit all the time in our library.

b. Conclusion of the Missouri Archives project
The past year or so I have spent consulting. The last meeting was last week. Hopefully we have saved them lots of money.

c. Visit of the Washington and New York Map Societies planned for April at which time there will be an exhibit of maps relating to the Chesapeake Bay in the first floor exhibit areas
The mapping of the Chesapeake Bay will be the next exhibit in our lobby.

d. State House Exhibits and Joint Session (progress report)

The exhibit cases for the State House (5) are about to be sent out for bid. The layout of the exhibit will be discussed at the meeting. The Joint Session commemorating Maryland's ratification of the Constitution will be in the evening of February 15. Dr. Stiverson is handling the details.

Design is already done. Five separate cases will be built in the Silver Room along the wall. They will be full length door cases. Discussion was mentioned by Comp. Goldstein about State Use Industries building the cases. They do not want to get involved in this type of thing anymore. The bid came in at \$1,600.00 for the cases.

e. Helping with the cover illustration of the FY89 Budget Books

In the course of helping Budget and Fiscal Planning find a cover illustration for the FY89 Budget books, the Secretary chose an etching by Don Swann originally used by Comptroller Goldstein on the cover of his book. Mr. Don Swann, Jr. graciously gave permission and offered the Archives copies of all the etchings we did not have of his father's work at a much reduced price. Shall we acquire what we can at that price for use as illustrations and as a reference collection?

8. New Building and Administrative Matters

a. Work remaining and unfinished corrective measures
There is work to be done and money left. DGS has everything on track and waiting for Spring weather to finish up some items. There have been no leaks in the roof lately. DGS is watching this very carefully.

b. Creation of a Friends group to be known as the Maryland Archives Foundation (tentative title)

c. need for minor technical changes to the Vital records bill passed last session
The staff here feels there is a need for some minor technical changes.

9. Budget Review:

a. status of budget request for FY1989 and anticipating future needs

Thanks to the budget committee. We basically got everything we asked for, but were cut back on health benefits. We will have to find in our own budget. It was \$2200 now it is \$1900, we will have to come up with \$300 a pay period extra.

b. a status report on the FY1988 budget

10. Other Business

Ed gave brief report on what the Bulldog is and gave everyone some copies to look over. Jerry Klasmeier wanted to thank everyone in the Archives who gave the tour and talk to the group from Dunbar High School, especially Rick Blondo. They enjoyed it so much, that they would like to come again.

11. Next Meeting

Because of the legal requirements of four meetings a year, the following tentative schedule is proposed for the remaining three meetings in 1988: early April, late June or early July, and sometime in October.

Next meeting sometime after the session is over. Shirley will get in touch with everyone's secretary to set up a date.

12. Adjournment

Judge Murphy adjourned the meeting at 3:12 p.m.

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Attendees
Hall of Records Commission Meeting
Thursday, January 14, 1988
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. John S. Toll, President, University of Maryland
- Vera P. Hall, Morgan State University, representing Dr. Earl S. Richardson, President, Morgan State University
- Dr. George H. Callcott, Professor of History, University of Maryland
- Jerome W. Klasmeier, Deputy Secretary, Department of General Services, representing The Honorable Earl F. Seboda, Secretary, Department of General Services
- Richard E. Israel, Assistant Attorney General
- 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