

HEM04218

HALL OF RECORDS COMMISSION  
Minutes of a Meeting Held in the  
Calvert Room, Maryland State House  
Thursday, April 21, 1988

1. The Meeting was called to order by the Chairman Robert C. Murphy, at 12:25 p.m.

In attendance were:

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

The Honorable Anne S. Perkins, Maryland House of Delegates

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

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

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

Also attending were:

J. Basil Wisner, Chief Deputy Comptroller, representing Louis L. Goldstein, Comptroller of the Treasury

Barbara Sarudy, Maryland Historical Society, representing Brian S. Topping, President, Maryland Historical Society

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 A. Bodziak, **Administrative Aide to Edward C. Papenfuse**

**2. Minutes of the Previous Meeting**

The minutes were approved unanimously on a motion by Secretary Seboda.

**3. Records Retention and Disposal Schedules**

Schedules adopted since the January 14 meeting were approved unanimously on a motion by Secretary Seboda.

**4. Old Business**

a. The hotel on Naval Athletic Association property adjoining the Hall of Records appears to be a dead issue. Secretary Seboda summarized what had occurred regarding the proposal to build the hotel. Now that the site has been given a Critical Areas designation, it will not be possible for the land to be developed.

Because of this, Dr. Papenfuse indicated that this item would be removed from future agendas.

b. Dr. Papenfuse reviewed developments regarding building a new National Archives building in Maryland. The National Archives is seriously considering a site on the University of Maryland Campus. The Hall of Records Commission should take its lead from Dr. Toll regarding further action in support of locating the facility on the University of Maryland Campus.

**5. Bicentennial Office**

a. Dr. Stiverson described the role played by the Maryland Federalist in activities commemorating Maryland's role in the creation and adoption of the U.S. Constitution. Dr. Papenfuse emphasized that the future of the ship, following the recreated trip to Mt. Vernon in June, will be in visiting schools around the state.

b. Dr. Stiverson described plans for the four-day commemoration of Maryland's ratification of the U.S.

Constitution, April 28-May 1. Events will include a Ratification Gala at the B&O Railroad Museum on April 28, an eighteenth-century ballad opera in Annapolis on April 29, a day-long eighteenth-century fair on April 30, and a recreation of the Grand Procession in Baltimore on May 1.

c. Dr. Papenfuse reported that the Federal Bicentennial Commission had awarded a grant to the Archives for \$38,457 to develop audio-visual learning kits for elementary and high school students. These kits will complement the elementary school Constitution unit and high school tabloid already produced by the Maryland Bicentennial Office.

#### 6. Publications Completed, In Progress, and Proposed

a. Dr. Papenfuse showed a copy of Dr. Elaine Breslaw's Minutes of the Tuesday Club, which was recently published with a subvention from the State Archives and the Maryland Historical Society.

b. Dr. Papenfuse described the current issue of the Maryland Historical Magazine, which includes many illustrations supplied by the Archives, as which he and Dr. Stiverson contributed. The Maryland Historical Society has requested that the State Archives support publication of this special Constitution issue by defraying half the costs of publication, or approximately \$3,600. The payment will be made next fiscal year, and the Archives will receive half of the press overrun to help defray part of the cost of the subvention. A motion to support the publication of this issue of the magazine was made by President Dyal and approved unanimously.

c. Dr. Papenfuse reported that the University of North Carolina Press has requested a \$5,000 subvention to support publication of the papers given at the Third Conference on Maryland History. The State Archives would receive royalties on all printings of the volume after the first, which will be limited to 1,500 copies. On a motion by Delegate Perkins, the Commission voted unanimously to approve the subvention.

d. Dr. Papenfuse reported that the State Archives had been asked to publish a book-length manuscript about the Anne Arundel County Free School. The manuscript is under revision and will be brought before the Commission at a future meeting.

Chairman Murphy asked about the schedule for the next edition of the Maryland Manual. Dr. Papenfuse explained that we were nearly out of the current press run, due to larger than anticipated demand for copies by the executive

department. The next edition will go to press after the presidential elections in November. We plan to do composition on the next edition in-house on a desktop publishing system, which will save both time and money.

## 7. Recent and Forthcoming Activities

a. Dr. Papenfuse described the ceremony planned by the State Archives on February 15 for the unveiling of the Maryland Ratification Stamp.

b. Dr. Papenfuse reported on the gift of \$2,000 by the Daughters of the American Revolution to pay for the museum-quality exhibit case for Maryland's unique copy of the United States Constitution. The gift was presented at a ceremony at the State Archives, with Comptroller Goldstein accepting the check on behalf of the Hall of Records Commission.

c. Dr. Papenfuse described the Constitution exhibits recently installed in the Silver Room in the State House. These exhibits represent the culmination of planning for exhibits in the State House, which began in 1975-76. The exhibits opened at a special preview reception on March 24, and opened to the public as part of Maryland Day ceremonies on March 25. Dr. Papenfuse will prepare a catalogue of the exhibit, which will be sent to all members of the Commission.

Dr. Papenfuse is currently mounting an exhibit of historic maps in the lobby and hallway of the State Archives building. He distributed a prototype catalogue of the exhibit, entitled "Where is Watkins Point," noting that it shows the kind of quality printing that can be done in-house on our desktop publishing system.

d. Dr. Papenfuse displayed the brass plaque that has been made explaining the photo mural in the Hall of Records search room. The plaque was originally proposed by former Commission Member, William S. James. Dr. Papenfuse suggested, and the Commission unanimously agreed, that the widow of the honoree, Mrs. William Snyder, and Senator James be invited to the next Hall of Records Commission meeting for the formal dedication of the plaque.

e. Dr. Papenfuse reported that six persons have been selected for the summer internship program for college students. The students come from Goucher, Amherst, Bryn Mawr, the University of Maryland, and the University of Delaware. Interns will work on several projects cataloguing archival material, answering research inquiries, and assisting in the public search room.



f. Dr. Papenfuse invited Mr. Israel to describe the research he has conducted at the request of Senator Yeager to determine whether a State Constitutional amendment was necessary to define Maryland's boundaries. Mr. Israel reported that he had found Dr. Papenfuse's book on historical maps very helpful, and that he had concluded that the courts had adequately determined Maryland's boundaries. Dr. Callcott asked for a copy of Mr. Israel's report. Dr. Papenfuse said that copies would be distributed to all members of the Commission.

g. Dr. Stiverson reported that negotiations with Don Swann, Jr., to acquire Maryland-related etchings were still under way. Mr. Swann is willing to sell the State Archives approximately 300 etchings of Maryland subjects at \$10 each, and to permit their reproduction in non-profit publications. He has agreed to handle royalties on any for-profit publications that wish to use etchings drawn from our collection. The purchase cannot be completed until FY 1989, but at this point in the negotiations, it appears that the Archives will acquire the Swann etchings on favorable terms.

h. Dr. Papenfuse reported that Chris Allan has arranged the acquisition of a complete run of the Capital (Annapolis) newspaper on microfilm. The Archives will make copies available to other repositories at \$5 per reel.

i. Dr. Papenfuse said that we have long needed a large truck for transferring records, and that renting such a vehicle is very expensive. Chris Allen has succeeded in securing such a vehicle from the State Police. It is a truck that was confiscated because it was carrying contraband goods. We should receive the truck before July 1.

j. Dr. Papenfuse reported that Ben Primer, the head of reference, has formed an advisory board that will meet periodically to give advice on research policies and planning for future reference services.

k. Dr. Papenfuse noted that 300-400 members of the National Association of Government Archives and Records Administrators (NAGARA) will be meeting in Annapolis this July. The Lieutenant Governor has agreed to address the group. Members of the Commission will receive invitations to the reception.

l. Dr. Papenfuse reported that the American Jewish Council is giving Treasurer Maurer their Louis Brandeis award this year. The State Archives was asked to suggest an appropriate graphic for the award, and we supplied them with

a copy of the 1794 Great Seal, designed by Charles Willson Peale, depicting Justice.

m. Finally, Dr. Papenfuse noted that another member of the Commission, Dr. Muller, had been honored as Marylander of the Year by the Baltimore Sun, the first time they had so honored an individual.

#### **8. New Building and Administrative Matters**

Dr. Papenfuse reported that the Department of General Services is continuing to work on a number of items that remain to be done on the building and grounds. He said that DGS has been most helpful in resolving these remaining problems. Secretary Seboda noted that the bid for landscaping along the Naval Academy fence will be opened today.

Dr. Papenfuse said that with the permission of the Commission he will include a list of remaining problems with the building in the minutes of the meeting, which was approved by the Commission.

#### **9. The Federalist Foundation as a Friends group for the State Archives**

Dr. Papenfuse said that he would like to defer discussion of this matter until a future meeting of the Commission. At the next meeting, he will have a report on the proceeds generated by the April 28 Ratification Gala, which will be underwritten by Merrill Lynch.

#### **10. Budget Review**

a. Dr. Papenfuse reported that the State Archives received no substantial cuts in its 1989 budget request. The Archives was given three new positions for the next fiscal year. The budget hearing in the House went very well. There was no hearing in the Senate, since they have adopted the practice of reviewing our agency only every other year. Dr. Papenfuse distributed an abstract of our Annual Report to the House committee, and was asked by the chairman if we could supply similar summary data, with organizational charts, for other agencies of state government. This information has been under preparation since last fall, and the summaries have been distributed to all state agencies for review and correction. The corrected summaries are due back to the Archives by April 15, at which time we will be able to provide a complete overview of state government that will include organizational charts, principal personnel with phone numbers, and an outline of functions for each state agency.

## 11. Status Report on FY1988 Budget

Dr. Papenfuse noted this was a very lean budget year. We have a budget shortfall, due to the librarian position transferred to us from the Department of Natural Resources. No money came along with the position. If we have a budget shortfall at the end of the fiscal year, it will be entirely due to the addition of that much-needed position. If all goes well, the costs of the exhibits in the State House will be paid for by the Ratification Gala on April 28. If not, we will have an additional shortfall in this budget category as well. We have been told by Governor Schaefer to go to the Board of Public Works if funds for the exhibits are necessary.

## 12. Plans for Next Budget

Dr. Papenfuse reported that we must have our preliminary list of budget increases and additions to the Department of Budget and Fiscal Planning by May 7. We need additional professional staff to meet the enormous increase in demand for services. In addition, three senior persons on the staff must be promoted to reflect their increased responsibility and seniority. Secretary Seboda explained that promotions of existing staff should be done through the Annual Salary Review or through action of the Board of Public Works, although the former route is preferable. Dr. Papenfuse responded that we will pursue the promotions through the ASR, but asked permission of the Commission to request four new professional positions and to renew a request of a library assistant not granted in last year's budget. Two of the new positions would be assigned to working on the Maryland Manual, which is now a full-time, year-round responsibility. The other two positions would assist in the public search room and with the greatly increased demand for servicing court records and vital records. Mr. Wisner explained that many courthouses around the state held off transferring records from their storage rooms until the new State Archives building was completed. Once the new building was completed, these local officials transferred as much as possible to us, including relatively current records that must be frequently pulled by our staff. Dr. Papenfuse explained that the great increase in reference services since the new building opened means that we must close during the lunch hour on Saturday, and we have no backup during the rest of the week in case professional staff are ill or on vacation. We must have additional staff if we are to continue to offer the public and other government agencies a satisfactory level of service.

On a motion by Delegate Perkins, the Commission voted

unanimously to encourage the State Archives to seek reclassifications and promotions for senior staff, to request four new positions in the FY1990 budget--two entry level positions and 2 senior level positions, and to renew the request for a library assistant approved last year by the Commission.

### 13. Other Business

a. Secretary Seboda asked for an update on the transfer of the state's historic flag collection to the State Archives. Dr. Papenfuse explained that a portion of the Confederate flags had been transferred last fall, following guidelines developed by the professional conservator hired to oversee the transfer. No flags could be transferred during the winter months, but the rest of the collection will be moved this spring and summer. Secretary Seboda suggested that once the entire collection has been safely moved to the Archives that a ceremony be held involving the VFW, War Memorial Commission, American Legion, and other patriotic and veterans groups that would be particularly interested in the flag collection.

b. Dr. Callcott asked what had happened to plans for exhibit space in the old Hall of Records building. Secretary Seboda explained that all of the available space in the old building had been converted to office and meeting space for executive department staff. He described the care with which the architectural integrity of the building had been preserved in the conversion of the building to office space. Exhibit space in the old building may be available at some point in the future, but at present exhibit space is not in the five-year plan.

### 14. Next Meeting

Shirley Bodziak will arrange the next meeting of the for a date in late June or early July.

### 15. Adjournment

The meeting of the Hall of Records Commission adjourned at 1:40 p.m. on a motion by Secretary Seboda, which passed unanimously.

Approved by the Hall of Records Commission - July 6, 1988

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The Honorable Robert C. Murphy, Chairman

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Dr. Edward C. Papenfuse, Secretary



# MARYLAND STATE ARCHIVES

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

**William Donald Schaefer**  
Governor

**Hall of Records Commission:**

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

Hon. Lucille Maurer  
Dr. John S. Toll

Hon. Julian L. Lapidus  
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 *EC*  
State Archivist and Secretary  
RE: Hall of Records Commission Meeting  
April 21, 1988

April 19, 1988

A luncheon meeting of the Hall of Records Commission will be held on Thursday, April 21, at 12:00 noon, in the Calvert Room of the State House. The minutes of the previous meeting, and an agenda are enclosed.

*Shirley  
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**Attendees**  
**Hall of Records Commission Meeting**  
**Thursday, April 21, 1988**  
**Calvert Room, State House**

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

J. Basil Wisner, Chief Deputy Comptroller, representing The  
Honorable Louis L. Goldstein, Comptroller of the Treasury

The Honorable Anne S. Perkins, Maryland House of Delegates

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

Barbara Sarudy, representing Brian B. Topping, President,  
Maryland Historical Society

Dr. Earl S. Richardson, President, Morgan State University

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

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

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

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



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Dr. John S. Toll

Hon. Julian L. Lapidus  
Dr. Steven Muller

Hon. Anne S. Perkins  
Brian E. Topping

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

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## AGENDA

Hall of Records Commission Meeting  
Calvert Room  
State House

Thursday, April 21, 1988

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1. Call to Order by the Chairman
2. Minutes of the Previous Meeting
3. Records Retention and Disposal Schedules  
Schedules approved since the January 14 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)
  - c. Federal Bicentennial Commission grant to the Archives for \$38,457 to develop audio/visual learning kits for elementary and high school students relating to the creation, adoption, and ratification of the U. S. Constitution
6. Publications Completed, in Progress, and Proposed
  - a. Minutes of the Tuesday Club
  - b. Maryland Historical Magazine, special issue on the Ratification of the Constitution (request for subsidy)

- c. proposed publication of the proceedings of the Third Conference on Maryland History (request for a subsidy from the University of North Carolina Press)
- d. other possible projects

7. Recent and Forthcoming Activities

- a. Joint Session honoring the Maryland Ratification Stamp (February 15, 1988)
- b. DAR gift of exhibit case for the Constitution (February 21, 1988)
- c. Exhibit openings at the State House and the Archives
- d. Plaque for the mural in the searchroom
- e. Internship Program for this Summer
- f. amending the State Constitution to include a description of the Boundaries of the State (Richard E. Israel)
- g. acquisition of the Swann etchings (Dr. Stiverson)

8. New Building and Administrative Matters

- a. Work remaining and unfinished corrective measures
- b. The Federalist Foundation as a Friends group for the State Archives

9. Budget Review:

- a. status of the FY 1989 budget
- b. a status report on the FY1988 budget and abstract of the Annual Report (enclosure)
- c. plans for the next 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 two meetings in 1988: late June or early July, and again in late September or early October.

12. Adjournment





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Dr. Steven Muller

Hon. Anne S. Perkins  
Brian B. Topping

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

## 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

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The Honorable Robert C. Murphy, Chairman

HRC 4/21/88  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (1/21/88)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
612-65	3/3/88	DEPARTMENT OF LICENSING & REGULATION Division of Labor & Industry, Boiler Unit
612-58	3/3/88	DEPARTMENT OF LICENSING & REGULATION Division of Labor & Industry, Personnel Unit
929A	3/28/88	DEPARTMENT OF HEALTH & MENTAL HYGIENE Medical Care Compliance Administration
C621	3/28/88	BALTIMORE COUNTY Central Services, Vehicle Operation & Maintenance
C622	3/28/88	BALTIMORE COUNTY States Attorney
C623	4/8/88	BALTIMORE COUNTY Fire Department
C614	1/27/88	PRINCE GEORGE'S COUNTY Police Department, Planning and Research Division
1157	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Administration
1158	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Legal Office
1159	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Business Administration
1160	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Business Administration



1161	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Planning & Engineering
1162	1/27/88	DEPARTMENT OF TRANSPORTATION State Aviation Administration, Airport Operations
C615	1/27/88	PRINCE GEORGE'S COUNTY Police Department, Records Center
768A	2/3/88	EXECUTIVE DEPARTMENT, Health Claims, Arbitration Office
C616	2/3/88	BALTIMORE COUNTY Office of Central Services, Safety & Accident Prevention
C617	2/3/88	PRINCE GEORGE'S COUNTY Department of Environment Resources, Construction Standards Division
C618	2/19/88	ANNE ARUNDEL COUNTY Police Department, Records Unit
C619	2/19/88	BALTIMORE COUNTY Office of Personnel, Employment
1163	2/19/88	DEPARTMENT OF TRANSPORTATION Mass Transit Administration, Police Force
C620	2/19/88	BALTIMORE COUNTY Office of Personnel, Records Management Division

4/7/88

Chris:

We need a plaque for the searchroom. It needs to be ready in June when we will have the ceremonies here at the next HRC meeting.

REQUEST FOR USE OF THE CALVERT ROOM  
(Room 121 State House)

BY: Edward C. Papenfuse

DATE & TIME FRAME: April 21, 1988 11:30 a.m. - 3:00 p.m.

ACTIVITY (Please be specific): Hall of Records Commission Mtg.

\*HOW MANY PEOPLE: 15  
\*Fire Code Limit (82)

I UNDERSTAND THE ROOM IS NOT TO BE REARRANGED IN ANY WAY.  
ALSO, I AGREE TO TAKE FULL RESPONSIBILITY FOR ANY  
DAMAGE TO THE ROOM AND ITS CONTENTS DURING THE TIME IT  
IS RESERVED BY OUR ORGANIZATION.

I UNDERSTAND THAT NO FOOD OR DRINK MAY BE SERVED.

SUBJECT TO CANCELLATION

Shirley Bodziah  
SIGNATURE

974-3867  
TELEPHONE NUMBER

APPROVED: \_\_\_\_\_  
Thomas V. Mike Miller, Jr.  
President of the Senate

DATE: \_\_\_\_\_

PLEASE RETURN TO: Office of the President  
107 State House  
Annapolis, Maryland 21401

CC: Cathy Scaggs - Services and Supply  
Lt. Potocki - Security - Buildings & Grounds

*Act off mem*

MEMO TO:           Legislative Accounting Office  
FROM:               Shirley Bodziak  
RE:                 Hall of Records Commission Meeting Attendance

June 27, 1988

Delegate Anne S. Perkins was in attendance at the Hall of Records Commission meeting on Thursday, April 21, 1988 in the Calvert Room of the State House. Senator Julian L. Lapidés was not in attendance. The meeting began at 12:00 noon and ended at 1:40 p.m.

Agenda.

AGENDA

Hall of Records Commission Meeting  
Calvert Room  
State House

Thursday, April 21, 1988

---

1. Call to Order by the Chairman  
The meeting was called to order by Judge Robert Murphy at  
12:27 p.m.

2. Minutes of the Previous Meeting  
Minutes of the previous meeting were approved second by  
Dyal.

3. Records Retention and Disposal Schedules

Schedules approved since the January 14 meeting (enclosure)  
Schedules approved by Earl Seboda, seconded by George  
Callcott

4. Old Business

- a. Hotel on Naval Academy land adjoining new Archives building?

Totally dead, remove from the minutes. Judge Murphy asked what happened? Earl Seboda responded that the County Council adopted a critical areas plan and that the area in topic was in a most protected area. The Mayor endores the plan. The only ones in favor was the Navy.



b. Plans for building a new National Archives in  
Maryland

The site at the University of Maryland is being pushed by Cong. STeny Hoyer, Ed is waiting to Dr. Toll to get back to him. Ed explained that he did not attend the meeting regarding this because he got the invitation the afternoon of the morning meeting.

5. Bicentennial Office

- a. report on the Maryland Federalist
- b. plans for April 1988 (progress report)
- c. Federal Bicentennial Commission grant to the Archives for \$38,457 to develop audio/visual learning kits for elementary and high school students relating to the creation, adoption, and ratification of the U. S. Constitution

6. Publications Completed, in Progress, and Proposed

- a. Minutes of the Tuesday Club  
\$3.000 Elaine Breslway we are buying at a discount to sell at the Archives. This is a very fine piece of work.

- b. Maryland Historical Magazine, special issue on the Ratification of the Constitution (request for subsidy)
- c. proposed publication of the proceedings of the Third Conference on Maryland History (request for a subsidy from the University of North Carolina Press)

d. other possible projects  
Defer to the next Hall of Records Meeting, do not have all the details. Its a study of the Anne Arundel County Free School

There are only 20 or so copies left over of the manual

We ordered 8100 copies. Next issue the composition will be done at the Archives using Ventura-DeskTop publishing it will speed up the process

7. Recent and Forthcoming Activities

a. Joint Session honoring the Maryland Ratification Stamp  
(February 15, 1988)

b. DAR gift of exhibit case for the Constitution  
(February 21, 1988)

The cost was \$2000, Chirs ALLan saved alot of moneu. It  
m]has met the Smithsonia standards. We are grateful to the  
DAR. Special thanks to Comptroller Goldstein who presdied  
over the ceremonies

c. Exhibit openings at the State House and the Archives

d. Plaque for the mural in the searchroom  
Next meeting we will have the dedciation of the p lauge.  
Treausrer James and Mrs. Snyder will be asked to the next  
meeting. Yes by acclemation, no dissents. It will be  
displayed on the Center piller just below the mural

e. Internship Program for this Summer  
Twelve were interviewed and six were selected. They will be working on cataloguing of archival documents, research projects, and mail inquiries

f. amending the State Constitution to include a  
description of the Boundaries of the State  
(Richard E. Israel)

We will distribute at the next meeting. Mr. Israel used the  
Hammond-Harowd atlas and Ed's book

g. acquisition of the Swann etchings (Dr. Stiverson)

8. New Building and Administrative Matters

a. Work remaining and unfinished corrective measures

b. The Federalist Foundation as a Friends group for the State Archives

Defer to the next meeting. recipient of gifts and donations.



9. Budget Review:

a. status of the FY 1989 budget  
No cuts, Three new positions. We had a very good budget hearing. All updates in complete analysis state governmentn by end of summer

b. a status report on the FY1988 budget and abstract of the Annual Report (enclosure)

c. plans for the next 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 two meetings in 1988: late June or early July, and again in late September or early October.

12. Adjournment

Jude Murphy adjourned teh meeting at 1:40 p.m.

RR42188

HRC 4/21/88  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (1/21/88)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
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768A	2/3/88	EXECUTIVE DEPARTMENT, Health Claims, Arbitration Office
C616	2/3/88	BALTIMORE COUNTY Office of Central Services, Safety & Accident Prevention
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C618	2/19/88	ANNE ARUNDEL COUNTY Police Department, Records Unit
C619	2/19/88	BALTIMORE COUNTY Office of Personnel, Employment
1163	2/19/88	DEPARTMENT OF TRANSPORTATION Mass Transit Administration, Police Force
C620	2/19/88	BALTIMORE COUNTY Office of Personnel, Records Management Division

4

TO: Hall of Records Commission

FROM: Edward C. Papenfuse  
State Archivist and Secretary

RE: Hall of Records Commission Meeting  
April 21, 1988

April 6, 1988

A luncheon meeting of the Hall of Records Commission will be held on Thursday, April 21, at 12:00 noon, in the Calvert Room of the State House. The minutes of the previous meeting, and an agenda will be mailed to you prior to the meeting.

att 2

Attendees  
Hall of Records Commission Meeting  
Thursday, April 21, 1988  
Calvert Room, State House

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

J. Basil Wisner, Chief Deputy Comptroller, representing The Honorable Louis L. Goldstein, Comptroller of the Treasury

The Honorable Anne S. Perkins, Maryland House of Delegates

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

Barbara Sarudy, representing Brian B. Topping, President, Maryland Historical Society

Dr. Earl S. Richardson, President, Morgan State University

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

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

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

HRA 04218

AGENDA

Hall of Records Commission Meeting  
Calvert Room  
State House

Thursday, April 21, 1988

---

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting
3. Records Retention and Disposal Schedules  
Schedules approved since the January 14 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)
  - c. Federal Bicentennial Commission grant to the Archives for \$38,457 to develop audio/visual learning kits for elementary and high school students relating to the creation, adoption, and ratification of the U. S. Constitution
6. Publications Completed, in Progress, and Proposed
  - a. Minutes of the Tuesday Club
  - b. Maryland Historical Magazine, special issue on the Ratification of the Constitution (request for subsidy)

- c. proposed publication of the proceedings of the Third Conference on Maryland History (request for a subsidy from the University of North Carolina Press)
  - d. other possible projects
7. Recent and Forthcoming Activities
- a. Joint Session honoring the Maryland Ratification Stamp (February 15, 1988)
  - b. DAR gift of exhibit case for the Constitution (February 21, 1988)
  - c. Exhibit openings at the State House and the Archives
  - d. Plaque for the mural in the searchroom
  - e. Internship Program for this Summer
  - f. amending the State Constitution to include a description of the Boundaries of the State (Richard E. Israel)
  - g. acquisition of the Swann etchings (Dr. Stiverson)
8. New Building and Administrative Matters
- a. Work remaining and unfinished corrective measures
  - b. The Federalist Foundation as a Friends group for the State Archives
9. Budget Review:
- a. status of the FY 1989 budget
  - b. a status report on the FY1988 budget and abstract of the Annual Report (enclosure)
  - c. plans for the next 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 two meetings in 1988: late June or early July, and again in late September or early October.
12. Adjournment



*HA Memo*

TO: Hall of Records Commission  
FROM: Edward C. Papenfuse  
State Archivist and Secretary  
RE: Hall of Records Commission Meeting  
April 21, 1988

April 19, 1988

A luncheon meeting of the Hall of Records Commission will be held on Thursday, April 21, at 12:00 noon, in the Calvert Room of the State House. The minutes of the previous meeting, and an agenda are enclosed.

RR 242188

HRC 4/21/88  
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED  
SINCE LAST HALL OF RECORDS COMMISSION MEETING (1/21/88)

DATE  
APPROVED

DEPARTMENT OR AGENCY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

- 3/3/88 District Court 1, Baltimore City
- 3/3/88 Anne Arundel County Circuit Court
- 3/24/88 Washington County Circuit Court
- 3/24/88 District Court 2, Wicomico County
- 3/24/88 Baltimore County Circuit Court
- 3/24/88 District Court 1, Baltimore City
- 3/24/88 District Court 5, Prince George's County
- 4/8/88 District Court 11, Washington County (3 proposals)
- 4/8/88 District Court 9, Harford County (8 proposals)
- 4/8/88 District Court 10, Carroll County (6 proposals)
- 4/8/88 District Court 3, Cecil County (5 proposals)
- 4/8/88 District Court 3, Talbot County (4 proposals)
- 4/8/88 District Court 3, Kent County
- 4/8/88 Prince George's County Circuit Court
- 1/27/88 District Court 2, Dorchester County
- 1/27/88 District Court 5, Prince George's County (2 proposals)
- 1/27/88 Prince George's County Circuit Court
- 2/3/88 District Court 3, Kent County (5 proposals)
- 2/3/88 District Court 7, Anne Arundel County (4 proposals)
- 2/3/88 District Court 12, Allegany County (9 proposals)
- 2/3/88 District Court 12, Garrett County (8 proposals)

2/3/88 Prince George's County Circuit Court  
2/19/88 District Court 11, Frederick County (6 proposals)  
2/19/88 Prince George's County Circuit Court (5 proposals)  
3/3/88 District Court 12, Allegany County  
3/3/88 District Court 5, Prince George's County  
3/3/88 District Court 11, Washington County

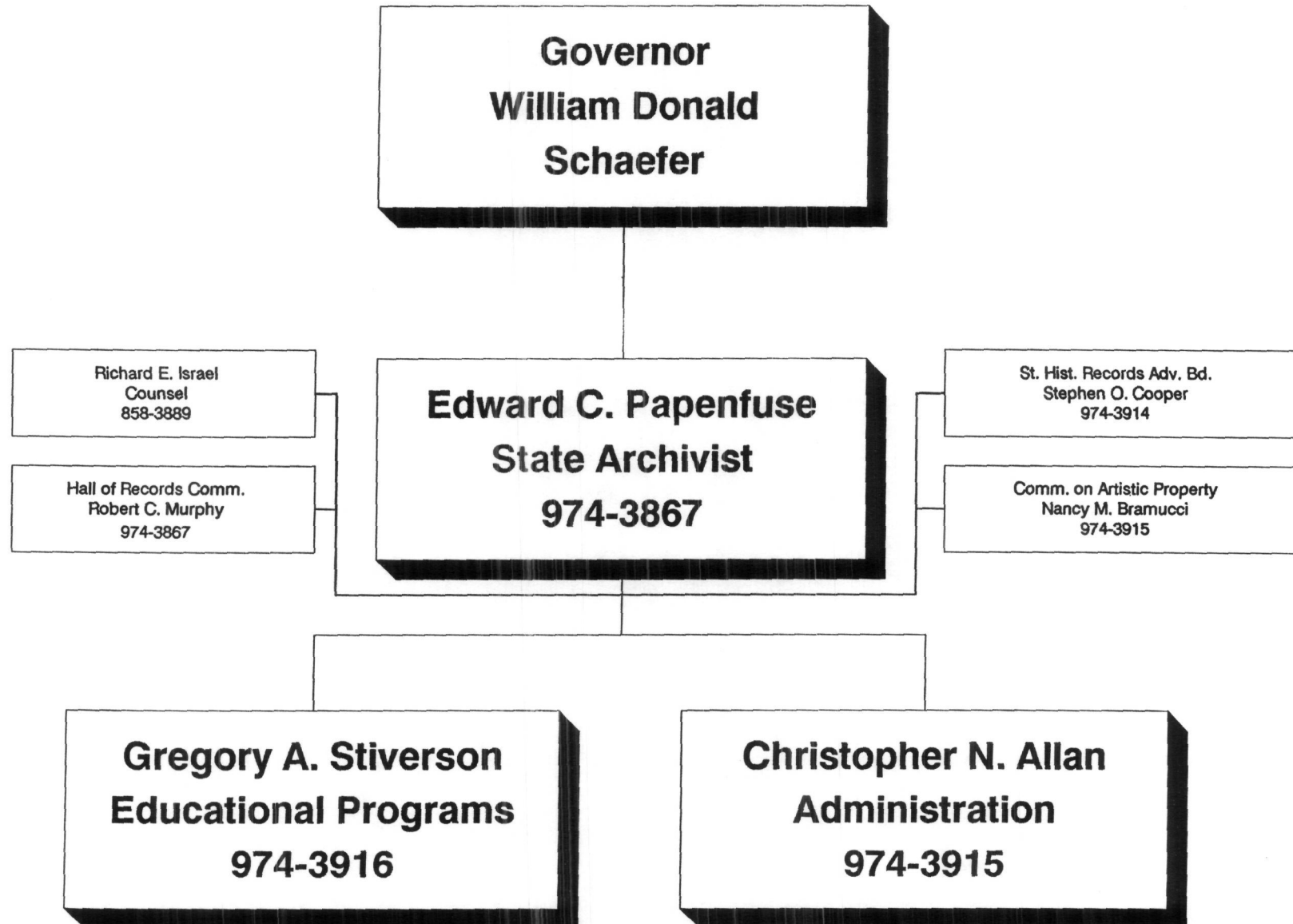
# MARYLAND STATE ARCHIVES



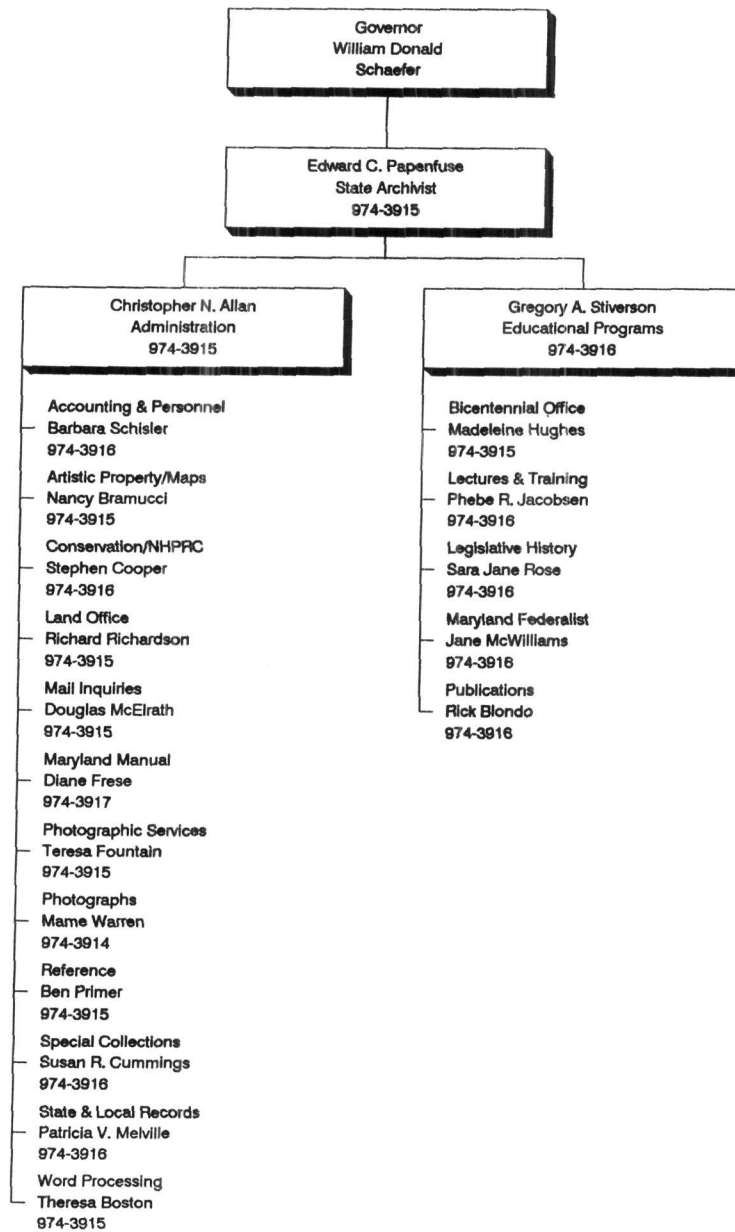
**Abstract of Annual Report**

**FY 1988**

# Maryland State Archives



# Maryland State Archives



**STATE ARCHIVES****23.01.10**

FY1988 Total Appropriation: .....\$1,305,466  
 General Funds: ..... 1,258,914  
 Special Funds: ..... 46,552

FY1988 Total Authorized Positions: ..... 34

Annual Report of State Archivist to Governor and General  
 Assembly on the Archives and Hall of Records Commission

**STATE ARCHIVIST**

**Dr. Edward C. Papenfuse, State Archivist and  
 Commissioner of Land Patents (appointed by  
 Governor after consultation with Hall of Records  
 Commission) .....974-3867**

**Dr. Gregory A. Stiverson, Assistant State Archivist  
 .....974-3864**

**Richard E. Israel, Counsel for State Archives and Land  
 Office .....858-3889**

**HALL OF RECORDS COMMISSION****Secretary:**

**Dr. Edward C. Papenfuse, State Archivist ..... 974-3867**

**Chairperson: Robert C. Murphy, Chief Judge, Court of Appeals**

Ex officio: Louis L. Goldstein, Comptroller of the Treasury;  
 Lucille Maurer, Treasurer of the State; Earl F. Seboda,  
 Secretary of General Services; Brian B. Topping, President,  
 Maryland Historical Society; Dr. Steven Muller, President, The  
 Johns Hopkins University; Dr. John S. Toll, President,  
 University of Maryland; Dr. William M. Dyal Jr., President, St.  
 John's College; Dr. Earl S. Richardson, President, Morgan  
 State University.

Appointed by Senate President: Julian L. Lapidés

Appointed by House Speaker: Anne Scarlett Perkins

**STATE HISTORICAL RECORDS ADVISORY BOARD**

**Deputy Coordinator: Stephen O. Cooper .....974-3914**

**Chairperson: Dr. Edward C. Papenfuse, State Archivist, State  
 Historical Records Coordinator**

Appointed by Governor: Jack P. Greene, 1987; Julie Jeffrey,  
 1987; Roland C. McConnell, 1987; P. William Filby, 1988; John  
 Frye, 1988; Adele Newburger, 1988.

**ADMINISTRATION**

**Christopher N. Allan, Administrator .....974-3867**

**ACCOUNTING & PERSONNEL**

Barbara Schisler ..... 974-3916

**COMMISSION ON ARTISTIC PROPERTY ..... 23.01.10.02**

FY1988 appropriation: ..... \$61,707

Nancy M. Bramucci, Curator ..... 974-3915

Chairperson: Oden Bowie

Appointed by State Archivist with Governor's approval:  
 Nancy Brennan; William Voss Elder III; Sara Barker Hanan;  
 Dorothy McIlvain Scott.

Ex officio: Winfield M. Kelly, Jr., Secretary of State; Pringle  
 Symonds, President, Historic Annapolis, Inc.; Dr. Kenneth  
 N. Weaver, Director, Maryland Geological Survey

**CONSERVATION**

Stephen O. Cooper, Director ..... 974-3916

**LAND OFFICE**

Richard H. Richardson, Deputy Commissioner of  
 Land Patents ..... 974-3916

**LIBRARY**

Douglas P. McElrath ..... 974-3915

## MAIL INQUIRIES

Richard H. Richardson .....974-3915

## MARYLAND MANUAL

Diane P. Frese, Editor.....974-3916

## PHOTOGRAPHIC COLLECTIONS

Mame Warren, Curator.....974-3914

## PHOTOGRAPHIC SERVICES

Teresa Fountain, Director.....974-3915

## REFERENCE SERVICES

Benjamin M. Primer, Director.....974-3915

## SPECIAL COLLECTIONS

Susan R. Cummings, Registrar.....974-3916

## STATE &amp; LOCAL RECORDS

Patricia V. Melville, Director.....974-3916

**EDUCATIONAL PROGRAMS****Dr. Gregory A. Stiverson, Assistant State Archivist..... 974-3864**

## LECTURES &amp; TRAINING

Phebe R. Jacobsen, Director .....974-3916

## LEGISLATIVE HISTORY

Sara Jane Rose, Senior Researcher.....974-3916

## MARYLAND FEDERALIST

Jane McWilliams, Coordinator.....974-3916

MARYLAND OFFICE FOR THE BICENTENNIAL OF THE U.S.  
CONSTITUTION

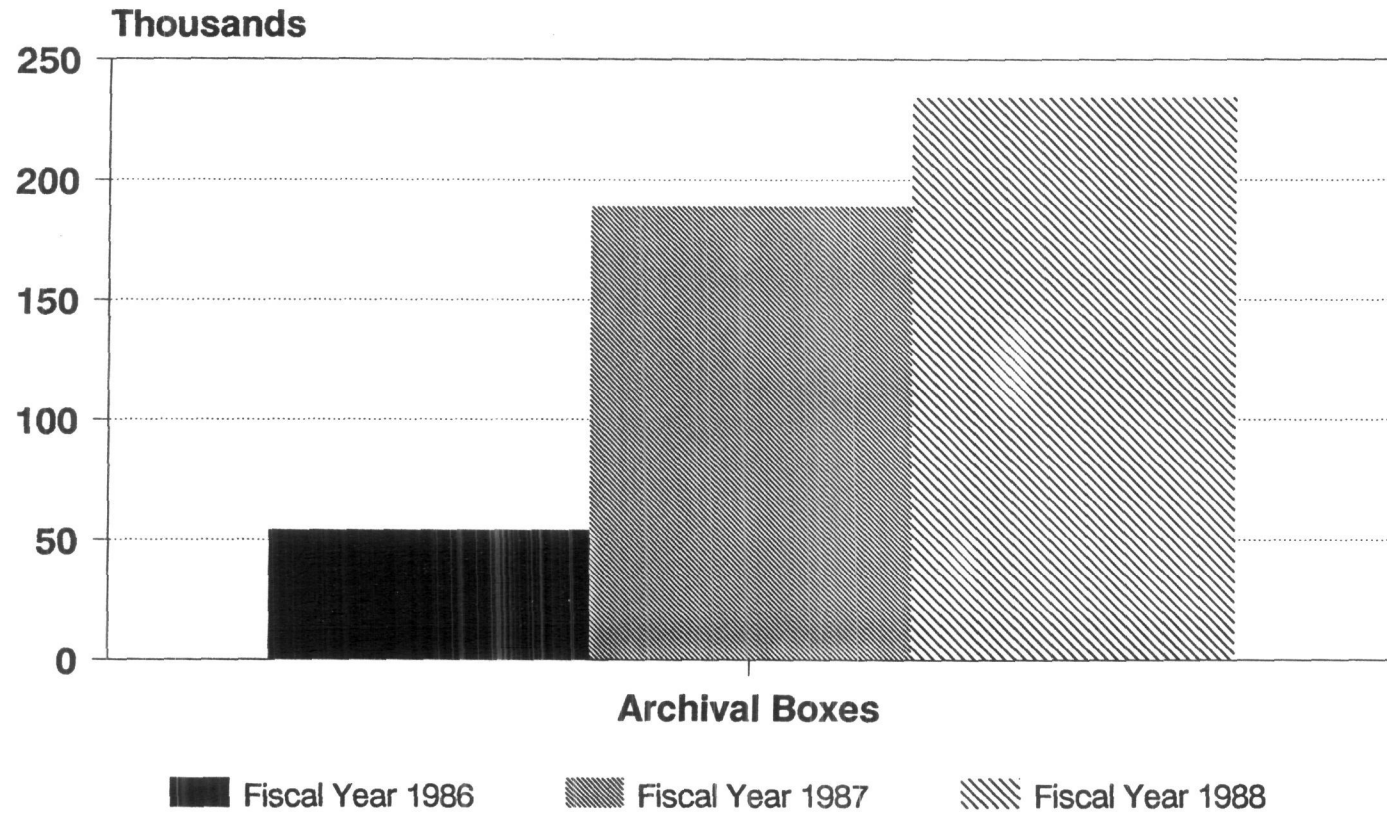
Dr. Gregory A. Stiverson, Director .....974-3864

## PUBLICATIONS

Rick Blondo, Director .....974-3916

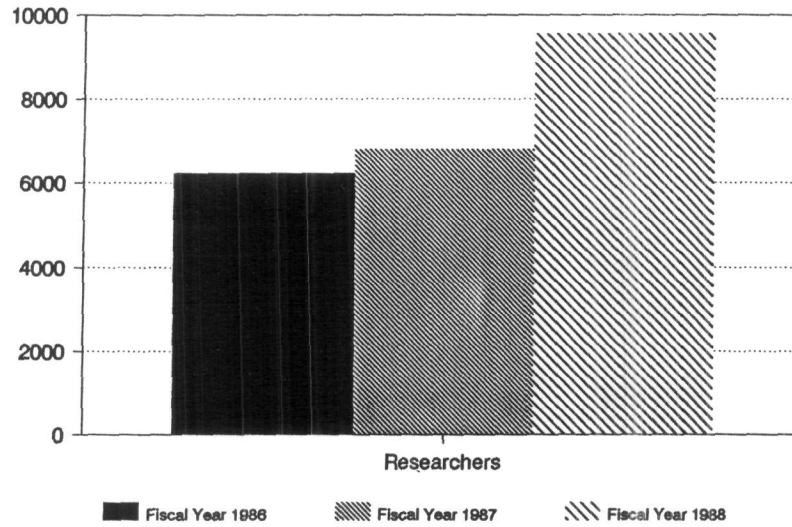


# MARYLAND STATE ARCHIVES Collections



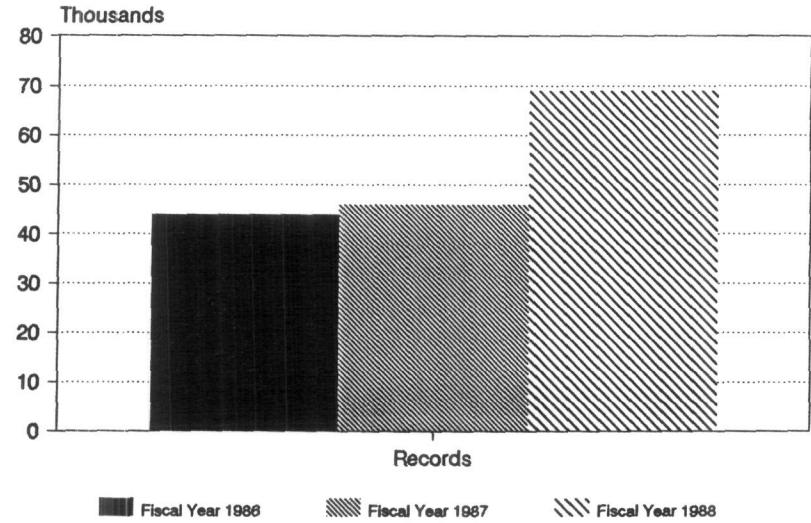
2/5/1988

### SEARCHROOM USE



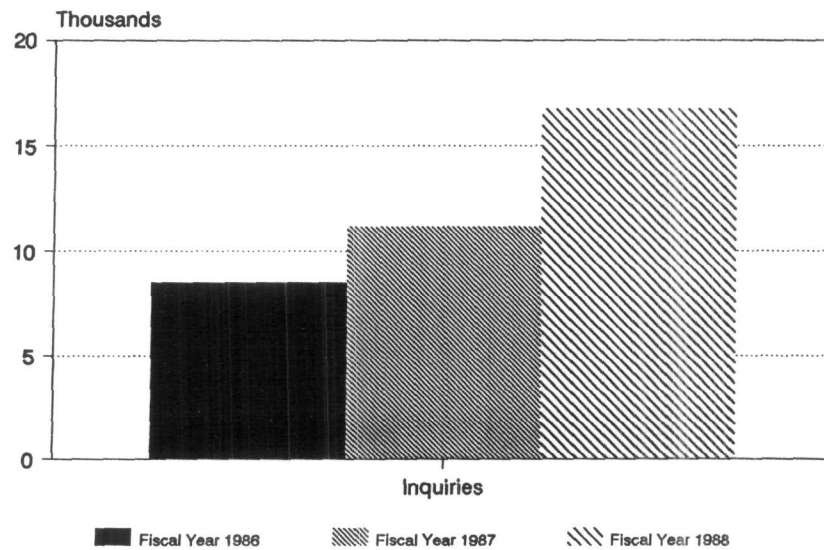
2/5/1988

### RECORDS CIRCULATED



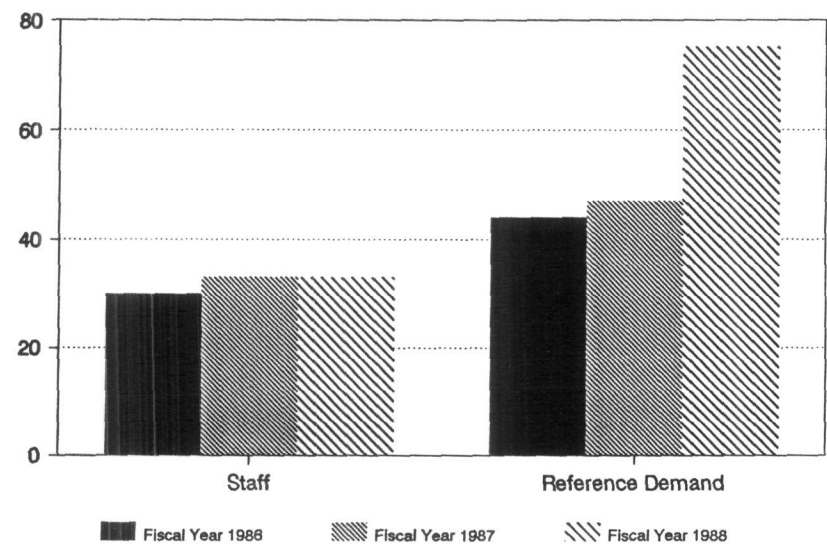
2/5/1988

### TELEPHONE AND MAIL REFERENCE



2/5/1988

### STAFFING AND REFERENCE DEMAND



2/5/1988

## **LEGAL MANDATES:**

The legal mandates of the State Archives are found in State Government Article, secs. 2-1513(b), 3-404(b), 7-213(a), 9-1001 through 9-1027, 10-604 through 10-608, 10-631 through 10-634, 10-637 through 10-642, 10-701, 10-702 of the Annotated Code of Maryland as amended to date. This Article creates the State Archives as an independent unit of State government within the Office of the Governor and generally provides for the acquisition, management, custody, and control of State archives and artistic property; compilation, editing, and distribution of the Maryland Manual; the Hall of Records Commission; and the Commission on Artistic Property.

The Maryland Commission on Artistic Property was created in 1969 and incorporated into the Maryland State Archives by Chapter 286, Acts of 1984. It consists of eight persons, five of whom are appointed by the State Archivist with the approval of the Governor. The Commission is charged with keeping an accurate inventory of valuable paintings and other decorative arts in all State buildings in the Annapolis area and with developing guidelines for temporary and permanent exhibits in the public areas of those buildings. The Commission is empowered, with the approval of the Governor and State Archivist, to receive and accept gifts and loans of paintings and other decorative arts. With the approval of the Governor, the Commission may accept gifts of money from any source, public or private, and thereafter administer and expend the funds according to the conditions and terms of the gift. The State Archivist, with the approval of the Governor, appoints one of the members to serve as Chairperson. All members serve at the pleasure of the State Archivist (State Government Article, secs. 9-606(b)(3), 9-703, 9-709(d), 9-1016 through 9-1023).

Additional legal mandates of the State Archives are found in Courts and Judicial Proceedings Article, sec. 2-206; Education Article, secs. 23-2A-01 through 23-2A-03; Estates and Trusts Article, sec. 2-208(g); Health-General Article, sec. 4-222; Natural Resources Article, sec. 9-402(b); Real Property Article, secs. 3-108(c)(2), 3-303 through 3-304; Maryland District Rules, Rule 1299(a)-(d); Art. 16A, sec. 6A(b); Art. 23A, sec. 17C; Art. 25, sec. 32A; Art. 25A, sec. 3B(3), 7(b); Art. 25B, sec. 7(b)(3), 12(b); Art. 33, sec. 2-13, 3-14(b) and (c), 8-3, 26-14; Art. 40, sec. 61(f); Art. 41, secs. 181E(m), 408A(c); Art. 81, sec. 37, of the Annotated Code of Maryland as amended to date.

Under the provisions of Real Property Article, secs. 13-101 through 13-105, 13-201 through 13-205, 13-301 through 13-313, 13-401 through 13-413, 13-501 through 13-504, the State Archivist, with the title of Commissioner of Land Patents, carries out the functions of the Commissioner of the Land Office.

## **OBJECTIVES:**

The main objectives of the State Archives are to identify, preserve, describe, and make accessible to the government and the public records deemed to have a permanent historical, educational, or administrative value; to describe the functions, personnel, and other aspects of Maryland State government in the Maryland Manual, and, in general, to encourage the study of Maryland history and government.

The State archival program entails the appraisal, collection, and servicing of governmental, institutional, and private records in a properly regulated and secure environment; and the performance of certain specific duties mandated by the State Legislature. These goal-related tasks of the Archives are:

1. Locating and evaluating records of permanent value, providing for their transfer, security, cleaning, arranging, and proper care. If it is not feasible to transfer the original records to the State Archives, microform copies (negatives) are made for security purposes, which the archives catalogues and makes accessible through interlibrary loan of circulation duplicates.

2. Making records available for use through the employment of skilled professional staff who:

a. Review and evaluate records retention and disposal schedules prior to final approval by the Hall of Records Commission to determine how much archival material the State can and ought to save;

b. Develop, implement, and monitor archival standards for the recordation of plats and the production of microfilm copies of permanent records;

c. Prepare guides, catalogues, calendars, lists, and indexes to the records, including guides to an extensive collection of security copies of records on microform;

d. Conserve, repair, restore, and in some cases bind records to prolong their life and to enable researchers, whenever possible, to use original sources;

e. Assist researchers, either at the State Archives, by mail, or if necessary by telephone;

f. Furnish copies of records at a reasonable fee through the use of photographic and microform equipment; and

g. Furnish at cost, or however dictated by law, microfilm and photostat services to the General Assembly and to agencies of the executive and judicial branches of State government.

3. Maintain a library consisting of works of general reference, Maryland history, Maryland art and architectural history, and volumes relating to archival administration and records management.

4. Compile, edit, publish, and distribute the Maryland Manual, the organizational manual of the Maryland State and local government.

5. Collect and catalogue the current and past publications and reports of all State agencies.

6. Collect and catalogue county and municipal codes and act as a legally mandated depository for municipal charters and annexation resolutions.

7. Act as the central depository and register for State deeds and related records.

8. Stimulate interest in Maryland history; articulate the need to preserve Maryland's priceless record heritage through a nationally acclaimed internship program, periodic conferences on Maryland history, numerous publications, such as the Archives of Maryland, the popular "Bicentennial Bulletin," Maryland. A New Guide to the Old Line State, The Proceedings of the First and Second Conferences on Maryland History, and A Biographical Dictionary of the Maryland Legislature; undertake special tasks, such as the preparation and publication of studies in Maryland history and the supervision of archival research and indexing projects, the funding for which in whole or in part may come from other the general fund appropriations to the State Archives.

9. Carry out the provisions of the Real Property Article as it concerns the issuing of Land Patents. Although only small quantities of land defined as "vacant" under the law exist in Maryland, considerable staff time is spent each year in processing applications for land alleged to be vacant.

10. Maintain a continuing inventory of valuable paintings and other decorative arts in all State buildings and premises in the Annapolis area, as well as provide proper care, restoration as needed, and adequate display of these materials within the Annapolis area and on loan to other institutions.

11. Maintain proper insurance on loans of paintings, decorative arts, and documents loaned to the State for exhibit or reference.

12. Provide staff and direction for the Maryland Office for the Bicentennial of the U.S. Constitution, which is to encourage and coordinate Maryland's programs for commemorating the Constitution bicentennial.

13. Maintain a continuing program of preserving and photographing valuable original maps and visual images of Maryland from public and private collections as well as making reference copies available to the public.

14. Maintain and prepare permanent and temporary exhibits of historical materials for the old Hall of Records building on St. John's College campus (as intended by the revisions to the State Government Article 9-1018 in 1986), and for other buildings in the Annapolis complex.

## **PROGRAM PERFORMANCE:**

The main performance requirements of the State Archives are to identify, preserve, describe, and make accessible to the government and the public those records deemed to have a permanent historical, legal, educational, or administrative value; to describe the functions, personnel, and other aspects of Maryland State Government in the Maryland Manual, to preserve and display State-owned artwork in the Annapolis complex, and, in general, to encourage the study of Maryland history and government. A Special Resolution of the 1985 General Assembly established the Maryland Office for the Bicentennial of the U.S. Constitution. In 1987 the State Archives was given additional responsibility for providing access to vital records.

MEMO TO: Legislative Accounting Office  
FROM: Shirley Bodziak  
RE: Hall of Records Commission Meeting Attendance

June 27, 1988

Delegate Anne S. Perkins was in attendance at the Hall of Records Commission meeting on Thursday, April 21, 1988 in the Calvert Room of the State House. Senator Julian L. Lapidés was not in attendance. The meeting began at 12:00 noon and ended at 1:40 p.m.

mailed  
4/20/88  
a.m. Courier

**REQUEST FOR USE OF THE CALVERT ROOM**  
(Room 121 State House)

BY: Edward C. Papenfuse

DATE & TIME FRAME: April 21, 1988 11:30 a.m. - 3:00 p.m.

ACTIVITY (Please be specific): Hall of Records Commission Mtg.

\*HOW MANY PEOPLE: 15  
\*Fire Code Limit (82)

I UNDERSTAND THE ROOM IS NOT TO BE REARRANGED IN ANY WAY.  
ALSO, I AGREE TO TAKE FULL RESPONSIBILITY FOR ANY  
DAMAGE TO THE ROOM AND ITS CONTENTS DURING THE TIME IT  
IS RESERVED BY OUR ORGANIZATION.

I UNDERSTAND THAT NO FOOD OR DRINK MAY BE SERVED.

SUBJECT TO CANCELLATION

Shirley Bodziah  
SIGNATURE

974-3867  
TELEPHONE NUMBER

APPROVED: \_\_\_\_\_  
Thomas V. Mike Miller, Jr.  
President of the Senate

DATE: \_\_\_\_\_

PLEASE RETURN TO: Office of the President  
107 State House  
Annapolis, Maryland 21401

CC: Cathy Scaggs - Services and Supply  
Lt. Potocki - Security - Buildings & Grounds



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# BICENTENNIAL BULLETIN

Number 2 March, 1988

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Published by the Maryland Office for the Bicentennial of the Constitution of the United States  
Maryland State Archives • 350 Rowe Boulevard • Annapolis, MD 21401

## Maryland Set to Celebrate Bicentennial of her Ratification of Constitution

**M**aryland is getting set for a gala weekend marking the 200th anniversary of the State's ratification of the U.S. Constitution. Plans are underway for four days of celebrations, beginning with a grand ball on Ratification Day, April 28.

Maryland was the seventh, and pivotal, state to ratify the Constitution. When Maryland's turn came to consider the new document, the ratification movement was losing momentum. Maryland's affirmative vote by a large majority turned the tide and the final two states quickly ratified.

The Ratification Day Ball, sponsored by Merrill Lynch, will take place in the magnificent B & O Railroad Museum in Baltimore, beginning at 6:30 p.m. with cocktails and an elegant seated dinner. Dress for the evening will be black tie and the host will be Governor William Donald Schaefer.

On Friday, April 29, an 18th century ballad opera, "The Poor Soldier" will be performed at 8:00 p.m. in the Great Hall of St. John's College. Produced by The OPERA Project of Alexandria, Virginia, the show will feature David Hildebrand, of David & Ginger, in the lead.

A huge 18th Century Fair on the grounds of St. John's College will be the highlight of Saturday. This will feature authentic 18th century arts, crafts, games, music and costumes and will be much larger than the similar fair held in September 1986 to commemorate the bicentennial of the Annapolis Convention. The organizers are carefully screening participants to ensure that all displays and exhibits are of high quality and accurately



*The "Maryland Federalist" under sail.*

ately reflect the 18th century.

A highlight of the Fair will be the replica of the Liberty Bell which will come from Philadelphia as part of the week-end celebrations. This bell, made from the original sweeps, was rung by President Gerald Ford during the Bicentennial of 1976 and again by Chief Justice Warren Burger as part of the bicentennial of the writing of the Constitution.

During the Fair, in the Great Hall of St. John's College, there will also be an exhibit of a beautiful set of Constitutional era flags and a copy of the Constitution which fairgoers can sign to affirm their support of our government.

The set of nine flags, valued at \$9,500, was a gift from C & P Telephone Company of Maryland. They cover the period from 1776, beginning with the "Grand Union" flag which George Washington personally raised as his men advanced on Boston, to the

*Continued on Page 4, Col. 1*

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### "Maryland Federalist" to Recreate Journey from Baltimore to Mt. Vernon

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The "Maryland Federalist" will recreate the journey that Captain Joshua Barney made in 1788 from Baltimore to Mt. Vernon. She will set sail from Baltimore's Inner Harbor on Friday, May 27 and arrive at Mt. Vernon for welcoming ceremonies on Thursday, June 9, exactly 200 years after Captain Joshua Barney arrived there to present her to George Washington as a gift from the citizens of Maryland.

The 15-ft., ship-rigged vessel is an exact-sized replica of the original "Federalist" built by the businessmen of Baltimore in 1788 to celebrate Maryland's ratification of the Constitution. The "Federalist" was the centerpiece of a gala parade held in Baltimore on May 1. One month later,

### SCHEDULE

"Maryland Federalist" tour  
from Baltimore to Mt. Vernon

- May 27:** Leave Baltimore Inner Harbor
- May 29:** Annapolis City Dock
- May 31 & June 1:** Solomon's Island
- June 3 & 4:** St. Mary's City
- June 6:** Port Tobacco, Pope's Creek Area
- June 9:** Mt. Vernon

she set sail, with Captain Joshua Barney at the helm, down the Chesapeake Bay and up the Potomac River to Mt. Vernon. Six weeks after

*Continued on Page 4, Col. 1*



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## Huzzas, Toasts and Salutes

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### Mark Maryland's Ratification

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Marylanders celebrated the ratification of the Constitution with festive dinners, parades and gatherings around the state. It is known from contemporary accounts that an important part of the celebrations were the many toasts offered.

In Annapolis, the local paper reported that on April 28 "...the Ratification of the Federal Government, that solemn, and happy Event accordingly took place at Three o'Clock in the Afternoon." After this important business was done, "...the Members, preceded by the Honourable the President of that Body, in consequence of an Invitation from the Citizens of Annapolis, retired to Mr. Mann's Tavern, where an elegant Entertainment was provided...". Nearly 200 people were there and after dinner 13 toasts, with a discharge of 13 cannons to each, were given:

1. The United States and Congress
2. Louis the XVI, King of France and the friendly powers of Europe
3. The State of Maryland and the present Convention
4. The late Federal Convention
5. General Washington
6. Marquis La Fayette
7. To the memory of the brave officers and soldiers who fell defending America during the late war
8. May agriculture, manufactures and commerce flourish in the United States
9. Success to useful learning and the arts and sciences
10. The late American Army and Navy
11. The Count Rochambeau, and the French Army and Navy which served in America
12. May our public councils ever be actuated by wisdom and patriotism
13. May all the states of America join heartily in adopting and making effectual the proposed Federal Government.

The paper reports that when the fifth toast was given a portrait of Washington was suddenly unveiled and that it was a most emotional and moving moment.

There are contemporary accounts of at least two other festive occasions held around the State to celebrate the ratification. One of these, in Baltimore, describes the parade from Federal Hill, in which some 3,000 citizens of Baltimore took part. Here, too, there were 13 toasts, some similar to the Annapolis toasts and some quite different, including: the majesty of the people; the seven states, which have adopted the Federal Constitution; a speedy ratification by the remaining six, without amendments; the virtuous sixty-three of the Maryland Convention; the worthy minority of Massachusetts; may the American flag be respected in every quarter of the globe; and a continuance of unanimity among the inhabitants of Baltimore.

The managers of the town of Cambridge invited the delegates from Dorchester County to the Convention to a dinner on the commons and, again, huzzas and 13 toasts were given. These were much like those of Baltimore and Annapolis except for two: to the farmers, mechanics and all virtuous citizens of America and to a faithful and punctual compliance with all public and private contracts. ■



Annapolitans prepare for the gala 18th century fair to be held on April 30.



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### Ratification Honored in Special Maryland Stamp

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For the first time since 1934, Maryland has been honored in a U.S. postage stamp. The stamp, one of a series marking the ratification of the Constitution by the 13 original states, features a skipjack with the Annapolis skyline as a backdrop. The stamp was formally released on February 15 at a special joint session of the Maryland General Assembly addressed by Governor William Donald Schaefer.

Annapolis artist Stephen Hustvedt submitted the design to the Post Office, when he thought they might be considering a stamp honoring skipjacks. Some two years later, he was contacted about designing the ratification stamp.

The skipjack on the stamp is the "Clarence Crockett", Maryland Skipjack 48, which was built in 1906 and, since 1908, has been documented as a Maryland working boat. She is 45 ft. long, is based in Cambridge Creek and is still working.

The date on the stamp, April 28, 1788 is the day Maryland ratified the Constitution. The series of 13 stamps honoring the 13 original states is being issued in order of the states' dates of ratification. This makes the Maryland stamp the seventh in the series. It will be on sale at Post Offices throughout Maryland until the supply is exhausted. ■



*The Evening News, Monday, September 17, 1787*

## Events of September 17, 1787 Can Now be Seen on Newscast Tape

The momentous events of September 17, 1787 have been brought to life on a tape of a "newscast" of events of that day. The top story of the day is, of course, the signing of the Constitution in Philadelphia.

Called "Time Machine: 1787", the program is a 1988-style newscast set in 1787 with reporters in period costumes. The show is based on historical records but the reports are in the style of today's electronic media.

While the signing of the Constitution and citizens' reaction to it is the lead story, the newscast quickly moves on to other stories of the day, including Indian raids, problems with Barbary pirates and the new stage line between Baltimore and Annapolis. It also has segments on sports and weather as well as a theatre review. And, in keeping with its authenticity as a "modern" newscast, it is interrupted by commercials for products of the period.

The half-hour news show is one of the centerpieces of Catonsville Community College's bicentennial celebrations, and was produced by their Teleproduction Center in Baltimore.

The newscast can be seen regularly on cable channel CTV 20 in Baltimore County. It can also be seen on cable channel 50 in Carroll County;

for times, call Ruth Kifer at Carroll Community College at 876-3880.

Those wishing to borrow a VHS copy of the tape should contact Dr. Gregory Stiverson, Director of the Maryland Office for the Bicentennial of the U.S. Constitution of the Maryland State Archives, on (301) 974-3916. ■



*Mrs. David S. Hawkins, State Regent, Maryland Society of the DAR (second from left) and Mrs. Raymond Franklin Fleck, President General of the National Society, DAR, present a check for \$2,000 to Dr. Edward C. Papenfuss, State Archivist (left) and State Comptroller Louis L. Goldstein for the exhibit case in the foreground.*

## Maryland and the Constitution to be State House Exhibit

A new permanent exhibit in the Maryland Silver Room of the State House will trace the history of the U.S. Constitution and Maryland's very important role in it.

"Toward a More Perfect Union" is the title of the exhibit which covers the period of 1776-1791. The centerpiece is Maryland's original vellum copy of the Constitution, the only one still owned by a state. It has the original signatures of all 63 delegates to Maryland's Constitutional Convention who signed the document on April 28, 1788.

The exhibits will be titled: "When in the Course of Human Events"; "In Order to Form a More Perfect Union"; "We the Delegates . . . Having Fully Considered"; "The Joy of the People Was Extreme"; and "Extending the Ground of Public Confidence."

The exhibit will be opened on Maryland Day, March 25. Also in the State House during the celebrations marking the 200th anniversary of Maryland's ratification of the Constitution will be the "Maryland Federalist", under the dome for a month beginning on March 25. ■

## Bicentennial *Cont. from Page 1)*

Ft. McHenry flag, the "Star-Spangled Banner" of 1814.

The four days of celebrations will be capped on Sunday, May 1 with a huge Ratification Parade through the streets of Baltimore. This will take place exactly 200 years after 3,000 of the 12,000 citizens of Baltimore joined in a gala parade. This parade will also be a "We the People" event and the public will again be welcome to join in.

Following the parade, there will be a picnic on Federal Hill. During the afternoon, the "Maryland Federalist" will be launched in Baltimore harbor.

### "Maryland Federalist"

*(Cont. from Page 1)*

she was given to General Washington, she sank in a hurricane.

The journey of the "Maryland Federalist" will take her from Baltimore to Mt. Vernon with several stops along the way so that the public, and especially school children, will have the opportunity to see her and learn about Maryland's historic role in the ratification process.

Communities along the way where she will be appearing are being encouraged to meet her arrival with a welcoming fleet. Volunteers are still needed for almost every aspect of the voyage and anyone interested in taking part should call Jane McWilliams on (301) 974-3916, or Ken Rose on (301) 263-0260. ■

### Maryland State Archives

350 Rowe Boulevard  
Annapolis, MD 21401

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# Maryland's Ratification of the Constitution

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## Celebration Weekend,

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### April 28-May 1, 1988

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#### Thursday, April 28

Ratification Day, the 200th anniversary of Maryland's ratification of the Constitution.

Maryland's Ratification Ball  
B & O Railroad Museum,  
Baltimore, 6:30 p.m.-  
Midnight  
Host: Governor William  
Donald Schaefer  
Sponsored by Merrill Lynch  
Tickets: \$75 per person

#### Friday, April 29

Performance of 18th century ballad opera, "The Poor Soldier"  
St. John's College, Great Hall,  
8:00 p.m.  
Produced by The OPERA  
Project of Alexandria,  
Virginia  
Lead singer: David Hildebrand  
Tickets: \$16 adult;  
\$11 student

#### Saturday, April 30

18th Century Fair  
St. John's College, 10:00 a.m.-  
6:00 p.m.  
Arts, crafts, games, music and  
costumes of the 18th  
century.

Exhibit: Constitutional era  
flags, replica of Liberty Bell.  
St. John's College, Great  
Hall, 11:00 a.m.-5:00 p.m.

#### Sunday, May 1

**2:00 p.m.:** Ratification Parade in Baltimore, recreating the original ratification parade held exactly 200 years ago. This will be a true "We the People" parade in which the public will be invited to join in, as it did in 1788 when 3,000 of the 12,000 residents of Baltimore took part.

**2:00 p.m.-5:00 p.m.:** Informal picnic on Federal Hill, the same site where the citizens of Baltimore celebrated 200 years ago. There will also be a launching of the "Maryland Federalist". In 1788, the original "Federalist" was sailed by Captain Joshua Barney to Mt. Vernon where it was presented to George Washington as a gift from the people of Maryland.

Note: Tickets, where needed, are available from the Maryland Office for the Bicentennial of the U.S. Constitution.



# Archives Considers Centralizing Records in Md.

## *U-Md., Suitland Sites Under Study for Facility to House Documents Now Scattered in Area*

By Rochelle Riley  
Washington Post Staff Writer

The National Archives and Records Administration is considering a proposal to transfer two-thirds of its historical collection to a new research and archives center to be built in Prince George's County, allowing it to house in one location records that are now stored across the Washington area.

The U.S. Constitution, the Declaration of Independence and several exhibits would remain in the current National Archives Building on Constitution Avenue, which drew 1.1 million visitors last year. But the bulk of the records and documents sought by more than 50,000 researchers last year would move to the new center.

The leading site for the proposed 1.7 million-square-foot center is a 37-acre plot on the University of Maryland campus at College Park, said archives spokeswoman Jill Brett. But archives officials also are considering a tract of federal land near the Washington National Records Center in Suitland, where the archives administration rents storage space.

Half of the 1,200 archives employees in this area would be transferred to the new site.

University officials will propose to a Board of Regents finance committee Friday that the school donate the land just north of its golf course for the center.

"This project would be particularly helpful to our students in history, government and politics," said university President John S. Toll. University officials said such a facility could lead to joint activities between the school and the archivists, including national and international conferences and exchange programs for faculty and staff members.

The familiar National Archives building in the District, part of a record-keeping system that has 11 smaller archives branches and 14 records centers across the country, has been running out of space since the 1960s. Some of its records—including the 44 million-page Nixon presidential papers—are stored in a warehouse in Alexandria. Other records are stored at the federal center in Suitland and still more are in a warehouse in Capitol Heights.

The archives administration has been forced to reduce the amount of records processed each year because of space problems. As records arrive, they are stored without being catalogued and are unavailable to visitors, Brett said.

The facility is expected to cost \$90 million to \$200 million, said John Berry, legislative assistant to Rep. Steny H. Hoyer (D-Md.), a member of a House appropriations subcommittee that included \$6 million in the continuing budget resolution for planning.

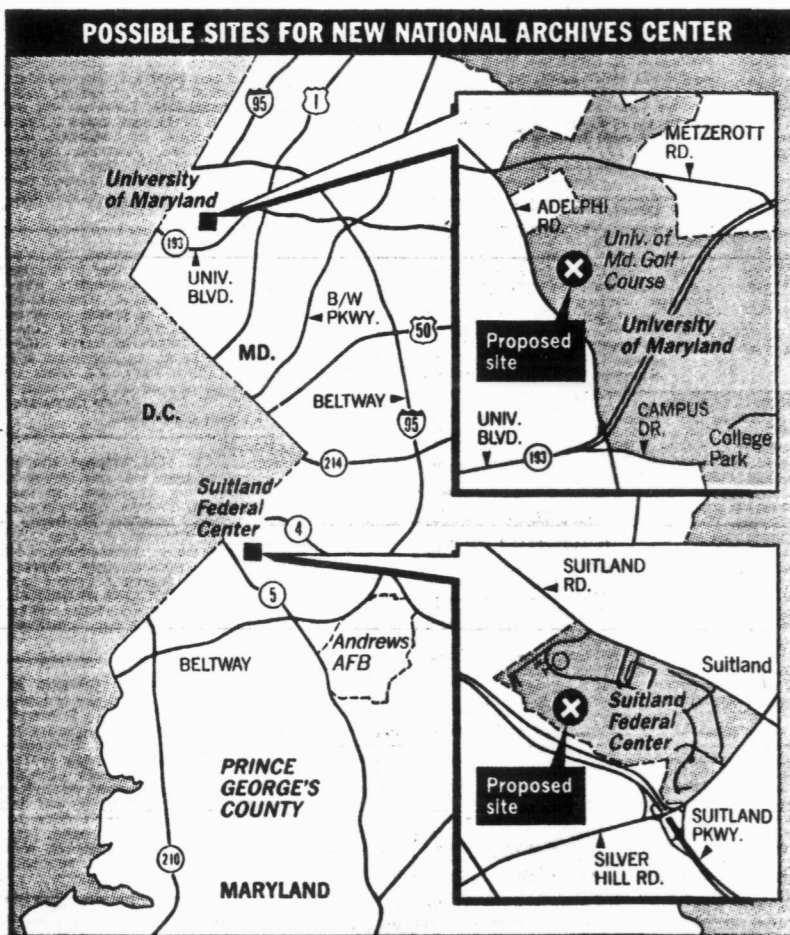
Archives planners favor placing the records at the university because it would create a relationship with faculty members and students.

"I'd say it is consistent with the university's general tradition and strategy of a close partnership with federal agencies and businesses," Toll said.

The National Archives houses all federal records since 1774, including records of the Continental Congresses, and transcripts of oral arguments before the Supreme Court through 1985.

Among the records to be moved to the new center would be 5.5 million still photographs, 1.5 million maps and charts, and 91 million feet of motion picture film. The additional space also would allow the Archives to build state-of-the-art labs to process materials.

Archives officials already have chosen an architectural firm and hope to finish initial planning by the end of the month. The center may be open by 1994, officials said.



BY LARRY FOGEL—THE WASHINGTON POST