

Agenda

Hall of Records Commission Meeting
Evergreen House
4545 North Charles Street, Baltimore
Tuesday, November 19, 1985
12 noon

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting (enclosure)
3. Records Retention and Disposal Schedules (enclosure)
4. Old Business
 - a. Use of the Old Building
 - b. Creation of Friends of the Archives
Secretary suggests that the Kentucky model (enclosed) be followed for Maryland and that steps are taken by the Secretary to establish a similar structure for Maryland to be in place prior to the formal opening of the new building.
5. Moss scholarship fund (enclosure)
6. Publications Completed, in Progress, and Proposed
 - a. publication of Louis Goldstein's Maryland with private funds from the Maryland Heritage Committee
 - b. status of other publications including next issue of the Newsletter/Annual Report and proposed Bicentennial exhibit and catalogue
7. Recent and Forthcoming Activities
 - a. Visits of the archivists of Norway, Sweden, and New Zealand to the Hall of Records; luncheon with the Deputy Archivist of China

- b. Diane Frese in Brazil, continuing our exchange with the National Archives of Brazil. Her visit is completely paid for by the Partners of the Americas, a non-profit, goodwill organization in part funded by USIA. Dr. Papenfuse has been invited to give a paper on our card index/digital camera project at a meeting in Rio next April
- c. Acquisition of a John Shaw document box for exhibit in the new Archives building and the State House with private funds given by Paramount pictures
- d. Maryland Time Exposures exhibit now in Towson, to come to the State House in January with a reception to be given by the Legislature on January 14.

8. New Building Progress Report

- a. Slides of building and tentative schedule for the move

As Secretary Seboda pointed out two meetings ago, the new Archives building is scheduled to be finished by the General Contractor before the end of Fiscal Year 1986. At present, however, it does not look as if the shelving contractor will have the shelving installed much before early May. When the budget for FY 86 was submitted, the best DGS estimates for when we would move were for sometime early in Fiscal Year 1987. As a result the FY 86 budget does not contain sufficient appropriated funds to cover more than the move of records which we were planning in FY 86. Unless there should be a dramatic acceleration of progress on the shelving, the best tentative schedule for the move is to begin with records as soon as we can (ca. May) with the move of the support services (Conservation Lab, Photo Lab) shortly thereafter. The latter are major equipment moves which are covered by the existing capital budget. The last records to be moved will be those most heavily used. They will be moved about the same time as the Searchroom desks (around July 1), as will the offices and remaining personnel. If all goes well, we should close to the public on July 1, reopening

approximately three weeks later. Given the distances some people come to work in our searchroom, we will begin advertising that we will be closed the first three weeks in July for the move in our next Newsletter and in any letters we send out after December 1. Our proposed Fiscal Year 87 budget contains sufficient funds for the move, but not for furnishings such as chairs for the searchroom. Funds for such items were included in the over-the-MARC request.

b. Security and Telecommunications

State Planning approved an environmental monitoring system and a DGS recommended security system out of existing capital funds. It was decided that telephones had to be purchased out of operating funds and an over-the-MARC request was submitted to Budget and Fiscal Planning accordingly, for FY 87. To date we have had no word on these or any of the other over-the-MARC requests.

c. Furnishings and Equipment

State Planning approved most of our requests that furnishings and equipment be taken out of the existing capital appropriation. The items they would not approve (\$41,000 of mostly moveable items such as book carts, chairs, microfilm readers, etc.-see below, 9 a.) were included in the over-the-MARC request for FY 87.

d. Dedication Ceremonies

In accord with a resolve of the Commission at the last meeting, the formal dedication of the new building will take place in September 1986, when an exhibit and conference is planned to honor the 200th Anniversary of the Annapolis Convention. As part of the ceremonies, a time capsule will be placed in the lobby wall and protected by a granite or bronze plaque bearing a quote from Governor Seymour (Governor 1703-1709) about the importance of preserving historical records. The plaque will also pay tribute to the contribution Governor Hughes has made to fulfilling Governor Seymour's advice through his strong advocacy of our new building.

Suggested text:

"Secure the Laws and records of your Country,
for the Advantage and quiet of future
Generations."

--Governor John Seymour, December 5, 1704

Time Capsule/ dedicated September --, 1986 to
Harry Roe Hughes, Governor of Maryland,
1979-1987/ in appreciation of his efforts to
further public awareness of Maryland's rich
history, and to preserve for the benefit of
future generations a priceless record heritage
through construction of this Archives./

[in smaller letters at the base: donated to
the citizens of Maryland by the Maryland
Heritage Committee, Lt. General Orwin
C. Talbott, Chairman. To be opened Maryland
Day 2029.]

9. FY 87 Budget

- a. Over-the-MARC requests for 1987 (enclosure)
Still pending.
- b. ASR recommendations
Proposed upgrade of Conservation Laboratory
Technicians (unique to the Archives) and
request that Photographers and Services
Specialists be considered for any State-wide
classification upgrades are still pending.

10. Other Business

11. Next Meeting

12. Adjournment

Minutes

HALL OF RECORDS COMMISSION MEETING

Evergreen House
4545 North Charles Street, Baltimore

19 November 1985

A luncheon meeting of the Hall of Records Commission was held at Evergreen House on November 19, 1985.

The meeting was called to order by Chairman Robert C. Murphy at 1:25 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 William S. James, Treasurer of the State of Maryland

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

Dr. Steven Muller, President, The Johns Hopkins University

Dr. Edwin J. Delattre, President, St. John's College

The Honorable Julian L. Lapidus, Maryland Senate

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

Also Present were:

Ellery B. Woodworth, Johns Hopkins University

James B. Rowland, Executive Assistant to the Governor

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

Shirley Bodziak, secretary to Dr. Papenfuse

Minutes of the Last Meeting

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

Records Retention and Disposal Schedules

Schedules signed by the Archivist since the last Commission meeting were unanimously approved as submitted.

Old Business

Use of the Old Building

Secretary Seboda reported on the work of his committee regarding the use of the present Hall of Records building. The committee, consisting of Secretary of State Lorraine Sheehan, Secretary of State Planning, Constance Lieder, James B. Rowland, Executive Assistant to the Governor, Dr. Papenfuse, and Secretary Seboda as Chairman, has unanimously recommended that the Secretary of State be provided office space in the building and that certain areas, including the lobby, some stack space, and the searchroom, be assigned to the Commission on Artistic Property as public spaces for exhibits.

Creation of Friends of the Archives

Dr. Papenfuse proposed that the Kentucky model for establishing a Friends group be followed for Maryland, and that steps are taken by the Archivist to establish such a tax exempt organization by the time of the formal opening of the new building. Dr. Papenfuse emphasized that the purpose of the Friends would be to establish a volunteer program at the Archives and to raise money for three very specific goals: augmenting the library, indexing records, and expanding the document conservation program to benefit not only the Archives, but also other non-profit historical institutions concerned with the care and preservation of historical records. On a motion of Treasurer James, the Commission unanimously approved the proposal.

Moss Scholarship Fund

Dr. Papenfuse reported on the gift to the Archives of an endowment fund for scholarships in conservation established in memory of a former member of the conservation staff. The initial contribution of \$1,000 is to be used for internships in conservation and it is hope that it will be augmented by additional contributions in the future. The Commission requested Dr. Papenfuse to express its sincere appreciation to Mr. and Mrs. Frederick R. Dowsett for their contribution.

Publications Completed, in Progress, and proposed

Louis Goldstein's Maryland

Dr. Papenfuse presented the Commission with copies of Comptroller Goldstein's new book, indicating that it had been published with private funds from the Maryland Heritage Committee. The Commission expressed its congratulations to the Comptroller and unanimously adopted resolutions of appreciation to Carlton "B" Hyack for designing the book and to Dr. Stiverson for editing and supervising its publication.

Other Publications

Dr. Papenfuse reported on the next issue of the Newsletter which will be combined with the Annual Report for 1985. Because of preparations for the move publication has been delayed until March or April. He then proposed that the Commission approve proceeding with plans for catalogues to accompany the Flag and Bicentennial exhibits in the new Archives. Secretary Seboda noted that General Hodges, the Adjutant General, as well as a number of Veterans groups, would be interested in seeing the Flag exhibit done well. Dr. Papenfuse indicated that the catalogue for the Flag exhibit would include photographs of all the flags, but space and preservation considerations would not permit all the flags to be on display at one time. He also noted that it was particularly important that the first temporary exhibit in the lobby of the new building and in the areas set aside for exhibits in the old building be devoted to the Annapolis Convention and Maryland's role in creating, ratifying, and amending the U. S. Constitution. Funds for both exhibits in the new building were provided in the existing capital budget as far as design and installation of the cases was concerned and a request for proposals from exhibit designers similar to what was done for the State House exhibits would be sent out shortly after the first of the year. The Commission unanimously approved the plan for exhibits and catalogues as presented by Dr. Papenfuse.

Recent and Forthcoming Activities

Visitors and Exchange Programs

Dr. Papenfuse reported on the visits of the archivists of Norway, Sweden, and New Zealand to the Hall of Records and their tours of the new building. He also mentioned a luncheon with the Deputy Archivist of China at which the Deputy Archivist mentioned how favorably impressed the Vice Premier of China had been with the archival program in Maryland when he had visited Annapolis in 1978 as provincial governor of Maryland's 'sister state.'

Diane Frese, Archivist IV and associate editor of the Maryland Manual, was in Brazil, continuing an exchange program begun two years ago. To date, two Brazilians have come to Maryland, and it is hoped that president of the Brazilian Society of Archivists will be here sometime this year. Dr. Papenfuse has been invited to give a paper at a Conference in Rio in April and, depending on whether or not the work on the new building would permit, hopes to attend. All expenses are paid for by a non-profit organization called Partners of the Americas. On motion of Comptroller Goldstein, the Commission approved Dr. Papenfuse's trip to Rio for the Conference as an official representative of the Archives.

John Shaw Document Case

With private funds donated for exhibits in the State House, the Archives has recently acquired a document box made by John Shaw about 1785. In the 1780s Shaw supplied document boxes to the House and Senate for reception of draft bills and other important papers. It is hoped that the box will be on permanent display in the Archives Rooms of the State House, once it has been restored and a proper display case has been built. In the meantime, it will be first displayed in the new Archives Building as a part of the Bicentennial Exhibit planned for this fall.

Maryland Time Exposures exhibit

Dr. Papenfuse reported on the traveling exhibit of historical photographs which was now in Towson at the public library and noted the favorable publicity the exhibit had received to date, including a full-page story in the Saturday Sun, November 2, 1985. The exhibit is scheduled to move to the State House in January, with a reception, sponsored by the Legislature, to be held on Ratification Day, Tuesday, January 14. The exhibit will remain in the State House until after the session, after which it will be permanently

installed in the conference room of the new Archives building. Dr. Papenfuse noted that the exhibit had provided ample evidence of the importance of preserving historical photographs at the Archives. He commended Mame Warren, the acting curator of photography, for her work, and expressed the hope that her temporary position would be made permanent at the next session of the General Assembly in line with the recommendations made by the Commission at its last meeting.

Bicentennial Projects

In the absence of Dr. Stiverson, who was ill, Dr. Papenfuse reported on the work of the Bicentennial Office and in particular, the proposal to build a replica of the Maryland Federalist. On the motion of Comptroller Goldstein, the Commission unanimously approved the proposal and wished Dr. Stiverson a speedy recovery.

New Building Progress Report

Slide Program and Tentative Schedule for Moving

Dr. Papenfuse presented slides of the progress on the new building to date and discussed what yet remained to be done. As Secretary Seboda pointed out two meetings ago, the new Archives building is scheduled to be finished by the General Contractor before the end of Fiscal Year 1986. At present, however, it does not look as if the shelving contractor will have the shelving installed much before early May. When the budget for FY 86 was submitted, the best DGS estimates for when we would move were for sometime early in Fiscal Year 1987. As a result the FY 86 budget does not contain sufficient appropriated funds to cover more than the move of records which had been planned for FY 86. Unless there should be an unanticipated acceleration of shelving installation, the best tentative schedule for the move is to begin with records as soon as we can (ca. May) with administrative and support services (Conservation Lab, Photo Lab) occurring about the same time. The latter include major equipment moves which are covered by the existing capital budget. Billing for any other moving related expenses that are not covered by the capital budget can either come in FY 87, or as a FY 86 deficit expenditure to be paid from FY 87 appropriated funds. The last records to be moved will be those most heavily used. They will be moved about the same time as the Searchroom operation (around July 1), as will any remaining offices and personnel. If all goes well, we should close to the public on July 1, reopening approximately three weeks later. Given the distances some people come to work in our searchroom, we will begin advertising immediately in appropriate newsletters and in correspondence, that we will be closed for the move for the first three weeks in July.

Our proposed Fiscal Year 87 budget contains sufficient funds for the move, but not for furnishings such as chairs for the searchroom. Funds for these items were included in the over-the-MARC request.

Security and Telecommunications

At the recommendation of the Commission, Dr. Papenfuse met with the appropriate officials in State Planning, Budget and Fiscal Planning, and the Department of General Services with regard to security, telecommunications, and equipment for the new building. State Planning approved an environmental monitoring system and a DGS recommended security system out of existing capital funds. It was decided that telephones had to be purchased out of operating funds and an over-the-MARC request was submitted to Budget and Fiscal Planning accordingly, for FY 87. As of the meeting, there had been no word on these or any of the other over-the-MARC requests.

Furnishings and Equipment

State Planning approved most of the requests that furnishings and equipment be taken out of the existing capital appropriation. The items not approved (\$41,000 of mostly moveable items such as book carts, chairs, microfilm readers, etc.) were included in the over-the-MARC request for FY 87.

Dedication Ceremonies

In accord with a resolve of the Commission at the last meeting, the formal dedication of the new building will take place in September 1986, when an exhibit and conference is planned to honor the 200th Anniversary of the Annapolis Convention. As part of the ceremonies, a time capsule will be placed in the lobby wall and protected by a granite or bronze plaque bearing a quote from Governor Seymour (Governor 1703-1709) about the importance of preserving historical records. Dr. Papenfuse recommended that the plaque also pay tribute to the contribution Governor Hughes has made to fulfilling Governor Seymour's advice through his strong support of the new building, and suggested the following text:

"Secure the Laws and records of your Country, for the Advantage and quiet of future Generations."

--Governor John Seymour, December 5, 1704

Time Capsule/ dedicated September 11, 1986 to
Harry Roe Hughes, Governor of Maryland, 1979-1987/
in appreciation of his efforts to further public
awareness of Maryland's rich history, and to preserve

for the benefit of future generations a priceless record heritage through construction of this Archives./
[in smaller letters at the base: donated to the citizens of Maryland by the Maryland Heritage Committee, Lt. General Orwin C. Talbott, Chairman. To be opened Maryland Day 2029.]

On the motion of Comptroller Goldstein, the proposal for the ceremonies on September 11, 1986, and the language of the plaque was unanimously approved by the Commission.

FY 1987 Budget Request

Over-the-MARC requests for 1987

Dr. Papenfuse referred to the copy of the letter to Secretary Stettler that had been sent out with the agenda, noting that it was in line with the budget proposals discussed at the last meeting. On the motion of Dr. Muller, the requests as outlined in the letter were unanimously approved by the Commission and incorporated into the minutes.

ASR recommendations

The Commission noted its approval of the proposed upgrade of Conservation Laboratory Technicians (unique to the Archives) and the request that Photographers and Services Specialists be considered for any State-wide. Dr. Papenfuse noted that he had not yet had a response to the requests.

Other Business

Dr. Papenfuse called the Commission's attention to an article in the New York Times concerning the Massachusetts archives which opened to the public on the 18th. According to the article, the Massachusetts archives has only a slightly larger building than Maryland (102,000 square feet as opposed to ca. 98,000 square feet) which cost \$19 million, apparently not including furnishings. As it now stands, it does not look as if the total cost of the new Maryland Archives, including shelving and furnishings, will cost much more than half that amount.

Next Meeting

The next meeting of the Commission will be held in the Calvert Room of the State House following the State of the State Address which is scheduled for 12 noon on January 15, 1986.

Adjournment

The Commission expressed its appreciation to Dr. Muller for the excellent lunch and for providing such a delightful setting for the meeting and, having no further business, adjourned at 2:16 p.m.

Approved January 15, 1986
The Honorable Robert C. Murphy,
Chairman

Attendees
Hall of Records Commission Meeting
Tuesday, November 19, 1985

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

The Honorable Louis J. Goldstein, Comptroller of the Treasury

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

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

Dr. Steven Muller, President, Johns Hopkins University

Dr. Edwin J. Delattre, President, St. John's College

The Honorable Julian L. Lapidés, Maryland Senate

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

~~X~~ Brian B. Topping, President, Maryland Historical Society

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

James B. Rowland, Executive Assistant to the Governor

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

~~X~~ Gregory A. Stiverson, Assistant State Archivist

Shirley Bodziak, Secretary to Edward C. Papenfuse

MEMO: To the Hall of Records Commission

FROM: Edward C. Papenfuse
State Archivist and Secretary

RE: Commission Meeting, (Tuesday, November 19, 1985,
Evergreen House, 4545 North Charles Street,
following luncheon at 12:00 noon).

DATE: November 13, 1985

There will be a luncheon meeting of the Hall of Records Commission in Baltimore at Evergreen House, 4545 North Charles Street, on Tuesday, November 19, 1985, beginning at 12 noon. Enclosed are directions, an agenda with attachments, and the minutes of the previous meeting.

ECP/lb