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Attendees
Hall of Records Commission Meeting
Thursday, April 10, 1986

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

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

The Honorable Julian L. Lapidés, Maryland Senate

The Honorable Anne S. Perkins, Maryland House of Delegates

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

Brian B. Topping, President, Maryland Historical Society

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

George H. Calcott, History Professor, University of Maryland

James B. Rowland, Executive Assistant to the Governor

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

Gregory A. Stiverson, Assistant State Archivist

Shirley Bodziak, Secretary to Edward C. Papenfuse

Letterhr

TO: Hall of Records Commission
FROM: Edward C. Papenfuse
State Archivist and Secretary
RE: Next Commission Meeting
DATE: April 3, 1986

There will be a luncheon meeting of the Hall of Records Commission in the Conference Room of the Court of Appeals Building, on Thursday, April 10, 1986 at 12:00 noon. Enclosed is an agenda, minutes of the previous meeting and a copy of the play A More Perfect Union.

ECP/sb

Agenda

Hall of Records Commission Meeting
Conference Room, Court of Appeals Building
Annapolis
Thursday, April 10, 1986
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. Governor Nicholson Plaque
 - b. Hotel on Naval Academy land adjoining new Archives building?
5. Bicentennial Office
 - a. proposed commemorative medal (enclosure)
 - b. progress report on plans for September
 - c. preparation of exhibit plans and slide lecture on the Annapolis Convention
6. Publications Completed, in Progress, and Proposed
 - a. preparations for the next edition of the Maryland Manual
 - b. progress report on card index conversion project
 - c. report on royalties from Johns Hopkins University Press

7. Recent and Forthcoming Activities

- a. Brookings Conference on the Administration of Justice and the National Conference of Chief Justices (enclosure)
- b. Maryland Day activities

8. New Building Progress Report

- a. Shelving installation
- b. Security System-Board of Public Works approval
- c. Finishing touches
- d. New equipment-FY 86 and FY 87
- e. Preparations for the move-progress report
- f. Time capsule and building plaque-plans for September 11 ceremonies

9. FY 87 Budget-status report

10. Other Business

11. Next Meeting

12. Adjournment

10. Other Business

a. Internship program

On a motion by Treasurer James, the Commission approved giving preference to students taking courses in Archives and Archival management for this year only because the major emphasis of the program this summer will be the move to the new building.

b. Bloomsbury Square Plaque

At Treasurer James' request, and with the unanimous approval of the Commission, Dr. Papenfuse was requested to report at the next and subsequent meetings on the progress with regard to the Bloomsbury Square plaque. Secretary Seboda noted that progress was being made and that he would supply Dr. Papenfuse with the necessary details.

c. Hotel on the Naval Academy property adjacent to the new building

On a motion by Senator Lapidés, Dr. Papenfuse was requested to monitor any developments on the plans for a hotel and report back to the Commission on a regular basis. Secretary Seboda offered to help Dr. Papenfuse secure the necessary details and to keep him informed of any developments of which he was aware.

11. Next Meeting

To comply with the requirement of four meetings a year, the next meeting will be scheduled sometime in April.

12. Adjournment

Meeting was adjourned at 2:24 p.m.



MARYLAND STATE ARCHIVES

Hall of Records
Box 828, Annapolis, MD 21404
Telephone: (301) 269-3914/3916

Harry Hughes
Governor

Edward C. Papenfuse
State Archivist and
Commissioner of Land Patents

Gregory A. Stiverson
Assistant State Archivist

Hon. Robert C. Murphy
Chief Judge, Court of Appeals
Chairman, Hall of Records Commission

Hall of Records Commission:
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MEMO TO: Hall of Records Commission

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

SUBJECT: Commission Meeting, (Thursday, April 10, 1986,
Conference Room of the Court of Appeals, Court of
Appeals Building, meeting following luncheon at
12:00 noon).

DATE: March 13, 1986

There will be a luncheon meeting of the Hall of Records Commission in the Conference Room of the Court of Appeals, Court of Appeals Building on Thursday, April 10, 1986 at 12:00 noon.

An agenda with attachments and the minutes of the previous meeting will be mailed to you approximately one week in advance of the meeting.

HRC 4/10/86
Agenda Item 5a



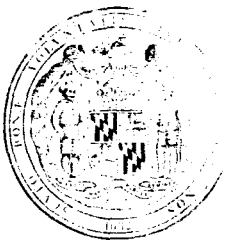
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Minutes

HALL OF RECORDS COMMISSION MEETING

Conference Room

Courts of Appeal Building

Annapolis

10 April 1986

A luncheon meeting of the Hall of Records Commission was held at the Courts of Appeal Building on April 10, 1986.

The meeting was called to order by Chairman Robert C. Murphy at 12:47 p.m.

Those attending were:

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

The Honorable Louis L. Goldstein, Comptroller of the Treasury

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

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

Brian B. Topping, President, Maryland Historical Society

The Honorable Julian L. Lapidés, Maryland Senate

The Honorable Anne S. Perkins, Maryland House of Delegates

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

Also Present were:

George H. Calcott, History Professor, University of Maryland

James B. Rowland, Executive Assistant to the Governor

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

Gregory A. Stiverson, Assistant State Archivist

Shirley Bodziak, secretary to Dr. Papenfuse

2. Minutes of the Previous Meeting (approved)
3. Records Retention and Disposal Schedules (approved as submitted)
4. Old Business
 - a. Governor Nicholson Plaque: Dr. Papenfuse reported that the Governor Nicholson plaque is in the process of being manufactured. A rubbing is expected by the end of next week. Treasurer James discussed the plaque with Secretary Seboda and approved the revised submittal for the type style. Treasurer James also commented on the history of Francis Street, which virtually no one knows was named after Sir Francis Nicholson. He asked if the matter could be presented to the Capital City Commission, with the suggestion that the street be renamed Sir Francis Nicholson Street. Dr. Papenfuse will look into the matter.
 - b. Hotel on Naval Academy land adjoining new Archives building: Dr. Papenfuse commented that nothing more had been heard about the plans to build a hotel on the point adjoining the new Archives building. Secretary Seboda indicated that the Naval Academy Alumni Association is still exploring the possibilities, but added that Admiral Larson was a strong proponent of the proposal and he is being transferred. Dr. Papenfuse was requested to retain this matter on the agenda. It was added that the Board of Public Works is the key to this issue, since it must grant access to the site before plans for the hotel can proceed.

5. Bicentennial Office

- a. The revised design for the proposed commemorative medal was reviewed and approved.
- b. Dr. Stiverson reported on plans for the four-day commemoration of the Annapolis Convention Bicentennial, September 11-14, 1986. He is working with a variety of groups to plan the activities, including the City of Annapolis, the Federal Commission on the Bicentennial of the U.S. Constitution, and the Secretary of the Army. The Federal Commission will hold only its second meeting outside Washington, D.C., in Annapolis on September 12-13 as part of the Annapolis Convention commemoration.

Dr. Stiverson then asked Comptroller Goldstein to discuss the plans for a board game on the Constitution. Comptroller Goldstein reported that he and Dr. Stiverson had met with Eric Dott and his staff at Avalon-Hill games in Baltimore to discuss the possibility of producing a board game on the Constitution for use in the schools and by the general public. The company is very interested in producing such a game, but it would require a corporate sponsor if it were to be economically viable.

- c. Dr. Papenfuse reported on plans for exhibits in the new building and noted that he would be giving a lecture to the Friends of the National Archives on August 20 concerning the Annapolis Convention.

6. Publications Completed, in Progress, and Proposed

- a. Dr. Papenfuse reported that the old Maryland Manual data files are being converted so that they can be used on our new computer system. The data transfer of other publication files has been going smoothly.
- b. Dr. Papenfuse reported that the pilot program to use laser disk technology to store and retrieve the deteriorating index card collection has proved successful, although the speed of the conversion to a digital data base is slower than anticipated. As a result, the bulk of the existing card indexes in the old building will have to be transferred to the new facility. In response to a question from Dr. Callcott, Dr. Papenfuse assured the Commission that the index cards will not be destroyed once they have been converted to the new digital data base.

- c. Dr. Papenfuse reported on royalties received on books published for the State Archives by the Johns Hopkins University Press. The subsidy for Maryland: A New Guide to the Old Line State now been completely repaid, and we have broken even on Law, Society and Politics. The royalties on the Biographical Dictionary of the Maryland Legislature 1635-1789, have been very good, despite the fact that the second volume was just published.

Comptroller Goldstein suggested that the Archives publish a book of biographies of members of the Constitutional Convention for Maryland's bicentennial of the ratification of the U.S. Constitution, April 28, 1788. Dr. Papenfuse said this could be done, and in fact the research has already begun. A motion by Comptroller Goldstein to explore the possibility of publishing such a book was passed unanimously.

7. Recent Activities

- a. Dr. Papenfuse reported on the Archives' involvement in the February 8 meeting of the Brookings Conference. The Archives produced the Annapolis Convention play, "A More Perfect Union," as part of the reception in the State House hosted by Governor and Mrs. Hughes.
- b. Dr. Papenfuse reported that the Maryland Colonial Society devoted their annual high school essay contest to the Annapolis Convention. The winner was from South River High School, and both the first and second place winners were published in the News American. Dr. Papenfuse served as the judge for the essay contest.

8. The New Building:

Dr. Papenfuse reported that the shelving in the new building is going up more slowly than expected. Secretary Seboda said that this is slowing down progress on the building as a whole. The shelving contractor says he will be done by June 6, but DGS believes they need two work crews on the job to meet this schedule. Dr. Papenfuse commented that despite the delay, the shelving is very high quality and works well. The delay in completion of the shelving is posing a major problem for the Archives, however, since it now appears that the move cannot take place until next fiscal year.

Treasurer James introduced a discussion of what could be done to alter the appearance of the windows on the front of the building. Secretary Seboda outlined several alternatives that had been considered, but noted that the appearance of the building will be different once all the

finish work is done and the landscaping has taken hold. It was agreed to defer judgment on the windows until a later meeting.

Treasurer James asked about the roof. Secretary Seboda said there was no problem with the roof, although there are problems with the coping stone, flashing, and caulking. The contractor has been told to correct these problems.

Dr. Papenfuse reported that thanks to the Board of Public Works and DGS, a good security system for the new building had been approved and was about to be installed.

Dr. Papenfuse presented samples of two kinds of signage proposed for the building. Mr. Goldstein introduced a motion to approve the architect's recommendation for signage. The motion passed unanimously.

Dr. Papenfuse reported that the new equipment requested in the FY 87 budget was approved, although the amount requested for computers was cut in half. The equipment purchases that would have enabled us to do computer cataloguing must be deferred until FY 19889. The budget analyst has recommended that the funds removed from this object be put into the MARC for next year's budget.

Dr. Papenfuse noted that all of the equipment in the old building has been identified in preparation for the move. Requests for proposals from movers are ready to go out on bid. Contractors will move the search room tables and laminator, and a mover will handle the office furniture. Staff and interns will begin moving records as soon as we have access to the building.

Secretary Seboda suggested that the task lighting for the search room tables could come out of the existing capital budget, and a motion of approval to that effect passed unanimously.

A rubbing of the plaque proposed for the new building should be received in the next few weeks. Dr. Papenfuse reviewed the plans for the official opening of the building, which will include dedication of a time capsule donated by the Maryland Heritage Commission.

9. FY 1987 Budget:

The General Assembly approved all four new positions requested in the FY 1988 budget, although funding for three of the positions was reduced which will require a delay in hiring until later in the fiscal year. The legislature also passed a bill this session expanding the membership of the

Artistic Property Commission and giving the Commission authority to oversee the use of the public areas of the old Hall of Records building. The Hall of Records Commission will have an opportunity to review all plans for exhibits that will be installed in the public areas of the old building.

10. FY 1988 Budget:

The MARC for FY 1988 is currently being prepared. Dr. Papenfuse noted that this year an effort will be made to persuade Budget and Fiscal Planning to consider all of the needs of the Archives before the MARC is decided, to avoid as much as possible over-the-MARC requests.

A resolution of appreciation to the Chairman for hosting the meeting and providing an excellent meal passed unanimously.

11. The next meeting will be held at the new building in late July or early August.

With no further business to conduct, the meeting adjourned at 2 p.m.