

MINUTES

Hall of Records Commission Meeting
Rare Books and Manuscripts Room (218)
New Hall of Records
350 Rowe Boulevard
Annapolis 21401
Tuesday, August 19, 1986

A luncheon meeting of the Hall of Records Commission was held at the New Hall of Records building on August 19, 1986.

1. Call to Order by the Chairman

The meeting was called to order by Chairman Robert C. Murphy at 1:20 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

Brian B. Topping, President, Maryland Historical Society

The Honorable Julian L. Lapidés, Maryland Senate

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

Paul Woods, Superintendent, Annapolis Public Buildings and
Grounds, Department of General Services

Thomas H. Hamer, Director, Office of Engineering and
Construction, Department of General Services

Shirley Bodziak, secretary to Dr. Papenfuse

2. Minutes of the Previous Meeting

The Minutes of the previous meeting were unanimously
approved on motion of Comptroller Goldstein.

3. Records Retention and Disposal Schedules

Records Retention and Disposal Schedules signed by the
Archivist since the previous meeting were unanimously
approved on motion of Secretary Seboda, with the list to be
entered into the minutes.

4. Old Business

a. Governor Nicholson Plaque

Dr. Papenfuse presented the bronze plaque to the
Commission and indicated that it would be installed
sometime in the near future on the Senate Office
Building at the corner of College Avenue and Rowe
Boulevard, facing College Avenue. Treasurer James
noted that a better explanation of Francis Street,
named in honor of Governor Sir Francis Nicholson, was
needed. The Secretary was asked to look into the
matter to see if the street sign could be made more
explanatory.

b. Hotel on Naval Academy land adjoining new Archives
building?

Secretary Seboda reported that to date there were no
further developments on the plans for a Hotel on the
Point. On motion of Senator Lapides, the Commission
unanimously recorded its deep concern about any plan
for development of the point that would impinge upon

the operations of the State Archives or detract from the natural beauty of the existing woodland setting. The Secretary was asked to convey the sentiments of the Commission to the appropriate agencies considering the matter in such a manner as would prove most effective. The Commission requested that the matter remain on subsequent agendas for review and reporting purposes.

5. Bicentennial Office

a. progress report on plans for September

Dr. Papenfuse and Dr. Stiverson reported on preparations for the Annapolis Convention Bicentennial. A medal cast in honor of the Bicentennial was presented to the Commission along with other materials prepared for the celebrations. In addition to assisting in the preparations for the City Fair and hosting the Federal Bicentennial Commission, there will be an all-day conference in the State House on Saturday sponsored by the Maryland Humanities Council at which Dr. Papenfuse and Dr. Stiverson will present papers and chair workshops.

b. plans for 1987-1988

Dr. Stiverson reviewed plans for 1987-1988 noting that funds requested within the MARC will be earmarked for continuing programs begun in FY 87 and concentrating on the April 1988 bicentennial of Maryland's ratification of the Constitution.

6. Publications Completed, in Progress, and Proposed

a. preparations for the next edition of the Maryland Manual

Dr. Papenfuse and Dr. Stiverson discussed the preparations for the next Manual. The data base for the book (nearly five million characters) has been converted to word processing and data base files maintained on PCATs and PCXTs, greatly facilitating updating and quality control. Composition will be done directly from the files created at the Archives saving considerable time and money. The major factor in determining the publication date will be the timing and extent of reorganization under the new Governor.

b. request from the Maryland Historical Society for joint publication of an exhibit catalogue (matching funds up

to \$5,000). The exhibit will travel around the State and will be at the State House.

On motion of Comptroller Goldstein, the Commission unanimously approved the use of publication account funds to support the exhibit catalogue.

c. future publications

On motion of Comptroller Goldstein, Dr. Papenfuse was encouraged to pursue preparation of a well-illustrated history of the State House with emphasis on the architecture of the building. Dr. Papenfuse noted that 1988 was the 200th anniversary of the completion of the exterior of the dome, the largest wooden structure of its kind in America.

7. Recent and Forthcoming Activities

- a. Dr. Papenfuse reported that several meetings have been scheduled for the New Hall of Records this fall including the NHPRC, Social Studies Coordinators from around the State, a steering committee of State Archivists, and a state-wide conference of law librarians.
- b. Dr. Papenfuse also noted that a Fulbright fellow from the Brazilian Archives will be visiting the Archives for two weeks in early September.

8. New Building

a. The Move:

Dr. Papenfuse reported that the move from the old building to the new was accomplished with dispatch. By the time of the Commission meeting, all but the holdings of the Commission on Artistic Property (which remain in storage in the old building) were moved. Despite a delay in having operating elevators in the new building and a few other contractor-related problems, the moving schedule was met and the building opened to the public as planned on August 4. The move has begun out of the Cheltenham warehouse (a several-month proposition) and long-delayed transfers of records are being accepted. Because of the careful preparation of the materials in the old building prior to the move (all volumes were wrapped and all items to be moved were labeled with their locations in the new

building), the work of transferring the records has gone very smoothly. The interns this summer have been particularly helpful and have made the task of transition much easier. They have worked long and hard without complaint, moving some 12,000 cubic feet of records with care and without loss. It is a record that any archives would envy and of which we are very proud. Chris Allan and Pat Vanorny Melville have done most of the planning and have directed the work. Chris Allan even built carts to transfer the records when the cost of having them done by a contractor proved prohibitive. In doing so he saved \$18,000 in Fiscal Year 1986 that was used for additional intern hours. Resolutions of appreciation to Chris Allan, Pat Vanorny Melville, the Interns, and the staff generally for their work on the move, and to Chris Allan for his untiring efforts on behalf of the Commission during construction of the building were proposed by Comptroller Goldstein and approved unanimously by the Commission. Dr. Papenfuse noted that in light of his invaluable services over the past two years, and in recognition of his increased responsibilities in the new building, Chris Allan has been recommended for promotion to Administrator I. On motion of Treasurer James the Commission unanimously expressed its support of the promotion. Jim Rowland indicated he would review the progress of the recommendation with the Department of Personnel.

b. Pending Transfers of records:

Beginning on Monday August 18 transfers of archival material from agencies, some of which have been very patient over the past few years, resumed. Over the ensuing weeks several thousand cubic feet of new record material will be received while at the same time transfers of our own backlog from the Cheltenham warehouse (some 30,000 cubic feet of records) will continue.

c. Exhibits:

Because of the amount of work involved in moving to the new building and unanticipated delays in the contractor's completing his work, all but plans for a small exhibit for the Bicentennial celebrations in September have been postponed. The cost of preparing the exhibit area (including the flag exhibit) were

encompassed by the original program for the building and letting contracts for the built-in exhibit cases were intentionally deferred by the Department of General Services until after the General Contractor had completed his work. Dr. Papenfuse noted that he expected to have a contract with a textile consultant and exhibit designer by late fall. The contractor should have plans for full use of the exhibit spaces in the new building ready for review by the Commission at its January or Spring meeting. The cost of preparing the exhibit areas (including the specially designed exhibit cases) are a capital item to be paid for out of the existing capital appropriation. Because of careful planning for the exhibit hallway, however, existing art-guard equipment for the mounting of flat exhibits (such as maps), can be used without additional charge to the capital appropriation. A small exhibit in the lobby commemorating the Annapolis Convention Bicentennial is planned for September and will be in place for the opening on September 11.

- d. Other: Senator Lapidés suggested that the budget committees should be invited to see the building.
9. Scholars in Residence Program:

The new building is able to provide a limited number of scholars who have long-term research projects with carrel space on the Mezzanine. There are a total of six carrels, three of which are being used by the Archives for the Legislative History Project, the St. Mary's City Research Project, and proof-reading publications such as the Manual. There are pending requests from three scholars, John Willis, Dr. Lorena Walsh, and Dr. Jean Russo for the remaining carrels. On motion of Brian Topping the following ground rules for use of the carrels by visiting scholars were unanimously approved by the Commission:

The Archivist shall determine the availability of carrels. Applicants must be recognized scholars and demonstrate a need for the area on a regular basis for a concentrated period of time. The carrels will be provided on a first come-first served basis for 30 days upon written application. If demand permits, terms can be renewed by the Archivist upon request of the Scholar. Stack privileges will not be permitted except in cases of clearly demonstrated need.

10. Budget Issues:

Dr. Papenfuse reported on the proposed FY 1988 budget. The Archives MARC for FY 1988 includes a recommended \$228,325 cut in the FY 1987 appropriation and is below the FY 1986 appropriation. It does not include money for new equipment (book carts, computers, and ultrasonic encapsulator), staff essential for the operation of the new building, or some basic line items such as an appropriation for postage and the transportation of records. The Legislative Budget Analyst recommended deferral of the computers until FY88 and the DBFP budget analyst overlooked DBFP's own recommendation that the deferred book carts be included in the FY88 MARC. Postage was eliminated altogether on the mistaken assumption that all of the postage budget in FY87 was for the Manual, overlooking the fact that the Archives corresponds with over 12,000 people every year. With regard to staff, up-dating the Manual has become a full-time task, when the other secretarial duties related to the Manual operation is taken into account. A new Secretary II for the Manual operation is needed. With the opening of the new Searchroom, two library assistants cannot help operate reference services six days a week. In order to maintain the present level of reference services two additional library assistants are required. Finally, with the opening of the new building the Archives is in a position to accept volunteer help, but to make effective use of volunteers, a full-time coordinator of volunteers hired at the Archivist IV level will be necessary. On motion of Senator Lapides the Commission unanimously adopted a resolution in support of the following above-the-MARC requests:

Postage:	\$9,900	(FY 86 expenditure level)
Computers:	38,000	(completes deferrals)
Moving Records:	8,500	
Encapsulator:	14,000	(new, labor saving)
Staff:		
Secty II	13,619	
2 Lib Asst	20,074	
Arch IV	20,886	
Fringe:	18,192	
TOTAL:	\$143,171	

Although the MARC included an appropriation for the Bicentennial Office at its current level of funding, Dr. Stiverson recommended additional consideration of two important special projects in the Above-the-MARC requests for FY 1988:

Constitution Day Celebrations, Sept. 17, 1987:
(grants to support day-long conference in Baltimore, \$2,500; travelling Constitution Exhibit, \$5,000; symphony orchestra school program, \$5,000; Grants to support teachers' workshops and conferences (grants in amounts of \$500 to \$2,500) \$10,000; Eighteenth Century Fair, \$5,000): TOTAL \$27,500

Ratification Day Program, April 1988:
(Re-creation of Ratification Day Parade in Baltimore, \$20,000-matching funds); grants to teachers, \$10,000; student poster/essay contest, \$5,000; community programs grants, \$5,000; publication of booklet on Maryland's Ratification and play about Maryland's Ratification, \$8,000; production of play on Maryland's Ratification, \$6,000): TOTAL \$54,000

On Motion of Comptroller Goldstein, the Commission unanimously expressed its support of the above-the-MARC requests for the Bicentennial Events as outlined.

Dr. Papenfuse then reported on the status of the FY 1986 budget noting that \$77 in the operating budget and \$4,276 in Object 01, earmarked for the pending Allan promotion, will be reverted. He explained that salary monies cannot be encumbered. He also noted that some proposed encumbrances for the restoration of paintings may not be approved, although they are line items in the budget, because the contracts were awarded late in the fiscal year.

11. Plaque unveiling and dedication ceremonies

Dr. Papenfuse reviewed the plans for the September 11th dedication of the Maryland Heritage Committee time capsule and official opening of the new building. The Commission recommended that all municipal and county officials be invited to the opening. Senator Lapidus suggested pursuing feature articles and Jim Rowland volunteered to look into the matter. The Chairman, Treasurer, and Comptroller were asked to write letters to their counterparts in 2029 for the time capsule. Among the 350th Anniversary items in the time capsule will be the 1984 Manual and Comptroller Goldstein's book.

12. Other Business

On behalf of the Commission, the Secretary was asked to extend the Commission's deepest sympathies to Delegate Perkins on the death of her son.

On behalf of the Commission the Chairman commended Secretary Seboda, Dr. Papenfuse, and their staffs, for the remarkable achievement that the new Hall of Records represents. He noted that the beauty of the building and the care with which it was planned and constructed speaks for itself. A motion praising all concerned and expressing the deep appreciation of the Commission to Dr. Papenfuse and Dr. Stiverson for their contributions to the new Hall of Records was unanimously adopted.

13. Next Meeting

The next meeting of the Commission will be on September 11 for the formal dedication of the time capsule and the official opening of the new building. The first meeting in 1987 will be held in the State House following the State of the State address.

14. Adjournment

Having no further business the Commission adjourned at 2:30 p.m.

Approved: _____
The Honorable Robert C. Murphy, Chairman

MEMO TO: Hall of Records Commission

FROM: Edward C. Papenfuse
State Archivist and Secretary

SUBJECT: Commission Meeting, Tuesday, August 19, 1986

DATE: August 14, 1986

There will be a meeting of the Hall of Records Commission on Tuesday, August 19, at 12 noon in the Rare Books and Manuscripts Room (218) of the new Hall of Records. Parking is available in the lot in front of the building. In the event that all the marked parking spaces are taken by researchers, please park on the circular drive.

After everyone arrives, we will tour the building, have lunch, and conclude with a brief business meeting. An agenda and the minutes of the previous meeting are enclosed.

Attendees
Hall of Records Commission Meeting
Tuesday, August 19, 1986
Maryland State Archives, Annapolis, Maryland

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. Lapidus, Maryland Senate

Brian B. Topping, President, Maryland Historical Society

X 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. Papenfuss, State Archivist and Secretary, Hall of Records Commission

Gregory A. Stiverson, Assistant State Archivist

Paul Woods, Superintendent, Annapolis Public Buildings and Grounds

Thomas H. Hamer, Assistant Director, Office of Engineering and Construction

Shirley Bodziak, Secretary to Edward C. Papenfuss

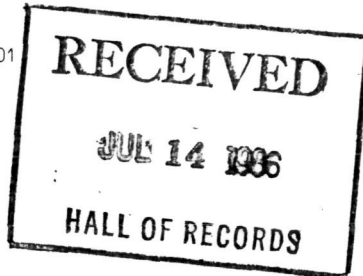


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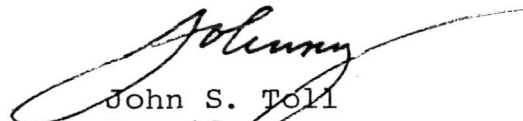
July 10, 1986

Dr. Edward C. Papenfuse
State Archivist and Secretary
Hall of Records
Box 828
Annapolis, MD 21404

Dear Dr. Papenfuse:

Unfortunately, I will have to miss the next meeting of the Hall of Records Commission which is to be held on August 19, since I will be in Colorado at that time.

Sincerely yours,



John S. Toll
President

JST:jsh

cc: Dr. George H. Callcott

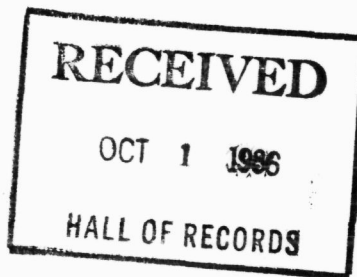


ST JOHN'S COLLEGE

P.O. BOX 1671
ANNAPOLIS, MARYLAND 21404
FOUNDED 1696 AS KING WILLIAM'S SCHOOL

September 29, 1986

Mr. Edward C. Papenfuse
State Archivist and Secretary
Maryland State Archives
Hall of Records
Box 828
Annapolis, Md. 21404



Dear Mr. Papenfuse:

I very much regret that since officially taking office as President of St. John's College in Annapolis, I have not been in permanent residence and consequently some correspondence being forwarded to me in New York has been delayed. This was certainly the case in respect of your kind invitation of August 14 to attend the Hall of Records Commission Meeting on Tuesday, August 19.

I appreciated very much receiving this invitation and the material attached. Unfortunately, my commuting between New York and Annapolis prevented me from attending this meeting or replying in sufficient time. I do hope the meeting was an instructive and successful one for you all, and I look forward to receiving a copy of those Minutes in due course.

I also look forward to the opportunity of attending your next meeting, and perhaps you would be kind enough to let my secretary know when you anticipate that might be. It would be a pleasure to meet you and perhaps to tour the building at that time, which I understand has just recently been constructed.

Again, with my apologies for the unavoidable time lapse in responding to your correspondence, and with best wishes.

Sincerely,

William M. Dyal, Jr.
President

WMD:afs

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

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Administrative, Executive and Legislative Review (AELR) Committee approves publication.

(attach copy of AELR Committee approval letter, unless waived)

(3) Additional Information: Copy attached

(4) Date and Time: Aug. 19, 1986 12:00 noon

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

(6) Contact: Edward C. Papenfuse (301) 269-3917

(7) Authorized Agency Officer: Richard H. Richardson (301) 269-3914

(8) Signature of Authorized Officer: Richard H. Richardson Date: July 8, 1986

(9) Date of publication in **Maryland Register**: August 1, 1986

(Month/Day/Year)

(10) Acknowledgement card attached: Yes No

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HALL OF RECORDS COMMISSION

PUBLIC MEETING

There will be a luncheon meeting of the Hall of Records Commission at the new Hall of Records Building, 350 Rowe Blvd., Annapolis, Maryland 21401 on Tuesday, August 19, 1986 at 12:00 noon.

For further information, please contact Edward C. Papenfuse, (301) 269-3917.