

HRC June 8

MINUTES

Hall of Records Commission Meeting
Rare Books and Manuscripts Room
Hall of Records
350 Rowe Boulevard
Annapolis, Maryland 21401
30 June 1987

1. Call to Order by the Chairman

The meeting was called to order by Chairman Robert C. Murphy at 12:25. Those attending were:

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

The Honorable Lucille Maurer, Treasurer

Brian B. Topping, President, Maryland Historical Society

The Honorable Anne S. Perkins, Maryland House of Delegates

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

Also present were:

Ellery B. Woodworth, Special Assistant to the President on Government Affairs, The Johns Hopkins University, representing Dr. Steven Muller

Russell Kelly, Morgan State University, representing Dr. Earl S. Richardson

Robert Swann, representing Comptroller Louis L. Goldstein

Eric Walbeck, Department of General Services

Richard E. Israel, Assistant Attorney General

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

Gregory A. Stiverson, Assistant State Archivist

Christopher N. Allan, Administrator

Shirley Bodziak, secretary to Dr. Papenfuse

2. Minutes of the Previous Meeting

The minutes of the previous meeting were approved unanimously on a motion by Treasurer Maurer.

3. Records Retention and Disposal Schedules

Schedules adopted since the last meeting were approved unanimously on a motion by Delegate Perkins.

4. Old Business

Dr. Papenfuse discussed the status of the proposal to construct a hotel on the point of land adjoining the State Archives. The proposal has not yet been brought before the Board of Public Works. Problems must be worked out between the mayor of Annapolis and the county executive of Anne Arundel County before the plan can move forward. The principal concern of the State Archives is what impact the hotel would have on existing parking and landscaping at the State Archives. Judge Murphy added that access from Rowe Boulevard could present a serious problem for the Archives in terms of parking.

Mr. Walbeck reported that Secretary Seboda has learned that Governor Schaefer has imposed three conditions on the proposal:

- a. that there be no entrance from Rowe Boulevard
- b. that it meet all criteria of the Critical Areas Commission
- c. that the mayor and county executive agree to the plan

Dr. Papenfuse suggested that the item remain on the agenda for future meetings, but that the Commission take no further action until matters warrant the Commission's attention.

5. Bicentennial Office

Dr. Papenfuse reported on the Maryland Federalist, a privately sponsored project initiated by the State Archives. The ship was christened on June 13 in Annapolis and it was

commissioned at Fort McHenry on June 14. The next public appearance of the ship is the Grand Federal Procession in Philadelphia on September 17.

Dr. Papenfuse reported that he will begin recording weekly "Bicentennial Minutes" on WJHU next week. The minutes will be based in part on the weekly series he did for the Senate this past session, which was run in the Baltimore Sun newspaper.

Dr. Stiverson reported on Maryland's participation in ceremonies in Philadelphia on May 24-25, marking the bicentennial of the opening of the Philadelphia Convention. Dr. Stiverson and Dr. Papenfuse were among the five-member delegation that represented the state.

Dr. Papenfuse reported that plans for next April's commemoration of Maryland's ratification of the U.S. Constitution are proceeding, and will be discussed at the next meeting.

6. Publications

a. Dr. Papenfuse reported that the Maryland Manual is nearly ready for the printer. Diane Frese took over as editor of this edition when Constitution-related responsibilities prevented Dr. Stiverson from continuing in this role. Ms. Frese has done an excellent job of creating a book that reflects the changes made by the last session of the General Assembly.

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a. Dr. Papenfuse reported on the procedures used for selecting the interns for the summer project, and described the various activities they are involved in this summer.

b. Dr. Papenfuse discussed the request to promote Ben Primer to an Archivist IV in recognition of his assignment as associate director of Reference Services. He described some of the good work that Dr. Primer has done, but noted that the Department of Personnel has balked at the request for promotion. Part of the problem is the fact that as an Archivist IV, Dr. Primer would be directly supervising other Archivist IVs. Dr. Papenfuse said that this points up two problems: first, the matter of Dr. Primer's promotion must be resolved, and we have requested a desk audit; second, we need a "senior" designation for those individuals on our staff who have served many years and who have responsibility for major areas of our operation. Specifically, "senior" status will be requested for the head of Reference Services and the director of State and Local Records. Dr. Papenfuse will continue to work with the Department of Personnel on these matters, and will report to the Commission at the next meeting.

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Cheltenham space, however, so those materials will be transferred as labor and time is available.

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Chairman Murphy reported that the budget subcommittee had received the Archives' proposed Fiscal Year 1989 budget. The budget is very lean, and the four additional positions requested are clearly necessary. Chairman Murphy and Mr. Goldstein will meet with Dr. Stettler next week to discuss the Archives' budget request.

Dr. Papenfuse described the four new positions requested: 2 library assistants, to handle increased demand and to serve as backup for the two existing library assistants; 1 secretary II to update the Maryland Manual data base and to serve as a secretary for the State and Local Records program; 3. 1 receiving clerk, to be responsible for all shipping and receiving and mail. All four positions are relatively low paid. Treasurer Maurer commented that the four positions would increase the efficiency of the Archives' operation and are not for program enhancement.

On a motion by Delegate Perkins, the Commission unanimously endorsed the proposed budget.

b. Dr. Papenfuse commented that we will close out Fiscal Year 1987 at zero. As part of closeout, we had to scrape together enough funds to cover the first payroll for Fiscal Year 1988, which was necessary to cover the librarian position transferred to us from the Department of Natural Resources. He pointed out that this year the Archives will be faced with the same problem of covering the cost of the position because the transfer took place after final action on the FY 1988 budget, even though the request to transfer the position was made early in FY 1987.

10. Other Business

a. Dr. Papenfuse reported that Judge Kaplan has requested the State Archives loan the State's copy of the U.S. Constitution for the Constitution celebration being planned in Baltimore next September. The State Bar Association is involved in sponsoring the event. On a motion by Treasurer Maurer, the Commission unanimously approved the request.

b. Dr. Papenfuse reported that he contacted the State Ethics Commission regarding his serving as a consultant to the State of Missouri on their new archives facility, and found that in a similar instance they had approved such outside consulting work.

c. Dr. Papenfuse reported that with the support of Senator Lapidus he had been elected to the American Antiquarian Society, a distinct honor limited to 500 individuals throughout the country.

d. Dr. Papenfuse said that he would be attending a meeting of the National Government Archives Association at the Carter Library in Atlanta in July. NAGARA will hold its July 1988 meeting in Annapolis.

e. Dr. Papenfuse reported on a two-week visit of a conservator from the Brazil Archives to the Maryland Archives.

f. Dr. Papenfuse asked permission of the Commission to investigate creating a Maryland unit of the National Documentary Heritage Trust. This Maryland Documentary Heritage Trust would take the place of a Friends of the Archives, and its role would be more sharply focused. In the absence of objections from the Commission, Dr. Papenfuse will pursue this possibility with Mr. Israel.

11. Next Meeting

The next meeting will be in late September or early October. It will be hosted by Johns Hopkins University and include a tour of the newly restored Homewood House. Mrs. Bodziak will contact members of the Commission in the next few days to establish a firm date.

12. Adjournment

At 1:32 p.m., the Chairman entertained a motion to adjourn the meeting of the Hall of Records Commission, which passed unanimously and the meeting was declared adjourned at 1:32 p.m.

for
note
taking
at the meeting

AGENDA

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New Hall of Records
350 Rowe Boulevard
Annapolis 21401
Tuesday, June 30, 1987

-
1. Call to Order by the Chairman

[Handwritten flourish]

12:35

Attendees - G. Murphy ✓
Popenfue
Perkins
Woadworth
Whalbeck
Israel

Steverson
Atton
~~Richardson~~ Kelly
Seward
Mauer
Shurley
Schada?
Topping
Keroda
me

2. Minutes of the Previous Meeting

minutes - Maurer
Bell
20

3. Records Retention and Disposal Schedules

Schedules approved since the January 23 meeting (enclosure)

Approved - A. Perkins
Snel Mauer

4. Old Business

Hotel on Naval Academy land adjoining new Archives building?

Ed - still local issue, not board of public works

will effect parking & landscape ed several plans before B.P. Works

keep on agenda and a watchful

eye

Walkech - 3 criteria by Govern

1. no entrance on Howe Blvd

2. acceptable mayor, county executive

3.

5. Bicentennial Office

a. report on the Maryland Federalist (enclosure)

ided Cred ^{OH} to replica
rat v cons

Private Funds

Gene/Greg Federalist Foundation

Governor pleased

In of around State House

Comm - Fr. McHenry

Floy Day Ceremony

Very accepted by ground

Board - to

Reg - Ext - Council to every
school who asked for

CDP carrying around state

Bullet - printed private funds

Greg/Gene note thanks

W also said

Formally
thank
Greg & Gene

5

unintentional
admission
Judge Murphy

b. proposed minutes for WJHU

cut them 2 min
one a week for
several weeks.

c. report on participation in Philadelphia on Memorial Day weekend

Greg each v 13 mg st
send a delegation

Mo 24. 25

rep God + 5 people
tea
bus
st
his
red of bicm

24- state of people conf.
2-3 hours
Chaos

int rep

25- off gening V-pres Busch

d. plans for April 1988

Fuller
details
at a
later
meeting

6. Publications Completed, in Progress, and Proposed

- a. progress report on the next edition of the Maryland Manual

Agencies -
page 100,
stage -
how many agencies need
recognize need work
virtually, 100 7 80

- b. Proposed volume in the Archives of Maryland, new series, devoted to the debate over the adoption of the Constitution in Maryland as derived from manuscript and newspaper accounts. A motion of approval is requested.

instabone

volume
or rat of const

condition -
with Missouri

motion of approval
or
and an

- c. Proposed pamphlet for a joint session of the Legislature marking the 200th anniversary of the election of delegates to the Maryland Convention that ratified the Constitution. A motion of approval is requested (enclosure).

Joint
session
Md. to be
early in April
not as much
individual
motion
sec - 9

- d. new publications brochure (enclosure) and other proposed publications

related
in a study

7. Recent and Forthcoming Activities

- a. a report on the summer internship program.

7
50 applicants
letters, processing,
search room
I come back for
Super

- b. promotion of Dr. Ben Primer to associate director of reference services and commencement of the Archivists Bulldog, an in-house newsletter for the staff (enclosure).

50 people
in search room
yesterday, Busset
day met old
old 2
new 64

became Ben Primer

Arch 4 supervisor - Arch 4
should proceed not a
matter of minutes

done at
own time

8. New Building and Administrative Matters

- a. work remaining and unfinished corrective measures
(enclosure)

June - Eric
Tom
Woods
Ed.
Chris

Outline of topics

list of things still need to be
done.

Eric ^{input} look into it

cont on notice

2 months respond

do what is necessary

they will take care of the problem

barricade
every attention

L mm
2nd

b. Landscaping

c. Pending Transfers of records

leaving
transfer
no need to
print
check

d. Progress report on flag and State House exhibits

For fertile crowd
How we are
going to do it

Curator - Busy with
G. Man instructions

Not to do - v.
or

Build a case
constitution DNR - some
material - and
rd -

Has to bring to
not a questionnaire

- e. Report on the passage of SB586 and policy for access to Vital Records (enclosure). A motion of approval is requested.

Bill was passed

Given to Governor
signature

Don't know date of Governor's
signature

Simple as possible
For people to get vital records

~~Let~~
Health - certified

9. Budget Review:

- a. Report of the budget committee on the proposed budget for FY 1989.

increased need for extra
people n staff

① no backup for library assistance
20

② Set II - new volume
5 loose books
11 Manual

③ receiving club - supplies
and
mail
to increase the efficiency of operation
Md. Manual

buying boxes & folders
repl equipment - repair
Completion of exhibits in State Home

motion
support
1st
2nd

b. A report on close out for FY 1987.

Close
out at 0.

P re
DNK 125
Lib P us
late in year
held on to money
B P Wms - pas

10. Other Business

Judge Kaplan

display our copy for cons

Security insurance
we by transproba
B M - mae
A 2nd

by conspectors
using Fed model
for the state level
Friends of the
Archives of the
ma.

Ethics Comm
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no. state archives
okay

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fine
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Arch Trust

Open Guides
Antiquarian
A.C.

ref
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NAGANA - Center of Urban
Atlanta

Brazelton
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- did will
washed / leather
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record
of
Israel

11. Next Meeting

Woodworth
have it at
Hepker
new Homewood
House facilities
period antique
loan or acquired

a museum
last fall
28 Sept
2 Oct
7 "

12. Adjournment

2/30

HRC 6/30/87
Agenda Item 8a

Archives Building

Discussion Topics for Meeting, June 10, 1987

1. General Conditions

Submission of as-built drawings

Progress photographs

Maintenance schedule

2. Site Work

Landscaping at firehouse and Navy Yard

Irrigation system

Curbing in parking lot

Brick wall parapet

3. Concrete

Precast concrete inspection

4. Masonry

Exterior brick pavers

Brick at iron railing

Hydrozo treatment

North wall engineering

6. Architectural Woodwork

Paneling rooms 222 and 218

Air balance report review

Lower level overpressurized

VAV system and controls

Diffusers in wood ceiling

Fume hood exhaust

Electric rooms HVAC

16. Electrical

Dimmer panel

Emergency power revisions

Inverter system bypass

Security system upgrade

Surge suppression

UPS System

Other

Hotel development

Exterior signs

Shelving

Flag Collection, Move, Conservation, Display

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 - d. plans for April 1988
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- a. a report on the summer internship program.
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- a. Report of the budget committee on the proposed budget for FY 1989.
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10. Other Business
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X Paul E. Schurick, Executive Assistant, Office of the Governor

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MARYLAND REGISTER	DOCUMENT NUMBER	DATE FILED WITH DSD
<p>NOTICE FORM</p>		

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PLEASE TYPE

(1) Agency/Unit: Hall of Records Commission

(2) Subject:

Public Hearing on Regulations

Public Meeting on Regulations

Public Hearing

Public Meeting

Other _____

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

Annotated Code requires publication (give citation): _____

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: June 30, 1987 12:00 Noon

(5) Place: Rare Books Room, Maryland State Archives, Hall of Records Building,
350 Rowe Blvd., Annapolis, MD. 21401

(6) Contact: Edward C. Papenfuse (301)974-3869

(7) Authorized Agency Officer: Richard H. Richardson (301)974-3916

(8) Signature of Authorized Officer: _____ Date: May 12, 1987

(9) Date of publication in **Maryland Register**: June 5, 1987

(Month/Day/Year)

(10) Acknowledgement card attached: Yes No

Interoffice Mail:

Division of State Documents
Old Armory Building
11 Bladen St.
Annapolis, MD 21401

MAY 12 1987

U.S. Mail:

Division of State Documents
P.O. Box 802
Annapolis, MD 21404
Tel: 269-2486

HALL OF RECORDS COMMISSION

PUBLIC MEETING

THERE WILL BE A LUNCHEON MEETING OF THE HALL OF RECORDS
COMMISSION IN THE RARE BOOKS ROOM, MARYLAND STATE ARCHIVES,
HALL OF RECORDS BUILDING, 350 ROWE BLVD., ANNAPOLIS, MARYLAND
21401 ON TUESDAY, June 30, 1987 AT 12:00 NOON.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT EDWARD C. PAPPENFUSE
(301) 974-3869.

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b. Dr. Papenfuse commented that we will close out Fiscal Year 1987 at zero. As part of closeout, we had to scrape together enough funds to cover the first payroll for Fiscal Year 1988, which was necessary to cover the librarian position transferred to us from the Department of Natural Resources. He pointed out that this year the Archives will be faced with the same problem of covering the cost of the position because the transfer took place after final action on the FY 1988 budget, even though the request to transfer the position was made early in FY 1987.

10. Other Business

a. Dr. Papenfuse reported that Judge Kaplan has requested the State Archives loan the State's copy of the U.S. Constitution for the Constitution celebration being planned in Baltimore next September. The State Bar Association is involved in sponsoring the event. On a motion by Treasurer Maurer, the Commission unanimously approved the request.

b. Dr. Papenfuse reported that he contacted the State Ethics Commission regarding his serving as a consultant to the State of Missouri on their new archives facility, and found that in a similar instance they had approved such outside consulting work.

c. Dr. Papenfuse reported that with the support of Senator Lapidès he had been elected to the American Antiquarian Society, a distinct honor limited to 500 individuals throughout the country.

d. Dr. Papenfuse said that he would be attending a meeting of the National Government Archives Association at the Carter Library in Atlanta in July. NAGARA will hold its July 1988 meeting in Annapolis.

e. Dr. Papenfuse reported on a two-week visit of a conservator from the Brazil Archives to the Maryland Archives.

f. Dr. Papenfuse asked permission of the Commission to investigate creating a Maryland unit of the National Documentary Heritage Trust. This Maryland Documentary Heritage Trust would take the place of a Friends of the Archives, and its role would be more sharply focused. In the absence of objections from the Commission, Dr. Papenfuse will pursue this possibility with Mr. Israel.

11. Next Meeting

The next meeting will be in late September or early October. It will be hosted by Johns Hopkins University and include a tour of the newly restored Homewood House. Mrs. Bodziak will contact members of the Commission in the next few days to establish a firm date.

12. Adjournment

At 1:32 p.m., the Chairman entertained a motion to adjourn the meeting of the Hall of Records Commission, which passed unanimously and the meeting was declared adjourned at 1:32 p.m.