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

HRCque 8

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

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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.

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- b. that it meet all criteria of the Critical Areas Commission
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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 <u>Maryland Federalist</u>, 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.

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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 <u>Maryland Manual</u> 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 Lapides 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.

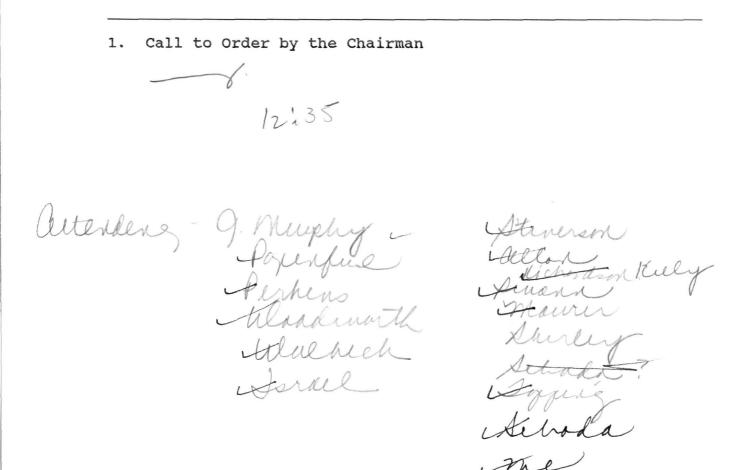
12. Adjournment

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



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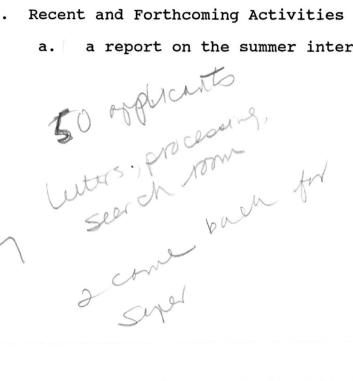
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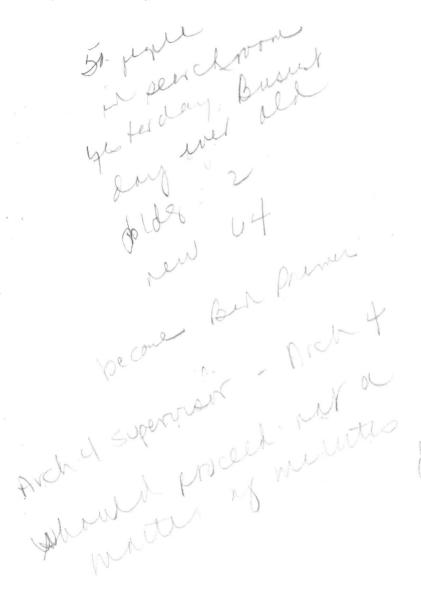
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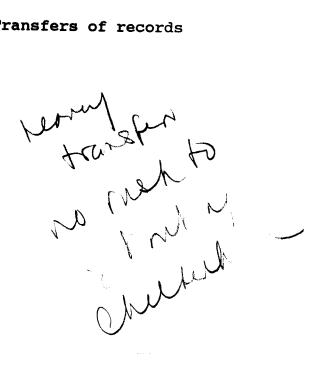
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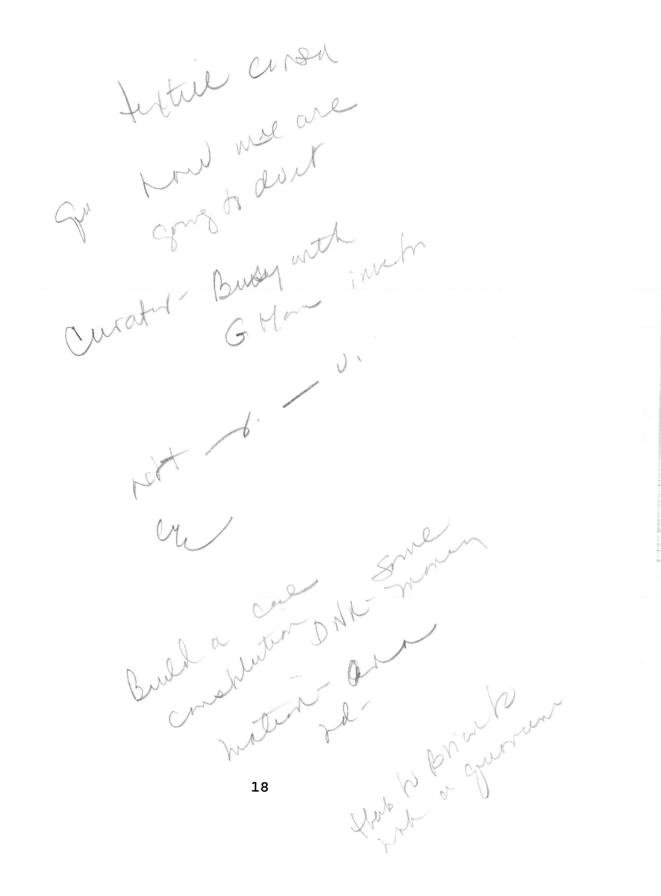
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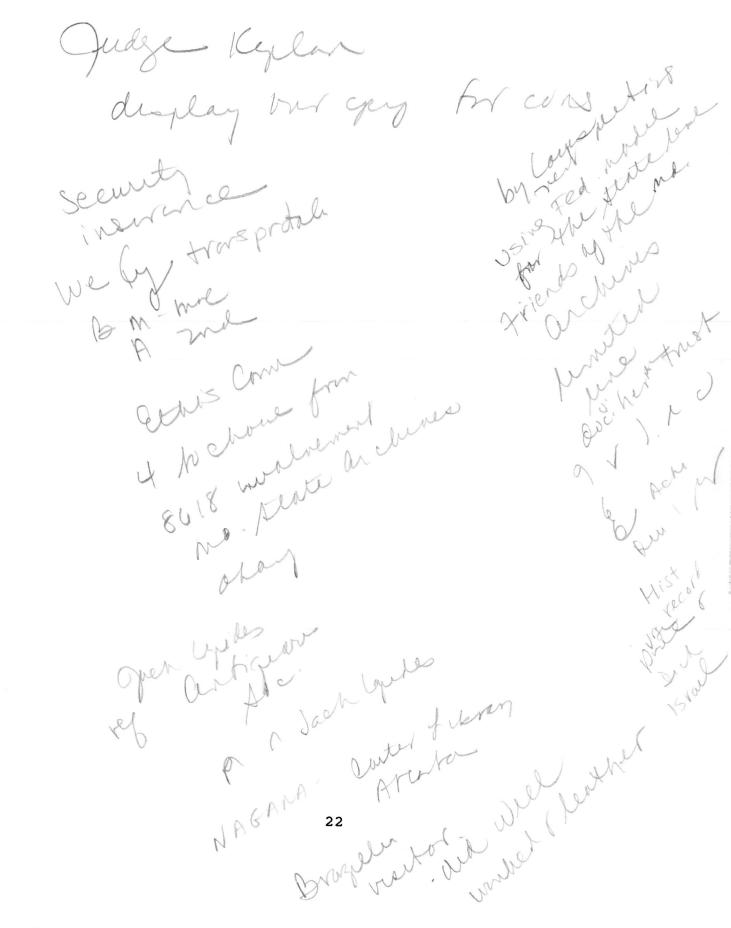
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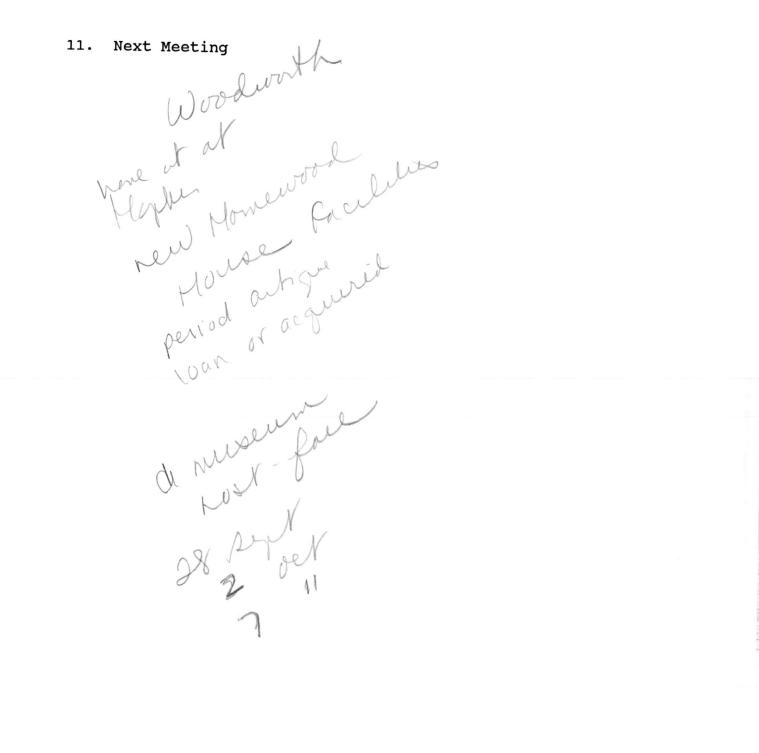
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12. Adjournment

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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

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 2

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(3) Additional Information: <u>Copy Attached</u>	
(4) Date and Time: <u>June 30</u> , 1987 12:00 N	loon
5) Place. Rare Books Room, Maryland State	Archives, Hall of Records Build
5) Place: Rare Books Room, Maryland State 350 Rowe Blvd., Annapolis, MD.	21401
6) Contact: Edward C. Papenfuse	(301)974-3869
7) Authorized Agency Officer: Richard H. Richards	
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8) Signature of Authorized Officer:	Date: <u>May 12, 1987</u>
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9) Date of publication in Maryland Register:June 5, 1	
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 9) Date of publication in Maryland Register: <u>June 5, 1</u> 10) Acknowledgement card attached: <u>Dyes</u> X No 	
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HALL OF RECORDS COMMISSION

PUBLIC MEETING

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

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9. Budget Review

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 <u>Maryland Manual</u> 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 Lapides 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 he Hall of Records Commission, which passed unanimously and the meeting was declared adjourned at 1:32 p.m.