

HR 287

MINUTES

Hall of Records Commission Meeting

Nichols House
Homewood Campus
The Johns Hopkins University
Baltimore, Maryland 21218
Monday, September 28, 1987

1. Call to Order by the Chairman

The meeting was called to order by Chairman **Robert C. Murphy** at 1:09 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 Julian L. Lapidés, Maryland Senate

The Honorable Anne S. Perkins, Maryland House of Delegates

Dr. Steven Muller, President, The Johns Hopkins University

Dr. William M. Dyal, Jr., President, St. John's College

Dr. Earl S. Richardson, President, Morgan State University

Brian B. Topping, President, Maryland Historical Society

Also present were:

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

Jill McGovern, Special Assistant to the President, The Johns Hopkins University

Dr. George H. Callcott, Professor of History, University of Maryland, representing Dr. Toll

Jerome W. Klasmeier, Deputy Secretary of the Department of General Services representing Secretary Seboda

Richard E. Israel, Assistant Attorney General and Counsel to the Hall of Records Commission

Christopher N. Allan, Administrator, Maryland State Archives

Mary Dulowski, Secretary to Judge Murphy

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

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 Comptroller Goldstein, seconded by President Muller.

3. Records Retention and Disposal Schedules

Schedules signed since the June 30 meeting were approved unanimously on a motion by President Muller, seconded by President Dyal.

4. Old Business

The Commission discussed the status of the proposal to build a hotel on Naval Academy land adjoining the new Archives. President Dyal explained the status of the negotiations and noted that the city may adopt a zoning policy that would prohibit development in that location. The Secretary was requested to keep the matter on the agenda until it is finally resolved.

5. Bicentennial Office

a. The Maryland Federalist

Dr. Papenfuse reported on the successful efforts to build a replica of the Maryland Federalist with private funds. He praised the role of John Driggs who chairs

the Maryland Federalist Foundation in raising the money for the Ship and noted that Mr. Driggs indicated that he wanted to explore the idea of giving the Ship to the State for the Archives to use in an outreach program to the schools.

b. Magna Carta Exhibit

The Governor has accepted \$5,000 from American Express, the sponsors of the traveling Magna Carta exhibit. The money will be used for exhibits in the State House. The Archives is preparing exhibits for the Maryland Silver Room in the State House which will open in late March or early April 1987. Comptroller Goldstein and Dr. Stiverson were instrumental in bringing the Lincoln Cathedral copy of the Magna Carta to several places in Maryland, including Annapolis. Accompanying the exhibit at the stops in Maryland were our copy of the Constitution signed by members of the Maryland Ratifying Convention and the first printing of the Constitution in Maryland kindly lent to the Archives by Dr. Stephen A. Goldman. Also on loan to the exhibit for its tour outside Maryland is our printed copy of the Bill of Rights signed by Thomas Jefferson as Secretary of State.

c. plans for April 1988

In the absence of Dr. Stiverson, Dr. Papenfuse reported on the plans for a joint session and ball (sponsored by Merrill Lynch) in honor of Maryland's Ratification of the Constitution. Comptroller Goldstein has been designated the Chair Person of the Ball Committee by Governor Schaefer, the proceeds of which will go towards permanent exhibits and the Constitution-related educational programs of the Archives. Dr. Papenfuse indicated that the Governor had given his tentative approval for approaching the Board of Public Works for funds for the State House Exhibit.

d. Maryland Humanities Council grant

Dr. Papenfuse noted the award to the Archives of a grant of \$28,000 for a project entitled "Fields of Glory," a video educational program on the Constitution.

6. Publications Completed, in Progress, and Proposed

Dr. Papenfuse reported on the progress of the next edition of the Maryland Manual. He noted that the

staff had completed the book in early summer, but that the Compositor had not done a very good job on indexing causing a considerable delay in getting the book out. Dr. Papenfuse explained that subsequent editions would be composed in house using desktop publishing software such as the Xerox-Ventura publishing program which should eliminate many of the production problems experienced this time. Because of the delay, all of the new Department Secretaries have been included. Dr. Papenfuse also mentioned that Maryland A History was nearly out of print and that there were no plans at the present to reprint. Instead the Archives will promote the new multi-author high school history recently published by The Johns Hopkins University Press, and Dr. Brugger's History which is expected within the next year.

7. Recent and Forthcoming Activities

a. Conserving the Flag Collection (progress report).

Dr. Papenfuse reported on the plans to conserve the State Battle Flag Collection now in the lobby of the Income Tax building. An authority on the conservation of flags has been hired and the Archives is about to proceed according to her recommendations. The first of the flags should be moved by the time of the next Commission meeting. The cost of the project is chargeable to the capital funds for the new building.

b. Participation in the Chancellor's symposium, University of Mississippi (enclosure).

Dr. Papenfuse has been invited to give a paper in October on Maryland's role in the creation and ratification of the Constitution at the University of Mississippi.

c. Outreach activities: The Johns Hopkins University Archives

Dr. Papenfuse and Chris Allan have been asked to review the plans for the new University Archives facility at Evergreen. Dr. Papenfuse praised the University Archives and Medical Archives staff and expressed his hope that University would be able to fund such basic requirements for the new facility as a stacks elevator, proper environmental controls, and adequate security.

d. State House Exhibits and Joint Session

The DAR has indicated a willingness to help the Archives pay for a new exhibit case for Maryland's original vellum copy of the Constitution. If sufficient funding is secured for the exhibits, the plan is to have them open in the State House in late March or early April with the Maryland Federalist as a temporary display under the dome. Dr. Papenfuse reminded the Commission that the Dome of the State House also will be two hundred years old in 1988.

8. New Building and Administrative Matters

a. Work remaining and unfinished corrective measures

Dr. Papenfuse reviewed the work yet remaining on the new building and explained the unfinished corrective measures (such as improved flashing and recaulking of the roof) that were under way. He noted again that the cost of installing the Flag exhibit (including conservation and moving of the collection) was to be funded out of the capital budget.

b. Landscaping (including new proposed lighting for Rowe Boulevard)

The Commission reiterated its desire to have the new plantings completed as soon as possible, including those along the Naval Academy fence. The Chairman noted the unsatisfactory appearance of the brick in the plaza at the front of the building and was assured by Mr. Klasmeier that the matter would be addressed.

c. Pending and completed transfers of records

Dr. Papenfuse noted that since moving into the building, the staff not only successfully transferred all of the records from the old building without loss, but also had just completed the transfer of all record material from the Cheltenham warehouse and had taken on a considerable quantity of new material from State Agencies. He particularly noted the splendid work of the staff in not only transferring new material from the Division of Vital Records, but also in making that material readily accessible in the Search Room to the extent permitted by law.

d. Primer promotion

Dr. Primer's promotion has been approved by the Department of Personnel.

9. Budget Review:

a. discussion of MARC for FY 1989.

Dr. Papenfuse reported that the MARC for FY 1989 included almost all that had been requested, thanks to the much appreciated efforts of the Budget Committee.

b. a status report on the FY 1988 budget.

Dr. Papenfuse explained that FY 1988 would be a very difficult year for the Archives. Because of a deduction for turnover when there was none and the transfer of a position from DNR without funding it appeared that there would be a deficit in FY 1988. Comptroller Goldstein suggested requesting the Board of Public Works to transfer money with the position. The possibility of a deficiency appropriation was discussed.

10. Other Business

Dr. Richardson was welcomed to the Commission as the newest member. Dr. Papenfuse noted that the Archives and Morgan were joint sponsors of the "Freedom Fettered" conference on Blacks and the Constitution, funded by a grant to the Archives from the Maryland Humanities Council.

The Commission thanked Dr. Muller for a splendid meal and for arranging the tour of the recently restored Homewood House following the meeting.

11. Next Meeting

Because the Commission is required to meet four times a year, Dr. Papenfuse suggested that the next meeting be combined with the Archives Christmas party and on behalf of the staff, invited the Commission to be their guests. The time and date would be arranged to meet the schedules of the members.

12. Adjournment

The meeting adjourned at 1:45 p.m. for a tour of Homewood House under the direction of Susan Tripp who had worked closely with the staff of the Archives in her research for the restoration.

Notice

MEMO TO: Hall of Records Commission
FROM: Edward C. Papenfuse, Secretary
RE: Hall of Records Commission Meeting
DATE: July 2, 1987

The next Hall of Records Commission meeting will be held on Monday, September 28, 1987. The luncheon meeting will be hosted by Dr. Steven Muller at Homewood House, Johns Hopkins University.

Attendees
Hall of Records Commission Meeting
Monday, September 28, 1987
Nichols House, The Johns Hopkins University

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

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University of Maryland

Richard Israel, Assistant Attorney General

Jerome W. Klazmeier, Department of General Services,
representing The Honorable Earl F. Seboda

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

Christopher N. Allan, Administrator

Shirley Bodziak, Secretary to Edward C. Papenfuse

HALL OF RECORDS COMMISSION

PUBLIC MEETING

THERE WILL BE A LUNCHEON MEETING OF THE HALL OF RECORDS COMMISSION AT
THE JOHNS HOPKINS UNIVERSITY, ^(Nichols House) HOMEWOOD HOUSE, NORTH CHARLES STREET AT
UNIVERSITY PARKWAY, BALTIMORE, MARYLAND 21218 ON MONDAY, SEPTEMBER 28,
1987 AT 12:00 NOON.

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

PLEASE READ REVERSE SIDE

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

DO NOT WRITE ABOVE THIS LINE

PLEASE TYPE

(1) Agency/Unit: State Archives/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: _____

Text Attached

(4) Date and Time: September 28, 1987 12:00 noon

(5) Place: Johns Hopkins University, Homewood House, North Charles Street at
University Parkway, Baltimore, Maryland 21218

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

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

(8) Signature of Authorized Officer: _____ Date: August 21, 1987

(9) Date of publication in **Maryland Register**: September 10, 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

U.S. Mail:

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

HR memo

TO: Hall of Records Commission

FROM: Edward C. Papenfuse
State Archivist and Secretary

RE: Hall of Records Commission Meeting
September 28, 1987

September 23, 1987

A luncheon meeting of the Hall of Records Commission will be held on Monday, September 28, at 12 noon, at the Nichols House on the Homewood Campus of The Johns Hopkins University. Parking is available in front of Nichols House. For those who are able to stay after the meeting, there will be a tour of the newly restored Homewood House. Enclosed are a map, the minutes of the previous meeting, and an agenda.

Att 9

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Hall of Records Commission

Christopher N. Allan, Administrator

Shirley Bodziak, Secretary to Edward C. Papenfuse

HRA09287

AGENDA

Hall of Records Commission Meeting
Nichols House
Homewood Campus
The Johns Hopkins University
Baltimore, Maryland 21218
Monday, September 28, 1987

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting
3. Records Retention and Disposal Schedules
Schedules approved since the June 30 meeting (enclosure)
4. Old Business
Hotel on Naval Academy land adjoining new Archives building?
5. Bicentennial Office
 - a. report on the Maryland Federalist (enclosure)
 - b. Magna Carta Exhibit (enclosure)
 - c. plans for April 1988 (progress report)
 - d. Maryland Humanities Council grant
6. Publications Completed, in Progress, and Proposed
progress report on the next edition of the Maryland Manual

7. Recent and Forthcoming Activities
 - a. Conserving the Flag Collection (progress report).
 - b. Participation in the Chancellor's symposium, University of Mississippi (enclosure).
 - c. Outreach activities: The Johns Hopkins University Archives
 - d. State House Exhibits and Joint Session (progress report)
8. New Building and Administrative Matters
 - a. Work remaining and unfinished corrective measures
 - b. Landscaping (including new proposed lighting for Rowe Boulevard)
 - c. Pending transfers of records
 - d. Primer promotion
9. Budget Review:
 - a. discussion of MARC for FY 1989 (enclosure).
 - b. a status report on the FY 1988 budget.
10. Other Business
11. Next Meeting
12. Adjournment

HRC mtg

TO: Hall of Records Commission
FROM: Edward C. Papenfuse
State Archivist and Secretary
RE: Commission Meeting (Monday, September 28, 1987)
DATE: July 8, 1987

There will be a luncheon meeting of the Hall of Records Commission at The Johns Hopkins University on Monday, September 28, 1987 at 12:00 noon. The agenda, minutes of the previous meeting and directions will be mailed to you approximately one week before the meeting.

ECP/sb

P4c8

HRC 9/28/87
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (6/30/87)

DATE
APPROVED

DEPARTMENT OR AGENCY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

- 8/10/87 District Court, Headquarters
- 8/10/87 District Court, Headquarters
- 7/31/87 Prince George's County Circuit Court
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- 7/31/87 Prince George's County Circuit Court
- 7/31/87 Prince George's County Circuit Court
- 8/10/87 District Court 7, Anne Arundel County
- 7/2/87 District Court 9, Harford County
- 7/2/87 District Court 9, Harford County
- 7/2/87 District Court 9, Harford County
- 7/2/87 District Court 9, Harford County
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- 7/2/87 District Court 9, Harford County
- 7/2/87 District Court 7, Anne Arundel County
- 9/4/87 Prince George's County Circuit Court
- 9/4/87 District Court 7, Anne Arundel County
- 9/4/87 District Court 9, Harford County

9/4/87 District Court 3, Kent County
8/18/87 Baltimore City Circuit Court
8/18/87 District Court 1, Baltimore City
8/10/87 Anne Arundel County Circuit Court
8/10/87 Anne Arundel County Circuit Court
8/10/87 District Court, Headquarters
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HRC 9/28/87
Agenda Item 3

RECORDS RETENTION SCHEDULES APPROVED
SINCE LAST HALL OF RECORDS COMMISSION MEETING (6/30/87)

SCHEDULE NUMBER	DATE APPROVED	DEPARTMENT OR AGENCY
1019A2	7/2/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Driver Examination & Licensing
1013A	7/2/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Division of Investigative Services
636A1	7/2/87	DEPARTMENT OF EDUCATION Superintendent
612-18A	8/10/87	DEPARTMENT OF LICENSING & REGULATION Commissioner of Consumer Credit
937A1	8/10/87	DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT Community Development Administration, General Administration
C587	7/20/87	WICOMICO COUNTY DETENTION CENTER Jail
C586	7/20/87	WICOMICO COUNTY DETENTION CENTER
C585	7/20/87	ANNE ARUNDEL COUNTY COUNCIL
C584	7/20/87	ANNE ARUNDEL COUNTY STATES ATTORNEYS OFFICE
C583	7/20/87	BALTIMORE COUNTY BOARD OF APPEALS
1150	7/20/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration Division of Driver Control & Records, Driver Records Section
1147	7/20/87	DEPARTMENT OF EDUCATION Vocational-Technical Education
1146	7/20/87	DEPARTMENT OF HEALTH & MENTAL HYGIENE Deer's Head Center, Laboratory

C582	7/2/87	BALTIMORE COUNTY BOARD OF LIQUOR LICENSE COMMISSIONERS
C580	7/2/87	BALTIMORE COUNTY CENTRAL SERVICES Purchasing Services
C581	7/2/87	BALTIMORE COUNTY ECONOMIC DEVELOPMENT COMMISSION
971-06A	7/2/87	DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES Maryland State Police, Personnel Management Division
1150A	9/4/87	DEPARTMENT OF TRANSPORTATION Motor Vehicle Administration, Division of Driver Control & Records, Driver Records Section
C68A	9/4/87	QUEEN ANNE'S COUNTY TREASURER
1148	9/4/87	DEPARTMENT OF HEALTH & MENTAL HYGIENE Division of Health Statistics & Population Estimates
C588	9/4/87	WICOMICO COUNTY DETENTION CENTER Medical
C562A	8/18/87	BALTIMORE COUNTY OFFICE OF FINANCE Revenue Division

TO: Hall of Records Commission

FROM: Edward C. Papenfuse
State Archivist and Secretary

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