

# MARYLAND STATE ARCHIVES

## 2011 Summer Internship Program

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### *Appraisal and Description*

Henry Adamshick, *Severna Park High School*

James Bigwood, *Washington College*

### *Artistic Properties*

Kate Feil, *George Washington University*

### *Baltimore City Archives*

Corey Stokes, *Washington College*

### *IT*

Jason Richter, *Christopher Newport University*

### *Reference*

Kaitlyn Asher, *St. John's College*

### *Special Collections*

Megan Anderson, *St. Mary's College of Maryland*

Kaolani Siregar, *St. Mary's College of Maryland*

### *State House Visitor's Center*

Evan Richards, *Towson University*

### *Study of the Legacy of Slavery in Maryland*

Megan Maxwell, *University of Maryland Baltimore County*

Christian Savage, *St. Mary's College of Maryland*

Allison Seyler, *University of Maryland Baltimore County*

Tanner Sparks, *Salisbury University*

### *Women's Hall of Fame Research Project*

Emily Steedman, *Salisbury University*

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## Written Summary

Allison Seyler

Legacy of Slavery Department Intern

Summer 2011

The original purpose of this internship was to help transcribe census records and process manumissions in an effort to move the Legacy of Slavery Department forward with their Eastern Shore Grant Project. However, throughout the summer it became quite clear that there was more to it than just simple processing. Despite these tedious and sometimes repetitive tasks, I have benefited as a historian and researcher, not to mention a native Marylander from this experience.

One of the first projects I began working on was census transcription. With Maya and Rachel's work plan, I was assigned to work on the census records from 1840 and 1860 from Dorchester County. After dividing the years up by districts, Megan and I got to work. Unfortunately technological issues barred us from using the MD Slavery database to enter the information we found, but IT developed a series of excel spreadsheets, which we used to record information about each household. Despite the limitations of the 1840 census, which merely tallies the number of blacks and free colored persons in homes (without individual names) we identified key data like the ages and sex of each person. This will prove useful for the MD slavery database because it reflects trends amongst slaveholders on the eastern shore—especially in specific communities in Dorchester County. Also, the ages and numbers of slaves or free blacks can be quantified for statistics. To be sure, some households only had a handful of slaves while maintaining a larger number of free colored persons, but others may have only had slaves and no free colored persons in their household. Additionally, since the race of the head of household is not clearly identified one could make inferences about their race depending on the number of free colored persons living there. Also, if you were to trace the person through later census records, you might be able to identify their race, occupation, and background.

Fortunately, the 1860 census provides a bit more information; the census lists each individual present in a household. These individuals are listed with their age, sex, "color," value of real estate, value of personal estate, birth place, marriage information, and schooling details. The census also indicates whether or not they are older than 20 and cannot read or write and if they are deaf, dumb, insane, or blind. Indeed, these details made the census a lot more interesting to transcribe, but they also help historians understand the make-up of slave-owning households and free black households. Although I am not too familiar with Dorchester County, I can also imagine details of the households could help understand the development of black communities in the area or the numbers that left for Baltimore City. Other details like people whose race was identified as "M" or mulatto could be pertinent to researchers and genealogists. The ability to access this information through a well-developed database will prove invaluable for historians of all sorts.

The second project that I worked on was the processing of manumissions from Talbot County. Specifically I recorded the manumissions from 1830 to 1865. This information too will be widely available for researchers. The slave's name, owner's name, the date of the manumission, its location in the land records and any stipulations it may have had will all be seen in the MD slavery database. Furthermore, I think it may be helpful to provide a link to this indexed list through the Guide to Government Records. I know one is posted for Queen Anne's County but it might be useful for researchers to be able to access one for Talbot County as well. This project was particularly enlightening—it was fascinating to read through the stipulations for manumission and I definitely

stumbled upon some memorable stories. One for instance was of a free Negro named George Wright, who bought his wife Hannah from her owner and in three days time freed her. Although buying freedom for family members was relatively common, I was touched by the dedication of a husband to a wife by encountering their story.

Lastly, I had the opportunity to work on two case studies as part of my internship. I think this was one of the most rewarding aspects of the summer. I think case studies are particularly important for the Legacy of Slavery Project because of their implications. They allow researchers to focus on one person's life in order to understand the surrounding community or time. Not to mention the fact that the name you have been seeing on a page or computer screen for hours becomes a living, breathing person the more you discover about them. After identifying a possible USCT soldier from Queen Anne's County in Mildred Schoch's collection to research, I embraced the difficulty of establishing the details of this former slave's life. Although figuring out what sources and where to look for them was difficult at first, with the help of a few seasoned research archivists—mainly Rachel, Owen and Maya, I was able to have a working list of the places I could search to find out anything I could about Mr. Charles Weeks. I located his manumission, his USCT service records, a Freedman's Bureau record in his name, census records that revealed his profession and wife's name, and eventually, his death record. After several days of investigating his life, trying to locate his past residence on historic maps, looking for deeds, marriage records, anything where he was named—it was difficult to not give into frustration when I ran into roadblocks and dead ends. Ultimately though, I can imagine though that I will not be the only historian to discover Charles Weeks. As new archival material and connections are discovered, each case study can be updated. And in the end my relationship with Charles Weeks came to an appropriate close when I visited his grave at Loudon National Cemetery. In some ways I felt as if I was making sure he knew his life is not forgotten.

The other case study I worked on is much more a work in progress. I did some preliminary research focused on Kensey Harrison, Charles Weeks' owner. Interesting enough, I discovered Harrison manumitted ten slaves between 1826 and 1864, dying in 1866 and leaving his belongings and property to his granddaughter, Catherine E. Thomas. I was unable to find out what happened to Catherine after her grandfather passed. Although my internship is over, I do believe I have contributed to the case study of Harrison in order for someone else to pick up where I left off.

Ultimately I think this internship has not only contributed to my understanding of the Legacy of Slavery in Maryland Project, but also to my skills as a researcher and historian. I have had the raw experience of working with primary documents, especially ones that are hard to transcribe and hard to track down. The tasks of census mining and manumission processing may seem dull and repetitive, but they are indeed treasure troves of information about the lives of early Marylanders. I have also had the experience of hitting dead ends and being upset that I could not find out more about some one's life, even if it was someone I merely knew on paper. I have also had the opportunity to work with talented archivists who are incredibly knowledgeable about Maryland history, the history of slavery in Maryland, and more generally, African American history which has proven significant to my growth as a historian.

**Final Review of Maryland State Archives Internship**  
By Christian Savage

August 12, 2011

Over course of the past two months, I have been privileged to serve as a research intern for the Maryland State Archives' Legacy of Slavery Project. As my participation in this program comes to a close, I am tremendously grateful for the opportunity to help the Maryland State Archives achieve its mission to "identify, describe, preserve, and make readily accessible public records." During the summer I was assigned to process the pension records of U.S. Colored Troops and transcribe U.S. Census Records. I believe that through the completion of the aforementioned projects, my internship has been a meaningful experience that bears tangible results which will directly aid the public in their study and interpretation of historical records.

I began my summer by processing the pension files of U.S. Colored Troops. Using documents within the pension files, I collected basic information on each veteran such as their dates of birth and death, their birthplace, rank, company, regiment, enlistment date, and discharge date. I quickly realized however, that pension files offered a lot more than the information I was collecting from each file. There were two documents in most files that captured my attention. The first document that captured my attention were the marriage records contained in most pension files. Because many of the pension applications were being filed by widows, it was common that some record or recount of the soldier's marriage would be included in the pension file. For some time I have been interested in the religious history of Maryland's African-American communities, reading through the marriage records and recounts allowed me to see which ministers performed the ceremony, and in some cases which church the veterans were affiliated with. I learned a number of things from studying the marriage records of U.S.C.T. veterans that I feel are particularly interesting. First, the depositions dealt quite often with marriages performed while the veterans were enslaved. When I entered the program, I thought that slave marriages consisted of *jumping the broom*. However, after reading through many of the depositions I have learned that most slave marriages, at least in Queen Anne's County, were formal ceremonies involving the slave master and a white minister. In a deposition contained in the pension file of Benjamin Frisby, a fellow slave describes the veteran's marriage as "being married by ceremony- performed at the house of her master Joshua S. Cousden according to slave custom- which was to get consent of the owners of the man and woman and then have a ceremony performed by a white minister.<sup>1</sup>" It was surprising to me that many of the slave marriages were performed in home of their slave master. Secondly, I was able to learn the legal and social status of slave marriages. Because, whilst many of the pensioners who were married before the war returned to their wives, many others did not return to their wives and married anew. This presented a problem for the Pension Bureau's Special Examiners who had to decide who had to decide who the legal widow was. In many of the cases, the pension file was referred to the Legal

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<sup>1</sup> SPECIAL COLLECTIONS (U.S. Colored Troops Pension File Collection) [MSA SC 4126] Benjamin Frisby (Folder 125), Deposition of Frisby Henson

Division of the Pension Bureau, who would decide the legality of the soldiers' marriages and determine who the veterans' legal widow was. In many cases the legal widow was the woman the veteran married during slavery, to support this ruling the Legal Division cited a number of cases dating back to the eighteenth century as precedent. Lastly, marriage certificates after the Civil War were helpful in learning the religious affiliations of veterans. This is particularly important to me because many of the pensioners were members of African Methodist Episcopal Churches. As a member of the A.M.E. Church today, I was excited to read more about our early members. In five years the A.M.E. Church will celebrate its bicentennial and I am involved in an effort to write some of the local history of the denomination. I believe that the documents found in the pension files will be helpful in describing the everyday lives of our early members.

The second document that captured my attention were the affidavits and depositions from the veterans' family, friends, and fellow soldiers. They were extremely interesting narratives which revealed a lot of information about the soldiers' personal life, such as their life before enlistment, their marriages, jobs, disabilities, children, and their deaths. Even after the soldier's death, many of the depositions record detailed information about their widow's lives. The depositions often took the form of narratives, which described the soldier in very honest and colloquial terms. I believe that these documents will be particularly informative and interesting to the public, whether they are interested in the personal life of the soldier or the times which the soldier lived. The information I collected will help make this collection easily accessible and searchable when it is made available online via an e-publication.

I concluded my summer by transcribing census records for Dorchester County from the 1830 and 1850 U.S. Census. Using ancestry.com, I recorded all households with African Americans in the 1830 U.S. Census and all free blacks in the 1850's U.S. Census. This information will be made available via a searchable database on [mdslavery.com](http://mdslavery.com).

I truly appreciate to opportunity to intern at the Maryland State Archives and it is my hope that when my projects are made available online, that public learn as much as I have.

Megan Maxwell  
Legacy of Slavery Internship  
12 August 2011

For the first two weeks of my internship, I familiarized myself generally with the Archives and specifically with different parts of the Legacy of Slavery project, especially the searchable parts of the website and the future MDSlavery database. Rachel Frazier initially had me researching which regiments in the United States Colored Troops had members from Maryland. That project led me to a compilation of military and manumission records from Queen Anne's County by Mildred C. Schoch.<sup>1</sup> Ms. Schoch gathered information from court and military records, cross-referencing them into easily readable tables. Reading those tables, I was struck by some idiosyncratic nineteenth century names. The name of one enlisted private, Frisby Chamomile, especially stood out. When I found the name of his previous owner, Samuel Tarbutton, I knew that finding information on either would be relatively simple. Their names were unique, so being misled with similarly named people was unlikely. Tarbutton, as a fairly wealthy farmer, would have land records; Camomile, as a soldier, would have military records to consult.<sup>2</sup>

Starting with Ms. Schoch's research and using census and military records, I began to make outlines of the lives of Frisby Camomile and Samuel Tarbutton. In some cases, Ms. Schoch's information contradicted official records; I used the official dates. I gathered this information for Rachel, who then turned it into biographical sketches for the Beneath the Underground Railroad database.<sup>3</sup>

Because the MDSlavery database was experiencing technical glitches early in the summer, I could not enter the information from the census stripping until the beginning of the third week. Once Maya, Rachel, and IT set up the Excel spreadsheets for us, however, the data entry moved along easily. I stripped the 1830 and 1860 censuses for Dorchester County households containing African Americans, finding 1101 households in six districts in 1830 and 3120 households in eight districts in 1860.

After entering the census information into spreadsheets, I then turned to court records of manumissions in Talbot County from 1830 to 1864. Allison Seyler and I divided up the records; I entered 196 records. One thing I noted is that while Queen Anne's County had several manumissions that mentioned the former slave's enlisting in the USCT, no such notations were made for Talbot County. Rather, Talbot slaveowners included many riders on the manumission contracts. Many owners delayed their slaves' freedom for several years and required the children, living and future, of slave women to remain enslaved for an additional term. One owner required that the issue of any issue born into slavery would stay in slavery until age 31. This condition would last in perpetuity. Some masters noted that a consideration

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<sup>1</sup> Mildred C. Schoch, "A Record of the Military Service of United States Volunteer Colored Troops, War of 1861-1865 from Queen Anne's County, Maryland." MSA SC 1343, location 00/10/03/33.

<sup>2</sup> I had no idea that Tarbutton was a common name in Maryland and that in the 19<sup>th</sup> century many S. Tarbuttons lived on the Eastern Shore. I was, however, able to identify *my* Samuel Tarbutton.

<sup>3</sup> <http://www.msa.md.gov/megafile/msa/speccol/sc5400/sc5496/037400/037482/html/037482bio.html>

of \$100 had been paid to secure freedom; others required a consideration of only \$1. Most masters, however, simply freed their slaves for unmentioned "good and divers reasons."

I prefer to study the twentieth century, so finding logic in the heinous system of slavery appalled me. I knew that my ancestors were bought, sold, and traded, but did not realize they could also serve as collateral in business transactions. The extent of the institutionalization of the ownership of human beings continues to astound; however, this summer did have some bright spots. Tarbutton's manumission of Frisby Camomile so that Camomile could enlist probably serves more as an example of pragmatism than of altruism; but Camomile's being able to participate in the fight for his freedom is an example of a positive contribution to his country's and his own legacy.

## **Summer 2011 Internship Work Summary**

Legacy of Slavery Department

Eastern Shore Grant Summary

By: Tanner Sparks

First of all, it has been a great summer working at the Maryland State Archives and has been an enriching experience. Throughout the summer, I have been involved with several projects in the Legacy of Slavery Department, all of which kept me busy. The first project was census transcription for Dorchester County in which Christian and I were able to divide the 1830 and 1850 census records between us. I completed the 1830 census for Dorchester County in a Microsoft Excel document with the total number of entries being 947. We had to use an Excel document because of the technical difficulties on the mdslavery.net database, which we encountered during the first week of the program. Our focus was to transcribe only the households containing free blacks and enslaved blacks. I was able to begin the 1850 Dorchester County census transcriptions, but was unable to finish. I have however logged over 600 entries for the 1850 census. I will be working at the Maryland State Archives full-time, and the remainder of this project could provide a change of pace when needed.

The primary focus for the summer was organizing and cataloging USCT pension records within the Special Collections database. Christian and I were heavily involved with this project, which was very rewarding. Among the approximate 223 pension files, there were nearly 50 soldiers who were affiliated within the Eastern Shore's five counties of interest for the DOE grant, which are Caroline, Dorchester, Kent, Queen Anne's, and Talbot. Those noted members of the USCT within the five counties will be used for further case study research.

Each pension record provides a significant amount of information about each soldier. The types of records found in these files are a helpful source in telling a story or creating a biographical sketch on each soldier. Throughout the busy summer, I was able to construct a case study on a USCT soldier from Dorchester County, named Henry Johnson. Johnson was a soldier who served in Company H of the 19<sup>th</sup> USCT regiment. He enlisted on January 06, 1864 and served for nearly ten months as a private before being physically disabled from a logging incident.

Through numerous general affidavits, from acquaintances of Johnson, they confirmed his disabilities from the war and that he was healthy before the war. This was the case from an affidavit by Mrs. E.E. Percy who stated he was healthy before the war and she had not seen him since. She was also able to confirm that Johnson was a slave and owned by her husband, Algernon S. Percy.

There was also a deposition from William Banks who stated he was a slave on another farm and knew Johnson. This type of interpretation shows the network of connections that slaves had among one another. Banks also states that eventually Johnson was "set free" and the reason seems to be unknown. If that was not enough, another affidavit from Peter Banks states that he and Johnson grew up on the same farm together as slaves.

Many of the depositions were able to confirm the various disabilities that emerged for Johnson after the war. Through these depositions it was determined that he was eligible for an increased pension since he was unable to perform labor intensive duties.

Johnson died in 1875 due to consumption and disease of the lungs, which enabled his widow to continue receiving the pension, as well as their five children. It was determined that she would be granted \$8.00 per month and an additional \$2.00 a month for each child (all under the age of 16 at the time of his death). One of the interesting storylines that came from Johnson's life was that after the war he migrated and settled in Baltimore with his family. Returning to Dorchester County, where he had grown up was not an option for Johnson, as was the case for many other USCT soldiers. Baltimore created opportunities for many of the soldiers as there was a large free black population.

Pension records for these soldiers are a great source for case studies as one can understand their lives and how their peers viewed them. With each pension record telling a different story, it makes for interesting case studies.

The extent of the USCT research continued further as I was assigned the task (along with Rachel) of finding the "missing pension records" by going through administration files. These administration files related to the collection were found in the same location (00/71/10/01). After going through the administration files, we were not able to turn up any significant leads. We were, however, able to locate a list containing approximately 120 names that were not part of the 26 box collection of pension records. Those names were not found as of yet though. I also found one "missing" pension record on Norman B. Sterrett, which was catalogued and abstracted with the others. Collecting information from these records was gratifying as we were able to contribute to not only Maryland's history, but also African-American history.

During the summer, we were also able to learn a great deal from various speakers on subjects, such as the War of 1812 and immigration in Baltimore, among others. The internship also included a walking tour of downtown Annapolis as we were able to tour historic houses and sites. We were able to tour the Hammond-Harwood house, the William Paca house, the Government house, and the State House. These tours were very informative and I learned a great deal from them, especially since it was my first time visiting downtown Annapolis. The overall experience of working at the archives in the ten week internship program was highly productive and successful.

## **Summer 2011-Maryland State Archives – IT**

This summer, I worked on two projects for the IT department and the Case Studies of the archives. The first was to take the existing case studies, located on the L: drive in HTML documents, and extract the content of these documents. To do this, I developed regular expressions to extract the “important” content, things such as the name of the person, their CaseID and CaseItem number, a narrative, and other relevant information. I then took the content and loaded a database table. This program is now being run, to back up the system, every week.

The next thing I was tasked to do was to build a prototype for the website for the Case Studies, which will display all the information in a more appealing way. The website was also intended to be easily searched and browsed. The website was built with a base page to display the persons “vitals” information, like birth and death date and location, at the top of the page. This base page also shows the persons primary narrative, and any “highlighted” sections from the rest of their study. This page then has links to other “sub-pages” with all of the other information, education, related people, sources, etc., each on its own page. Some of those pages that can link to other Case Studies were built with an interface to interact with the database to search a keyword, like a name, and find a list of people, which you can then select and it will fill the proper fields for easier linking. Then a search function to search for a particular case study on its own page was built, displayed and selected in the same way as the sub pages, it will then link you directly to that study’s page.

When logged in, information can be added and edited. The changes are then pushed back up to the database and displayed on screen. The website can also be used to create a new case study. And then data can be added and edited in the same way as existing studies.

Stephanie Bray had left it open to me at the beginning of the summer to create a tour of my own design. I struggled at first to find the right topic that would be interesting to the public and be substantial enough to fill an entire tour. After the first two weeks of giving regular tours I noticed that people were coming into the State House and but many were overlooking all the unique features on the grounds.

As I began to do research I realized that that the grounds have an untold history lying beneath that visitors are unaware is there. Many buildings occupied the grounds over the course of three hundred years that the State House has been here within State Circle. They proved to be one of the most interesting aspects of the tour because it almost takes people back in time as they try and imagine the different buildings that have been used by the state on the grounds.

The other important part of the outside tour is the many statues, memorials, and plaques that are spread out all over the grounds. Some are very visible like the statues to Baron DeKalb and Rodger B. Taney, but others, like the Women's Rights Movement plaque and the Martin Luther King Jr. memorial, go unnoticed and are passed by people every day. I created this tour to be used by the State House Visitor's Center for future special tours of the outside grounds or to have available for interested visitors.

The other project I worked on this semester was to create a tour specifically for 8<sup>th</sup> grade Maryland students. This fall I am student teaching at a middle school in Baltimore County with 8<sup>th</sup> grade U.S. history students. I wanted to create a tour that was designed around the state curriculum and reinforced major themes while showing how Maryland history fits within them. The curriculum for 8<sup>th</sup> grade covers from the end of the American Revolution through Reconstruction. I designed questions that could be asked that reinforce what students would have already learned before coming to the State House as well as opinion questions such as if they themselves could have given the power of the army back to the people as George Washington had done.

This summer I was introduced to museum education, an area of I previously had no experience with and I attempted to use what I have been learning to create a special grounds tour and a tour that could be used by teachers or staff to reinforce state curriculum while taking them on a tour of the State House.

Review of Project Work  
Emily Steedman  
Intern for the Maryland Women's Hall of Fame Project, 2011

Over the course of my internship, I was tasked with researching and writing extended biographies for recent and past inductees into the Maryland Women's Hall of Fame. My objective was to provide a more in-depth summary of these women's lives to better paint a picture of who they were as individuals and what their professional contributions meant to Maryland. I was first assigned to write the biographies for the 2011 inductees:

- Lucy Diggs Slowe (1883-1937): Women's Educator Responsible for Pioneering Work at Howard University
- Carol Greider (1961): Nobel-Prize Winning Microbiologist Responsible for Helping to Discover the Enzyme Telomerase
- Barbara Holdridge (1929): Co-Founder of Caedmon Records, the First Commercially Successful Company in the Spoken-Word Recording Industry
- Ligia Peralta: Doctor Responsible for Intensive Work and Research in HIV Infected and At-Risk Youth in the Baltimore Area, Professor at Johns Hopkins University
- Gertrude L. Poe (1915): One of Maryland's First Female Journalists/Editors
- June A. Willenz (1924): Advocate for Women's Veterans and Women in War-Ravaged Countries

After consulting with my supervisor, Jen Hafner, I decided not to write a biography on Gertrude Poe, believing that the biography the Archives had already provided online was sufficient. For the remaining women, I utilized several electronic resource databases to gather information on their lives and careers. I focused a large part of my research on newspaper articles, most often using the following sites:

- Lexis Nexis
- NewspaperArchive.com
- Baltimore County Public Library ProQuest Historical Newspapers

I also searched the various online catalogs at the Pratt Library, Nimitz Library, Maryland Law Library, and Maryland State Archives. I had some success with these sites, but my greatest finding aids were the electronic newspaper databases listed above. I employed Ancestry.com to confirm birth and (possible) death dates for these women. I also used my Salisbury University alumni status to access the research databases the university subscribes to, and found several academic sources that were helpful for some of the inductees. Lastly, I used Google Search for any related online sources that I believed were credible.

After writing the biographies on the 2011 inductees, I then moved on to write biographies for women from past years who did not have extensive online biographies. I ended up researching and writing on the following women:

- Rita R. Colwell (1934): Marine Microbiologist Known for her Work on the Cholera Bacterium as Well as the Chesapeake Bay (Inducted in 1991)

- Mary Elizabeth Banning (1822-1903): Nineteenth Century Mycologist (Fungi Scientist); Was One of the First Women Scientists in Maryland (Inducted in 1994)
- Mary Adelaide Nutting (1858-1948): Nurse Responsible for Pioneering Work in Nursing Education; Helped Make Nursing a Professional College Program (Inducted in 1994)
- Elaine Ryan Hedges (1927-1997): Responsible For Establishing One of the First Women's Studies Programs in the World at Towson University (Inducted in 1998)
- Rachel Carson (1907-1964): Marine Biologist whose book, "Silent Spring," on the Harmful Side Effects of Pesticides Initiated the Nation's First Environmental Movement (Inducted in 1985)

When writing the biographies, I tried to showcase the women's professional and personal lives to help paint a more complete picture of who they were as individuals, and how they reached success in their respective careers. I also tried to use the women's own statements from interviews in newspaper and online articles to help make them come across as real as possible.

These biographies will be accessible to the public through the Archives' website once they meet final approval from my supervisor. I believe that these biographies not only help understand the contributions of the various women in the course of their careers, they also demonstrate the advances made in the history of women by women. Each of these women were inducted into the Maryland Women's Hall of Fame because their accomplishments not only changed society for the better, but also demonstrated how women have come to shape the world in which we live today. The Maryland Women's Hall of Fame is a great way to illustrate the importance and achievement of women in history, and the biographies I have written will help to better highlight why these women should be celebrated and why future generations of women will have the opportunity to join them.

Henry Adamshick

7/13/2011

### What I did for my Internship

One of the main jobs I did for my employers in the Appraisal Dept. was processing the information of microfilm from the written binders and type it up into the computer so that the information would become digital. Most of the information on the microfilm involved how many boxes are in each series set, the number of reels of each microfilm, and the document description that was stored on the reel. This job is important because it allows us to digitalize the documents on the computer so that guest can check their records without the need of microfilm.

Another big job I did was to flatten old documents like divorce paper, oaths, and law decrees so that they can be sent to the scanners to be digitize on the computer. All these roles I did made me feel good that I was able to help out in the department. I probable could have done more or have gotten more work during the latter part of the internship but I have to leave halfway through this program because I'm moving to New York. Thank you for accepting me.

James Goldsborough Bigwood  
Friday—August 12, 2011  
Maryland State Archives, Annapolis

## Summer Internship 2011

### Final Report

This summer marked my third internship opportunity with the Maryland State Archives. Unlike years one and two, this year I worked in the Appraisal department, as opposed to the Special Collections department. Aside from being located in a department with a different title, I was introduced to a completely different facet of the archival experience. It was fascinating to see the archives from a more administrative viewpoint. While appraisal is not the administrative part of the *archives* per se, it does in fact deal with numerous other governmental agencies, allowing it to sort of act as a liaison between the other agencies and the archives itself (i.e. record transfers).

The specific project that I was assigned to work on, dealt with the cache of records that was transferred from the Department of General Services. These records, which mainly consisted of microfilm, computer microfilm, and microfiche, provided for a summer's worth of cataloguing and inventorying—or in other words, the “Appraisal and Inventory of Department of General Services Microfilm.”

For decades, these records have been sitting in a Department of General Services records management warehouse. When offered the opportunity to acquire these records, we were able to do so. However, they were not transferred to us with an inventory, because all of their inventories had been lost and/or destroyed when DGS changed locations. The only semblance of an inventory that accompanied these records was a stack of transmittal sheets (which I am very close to having completely inventoried, myself, might I add).

All summer long, I have been sitting at my desk in the Appraisal department, going through boxes of microfilm and microfiche, cataloguing them on Microsoft Excel spreadsheets. For the boxes themselves, I made item level inventories, doing a separate one for each records series. Whenever there was a break between internal records transfers (from the Candlewood Road warehouse to the Archives building), I worked on typing up the aforementioned transmittal sheet inventory—which was done by agency, not series.

As I sit here typing up this report, I am pleased to share this news with you: I have successfully made it through all 90 of the permanent records microfilm boxes that my boss, Carrie Brady allotted to me at the beginning of this summer. Not only that, but I am quite close to completing the inventory of transmittal sheets, and fully expect to do so by the end of my summer internship.

I've had a wonderful summer, and I think that I've learned a lot about not only the inner workings of the state archives, but how our institution works within the broader system of government (Carrie took me to the Candlewood Road warehouse, so I could see how the boxes are physically moved from one location to the other; plus, I even got to learn how to read microfiche). Thanks to everyone in the internship program, for allowing me to return! I had a blast.

## 2011 Internship Summary Report- Kate Feil

During my summer 2011 internship with the Maryland State Archives, I was employed within the Maryland Commission on Artistic Property. Throughout this internship, I assisted the Curator and the Registrar with the following collection management projects:

- Processed a Samuel Kirk & son Co. 98 piece silver service (c. 1899) given to Murray Vandiver in recognition of his services as chairman of the Democratic State Central Committee.
  - Completed condition reports on all 98 pieces in the service
  - Photographed all 98 pieces to illustrate current condition
  - Properly labeled each individual piece
  - Created individual web pages for each of the 18 different types of service items  
[L:\msa\speccol\sc1500\sc1545\apc\\_website\apcsilver\\_vandiver1.html](L:\msa\speccol\sc1500\sc1545\apc_website\apcsilver_vandiver1.html)
- Increased the online presence of the state-owned art collection by creating new web pages for individual objects.
  - Peabody Works on Paper collection  
<L:\msa\speccol\sc4600\sc4680\html\wopgeographical.html>
- Provided general exhibition and collections care for objects that are on display throughout the State Office Complex.
  - Collected environmental condition readings from data loggers in various locations at the State House and at Government House
  - Completed condition reports and photographed several objects on display at the Miller Senate Building and the Taylor House of Delegates Building
  - Assisted with the deinstallation and installation of several paintings within the State Office Complex
  - Dusted various collection objects located within the public areas of Government House
  - Dusted the frame of *Washington Resigning His Commission*, located at the State House
- Assisted with improving the current conditions of collections storage by properly rehousing works of art.
  - Worked with conservation staff to construct storage containers with dividers for glass decanters, ceramic mugs, etc.
  - Affixed photographs of items to outside of storage containers for easy identification
- Completed condition reports and photographed furniture in the Old House Chamber at the State House prior to it being removed by an art handling company.
- Assisted registrar with couriering a painting to the Maryland Historical Society

- Updated object information in the collection database and integrated administrative files with object files.

I thoroughly enjoyed my time at the Maryland State Archives within the Artistic Properties Commission. The variety of work I was assigned provided me with multiple opportunities to learn about and better understand the duties and skills a collections manager/registrar is required to perform. My favorite accomplishment of this internship is that I was able to assist the APC department in making the collection more accessible to the public via the creation of web pages on the Maryland State Archives website.

From June 8<sup>th</sup> through August 16<sup>th</sup>, a total of ten weeks, I worked as an intern at the Maryland State Archives in Annapolis, Maryland. After receiving the news that I had been offered the internship, and eagerly accepting, I realized that I was not exactly sure what kinds of duties I would be asked to perform. I knew that I would be working with the Lois Green Carr collection, but as I had never even been into the Maryland State Archives, this internship would be my first introduction to the archival world.

Dr. Lois Green Carr is a groundbreaking historian of early Maryland and the Chesapeake Bay region and its role in colonial American history. In 1956, Dr. Carr began her work in Maryland history as Junior Archivist at the Maryland Hall of Records Commission in Annapolis. Her extensive career continued to include teaching positions at Harvard University, University of Maryland, College Park, and St. Mary's College of Maryland, not to mention her prominent positions at the St. Mary's City Commission, Maryland Historical Trust, and Historic St. Mary's City. Dr. Carr's research of birth and death records, inventories, and court records greatly added to our understanding of early Maryland. Among countless books, articles, lectures, and publications, she co-authored *Robert Cole's World: Agriculture and Society in Early Maryland*, described as 'the finest book ever written on agriculture in seventeenth-century America'. Inducted in 2000 to the Maryland Women's Hall of Fame, Dr. Carr is recognized as the leading social and economic historian of the Colonial Chesapeake.

However, such an extensive career leaves an extensive collection of research materials, shelves of books, and piles of lecture notes, correspondence, and manuscripts. This summer, I spent my ten-week internship cataloging and describing articles and manuscripts, labeling clamshells, and sorting Dr. Carr's library to provide future historians with access to Dr. Carr's research collection. In total, I located and organized 803 library books, using the library cataloging system called LibraryThing. I found space in the stacks for 195 bound volumes of SPSS files, which are print-outs from a computer program used by Dr. Carr to interpret her data about Colonial Maryland. I also filled 13 record center boxes of manuscripts and dissertations and wrapped 90 maps and certificates from Dr. Carr's collection. With the help of Dr. Jean Russo, a close colleague of Dr. Carr's, I cataloged and labeled about 200 clamshells which held about 3,000 documents. I also entered 135 boxes of career files, one of Dr. Carr's most well-known endeavors of recording the biographical information of men and women from Colonial Maryland.

Not only did I work with the Dr. Carr collection, but I also prepared a condition report on a 19<sup>th</sup> century compass and surveyor's chain from the Sasscer collection. This experience greatly increased my enthusiasm for a career in conservation. This summer, I also read the book, *Still Alice*, by Lisa Genova, a novel about a fictional woman living with early-onset Alzheimer's disease. *Still Alice* helped me understand the difficulties of achieving a successful career, like Dr. Lois Green Carr, and the changes this disease causes in the relationships between the patient and her family, and her entire world.

By the end of this internship, particularly with my work in the Lois Green Carr collection, I can honestly say that I feel very accomplished, having filled six whole sections of labeled and cataloged records, prepared my first condition report, and gained much valuable experience in a field of my interest.

#### Works Cited

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n.d. Personal History by Lois Green Carr. [http://www.msa.md.gov/megafile/msa/speccol/sc3500/sc3520/002900/002941/html/ext\\_bio.html](http://www.msa.md.gov/megafile/msa/speccol/sc3500/sc3520/002900/002941/html/ext_bio.html), accessed August 9, 2011.

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Megan Anderson  
August 9, 2011

My tasks in Special Collections have been many and varied. I learned quite a few things, from basic html coding to wrapping an inflatable Donald Duck in Tyvek. Primarily, though, coming into the internship I was told that I would be focusing on William Donald Schaefer. When I first received this news, I was skeptical (to put it mildly). I have lived on the Eastern Shore of Maryland since I was born. Understandably, my feelings for Schaefer were less than friendly given his scathing comment about the Eastern Shore being comparable to an outhouse. However, if my internship has done anything for me it has broadened my perspective on the former mayor/governor/comptroller. He's no longer quite so villainous as he seemed (especially after finding his grade school report cards and the photo album he had that was dedicated to his dog, Willie II) – and while I can't say that I necessarily like him, I can appreciate him as the character he was and what he accomplished both for Baltimore City and for Maryland in general.

My responsibilities with the Schaefer collection were to do a partial inventory on collection MSA SC 5966. For the most part, one of Maria Day's volunteers had already inventoried the boxes that were stored in the basement; I did a thorough sweep of the boxes and then entered them into the system. Once the section of Schaefer's belongings were catalogued from 00, I started the massive job of wrapping everything that had been stored in B5 – including an oversize baseball, a collage of Schaefer and associates on baby bodies, and a painted townhouse screen. My favorite item in the collection is the Donald Duck that he took into the Seal Pool with him when the Aquarium was not completed on schedule; he went into the seal pool with a mermaid in an old-style bathing suit as an admission of a broken promise (of sorts) to the public and, not surprisingly, to be the over-the-top character he always was. I also went to the Ordnance Road warehouse and inventoried plates and stamps with Maria Day; these collections were usually totally kitschy, but had they had some items that were interesting.

Schaefer may have been my primary focus, but I worked with a number of other collections. I hyperlinked one of the Sands collections (MSA SC 732) and inventoried part of MSA SC 2095: Dowsett Collection of Sands Family Papers. This collection was especially exciting – both on a personal and historical level. The letters were from the Civil War, but I was most interested in them, I confess, because of the love letters; I was pleased to hear from Ann Jensen, who gives tours of the Sands House now, that Susie Sands and Martin Revell were eventually married. I also inventoried and entered into the Special Collections system a number of other collections, including a photograph collection that I thoroughly enjoyed: the Michael and Nancy Bunnemeyer Collection MSA SC 5984. This collection I am particularly proud of because I went through every step of the process with it. I sorted through the items when they first arrived, inventoried them, wrapped them as necessary, entered a Conservation Work order for one of the pieces and eventually labeled and stored them in their present locations. I also helped Maria Day and Frank Patnaude with cleaning up the Special Collections database so that

(eventually) Special Collections can be integrated with the Government Records catalogue to streamline searching.

I think my experiences here at the Archives will definitely help me at History Associates where I start on August 24<sup>th</sup> as a Research Historian. Now that I know how archives operate I think I will be better equipped to search for the information that I will need. While the learning experiences have been great, so have the people I've worked with. Maria Day was always helpful and receptive as my project supervisor, but more than that she gave me great life advice as I move into the crazy world of post-BA adult life. My fellow interns were always fun to be around, even on days when my internship was none too thrilling. I am supremely grateful that I had this opportunity.

# MSA Internship Summary

Over the course of the summer, I have been working on the converting of audio tapes into a digital format. The process was accomplished by using an audio recording program called Audacity and a standard tape deck. The project for the most part was straight forward and simple. It took some learning of the software at first before I could start the recording process, but overall everything went smoothly.

The whole process of recording began with inspecting the tape. I had to inspect the tape to see if it was damaged in any type of way and if so, see if it could be repaired. After I inspected the tapes, I would put the tape in the tape deck and then open Audacity on the computer. When I first installed Audacity, I had to configure the settings so that I could get the best sound possible. Once Audacity was open, I pressed the play button on the tape deck and the record button in Audacity. The tapes were usually between 10 and 30 minutes long. Consequently, this left a lot of down time in between tapes. Once the recording was finally finished, I would listen to the tape to check for any distortion. Audacity has built in effects to fix any sound discrepancies. One major draw back about the project is the fact that if the tape was recorded in poor quality then there was not much that could be done to save the tape.

Continuing on, once the editing was done, I then would export the audio file as both a wave and mp3 file. This process would take anywhere between 5 and 15 minutes. Part of the reason for the wait time is the fact I was saving to the network- BCA has connectivity problems often. After the file is saved I would just move onto the next tape. Once I completed a set of tapes I would upload the files to ecpclo.

There was a major problem with ecplio that I had discovered. It had seemed due to connection problems, the upload files became choppy and distorted. This occurred to the majority of the audio files. But, eventually I moved to using a spreadsheet to keep a record of the tapes and their descriptions. Another drawback from ecplio is the fact that .WAV files were too big to upload. The upload process would begin normally but timeout when it was close to being finished.

There were other smaller projects I did work on while here at the BCA. One project was setting up a small Linux server. This required that I do some research and reading to learn the operating system and process to set up the server. The server I managed to set up was called Samba which is a file server. This task took a few trials and errors before I finally had it functioning properly. To my surprise, once the operating system was loaded, the computer connected to the network with ease. I was also able to set up remote desktop and VNC on the Linux machine. Surprising, the windows machines were able to VNC into the Linux machine as well. Eventually, I had to dual partition the machine so that it could boot Windows and Linux. Luckily, the Linux system already had a pre-installed boot loader so that the computer could recognize both the operating systems and give the user a choice of which one to use.

Another mini project I helped with is the installation of a new wireless access point in the warehouse. We had to pull cable from the network closet in the main office to on of the beams in the warehouse. It was a very messy job but it was accomplish without having to re-terminate any cables. This really helped me gain some cabling experience.

Overall, the program was fun and rewarding. I was able to learn some new things and actually apply it.