

Hall of Records Commission Meeting

November 14, 2012

Electronic Classroom
Maryland State Archives
12:00 noon

Agenda



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the the official trademarks of the **Maryland State Archives Trust Fund**

Latin motto translates: *As the sun thou shalt enlighten America*, both used as trademarks for the *Friends of the Maryland State Archives*.

Call to Order by the Chairman

Attendees

(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/attendees_14nov12.pdf)

Opening Remarks/Special Announcements

Caring for the State's Archival Heritage: During the War of 1812 and now.

Newspaper excerpts:

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/newspapers_hrc_meeting.pdf

Governor's Council Proceedings:

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/gov_council_proceedings_1813-1817.pdf

Reports and Minutes of Previous Meetings

Hall of Records Commission Meeting, June 4, 2012

(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/hrc_minutes_4jun12.pdf)

Special Meetings, Advisory Boards, and Celebratory Events

May 16, 2012: Maryland Commission on Artistic Property meeting.

June 18, 2012: The Archives held a memorial service for long-time volunteer Trish Surlles, hosted by Dr. Papenfuse and Chris Haley.

September 28, 2012: Judge Bell and IMLS fellow Alex Champion participated in a career day presentation at Annapolis High School.

October 4, 2012: Dr. Papenfuse presented a lecture at the Maryland Historical Society on "Mapping Baltimore: Era of the War of 1812."

October 12, 2012: Dr. Papenfuse presented a lecture at the Howard County Public Library's opening on "Justice under Stress: Federal Courts in Baltimore during the Civil War."

October 24, 2012: Legacy of Slavery Advisory Board meeting.

November 1, 2012: Speaker Busch and Chris Haley spoke at a celebration of the abolition of slavery in Maryland hosted by the Mayor of Annapolis.

Proposed Action by the Commission: motion of approval of minutes (as amended, if amended), and recognition of the special meetings of the Commission as defined by standing resolution

Records Retention and Disposal

Retention Schedules:

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/hrc_schedules_14nov12.pdf

Disposal Certificates:

<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/hrc>

[disposals_14nov12.pdf](#)

Proposed Action by the Commission: motion of approval of Records Retention and Disposal Schedules as presented

Deputy Archivist's Report

Joint Chairmen's report

The budget committees asked that we report on aspects of our space needs and on the status of our contractual employee conversion plan. We have tried to no avail to identify any facility that could be used to accommodate permanent record material that is slated to be transferred to the State Archives. The Archives believes that [the only viable alternative to solve our immediate problem is to accelerate and follow through on our suggestion to lease and then purchase an existing warehouse facility and then renovate the building while we are moving record material into it.](#) We also informed the committees that we continue to work with the Department of Budget and Management to remedy the situation of having so many permanent employees without benefits.

Audit

The Legislative Auditors have begun a standard fiscal compliance audit.

Facilities upkeep and maintenance.

At the meeting last November we noted a number of facilities maintenance requirements. Thanks to the Department of General Services, most of these items have been remedied including mold remediation in our basement stack area as well as new carpeting in the administrative offices. The long effort to repair leaks in the roof of the Archives seems also to be working out.

Best Practices Conference

December 4-6, 2012: MSA is hosting the digital [Best Practices Exchange](#) on December 4-6, 2012. The conference is an opportunity for librarians, archivists, records managers and other information professionals dedicated to managing digital information to get together to discuss current preservation practices and methods for digital assets.

Proposed Action by the Commission: The State Archivist has circulated a plea to the members of the Commission to advocate on behalf of the Archives for a new and/or renovated archival storage facility and is seeking a meeting with the Governor or his chief of staff to request immediate relief through the next capital budget supplemented by an immediate allocation of operating funds for temporary or permanent space rental. The Commission is requested to re-affirm its active support of additional archival storage as outlined in the Deputy Archivist's report.

State Archivist's Report

Community Outreach and On-going Research

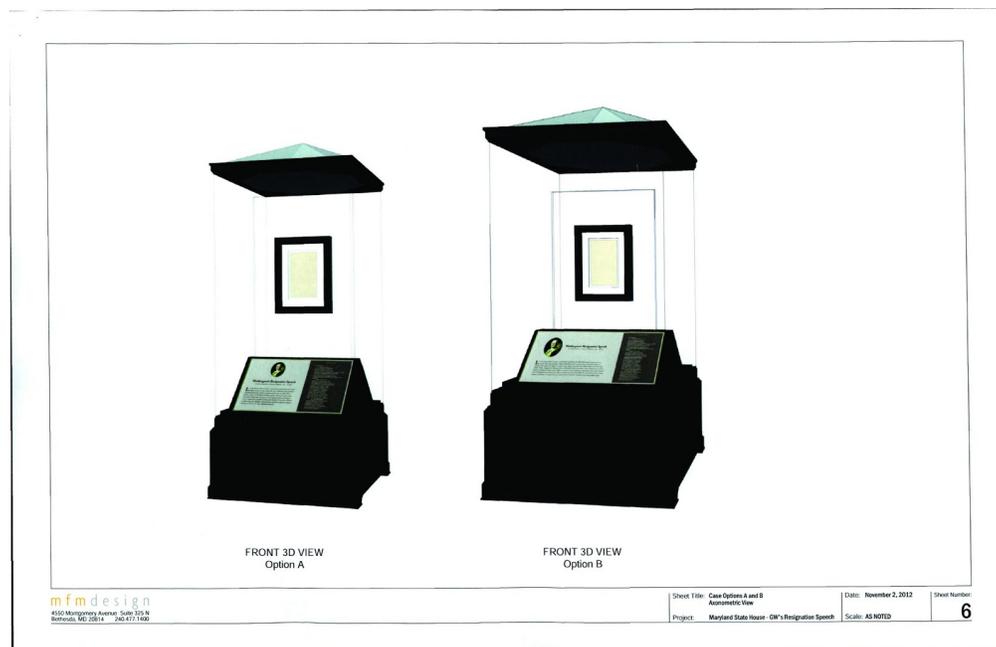
Friends of the Maryland State Archives

The Friends of the Maryland State Archives is a non-profit organization of supporters of the Archives. At the request of the State Archivist, and on behalf of the Hall of Records Commission, the Friends raise funds to support publications and acquisitions of the Archives. To date they have raised the private funds for the acquisition of George Washington's draft speech resigning his commission as Commander of the Continental Army. The Friends also funded the construction of a custom case for the document to be displayed in the State House as well as spectacular mural of the State House dome for the War of 1812 exhibit scheduled to open in the State House in January. They have also funded "Views of Baltimore and Beyond," "Lincoln in Annapolis" (in part), and are funding "The James Brice House" and the "Civil War Prison Art of J. J. Omenhausser."

Education and Outreach (see attached [chronology](#))

Ongoing research and interpretation related to the State House.

- Restoration of the Old Senate Chamber
- Completion of the recreation of the Old House Chamber
- The upcoming exhibit on Annapolis and the War of 1812.



http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/mfm_design_plans.pdf



PERSPECTIVE VIEW
Option A

m f m design
4550 Montgomery Avenue, Suite 325 N
Bethesda, MD 20814 301.717.1400

Sheet Title: Case Option A
Perspective View
Project: Maryland State House - GW's Resignation Speech

Date: November 2, 2012
Scale: AS NOTED

Sheet Number:
7



Successful completion of the 2012 Summer Internship program.

Please see [attached PDF](#) of the interns' final reports relating to the project assignments and our partnerships with participating institutions whom we gratefully acknowledge:

*City of Brookeville
C. V. Starr Center / Washington College
London Town
Maryland Commission for Women
National Society of the Daughters of the American Revolution
National Trust for Historic Preservation
St. John's College
US Department of Education*

Maryland State Archives is a partner in 2 Maryland Heritage Area Authority grants totaling \$60,000.

Heart of Chesapeake Country Heritage Area (Dorchester County), \$50,000 to digitize and provide research into the newspaper collection of the Dorchester County Historical Society.

Stories of the Chesapeake Heritage Area (Caroline, Kent, Queen Anne's and Talbot Counties), \$10,000 to provide research and exhibit support to the Chesapeake Bay Maritime Museum.

Press Release -

http://www.mht.maryland.gov/documents/PDF/Press_Releases/2012_07_12_MHAAFY13GrantAwards.pdf

Land Office

With the retirement of Richard Richardson as Deputy Commissioner of Land Patents, Jen Hafner of the Research Division will assume the responsibilities of the office. She and Richard are currently working on the research for two Certificates of Reservation from the Department of Natural Resources.

<http://mdslavery.net> and the IMLS HistoryMakers fellowship

The Commission can follow the progress of the major research undertaking of the the Archives on the re-designed web site, <http://mdslavery.net>. From September 2012 through June 2013, Alex Champion is on assignment with the Archives through an IMLS HistoryMakers fellowship.

Baltimore City Archives

Work continues apace on salvaging the Baltimore City Archives and can be followed on the official web site <http://baltimorecityarchives.net>. The NHPRC grant runs out shortly and the memorandum of understanding with the City is expected to be renewed. As a part of the agreement with the city, the Baltimore City Archives warehouse is accommodating the most pressing needs of the State Archives for storage space, but will reach capacity within the next six months. Applications are in progress with regard to seeking out additional grant funds for the support of the Archives including a proposal to the Abell foundation <http://www.abell.org/> to make the vast collection of planning and zoning files at the BCA accessible on line, combining it with a new cost-effective approach to scanning and managing digital records. See <http://projectgado.org/> for details with regard to one of our prospective partners.

Appraisal and Description

IPER Update

The December 10, 2010 meeting of the Hall of Records announced the start of a major training program at the Archives under the auspices of the Intergovernmental Preparedness for Essential Records project. This project is a nationwide cooperative venture between the Council of State Archivists and the Federal Emergency Management Agency. Local assistance has also been provided by the Maryland Emergency Management Agency, the Department of General Services and the Maryland State Archives. The goal of the project is to provide training to state and local public officials on identifying and protecting essential records and on records emergency planning and response. Here is an update on that project:

We have provided training for 191 public officials in thirteen two-day sessions, provided in locations across the state. Federal funding for the courses ceased in September 2012, and MEMA coordination ended in July 2012. This winter, we will be reviewing and improving our training program based on input from the instructors and the attendees. We will resume training with the material in Spring 2013.

Session material:

Essential Records

http://www.msa.md.gov/megafile/msa/stagser/s1200/s1259/000100/000102/000119/er_material/html/er_material.html

Username: iperessential

Password: essentialrecords

Records Emergency Planning and Response:

http://www.msa.md.gov/megafile/msa/stagser/s1200/s1259/000100/000102/000119/repr_material/html/repr_material.html

Username: reprmaterials

Password: emergencyplanning

A narrated Power Point presentation was created as part of the Council of State Archivists' "Intergovernmental Preparedness for Essential Records (IPER)" project:

http://www.msa.md.gov/cosa/cosa_rim_final92109.swf

To date, the Maryland State Archives has trained more public officials than any other state in the country.

Recent Gifts, Deposits and Acquisitions

Report on records received since last Hall of Records Commission Meeting:

<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036>

[/pdf/hrc_transfers_14nov12.pdf](#)

Special Collections

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/html/spec_coll_14nov12.html

Finding Aids, Reference Services, and Publications

While the numbers of patrons who come to the Archives in person continues to grow, our largest constituency consists of those who silently access our resources through our numerous web sites. Because of the large number of services we provide on the web and to a much lesser degree through traditional publications such as our pamphlets and books, we do not have an accurate count of those users, it is bound to number in the hundreds of thousands. One of the major funding problems of the present and future is how to sustain and grow these sites as they constitute the essence of what the Archives is all about. Fortunately the Friends of the Maryland State Archives provides considerable support for the limited number of traditional publications we produce each year such as the recent *Views of Baltimore and Beyond* and the forthcoming books on the Brice House and the Civil War Prison Art of J. J. Omenhausser. The cost of sustaining electronic archives and web access, on the other hand, is accelerating at a time when the appropriations and income to the Archives are declining.

Dr. Papenfuse stated that the Archives has to maintain electronic resources and making them accessible, but will only be able expand its electronic storage in collaborative frameworks with major universities.

[aomol.net](#), [archivesofmaryland.net](#), [marylandlegalhistory.net](#) - Access to over 471,000 historical documents that form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government

[baltimorecityhistory.net](#) - Guide to Research and Writing about the History of Baltimore City

[editonline.us](#) - Transcription and editing of historical documents online

[mdelect.net](#) - Find your Elected Officials

[mdgovpics.net](#) - The Governor's Office Photo Gallery

[mdgovpubs.net](#) - Government Publication Library

[mdhistory.net](#) - Research and Lectures on Maryland History topics

[mdhistpics.net](#) - Historical Photographs of Maryland

[mdhs.mdsa.net](#) - Maryland Historical Society Magazine

[mdihp.net](#) - Maryland Inventory of Historic Properties

[mdlandrec.net](#) - Digital image Retrieval System for Land Records in Maryland

[mdmanual.net](#) - Guide to Maryland Government

[mdnewspapers.net](#) - Guide to Maryland Newspapers

[mdplats.net](#), [plats.net](#) - Digital Image Reference System for land Survey, Subdivision, and Condominium Plats

[mdroads.net](#) - Maryland State Archives Digital Imaging Management for State Highway Administration

[mdsa.net](#) - Maryland State Archives Homepage

mdslavery.net, slaverymd.net - African American Research at the Maryland State Archives
mdstatehouse.net - This website represents the initial phase of the Maryland State House Historic Structure Report Project
mdvitalrec.net - Vital Records Indexing Project
mopw.net/ids/login.cfm - Montgomery County Public Works
msa.md.gov/msa/intromsa/html/record_mgmt/homepage.html - Records Transfer and Storage Management
msa.md.gov/msa/refserv/govpub/html/search.html - Government Publications On Line
msa.md.gov/msa/refserv/library/html/lib_public_homepage.html - Archives Library Catalog
potomachistory.net - Maryland's Ownership of the Potomac River
teachingamericanhistorymd.net - A partnership program bringing historical resource materials and professional-development experience to K-12 U.S. history teachers
v3.mdlandrec.net - Version 3 of the Land Records Website

Proposed Action by the Commission: resolution of appreciation and acceptance to the Friends of the Maryland State Archives and to the Archives staff for their continuing efforts to move the Archives beyond collection maintenance and care to being a core cultural and information resource for Maryland, and for all the community support expressed through grants, subsidies, and gifts.

Forthcoming special meetings of the Commission and events of interest

November 18, 2012: Dr. Papenfuse will present with Matthew Crenson on "Baltimore County, Baltimore City: Separate but Together"

November 20, 2012: Fall Meeting of the Maryland Commission on Artistic Property at the Washington County Museum of Fine Arts

November 26, 2012: Dr. Papenfuse will give opening remarks at the 2012 Continental Congress Festival.
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000036/pdf/annapolis_congress_society.pdf

December 4-6, 2012: MSA hosting the digital Best Practices Exchange on December 4-6, 2012. The conference is an opportunity for librarians, archivists, records managers and other information professionals dedicated to managing digital information to get together to discuss current preservation practices and methods for digital assets.

January 14, 2013: Planned opening of the War of 1812 exhibit in the State House

New Business

Next meeting

Adjournment

Dr. Edward C. Papenfuse

State Archivist

Maryland State Archives

350 Rowe Boulevard

(410) 260-6401.

Email: <mailto:mdarchivist@maryland.gov>

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