

Maryland State Archives



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 official trademarks of the **Maryland State Archives Trust Fund**

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

Hall of Records Commission Meeting

April 29, 2013

Electronic Classroom

Maryland State Archives

12:00 noon

Agenda

Call to Order by Chairman

Attendees

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/attendees_29april13.pdf

Opening Remarks/Special Announcements

The Spring 2013 meeting honors Chief Judge Robert M. Bell, who is retiring, and has served as Chair of the Hall of Records Commission for the past fifteen years.

Robert M. Bell: Bridge Builder. April 18, 2013:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/judge_bell_program.pdf

Baltimore Sun, April 13, 2013:

http://articles.baltimoresun.com/2013-04-13/news/bs-md-judge-bell-retires-20130413_1_bell-maryland-court-juanita-jackson-mitchell.pdf

Afro American April 6, 2013:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/msa_sc5458_109_482_2.pdf

Reports and Minutes of Previous Meetings

Hall of Records Commission Meeting, November 14, 2012

(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_minutes_14nov12.pdf)

Special Meetings, Advisory Boards, and Celebratory Events

December 4-6, 2012: Best Practices Exchange 2012: Libraries and Archives in the Digital Era, at the Loews, Annapolis, hosted by the State Archives

January 14, 2013: Opening of “The Enemy Nearly All ‘Round Us”: Annapolis in the War of 1812” in the State House

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://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_schedules_29april13.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_disposals_29april13.pdf

The electronic disposal certificate submission system is continuing to improve the efficiency of the record disposal process. In 2012, the first full year in which the electronic disposal certificate submission system was in place, 59% of the 382 disposal certificates received by the Archives were submitted electronically.

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

Deputy Archivist's Report

Budget

Joint Chairman's Report:

- Request funds to conduct a conditions assessment and begin conservation of the Peabody Art Collection
- Electronic record storage and report on proposed changes to records management

Audit

Audit Report: Maryland State Archives 2013

- The *Daily Record*, April 23 2013:
http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/daily_record_article_23april13.pdf

Personnel

- Contractual Conversions

Recommendations and Proposed Resolutions

Records Management / Artistic Properties

- Pursuant to the language adopted in the Joint Chairmen's Report, the Commission supports the Archives efforts to develop a plan for targeted conservation of the State's Artistic Property Collections and the development of recommendations regarding electronic storage of records and proposed changes to records management practices.

Space

- At the last meeting, the Commission reaffirmed support for a capital budget allocation and operating fund support to acquire additional archival storage. Staff recommends the Commission approve the concept of also utilizing funds that may be designated for the endowment as an additional potential source should a suitable candidate property be identified.

State Archivist's Report

Activities since the last meeting

(see attached [chronology](#))

Interpreting the State House (presented by Elaine Bachmann)

- Update on the Old Senate Chamber Restoration and interpretive exhibits
http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/130325_dd_100pct.pdf
- Update on the display case for Washington's Resignation Speech
http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/2013_01_22_final_concept_case_gw_speech.pdf
- The mysteries of research: Watermarks (intro for Ed's discussion of handout)
<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/watermarks.pdf>

Educational outreach and Research (Emily Squires)

1. Preparing for the summer internship program. So far we have matching fund commitments from: U.S. Department of Education, Office of the Adjutant General, Morgan University, Washington College, St. John's College, the Town of Brookeville, and the Maryland Commission for Women. We have received 129 total applications.
2. Received additional \$20,000 in funding courtesy of the Town of Brookeville to continue the War of 1812 research project. In this phase, the focus will turn to the African American community in Brookeville, as well as the local business and commerce.
3. Office of the Adjutant General and Washington College will jointly fund two interns for the Maryland 400 project who will study the first responders of the Revolutionary War at the Battle of Long Island.
4. Completed application for a Council of Library and Information Resources Mellon grant for the processing of two records collections: QUEEN ANNE'S COUNTY CIRCUIT COURT (Miscellaneous Court Papers) 1815 – 1905 MSA T 3273 and BALTIMORE CITY (Miscellaneous Administrative Records) 1811 – 1923 BRG 41-3. We will hear in May if we are a finalist for the \$214,872 grant.
5. In the process of applying for an National Endowment for the Humanities Collections and Reference Resources Grant which is due in July.
6. The Land Office has six certificates of reservation applications in process from the Department of Natural Resources.
7. In May, completing our second year as a host repository for a fellowship in partnership with the HistoryMakers in an Institute of Museum and Library Sciences grant. We will be hosting a site visit for HistoryMakers founder Julieanna Richardson at the end of May.

8. Continuing to serve on the Maryland State Department of Education's Core Curriculum Content Advisory Committee, as well as the Maryland State Department of Education & Reginald F. Lewis Museum Education Task Force for Diversity.

9. Legacy of Slavery:

At this point federal sequestration has not affected our U.S. Department of Education grant funding for the Legacy of Slavery program. The ongoing work includes heavy reliance on research in court records.

(Maya Davis to present on the case study of the first Treason Trial resulting from the War of 1812 which involved a slave owner we encountered when he sought reparations for the loss of his slave to the British.)

The Future of the Baltimore City Archives (Dr. Papenfuse)

Appraisal and Description

The Maryland State Archives has entered into an Memorandum of Understanding with the Maryland Register of Wills Association. This MOU provides for the transfer of the Register of Wills Association's vast collection of electronic probate record images and indexing to the Archives for permanent preservation. This MOU also establishes a project for the scanning of Register of Wills paper probate records already in Archives custody. This agreement is an important step in digitizing and making more accessible these important probate records as well as ensuring that these electronic records are preserved for future generations.

Disaster Recovery (IPER Update)

As part of our ongoing improvement of the Intergovernmental Preparedness for Essential Records Program (IPER), the IPER instructors gathered for several planning sessions this past winter to update the course based on the instructors' experiences and on attendees' feedback. The instructors reduced repetition, revised visual aides for greater clarity, and added more opportunities for attendee participation. Because of the overall tightening of content, we have maintained the content of the course while reducing the time necessary to complete the course in order to make it easier for government staff to fit the training into their schedules. In March we resumed providing the IPER course on a monthly basis.

Recent Gifts, Deposits and Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/000037/pdf/hrc_records_transfers_29april13.pdf

Special Collections

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/html/speccol_hrc_april2013.html

Finding Aids, Reference Services, and Publications

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 - e-publications of important record series, 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

May 3, 2013: Dr. Papenfuse will participate in the Baltimore City Archives Alive conference at the Maryland Historical Society.

May 8, 2013: Dr. Papenfuse and Tim Baker will attend the Big Picture of Big Data on invitation of Governor O'Malley and the Provost of the University of Maryland.

May 14, 2013: Meeting of the Maryland Commission on Artistic Property.

May 23, 2013: Dr. Papenfuse will participate in the Arctic Archives conference in Charlottesville, Virginia.

June 13-14, 2013: Dr. Papenfuse will participate in the conference "From Enemies to Allies: An International Conference on the War of 1812 and its Aftermath," hosted by Star Spangled 200.

August 13-16, 2013: Tim Baker will attend the annual meeting of the Council of State Archivists.

New Business

Farewell to Judge Bell

- **Continuing projects in which he has taken a particular interest:**
 - mdlandrec.net
 - mdslavery.net including the Mt. Auburn Cemetery project (Nancy Bramucci Sheads)

Retirement of Dr. Papenfuse, November 1, 2013

Reflections on The Future of Archives: Giving Voice to Government and the Public

Future plans:

- Continuing to support the Friends groups associated with the Maryland State Archives and the Baltimore City Archives.
- Two book projects:
 - *Merchants and Sailors in the War of 1812*
 - [*Writing the History of Lost Neighborhoods*](#)

Next meeting

Adjournment

Dr. Edward C. Papenfuse

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