

Hall of Records Commission

Meeting Minutes, November 14, 2012

Maryland State Archives



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

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

Call to Order by Chairman

The Fall 2012 meeting of the Hall of Records Commission began at 12:15 p.m., November 14, 2012, in the Electronic Classroom of the Maryland State Archives. Chief Judge Robert M. Bell presided.

Attendees & Introduction of Special Guests

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

- Chief Judge Bell welcomed all in attendance and announced three special guests:
 - Bonnie A. Kirkland, legal counsel to the Commission
 - Ed Shumaker, Friends of the Maryland State Archives
 - Alex Champion, IMLS HistoryMakers fellow

Opening Remarks/Special Announcements

- Dr. Papenfuse addressed the importance of caring for the State's archival heritage during the War of 1812 and today. The week of November 14, 2012, marks the week of the election of the Maryland General Assembly during the War of 1812.

- Dr. Papenfuse directed the Commission's attention to links for newspaper excerpts from the War of 1812.

Newspaper excerpts:

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

- Dr. Papenfuse also directed the Commission's attention to Owen Lourie's research on the War of 1812 through the Governor's Council Proceedings. The Legislature ensured preservation and accessibility for State records, with government offices remaining open for necessary services during the War.
- In removing public records from Annapolis in spring 1813, great care was taken to package, store, and retrieve the records:

The Board took into consideration the Resolves passed by the Legislature at its last session relative to the public Records and Papers, and under all circumstances it thought it most advisable, and therefore determined that the offices be again opened at the Seat of Government. It is recommended to the different officers to bring back such Records and Papers as are in much use, or to which they have frequent reference, the residue to remain at the Vinyard so as to be easily removed, should circumstances require removal. The officers are also requested to keep the Records and Papers brought back to the Seat of Government in such a state that they may be ready for removal at a short warning.

Governor's Council Proceedings:

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

- Dr. Papenfuse pointed out that the Archives today lacks space to accommodate the influx of paper records, and appealed for the Commission's help in making the case for additional storage and care of Maryland's records.

Reports & 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, & Commemorative Events

May 16, 2012: Meeting of the Commission on Artistic Property.

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

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

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

October 12, 2012: Dr. Papenfuse lectured at the opening of the exhibit "Justice under

Stress: Federal Courts in Baltimore during the Civil War” at the Central Branch of the Howard County Public Library.

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

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

President Miller moved to approve minutes (as amended, if amended), and recognize the special meetings of the Commission as defined by standing resolution. Motion seconded by Burt Kummerow, and unanimously approved, the Chair concurring.

Records Retention & Disposal

- Dr. Papenfuss pointed out that certain records that the government creates are temporary and do not need to be retained. Destruction of such nonpermanent records, however, must be well-documented in disposal certificates.

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

Dr. Phillips moved to approve the Records Retention and Disposal Schedules as presented. Motion seconded by Ms. Melson and unanimously approved, the Chair concurring.

Deputy State Archivist's Report

Joint Chairmen's report

- Tim Baker reported continual work with the Department of Budget and Management to remedy the situation of having so many permanent employees without benefits.
- In 2000, the State Archives reached full capacity, and then began acquiring warehouses as short-term solutions. State Archives storage encompasses 160,000 cubic feet of record material, while adjunct facilities hold over 170,000 cubic feet. Poor temperature and humidity controls make these facilities ill-suited for long-term care and preservation.
- Constructing expanded storage adjacent to the State Archives is preferred, but the cost at 70 or 80 million dollars exceeds budgetary resources.
- The DGS Office of Real Estate assisted in a study of 60 potential properties, narrowed down to six properties which were visited.
- The Archives believes that the most viable alternative to solve our immediate problem is to lease and then purchase an existing warehouse facility, and later renovate the building while moving in record material.

Audit

- Mr. Baker announced that the Legislative Auditors have begun a standard fiscal compliance audit.

Facilities Upkeep & Maintenance.

- Mr. Baker thanked the Department of General Services for ongoing efforts to remedy facilities maintenance requirements voiced at the last meeting. These include mold

remediation in basement stacks, and fixing leaks in the Archives roof .

Best Practices Conference

December 4-6, 2012: The Archives will host the digital [Best Practices Exchange](#) from December 4-6, 2012. The conference is an opportunity for archivists, records managers, librarians and other information professionals dedicated to managing and preserving digital information to discuss preservation practices and methods.

The State Archivist asked the members of the Commission to advocate on behalf of the Archives for a new and/or renovated archival storage facility, and seek 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 was asked to re-affirm its active support of additional archival storage as outlined in the Deputy Archivist's report. Mr. Kummerow so moved. Motion was seconded by Ms. Benik with Secretary Collins abstaining without prejudice.

State Archivist's Report

Community Outreach & On-going Research

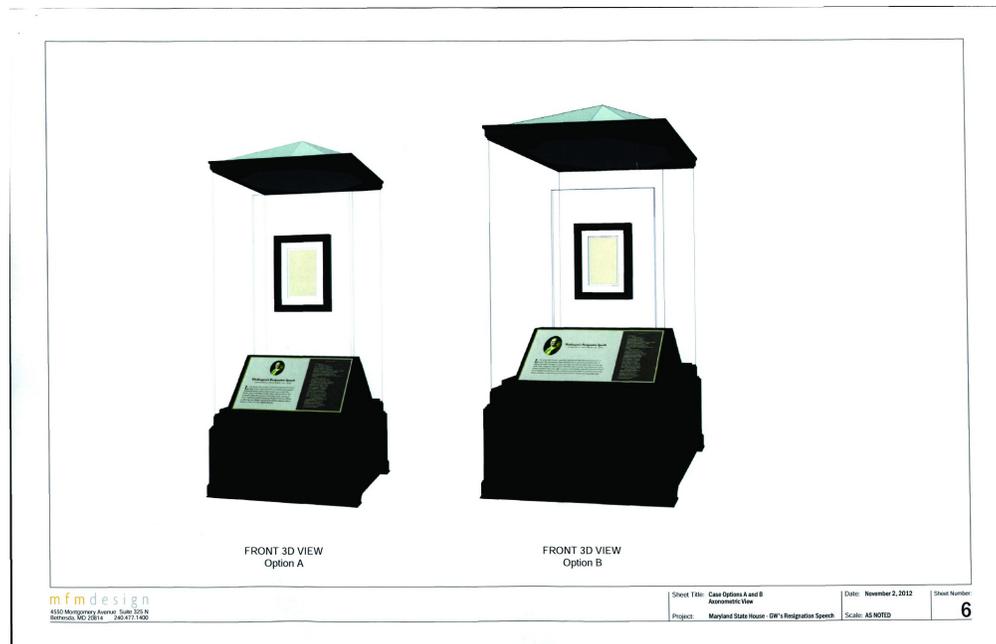
Friends of the Maryland State Archives

- The Friends of the Maryland State Archives, a nonprofit organization, raises funds for publications and acquisitions, including:
 - Acquisition of George Washington's speech, resigning his commission as commander of the Continental Army;
 - Construction of a custom exhibit case for the document's display in the State House, with approximately \$200,000 raised thus far;
 - Mural for the War of 1812 exhibit scheduled to open in the State House in January
 - Publications of: *Prints of Baltimore and Beyond*, *Lincoln in Annapolis* (in part), the forthcoming *Building the James Brice House*, and *The Civil War Prison Art of J. J. Omenhausser* (in cooperation with Maryland Historical Society).

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

Ongoing Research & Interpretation Related to State House.

- Elaine Rice Bachmann reported on projects encompassed by implementation of the Visitor Experience Master Plan:
 - Designing visitor experience in Stairwell Room, Senate Committee Room, and Old Senate Chamber (which is partially open).
 - Preparing for opening of Old House Chamber on January 14 to coincide with opening of the War of 1812 exhibit.
 - Designing temperature-controlled case to incorporate materials already in rotunda, including bronze, marble, and glass (document will be on display in rotunda as a central focus of visitor experience, highlighting document's importance to national history).
 - Conjectural drawing of case as it might appear in rotunda:



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



- Temporary War of 1812 exhibit in stairwell room commemorates the bicentennial of War of 1812, focusing on Annapolis's role. The exhibit will describe:
 - State government's preparation for defense of Maryland;
 - British navy presence in the City, including original manuscripts of the British who were in the area;
 - Some thirty slaves who escaped from the Ogle family during the War.

A wall mural of a color painting by Richard Schlecht will highlight the exhibit:



2012 Summer Internship Program

- Interns' final reports accessible through [attached PDF](#).
- Partnerships with participating institutions whom we gratefully acknowledge:
 - City of Brookeville
 - C. V. Starr Center / Washington College
 - Historic London Town & Gardens
 - Maryland Commission for Women
 - National Society of the Daughters of the American Revolution
 - National Trust for Historic Preservation
 - St. John's College
 - U.S. Department of Education
- New partnership: London Town sponsored one intern's study of African Americans in historic London Town, both free and enslaved.
- Washington College funded one intern's War of 1812 research in London.
- The U.S. Department of Education funding is nearing an end for the Legacy of Slavery. The Research Department continually searches for additional sources of funding. The progress of the major research undertakings of the Archives appears on the redesigned website, <http://mdslavery.net>.
- The State Archives is a partner in two Maryland Heritage Area Authority grants totaling \$60,000.
 - \$50,000 from the Heart of Chesapeake Country Heritage Area (Dorchester County), for digitizing and researching the newspaper collection of Dorchester County Historical Society, with the bulk of funds sponsoring the research of articles relevant to African American history.
 - \$10,000 from Stories of the Chesapeake Heritage Area (Caroline, Kent, Queen Anne's,

& Talbot counties), for providing research and exhibit support to the Chesapeake Bay Maritime Museum's upcoming exhibit on the War of 1812 .

Press Release:

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

IMLS HistoryMakers Fellowship

- Alex Champion is the IMLS-funded fellow with the HistoryMakers, an archives in Chicago specializing in oral history interviews with significant African Americans.
- Mr. Champion is on assignment with the Archives from September 2012 through June 2013, and is researching the Schweningher Collection of slave petitions for freedom.

Land Office

- With the retirement of Richard Richardson as Deputy Commissioner of Land Patents, Jen Hafner of the Research Division will fully assume the responsibilities of the office.
- Ms. Hafner and Mr. Richardson currently are researching two Certificates of Reservation from the Department of Natural Resources.

Baltimore City Archives

- Work continues on salvaging the Baltimore City Archives, as documented on the official web site at <http://baltimorecityarchives.net>.
- The NHPRC grant runs out shortly, while renewal is expected for the memorandum of understanding with Baltimore City. Per agreement with the City, the Baltimore City Archives warehouse accommodates the most pressing storage needs of the State Archives, but will reach capacity within the next six months.
- Applications are being proposed for additional grant funds, including a proposal to the Abell Foundation <http://www.abell.org/> to make the vast collection of planning and zoning files at Baltimore City Archives accessible online in partnership with Project Gado: <http://projectgado.org/>.

Appraisal & Description

Records Management Training - The Intergovernmental Preparedness for Essential Records (IPER) project

- The Intergovernmental Preparedness for Essential Records (IPER) project is a nationwide cooperative venture between the Council of State Archivists and the Federal Emergency Management Agency. The project trains state and local public officials in identifying and protecting essential records emergency response.
- Mr. Baker explained that natural disasters like Hurricane Katrina can be devastating to local record repositories.
- The State Archives provides assistance to local governments, as do the Maryland Emergency Management Agency and the Department of General Services.
- The State Archives has trained more public officials than any other state in the nation, having taught 191 public officials in thirteen two-day sessions, provided in locations across the State.
- Federal funding for the courses stopped in September 2012, while MEMA coordination ended in July 2012. This winter, the Archives' instructors and attendees will review and improve training materials. Training resumes in Spring 2013.

- **Essential Records**

<http://www.msa.md.gov/megafile/msa/stagser/s1200/s1259/000100/000102/00>

[0119/er_material/html/er_material.html](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 & 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

Recent Gifts, Deposits & Acquisitions

- Despite space constraints, the Archives has accepted the material described below
 - **Report on records received since last 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, & Publications

- While the number of patrons visiting the Archives in person increases, the largest constituency accesses resources through the Archives' numerous websites. The large number of Archives services provided through the web and, to a much lesser degree, through traditional publications, prevents an accurate count of those users. However, it is bound to number in the hundreds of thousands.
- The cost of sustaining electronic archives and web access is accelerating as the Archives' appropriations and income decline. One of the major funding problems is sustaining and growing these websites, the essence of the Archives' mission. Fortunately, the Friends of the Maryland State Archives provides considerable support for the limited number of traditional publications we produce each year.
- Information resources of the State Archives are as follows:

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 - Who Are Your Elected Officials?

mdgovpics.net - 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 - Maryland Land Records Digital image Retrieval System
mdmanual.net - Maryland Manual On-Line: A Guide to Maryland Government
mdnewspapers.net - Guide to Maryland Newspapers
mdplats.net, plats.net - Land Survey, Subdivision, and Condominium Plats Digital Image Reference System
mdroads.net - State Highway Administration Digital Imaging Management by State Archives
mdsa.net - Maryland State Archives homepage
mdslavery.net, slaverymd.net - African American Research at Maryland State Archives
mdstatehouse.net - Maryland State House Historic Structure Report Project (initial phase)
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 Land Records website

Ms. Benik moved that a resolution be made 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. Motion seconded by Ms. Melson and unanimously approved, the Chairman concurring.

Forthcoming Special Meetings of Commission & Events of Interest

November 18, 2012: Dr. Papenfuse will make a presentation with Matthew Crenson on "Baltimore County, Baltimore City: Separate but Together" at Historical Society of Baltimore County.

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

November 26, 2012: Dr. Papenfuse will give opening remarks at 2012 Continental Congress Festival in Annapolis.

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

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

January 14, 2013: Opening of War of 1812 exhibit in State House.

New Business

Next meeting

Monday, April 29, 2012 at 12:00 noon.

Adjournment

There being no further business to discuss, the meeting adjourned at 1:35 p.m.

Dr. Edward C. Papenfuse

State Archivist

Maryland State Archives

350 Rowe Boulevard

(410) 260-6401.

Email: <mailto:mdarchivist@maryland.gov>

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