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

Hall of Records Commission Meeting

Friday December 13, 2013, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

Call to Order by Chair

Attendees
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_attendees_13dec2013.pdf).

Opening Remarks/Special Announcements

With the retirement of the Honorable Robert M. Bell, we extend a warm welcome to Chief Judge Mary Ellen Barbera as the new Chair of the Hall of Records Commission.

"Maryland's new chief judge lauded as forthright, diplomatic," *The Sun*, July 3, 2013
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_sun.pdf)

"Gov. Martin O'Malley appoints 1st female chief judge," WBAL TV, July 3, 2013 (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_wbaltv.pdf)

Dr. Edward C. Papenfuse retired as Maryland State Archivist on November 1, 2013. Deputy State Archivist Timothy D. Baker is now serving as Acting State Archivist and Commissioner of Land Patents.

"Papenfuse puts archivist job in past," *The Baltimore Sun*, Nov. 4, 2013 http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/papenfuse_sun_4nov2013.pdf

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting, April 29, 2013
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_minutes_29april13.pdf)

Special Meetings, Advisory Boards & Celebratory Events

May 14, 2013: Dr. Papenfuse, Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Spring Meeting of the Commission on Artistic Property.
June 17, 2013: Ed Papenfuse, Tim Baker, Rob Schoeberlein, and Maria Day hosted the Spring Meeting of the Maryland Historical Records Advisory Board at the Baltimore City Archives.
September 19, 2013: The Maryland State Archives hosted the book launch for Pulitzer Prize-winning author Alan Taylor's *The Internal Enemy: Slavery and War in Virginia, 1772-1832*, featuring Dr. Taylor's lecture on the events in the Chesapeake Bay and Maryland.
October 7, 2013: Tim Baker, Rob Schoeberlein, Maria Day, Emily Oland Squires, and Chris Haley hosted the Fall Meeting of the Maryland Historical Records Advisory Board at the Maryland State Archives.
November 19, 2013: Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Fall Meeting of the Commission on Artistic Property.

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

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_schedules_13dec2013.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_disposals_13dec2013.pdf

Proposed Action by the Commission: motion to approve the Records Retention and Disposition Schedules as presented.

State Archivist's Report

Budget

Storage
Efforts continue to identify a suitable property for purchase and renovation to provide additional archival storage. The intent is to purchase a building through the Department of General Services, using bonds from the Maryland Economic Development Corporation. The Archives then would request a capital budget allocation for any necessary renovations.

Staff Conversions
The FY2015 budget includes an "over-the-target" request to convert an additional six contractual positions to full-time State employment.

Artistic Property
Upon recommendation of the Commission on Artistic Property and with the concurrence of the Hall of Records Commission, an "over-the-target" request was submitted with the FY2015 budget in the amount of $70,000 for art conservation services based on curatorial priority.

Joint Chairmen's Report
At the request of the budget committees of the General Assembly, the State Archives and the Department of General Services are to use the records scheduling process to encourage the use of electronic records and achieve reduction in the creation and use of paper records. Also included in the Archives' response to the Report are recommendations on records management. The recommendations are summarized later in the Agenda. The formal response to the report is linked below.
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_records_management.pdf

The Report also included an item relating to the conservation of the Peabody Art Collection. As noted above, an over-the-target request for funding has been submitted. The Archives response to the item is linked below.

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_peabody_art_conservation.pdf

Chronology: activities since the last meeting

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_chronology_13dec2013.pdf

Interpreting the State House

Old Senate Chamber Restoration & Exhibits

The ongoing reconstruction of the Old Senate Chamber remains on track to be completed in December 2014. Accompanying exhibits, being researched and developed by Archives staff, are in their final stages of design. This includes sculptural figures of George Washington and Molly Ridout.

Images of proposed statue poses from EIS Studios for George Washington:
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/eis_studios_washington.pdf
Image of proposed statue pose from EIS Studio for Molly Ridout:
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/molly_ridout_poses_eisstudio.pdf

Art Conservation

In conjunction with the Old Senate Chamber restoration and exhibits, several paintings are being conserved, requiring significant art handling and interagency cooperation for funding. The most complex of these projects is the treatment of the monumental painting, *Washington Resigning His Commission,* installed on the grand stairwell of the State House.

Video of the deinstallation of Washington Resigning His Commission:
http://video.mdsa.net/msa/washington_restoration.mp3

"Washington taking leave of State House… again." ***The Capital*****, November 3, 2013**
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/capital_article_3nov13.pdf

Educational Outreach & Research

War of 1812 / Brookeville

In conjunction with the Town of Brookeville in Montgomery County, Research staff has been exploring the War of 1812. After providing an interactive map and biographies of the Town founders, the current phase of the project is conducting research on community and business of Brookeville during the War era. Presently, staff particularly are focused on studying the Quaker and African-American communities, as well as local industry of Brookeville. The project website can be found at: http://msa.maryland.gov/brookeville/index.html.

Funding for this project runs through June 2014, and Archives' staff plans to participate in the

Brookeville Bicentennial celebrations in August 2014.

Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution

Senate Bill 1067 (Chapter 603, Acts of 2013): The State Archives is to provide support for the Commission.

Commission membership:
http://msa.maryland.gov/msa/mdmanual/26excom/html/26n19th.html

Grant Applications

The Legacy of Slavery Program currently is seeking grant funding to continue the project beyond Fall 2014. Federal grant applications have been submitted to the following organizations:

- NEH Reference Resources grant for $214,872
  To process and digitize 19th-century County Court Papers from the Eastern Shore, which include petitions for freedom
- NHPRC Documenting Democracy grant for $200,000
  To process and digitize Freedom Papers, including manumissions and certificates of freedom

Legacy of Slavery Program

The U. S. Department of Education grant has been extended until September 30, 2014.

Currently, staff is completing the study of five Eastern Shore Counties (Caroline, Dorchester, Talbot, Queen Anne's, and Kent), and preparing all materials for online publication.

Earlier this year, the Legacy of Slavery Program launched its new website (http://slavery.msa.maryland.gov). Our webmaster and programmer now are working in tandem to develop a more versatile and powerful search engine for the Program's database. This search tool will offer advanced search capabilities, as well as multiple features allowing for sorting and filtering results. This new search tool will be launched before the end of 2013. The Program has $100,218 for the federal fiscal year.

In partnership with the Dorchester County Historical Society, the Legacy of Slavery Program also is working on a $50,000 Maryland Heritage Area Authority grant. This grant was awarded to digitize all original nineteenth-century newspaper holdings of the Historical Society. The scanned newspapers will be placed online and mined by research staff for all articles about slavery, runaway ads, domestic traffic ads, committal notices, and African-American history in general. The articles will be placed online in a searchable database, and will be shared with the Historical Society which will use them to create an exhibit and enhance heritage tourism programming.

Staff members continue to serve as consultants to the Harriet Tubman National Park and Discovery Center in Cambridge.

Emancipation Day
On November 1, 2013, staff members participated in Emancipation Day ceremonies throughout the State, including the official commemorations of the State of Maryland, Annapolis, Montgomery County, and University of Maryland. Chris Haley spoke at both the Annapolis and University of Maryland events.

Maryland 400
Beginning in June 2013, the State Archives partnered with the Office of the Adjutant General, the Maryland Military Historical Society, Washington College, and the Moss Family Foundation on the history and biography of the Maryland 400 at the Battle of Long Island during the Revolutionary War. Using archival primary sources to document service, staff has identified not 400, but 1145 soldiers associated with the First Maryland Regiment. The goal is to not only identify as many soldiers as possible, but also to provide biographies of the troops. Many exciting discoveries have been made by exploring untapped historical records, and results have been published online on the project blog at located at: http://msamaryland400.wordpress.com/.

Funding for this project runs through December 2013, and staff currently is seeking additional funding to continue the work. The Archives expresses our sincere appreciation to Adjutant General James A. Adkins for his continuing support of this project.

Education Programs & Student Outreach
Working in cooperation with Historic London Town, the Research staff will participate in a National Endowment for the Humanities Landmarks of American History Grant in the summer of 2014. State Archives staff will host and conduct two weeks of teacher training workshops in July 2014 exploring African-American history, culture, food ways and religion. This grant is supplying $12,000 in funding for staff time and development of educational materials.

The Research Department has also submitted a Star-Spangled 200 Grant Application to the War of 1812 Bicentennial Commission. This proposal seeks funding to create six new *Documents for the Classroom* packets and to conduct professional development for Maryland public school teachers on the War of 1812 in Maryland. Finally, if funded, this project would break new ground for the State Archives by allowing for the creation of online professional development tools for teachers, such as webcasts and podcast of training classes. If successful, this grant will supply $126,468 to the Educational Program of the Archives.

Research staff is also pursuing an educational partnership with The University of Maryland Baltimore County public history faculty. Dr. Denise Meringolo, Director of the Public History Program, is collaborating with the research staff in writing a graduate-level class that includes archival resources and class time spent at the State Archives. Research staff members will team-teach this course with Dr. Meringolo who is putting forth proposals for grant funding from UMBC. In addition, the research staff is establishing a connection with the Center for History Education at UMBC through Dr. Anne Sarah Rubin to further develop the education and outreach initiatives of the State Archives.

Research team members continue to be very involved in statewide educational initiatives. Ryan Cox sits on the Social Studies Core Curriculum Standards Committee of the State Department of Education, as well as the department's Diversity in Curriculum Committee, Bicentennial Commission Education Committee of the War of 1812, and the Howard County Social Studies Core Curriculum Committee. In addition, Chris Haley and Emily Oland Squires are developing a new outreach program teaching hands-on genealogy and archives to preschool students.

Finally, the 2013 Summer Internship was a great success. Final Reports for all the student projects are attached as a PDF report. http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013summerinternreports.pdf

Proposed Action by the Commission: resolution of appreciation for all organizations that have provided grant funds to support the Archives research and special recognition to Major General James A. Adkins for his leadership and personal support.

Publications

War of 1812 Diary

Staff has submitted a Star-Spangled 200 Grant application to the War of 1812 Bicentennial Commission for publication of MSA SC 210-1-3. This is a planter's diary from the War era that was used in a recent State House exhibit (http://msa.maryland.gov/msa/mdstatehouse/war1812/html/index.html).

This diary gives insight into the daily life of a local resident while the War of 1812 raged on in his very own backyard. The grant would fund full scanning, transcription, posting online, and publication of an annotated version of this valuable, unique archival resource.

Omenhauser Sketch Book

John Jacob Omenhausser, a native of Baltimore, was a private in the Confederate Army during the Civil War. From 1864 to 1865, he was held at Point Lookout, the Union prison for captured Confederate troops. Omenhausser spent much of his time making drawings of daily life in the camp. Ross Kimmel and Michael Musick have assembled many of these drawings into the book, *I am Busy Drawing Pictures: The Civil War Drawings and Letters of John Jacob Omenhausser, C.S.A*. The book is now in design stage and will be ready for publication early next year.

mdlandrec.net version 3 roll out

The current version 2 of *mdlandrec.net* has been widely used and very positively received by the general public and the title industry for almost ten years. In December, the State Archives will release version 3 which offers enhanced database searching, upgraded security features, and better site navigation.

Land Office Activities

Currently, the Land Office has the following work before it:

- Six Certificate of Reservation requests from the Department of Natural Resources. Two were completed in December, and the rest will be finished in early 2014.
- One full Patent application alleging vacant land in Cecil County is currently in progress.
- Over the last several months, the Land Office has provided research and document searches on a number of miscellaneous requests to clarify land ownership and boundary issues.

Appraisal & Description

Recommendations included in response to the Joint Chairmen's Report

The State Archives long has advocated for additional space needed to house permanent government records. Language in the Joint Chairmen's Report from this last legislative session required the State Archives, in conjunction with the Department of General Services, to report on how physical storage space can be reduced by transitioning to the use of electronic records (2013 Joint Chairmen's Report, p. 21). In addition to providing an overview of the background of and current challenges facing the State's records management program, the Archives' report provided a number of suggestions including those related to records management and government publications:

Records Management

1. The Legislature or the Executive should consider mandating that government agencies create, maintain, and manage records electronically by the year 2025.

2. Agencies should be required to appoint an accountable records management officer with specified skills and authority.

3. Agencies should be encouraged to contract with records management consultants to quickly and cost effectively bring them into compliance with existing records management laws.

4. Laws or court rules specifying a particular form or format for records (e.g., paper, microfilm, etc.) should be modified to remove references to particular record formats. In addition, where necessary, legislation should be adopted to clarify that the electronic record is the official record.

5. Agencies should expend an appropriate level of effort to carry out the records management program.

6. Records scheduling and disposition should be automated to simplify the development of records schedules and enhance compliance with the statutory requirement periodically to describe and appraise State government records (State Government Article sec. 10 - 634).

7. Available records management guidance should be updated to reflect current practices.

8. The Office of Legislative Audits should request a copy of an agency's retention schedule as part of the routine for an entrance meeting of a fiscal compliance audit and note in the report if an up-to-date schedule is not available.

9. A records management training program, including new employees' introductory training, should be developed and offered to State and local government agencies.

10. All information technology projects should include an information life-cycle management component as part of the functional requirements analysis.

Government Publications

The Archives also makes the following recommendations regarding government publications:

11. Develop systems to ensure the permanency of electronic government publications.

12. Build redundancy into the State's holdings of electronic government publications to ensure the ongoing availability of this material. This redundancy could be accomplished within the State Archives' repository with duplicate electronic copies at multiple sites and by having holdings of electronic government publications at other State government libraries and facilities.

13. Ensure the longevity of a program for identifying, acquiring, and providing permanent public access to electronic government publications by incorporating it into the proposed program for managing electronic records. This would combine funding and reinvestment in electronic infrastructure for publications and records to achieve fiscal, structural and managerial efficiencies.

14. Require for both paper and electronic formats the use of certain traditional, essential features of a publication: a title, the name of the government agency responsible for the publication, the date of publication, and where appropriate, the names of contributors to the publication, all placed in a prominent location on the title page. A cover could be included but is not necessary for an electronic format. Additionally, standard metadata for State government publications should be developed.

15. Determine if it is necessary to have different but compatible methods for acquiring publications of the executive, legislative and judicial branches of State government.

16. Post electronic publications on agency websites in a standard, organized way to make current publications more easily found and accessed. For example, some executive branch agencies have created a publications tag to improve the accessibility of their electronic publications.

17. Once best practices for publishing and disseminating government publications have been established, update available records management guidance accordingly.

Disaster Recovery (IPER Update)
We have been continuing to provide Intergovernmental Preparedness for Essential Records (IPER) training. This training helps government employees identify and protect essential records and create response plans for records emergencies. Since we started providing the training in May 2011, we've given 19 two-day training sessions and trained a total of 244 people.

Register of Wills Project
We reported at the last meeting that the State Archives has entered into a Memorandum of Understanding with the Maryland Register of Wills Association. A major part of this MOU was to establish a project for the scanning of Register of Wills paper probate records in Archives custody. So far, volunteers working at the Archives have indexed and prepared for scanning over 100 cubic feet of records in nine record series from the Carroll County Register of Wills. Scanning of these records is underway.

Recent Gifts, Deposits, & Acquisitions

Grant from Friends of the Maryland State Archives ($5,195.00) Matching funds provided to support the conservation treatment of the original Stanford White frame for the painting *Lady with a Fan*, by Thomas Wilmer Dewing [MSA SC 4680-1-0223]. Funds provided to match in-kind treatment of frame by Eli Wilner, as facilitated by a grant to the Baltimore Museum of Art.

Report on records received since last Hall of Records Commission Meeting:
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_records_transfers_13dec2013.pdf

Special Collections
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/html/speccol_hrc_13dec2013.html

Proposed Action by the Commission: resolution of appreciation for all recent gifts.

Forthcoming Special Meetings of the Commission & Events of Interest

Date TBA: Tribute to Dr. Papenfuse
January, date TBA: Reception to celebrate installation of exhibit of portraits of Maryland's comptrollers in the Assembly Room, Treasury Building.
January 9, 2014 (tentative): First meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.
January 10, 2014: Maria Day, Allison Seyler, and Maya Davis will host a preview of the Archives' new exhibit on music in Maryland, "Harmony & Discord: Songs of Our State," featuring Special Collections including some recent gifts by local composer Hollis Thoms and others.
January 16, 2014: Vicki Lee will lecture on the preservation of family treasures. Susquehanna

Museum at Lock House, Havre de Grace.
February, date TBA: African American History Month Celebration event by the Legacy of Slavery Program.
February 6, 2014: Elaine Rice Bachmann and Sasha Lourie will present the lecture "Last Moments of Command: The significance of George Washington's resignation in Annapolis and the Restoration of Maryland's Historic Old Senate Chamber." Annapolis Maritime Museum.
February 28, 2014: Maya Davis will present "Slavery and the War of 1812." Belair Mansion, Bowie.
March 21-22, 2014: Special Maryland Day celebrations commemorating the 150th Anniversary of the 1864 Maryland Constitution and the end of slavery in our state at both the State House and the Archives building.

New Business

We wish to salute Bonnie A. Kirkland, who is leaving her position as Maryland Assistant Attorney General to assume her new role as Assistant Chief Administrative Officer of Montgomery County.

Next meeting

Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker Acting State Archivist
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On this day, December 13, in the records of the Maryland State Archives:
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/onthisday_13dec2013.pdf