

## 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

May 19, 2014, 12:00 noon, Electronic Classroom, Maryland State Archives

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### Agenda

#### Call to Order by Chair

##### Attendees

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_attendees\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_attendees_19may2014.pdf)

#### Opening Remarks/Special Announcements

##### Chair to recognize special guests

Mr. Dan Friedman, Assistant Attorney General

Ms. Pamela Q. Harris, Maryland State Court Administrator

Ms. Sandra Heiler, Chair, Brookeville War of 1812 Bicentennial Commission

Mr. Israel "Izzy" Patoka, Director, Governor's Office of Intergovernmental Affairs

Mr. Jeremy Rosendale, Director, Governor's Office of Executive Services

#### Reports & Minutes of Previous Meetings

##### Hall of Records Commission meeting, December 13, 2013

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_minutes\\_13dec2013.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_minutes_13dec2013.pdf)

## Special Meetings, Advisory Boards & Celebratory Events

**January 9, 2014:** Timothy Baker, Elizabeth Newell and Emily Oland Squires attended the first meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**February 17, 2014:** Christopher Haley presented annual Washington's Birthday address to the Maryland Senate in the Old House of Delegates Chamber of the State House.

**March 12, 2014:** Emily Oland Squires and Allison Seyler participated in a meeting of the 19th Amendment Commission at the Maryland State Archives.

**March 20, 2014:** Timothy Baker, Elaine Rice Bachmann, Rob Schoeberlein and Mimi Calver attended a tribute to Willard J. Hackerman in the House of Delegates Chamber, and presentation of the Speaker's Society medallion to Dr. Edward C. Papenfuse in honor of his years of service as State Archivist.

**May 12, 2014:** Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel attended the Spring Meeting of the Maryland Commission on Artistic Property.

**May 12, 2014:** Emily Oland Squires, Chris Haley, Maya Davis, and Mimi Calver hosted a lecture and book signing featuring Dr. Gene A. Smith, author of *The Slaves' Gamble: Choosing Sides in the War of 1812*.  
<http://msa.maryland.gov/msa/homepage/html/geneflyer.pdf>

***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/se14/000000/000039/pdf/hrc\\_schedules\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_schedules_19may2014.pdf)

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals_19may2014.pdf)

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

## State Archivist's Report

### Budget

#### Storage

The Executive and the Legislature approved a plan put forth by the Archives to fund the acquisition of a new adjunct archives building through the Maryland Economic Development Corporation (MEDCO). Working through the Department of General Services, Real Estate Division (DGS), a candidate property was identified. The target property was formerly used by the Social Security Administration to house federal records. When the federal government vacated the property, they left in place a significant investment in shelving, fire suppression, lighting etc.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling\\_run.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling_run.pdf)

The goal is to complete the purchase transaction by the Fall and immediately begin the consolidation of existing

warehouses and the transfer of the backlog of records. MEDCO is purchasing the building through the sale of bonds. The facility will then be leased to the Archives. Funding to pay off the bonds will be redirected to MEDCO from the existing rent payments and from future deposits into the Archives Endowment as approved by the Hall of Records Commission.

### **Staff Conversions**

The Executive and the Legislature approved the Archives over-the-target request to convert an additional six contractual positions. The number of full-time equivalents as a percentage of total staff at the Archives has now been cut from over 60% to under 25%.

### **Artistic Property**

The Executive and the Legislature approved the Archives over-the-target request for art conservation services in the amount of \$50,000.

### **Joint Chairmen's Report - Operating Budget, April 2014**

The budget committees of the General Assembly inserted language in the JCR that requires the Archives to coordinate the development of the following report:

#### **Committee Narrative**

#### **D60A10.01 Archives**

**Improve Oversight of Records Management Procedures:** The committees are concerned that there is a lack of oversight for the records management process. It is the intent of the budget committees that the following changes be made to improve the oversight of records management procedures:

- a records management training program, including new employees introductory training, shall be developed by the Maryland State Archives and the Department of General Services and offered to State and local government agencies; and
- the Secretary of the Department of Information Technology (IT) and the Chief Judge shall implement an information life-cycle management component as part of the functional requirements analysis for all IT projects.

**Report on Electronic Record Creation, Maintenance, and Management:** It is the intent of the budget committees that State agencies pursue greater electronic record creation, maintenance, and management. In November 2011, President Barack Obama signed the presidential memorandum, "Managing Government Records," which requires that to the fullest extent possible, all federal executive agencies eliminate paper and use electronic recordkeeping by 2019. In a 2013 records management report submitted to the budget committees, the Maryland State Archives (MSA) and the Department of General Services (DGS) recommended that Maryland's executive and legislative branch follow the lead of the federal government and mandate that State agencies update records management practices for the digital age in order to improve performance, promote openness and accountability, minimize cost, and increase efficiency. The committees therefore request that MSA and DGS, in consultation with the Department of Information Technology (DoIT), submit a report indicating steps necessary to reach electronic creation, maintenance, and management of State records.

### **Renewal of the Memorandum of Understanding for *mdlandrec / plats***

The Archives and the Judiciary are in discussions on the renewal of the MOU for *mdlandrec / plats*. This agreement represents the largest single source of funding for the agency. The Archives has requested a 5% increase in funding to support additional staff conversions, equipment replacement for *mdlandrec / plats*, and information technology support.

## Chronology: activities since the last meeting

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_chronology\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_chronology_19may2014.pdf)

## Interpreting the State House

The capital program to restore the Old Senate Chamber, led by the Department of General Services, in partnership with the Maryland State Archives and the Maryland Historic Trust is scheduled for completion in December 2014. As part of the concurrent development of interpretive exhibits that will be in the Chamber, and the adjacent rooms, several paintings are undergoing conservation in anticipation of public display.

[Update on the Restoration of the Old Senate Chamber](#)

Conservation of paintings for inclusion in related exhibits

[Charles Willson Peale, \*Washington, Lafayette and Tilghman at Yorktown\*](#) [MSA SC 1545-1120]

[Edwin White, \*Washington Resigning His Commission\*](#) [MSA SC 1545-1112]

## Educational Outreach & Research

### Outreach Activities

#### Maryland Day 2014

On Friday March 21st and Saturday March 22nd, the Maryland State Archives and the Maryland State House hosted open house activities in celebration of Maryland Day. Maryland Day commemorates the formal founding of the colony of Maryland on March 25 each year. In honor of Maryland Day, many local organizations offer special programming to highlight Maryland history, culture and heritage. Both of the curator's tours offered at the State House and the archivist's tours offered at the Archives focused on the upcoming 150th Anniversary of Emancipation this year. At the State House, guests viewed the re-created Old House of Delegates Chamber where the Maryland state Constitution of 1864, which ultimately emancipated Maryland's slaves, was debated. At the Archives, visitors were able to view a special exhibit of documents related to slavery and emancipation in Maryland including a page from the original Constitution of 1864, Frederick Douglass' birth record and election returns from union soldiers both for and against the Constitution. These events were well-attended, successful public outreach activities, and we look forward to participating again next year. For more information, see:

**“Annapolis visitors step back in time with Maryland Day activities,” *The Capital Gazette*, March 22, 2014**

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/capitalgazette\\_mdday\\_22mar14.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/capitalgazette_mdday_22mar14.pdf)

#### Emancipation Commemorations 2014

Saturday November 1, 2014, marks the 150th Anniversary of the emancipation of slavery in Maryland. President Lincoln's Emancipation Proclamation of January 1, 1863 only freed the slaves from the states that were in rebellion. Maryland's slaves were not freed until November 1, 1864 by the new Maryland State Constitution. In recognition of this significant anniversary, this year many special events are being planned both locally and state-wide. Chris Haley and Maya Davis are acting as consultants and liaisons on behalf of the Archives to groups planning these commemorative events. In addition, they are planning a special event to be held at the Archives on the evening of Tuesday, October 28th, as part of the celebrations planned by the City of Annapolis. This free, public event will include an exhibit of rare documents relating to slavery and emancipation. Please mark your calendars.

### **American Archives Month**

October is *American Archives Month*, and this year the Maryland State Archives will be participating for the first time ever with an exciting Family History Festival. On Saturday, October 4, the Archives will host an all day, open house style event that will include workshops and demonstrations by staff on how to care for your documents and photos, getting started on your family history, breaking through “brick walls” of research, and digitizing collections, as well as behind the scenes tours and children's activities. Our goal is to welcome the community inside to create a better understanding of not only all that the Archives does, but also of the significance of archival collections to both our heritage and our daily life. Staff across all departments are enthusiastically helping to plan this big day, and we hope that you will join us.

### **Education and Student Outreach**

#### **Grants**

The Archives is proud to announce that we have received a **National Park Service Network to Freedom Grant** of \$4,573. These funds will be used to create a new education packet in our *Documents for the Classroom* series based on the topic of the Underground Railroad in Maryland. The completed packet will be placed online for teacher use in December 2014 at: <http://msa.maryland.gov/msa/homepage/html/teachers.html>.

Staff of the Legacy of Slavery Division of the Research Department will be conducting intensive professional development training sessions for two weeks this summer as part of a **National Endowment for the Humanities Landmarks of American History Teacher's Institute**. This grant-funded workshop has drawn 80 teachers from across the nation to study the theme of Secret Culture, Public Lives: Slavery in the Colonial Chesapeake. For more information, see: <http://neh.historiclondontown.com>.

The **Maryland Sons of the American Revolution** (SAR) have agreed to provide funding for continuation of the Maryland 400 Revolutionary War Research project. We are using the \$10,000 pledged by the SAR to retain the student Research Intern, as well as to provide potential matching funds for grant applications. We hope that our recent application to the Maryland Humanities Council will be successful in doubling the amount available for the project. Results are continuing to be published online at: <http://msamaryland400.wordpress.com>.

The Archives is thrilled to be the recipient of a **Star Spangled Banner 200 War of 1812 Grant** of \$75,000. This grant is coming through the Friends of the Maryland State Archives to fund three new education packets on the War of 1812 in Maryland, as well as two multi-day professional development workshops for Maryland teachers. These materials and the training will assist teachers in bringing primary sources into the classroom as well as meeting Maryland State Department of Education Common Core standards for social studies education. The Archives has submitted a second grant application to the Star Spangled 200 program to fund three additional document packets, as well as the creation of online web-enabled professional development for teachers which will be available and maintained long after the bicentennial celebrations are complete. For information on all the awardees, please see:

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/round5grant.pdf>



*Archives staff receiving the Star Spangled 200 award from Governor O'Malley.*

### **Partnerships**

The Archives continues to expand its partnerships with colleges and universities on Education and Outreach programming with the goal of providing meaningful educational opportunities and professional mentoring to students while finding the necessary financial resources to carry out the programming. Along these lines, we are collaborating with University of Maryland, Baltimore County and Dr. Denise Meringolo to create a fall undergraduate course on Maryland slave flight. This project was awarded a **\$2,500 Innovation Grant by UMBC**.

Also, staff is working with St. Mary's College and Dr. Kenneth Cohen to create a spring undergraduate course and a funded summer internship based on the continuation of the **Maryland 400 Revolutionary War Research project**. The students from St. Mary's will use primary resources to expand the biographical research on the soldiers of the First Maryland Regiment and their families. They will be given the opportunity to publish the resulting biographies on the MSA website and their analysis on the project blog.

Emily Oland Squires is currently working closely with the Career Services office to further expand the Archives' strong partnership with St. John's College through their **Hodson Scholars Program**. The Career Services office has indicated that placement of a larger number of student interns at the Archives is possible and we are working together to create more educational opportunities.

The Archives is collaborating with Stevenson University and Dr. Glenn Johnston on a **January interterm public service project** for students to benefit the Archives. These students will have completed a basic "Introduction to Archives" course, and will be assigned a records processing project at the MSA to gain hands on experience and professional mentoring as volunteers.

Finally, the Archives would like to thank all the financial contributors that are helping to make the upcoming 2014 Summer Internship Program a reality. We are grateful to the continuing support of the *Maryland Commission for Women, St. John's College, U.S. Department of Education, and Washington College's C.V. Starr Center*.

## Research

### Historic Markers

The Archives recently provided modest research support for the placement of two new historic markers in cooperation with the Maryland Historical Trust and State Highway Administration - Historic Marker Program.

The first marker honors Leonard Covington (1768-1813), a legislator and War of 1812 military hero from Prince George's County. It will be placed at his birthplace in the Aquasco region of southeastern Prince George's County. Covington's online biography can be viewed at:

<http://msa.maryland.gov/msa/speccol/sc3500/sc3520/001800/001877/html/msa01877.html>

The following provides the text of the mark itself:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_covington\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_covington_marker_19may2014.pdf)

The second marker commemorates Maryland's role in the struggle for women's right to vote. This marker will be placed in Baltimore County in recognition of the historic march of suffragettes from New York to Washington DC. The marchers stopped in the community of Overlea to rest on one of the final legs of their journey to the nation's capital in February 1923. For a contemporary newspaper article about the march, see the *Baltimore Sun* coverage from February 23, 1923:

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/sun23feb1913.pdf>

The following provides the text of the mark itself:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_suffrage\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_suffrage_marker_19may2014.pdf)

### Brookeville and the War of 1812

Beginning in summer 2012, the Maryland State Archives provided research support and consultation to the Town of Brookeville in Montgomery County in preparation for its upcoming War of 1812 Bicentennial Celebration. During the burning of Washington in 1814, Brookeville became the nation's capital for day while citizens and leaders, including President James Madison and his Cabinet members, sought refuge from the British attack. Through the leadership and supervision of Brookeville Bicentennial Commission Chair, Sandra Heiler and MSA Research Archivist Owen Lourie, and the work of student interns Kyle Bacon, Jackson Gilman-Forlini, and Megan O'Hern much has been uncovered about this Maryland community and its residents during this pivotal time in the nation's history. Research Intern Megan O'Hern gave a lecture on March 29 at the *Brookeville and the Burning of Washington Symposium* on the role of Quakers in the town. This project will be wrapping up as we move toward the final Brookeville bicentennial celebrations on August 30 and 31 where Archives' staff will be again be participating. For additional information on Brookeville's Bicentennial and to view the research, please see:

**Brookeville 1814, by the Maryland State Archives:** <http://msa.maryland.gov/brookeville/>

**1814 Brookeville: U.S. Capital for a Day:** <http://uscapitalforaday.org>

***Proposed Action by the Commission: resolution of appreciation for all individuals and organizations that support the Archives historical research endeavors.***

## Publications

### Omenhausser Sketch Book

Update on publication and printing.

## Resurrecting Mount Auburn

This web site is the result of an initial research inquiry from former Chief Judge Robert Mack Bell. The Judge, along with the Governor's Appointments Secretary Jeanne Hitchcock, had helped organize a general clean up of Mount Auburn Cemetery and had asked Dr. Papenfuse how the community might go about better documenting the individuals buried there. Dr. Papenfuse provided input and recruited the Archives lead programmer, Nancy Sheads, to provide technical support to develop the site. Mrs. Sheads also donated many hours in gathering and formatting the data found on the site. This website was dedicated to Chief Judge Robert Bell upon his retirement in 2013 as the Chairman of the Hall of Records Commission in recognition of his generous support of the Maryland State Archives and its research activities.

**Website:** <http://mountauburn.msa.maryland.gov/>

**Overview:** <http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resurrectingmtauburn.pdf>

## Land Office Activities

### Applications from the Department of Natural Resources for Certificates of Reservation:

Warrant 98 - 9.34 acres in the 8th election district of Washington County, adjacent to South Mountain State Park. Action: Granted November 4, 2013.

Warrant 99 - 79.24 acres in the 15th election district of Frederick County, within Cunningham Falls State Park Action: Granted November 4, 2013.

Warrant 101 - 21.604 acres in the 6th election district of Frederick County, adjacent to South Mountain State Park Action: Notice of Warrant issued on December 19, 2013; application withdrawn on January 23, 2014, as a result of Deputy Commissioner's title search, which revealed a possible owner.

Warrant 102 - 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014

Warrant 103 - 3.859 acres in the 8th election district of Washington County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013; application withdrawn on February 18, 2014, after the National Park Service raised an objection since they have previously received title to the property through condemnation proceedings.

Warrant 104 - 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014.

### Applications for Land Patents from Private Individuals and organizations

Warrant 105 - 5.81 acres in the 5th election district of Cecil County

Action: Warrant to Survey Vacant Land denied in December 2013; Deputy Commissioner's research indicated that no vacancy exists

### Miscellaneous

Asked to provide advice to the Washington Suburban Sanitary Commission regarding the ownership of an island in the Potomac River within the bounds of their intake pipe project.

## Appraisal & Description

### Maryland Deposit Insurance Fund inquiry

In 1985, Governor Harry Hughes proclaimed a state of crisis and emergency involving 102 State chartered savings and loan associations. Subsequent investigations uncovered gross mismanagement in many saving and loans associations and revealed the weaknesses of the regulatory agencies. In response to this saving and loan crisis, which hit many areas of the United States, the Maryland State government put the associations into receivership and enacted legislation to hold harmless all depositors. The records of these associations, as well as records from the related investigations and criminal charges, are now in the custody of the Maryland State Archives. Even today, 29 years after the crisis, these records are still being used to protect the rights of individuals.

Last month, the Archives received an inquiry from a citizen who was having difficulty selling his property. The cause of the difficulty was that no release had been properly filed for a mortgage from 1985 held by one of the saving and loans that was put into receivership. Using our detailed finding aids, Archives staff was able to locate the documents that established that the mortgage had in fact been paid in full. The Archives then worked with the Commissioner of Financial Regulation of the Department of Labor and Licensing, and Regulation to have a release issued that could be filed among the land records and allow the sale to proceed.

### Disaster Recovery (IPER) Update

Archives staff continues to provide regular sessions of Intergovernmental Preparedness for Essential Records (IPER) training to educate government employees on protecting essential records and creating disaster response plans for records emergencies. This year we are also providing five additional training sessions for Baltimore City government employees. Developed and administered in cooperation with the Baltimore City Archives, this training will provide guidance on the processes for scheduling the retention of records as well as disaster planning training. We expect that more than 100 Baltimore City government employees will participate in this training.

## Recent Gifts, Deposits, & Acquisitions

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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_records\\_transfers\\_19may2014.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_records_transfers_19may2014.pdf)

### Special Collections

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol\\_hrc\\_19may2014.html](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol_hrc_19may2014.html)

The following items were approved for acquisition by the Commission on Artistic Property at their meeting on May 12. [Proposed acquisitions to the collection](#)

The Friends of the Maryland State Archives and the Maryland Historical Society collaborated on an effort to return to the state four Civil War era fugitive documents as well as to acquire some private manuscripts that were presented for auction last month.

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

## Upcoming Special Meetings, Advisory Boards & Celebratory Events

**June 5, 2014:** Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society. 5:00 p.m.  
Invitations have been mailed to all members of the Hall of Records Commission

**June 9, 2014:** Unveiling of the suffrage historic marker, Old Town Hall, 6908 Bel Air Road, Baltimore , 10:00a.m.

**June 13-14, 2014:** Tanner Sparks and Emily Huebner to present at *Harriet Tubman Underground Railroad Conference* in Cambridge, MD

**August 30-31, 2014:** Megan O'Hern and Owen Lourie to present at *Brookeville War of 1812 Bicentennial Celebration*

**September 14, 2014:** Sasha Lourie will present a lecture on the restoration of the Old Senate Chamber to the Maryland Historical Society.

**September 22, 2014:** Lecture on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBois Institute Fellow, Harvard University

**October 4, 2014:** Family History Festival for American Archives Month at the Maryland State Archives

**October 28, 2014:** Emancipation Day Exhibit and Open House at the Maryland State Archives

## New Business

## Next meeting

Upon the call of the Chair.

## Adjournment

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