Court of Appeals of Maryland
50 Maryland Avenue
Rockville, Maryland 20850

MARY ELLEN BARBERA
Chief Judge

(240) 777-9320

December 4, 2014

Mr. Timothy D. Baker
Acting State Archivist
350 Rowe Boulevard
Annapolis, MD 21401

Re: Minutes

Dear Mr. Baker :

Enclosed are the May 19, 2014 Minutes signed by Chief Judge Barbera.

Sincerely,

Joan Canterbury

Joan M. Canterbury
Administrative Assistant

Enclosure

Hall of Records Commission

Meeting Minutes, May 19, 2014

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

The Spring 2014 meeting of the Hall of Records Commission began at 12:13 p.m. on May 19, 2014, Electronic Classroom of the Maryland State Archives. Chair Mary Ellen Barbera presided.

Minutes

Call to Order by Chair

Attendees

http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_attendees_19may2014.pdf

Opening Remarks/Special Announcements

Chair Barbera recognized the 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

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/megafile/msa/stagsere/se1/se14/000000/000039/pdf/geneflyer.pdf

Mr. Baker displayed a copy of *The Slaves' Gamble*, and reported that Dr. Smith's book signing was a great success with between sixty to seventy attendees.

Dr. Phillips moved to approve minutes (as amended, if amended), and recognize the special meetings of the Commission as defined by standing resolution, seconded by Secretary Collins. Unanimously approved.

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_schedules_19may2014.pdf

Kathryn Baringer explained that the retention schedules include thirty-five schedules approved by the Maryland State Archives and eight schedules approved by the Baltimore City Archives since the last Hall of Records Commission Meeting. As the basis of any retention management program, a retention schedule lists all records an agency creates and defines how long the agency should retain them. This report simply lists the agencies submitting the schedules, with the actual schedules themselves accessible through the link at the end of the report to the Guide to Government Records website.

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals_19may2014.pdf

The disposal certificate report lists the 155 disposal certificates received since the last meeting. Disposal certificates document the destruction of non-permanent records, with details accessible through the report's link to the Guide.

Secretary Collins moved to approve the Records Retention and Disposition Schedules as presented, seconded by Dr. Phillips. Unanimously approved.

State Archivist's Report

Budget

Storage

One of the greatest challenges facing the Archives in recent memory has been the ongoing problem of inadequate space to house permanent records. The three adjunct archives warehouse facilities are full, and they lack even the most rudimentary environmental controls vital to the long-term preservation of records. This past General Assembly Session the Executive and the Legislature approved a plan to fund acquisition of a new adjunct archives building through the Maryland Economic Development Corporation (MEDCO).

For the last couple of years, the Maryland State Archives (MSA) has been working through the Department of General Services - Office of Real Estate (DGS) and the brokerage consulting firm CBRE in an attempt to identify a suitable building to house the State's artistic property and the considerable collections of permanent record material. Numerous market studies were conducted and over 15 warehouse facilities were visited and evaluated. In November of 2013, CBRE became aware of a property coming on the market that had been used by the Social Security Administration to house federal government records.

The federal government, having consolidated their record holdings in the Midwest, left in place a considerable investment in racking / shelving, fire suppression and lighting, uniquely suited to record storage.

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 begin consolidation of existing warehouses and the backlog of records currently with the courts, the Register of Wills, and fifty other agencies on the waiting list. After purchasing the building through the sale of bonds, MEDCO will then lease the facility to the Archives. As approved by the Hall of Records Commission, funding to pay off the bonds will be redirected to MEDCO from the existing rent payments and future deposits into the Archives Endowment. The fit-up and any renovations necessary will be funded directly from the Endowment. The purchase is set for $10.5 million, approximately half of the $26 million originally estimated for building acquisition and renovation. Mr. Baker thanked the Executive and Legislature for their support as well as Secretary Collins.

Mr. Patoka pointed out that the acquisition of a new warehouse will also help satisfy some of the needs for the Commission on African American History and Culture, as well as the Banneker Douglass Museum. He extended his appreciation for the project.

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 have approved the Archives' over-the-target request for art conservation services in the amount of $50,000, which will begin addressing some of the needs of the Artistic Property collections. The art conservation budget was eliminated following the 2008 recession, with some of the most iconic paintings and decorative arts receiving conservation through DGS. However, a good deal of less prominently displayed works of art still require care under the Archives' curatorial responsibilities.

Joint Chairmen's Report - Operating Budget, April 2014

The budget committees inserted language into the JRC requiring 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.

Mr. Baker reported that progress has been made by focusing on the record series that generate the largest volume of permanent paper records e.g., court records, probate records etc. However, making the leap from paper records to electronic records will require much more than a report from the Archives and the Department of General Services. A long-term commitment from all three branches of government, as well the Department of Information Technology, will be necessary. Recommendations already put forward by MSA and DGS also need to be implemented. An example cited by Mr. Baker was requiring agencies to consider information lifecycle management as part of their functional requirements when building information systems.

Renewal of the Memorandum of Understanding for *mdlandrec / plats*
The Archives and the Judiciary are discussing renewal of the MOU for *mdlandrec* / *plats*, since the current MOU expires on June 30, 2014. This agreement represents the largest single source of funding for the agency. The Archives has requested a 5% increase for funding additional staff conversions, equipment replacement for *mdlandrec / plats,* information technology support and some operating expenses for the new facility. This marks the first request for a budget increase in the Archives' ten years of overseeing *mdlandrec / plats*.

Chronology: activities since the last meeting

http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_chronology_19may2014.pdf

The Maryland State Archives worked with the Office of the Comptroller in creating a permanent display of the Maryland State Comptrollers' portraits. After a thorough search, the Archives discovered that two comptrollers were not represented in the collection. One family has already come forward with one of the portraits, and Ms. Bachmann and the Comptroller's staff are in the process of tracking down the second.

Ms. Feldmann thanked Ms. Bachmann and her staff for putting together the wonderful exhibit, for which the Comptroller's office has received a very positive response. She extended an invitation to the Commission members to visit the exhibit at its permanent installation in the Comptroller's Office at the Goldstein Treasury Building, 80 Calvert Street, Annapolis.

Interpreting the State House

Ms. Bachmann reported on the ongoing reconstruction of the Old Senate Chamber, which is set to be completed in December 2014.

Update on the Restoration of the Old Senate Chamber
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/osc_over_time_2006-2014.pdf

As part of the current State House project, Artistic Properties is partnering with DGS in conserving several portraits in the State's collection. Restoration currently is underway for Charles Willson Peale's *Washington, Lafayette and Tilghman at Yorktown* [MSA SC 1545-1120]. For the painting's first restoration since the 1930s, conservators are accomplishing greater accuracy while reclaiming details lost through earlier work.
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/olin_wlt_submittal_images.pdf

Edwin White's *Washington Resigning His Commission* [MSA SC 1545-1112] also is undergoing its first comprehensive restoration in its lifespan of 156 years. Ms. Bachmann thanked DGS for covering these restorations as part of the Capital Project, which ensures the longevity of these paintings for future generations.
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resigning_canvas_frame_images.pdf

Educational Outreach & Research

Public Outreach
Ms. Squires emphasized the importance of public outreach in order to foster interest in caring for archival collections in the future. The Four Rivers Heritage Area has commended the Archives for the large turnout at the two-day Maryland Day celebrations, which allowed visitors to view original historic documents and experience behind-the-scenes tours. Due to immensely positive response, the Archives will host a day-long open house in October 2014 for American Archives Month, featuring staff workshops on conservation, genealogy, and research, as well as more behind-the-scenes tours. Commission members will receive invitations. Secretary Collins encouraged the Archives to continue public outreach through these behind-the-scenes tours, which provide an excellent experiences for citizens, as well as students, specifically.

Grants
Ms. Squires thanked the War of 1812 Commission for the award of a $75,000 grant, also thanking President Miller for his letter of support. The grant will directly support the Archives' education program in creating War of 1812 materials for teachers while complying with new curriculum standards. The Archives also will conduct teacher training workshops on-site and will seek additional grant funds to share these workshops through a webcast environment.
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/round5grant.pdf

The Archives also has received a $10,000 grant from the Maryland Sons of the American Revolution (SAR) to continue the Maryland 400 Project. The project continues publishing results online at:
http://msamaryland400.wordpress.com.
Static link: http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/md400.pdf

Furthermore, the Archives is proud to announce the award of a National Park Service Network to Freedom Grant of $4,573. The grant will fund a new educational packet in our *Documents for the Classroom* series on the topic of the Underground Railroad in Maryland. The Archives will share the completed packet online for teacher use in

December 2014 at: http://msa.maryland.gov/msa/homepage/html/teachers.html.

Student Outreach
As part of the National Endowment for the Humanities Landmarks of American History Teacher's Institute, staff of the Legacy of Slavery Division will conduct intensive professional development training sessions this summer. This grant-funded workshop has drawn eighty teachers nationwide. For more information on the workshop, "Secret Culture, Public Lives: Slavery in the Colonial Chesapeake," see: http://neh.historiclondontown.com.
Static link: http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/london_town_schedule.pdf

One overarching goal includes strengthening partnerships with schools beyond summer internships by encouraging classes to visit the Archives for a better understanding of archival material, with staff also working on developing and/or co-teaching classes in fall of 2014.

Mr. Baker thanked Ms. Squires and her team for their work in running the internship program, and reiterated the importance of the internship program along with recent efforts in heightening collaboration with universities. He added that students of Dr. Glenn Johnston, Stevenson University, will collaborate with the Archives on a service project involving hands-on work with historical records.

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

Research

Brookeville and the War of 1812
Ms. Squires thanked Sandra Heiler for funding this project and introduced research intern Megan O'Hern, who reported on her detailed study of the history of Brookeville and its role in the War of 1812.

Ms. O'Hern has focused on compiling in-depth biographical information and studying the town's physical geography to document the significance of the town of Brookeville in the War of 1812. The second largest town in Montgomery County, Brookeville was diverse both racially and socioeconomically, although largely comprised of Quaker residents who supported the War of 1812 politically, while also succeeding in industrial profit during wartime absence of a British market.
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/o'hern_presentation.pdf

Ms. Heiler thanked Ms. O'Hern and staff of the Archives for their well-received lectures on March 29 at the *Brookeville and the Burning of Washington Symposium*. 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

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 the State Highway Administration's Historic Marker Program.

The first marker honors Leonard Covington (1768-1813), legislator and War of 1812 military hero from Prince George's County. The marker will stand 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 marker:
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 suffrage. 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 marker:
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_suffrage_marker_19may2014.pdf

Secretary Collins moved to approve the resolution of appreciation for all individuals and organizations that support the Archives' historical research endeavors, seconded by Dr. Phillips. Unanimously approved.

Publications

Omenhausser Sketch Book

Mimi Calver reported that the Omenhausser Sketch Book goes into print today. A collection of letters and drawings from Confederate prisoner of war and Baltimore native J.J. Omenhausser, the book reveals everyday life in the Point Lookout army prison camp. The Friends of the Maryland State Archives hope to host a discussion and book signing with the authors, Ross Kimmel and Mike Musick, in the near future, and will inform the Commission when the event will take place.

Resurrecting Mount Auburn

Mr. Baker reported that the advent of electronic records yields new complications in differentiating permanent records from the non-permanent records. Information resources that the public demand will require more future integration of social media and other delivery methodologies by archives.

For instance, Nancy Bramucci Sheads has created a web publication which disseminates archival records, complemented by church records as well as social media tools and technologies to create an information resource for the public. Ms. Sheads has donated many hours in photographing and mapping burial site locations and making the information accessible and searchable to the public. In just over a year, Ms. Sheads has used death certificates, obituaries, and tombstones to document and map nearly 13,916 of the estimated 55,000 burials. Information is also uploaded to the Billion Graves as well as the Find A Grave websites. The project also partners with Dr. Tammy Fletcher, who is working to connect with the local history aspect. The Archives has dedicated the website 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

The Maryland State Archives is advising the Washington Suburban Sanitary Commission regarding the ownership of an island in the Potomac River within the bounds of their intake pipe project.

Recent Gifts, Deposits, & Acquisitions

President Miller had alerted Mr. Baker to an upcoming auction of Civil War era petitions from Unionists to the Maryland Senate. The Maryland State Archives engaged the services of the Maryland Attorney General's Office due to Maryland's strong replevin law, which gives the Archives the legal right to request such documents. The negotiation resulted in the auction removing the items at the last minute, with the Friends of the Maryland State Archives agreeing to raise money for the non-government records, while the manuscript collector is gifting the official petitions to the Friends following appraisal. Mr. Baker thanked the Maryland Historical Society for support in a challenging negotiation, and offered to loan the documents for exhibition at the Society.

Report on records received since last Hall of Records Commission Meeting

Record Transfers from Government Agencies:
http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_records_transfers_19may2014.pdf

Donations received by Special Collections:
http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol_hrc_19may2014.html

Items approved for acquisition by the Commission on Artistic Property at their meeting on May 12:
http://msaweb/msa/stagser/s1259/143/apc/2014/meeting_may_12_2014/potential_donations_spring2014.pdf

Ms. Calver announced the upcoming unveiling of the official portrait of retired State Archivist Dr. Edward C. Papenfuse. The holographic portrait was created by Rob Munday, who also created Queen Elizabeth II's holographic portrait. Ms. Calver thanked the Maryland Historical Society for hosting the event, which Mr. Munday will also attend. Artistic Properties will formally accession the portrait into the collections.

Resolution offered by Secretary Collins acknowledging the report on records received, and also accepting and thanking donors of all recent gifts to the Archives, seconded by Dr. Phillips and unanimously approved.

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. - 7:00 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 6, 2014: Tim Baker, Elaine Rice Bachmann, and Sasha Lourie host a session in the Old House of Delegates Chamber of the State House focusing on the Treaty of Paris and the Restoration of the Old Senate Chamber as part of the Treaty of Paris Festival.

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

September 19, 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.

Next meeting

Upon the call of the Chair.

Adjournment

The meeting adjourned at 1:30pm.

Approved by the Hall of Records Commission,

Mary Ellen Barbera — 12/3/2014

Honorable Mary Ellen Barbera, Chairman — Date

Timothy D Baker — 12-9-2014

Timothy D. Baker, Secretary — Date

Mr. Timothy D. Baker
Acting State Archivist
Maryland State Archives
350 Rowe Boulevard, Annapolis, MD 21401
(410) 260-6402
email: tim.baker@maryland.gov
© Copyright Maryland State Archives