

Reports & Minutes of Previous Meetings

Hall of Records Commission meeting, May 19, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_minutes_19may2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

June 5, 2014: Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society.

June 9, 2014: Unveiling of Overlea Suffrage Historical Marker by the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

September 15, 2014: Unveiling of Frederick Douglass portrait by artist Simmie Knox at Government House.

September 19, 2014: Public lecture hosted by the Maryland State Archives on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBols Institute Fellow, Harvard University.

October 4, 2014: Maryland State Archives First Annual Family History Festival - American Archives Month event.

October 17, 2014: Timothy Baker presented the plenary address for the Mid-Atlantic Regional Archives Conference, Baltimore.

October 21, 2014: Public lecture by Ross Kimmel and Mike Musick about their book, *I Am Busy Drawing Pictures: The Civil War Art and Letters of Private John Jacob Omenhausser, CSA.*, sponsored by the Friends of the Maryland State Archives and hosted by the Maryland State Archives.

October 28, 2014: Public lecture and exhibit, "150 Years of Emancipation in Maryland", featuring speaker Anthony Cohen, hosted by the Maryland State Archives.

November 5, 2014: Fall Meeting of the Maryland Commission on Artistic Property, hosted by staff at the Maryland State Archives. Approved minutes from previous meeting on May 12, 2014:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_minutes_12may2014.pdf

November 7, 2014: Unveiling of portrait of Chief Judge Robert M. Bell at the Courts of Appeal.

Mr. Baker highlighted the unveiling events of the two portraits by artist Simmie Knox. These portraits are now part of the State's Artistic Property Collection. Mr. Baker also encouraged the members to attend future special events hosted and coordinated by the Maryland State Archives whenever possible.

Dr. Phillips moved to approve the minutes (as drafted) and recognize the special meetings of the Commission as defined by standing resolution, seconded by President Nelson. Approved.

Records Retention & Disposal

Retention Schedules

Kathryn Baringer reported that, since the last Hall of Records Commission meeting, the Maryland State Archives approved forty-two schedules from state, county and municipal agencies, and nine schedules were approved by the Baltimore City Archives for City agencies. All schedules are available online as well as in the report linked below. Ms. Baringer pointed out to the Commission instances where records previously duplicated in paper and electronic format were only now being kept in electronic format, a practice encouraged by the Archives to increase efficiency and save on record storage costs.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_schedules_2dec2014.pdf

Disposal Certificates

Ms. Baringer reported that, since the last Commission meeting, the Archives received 182 disposal certificates reporting the destruction of non-permanent record material. Of these, 156 were submitted through the Archives' online disposal certificate website, a method agencies are encouraged to use as it allows the Archives to reduce the number of disposal certificates kept in paper format. Disposal certificates are available online and through the report linked below.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_disposals_2dec2014.pdf

Assistant Secretary Gaines asked if these schedules and certificates represented records from every county in Maryland. Mr. Baker responded that Maryland is unique among state archives in that it has the largest collection of government records, given that the State Archives is responsible for permanent records from every branch of state government as well as every level of government: state, county and municipal.

Mr. Kummerow moved to approve the Records Retention and Disposition Schedules as presented, seconded by Mr. Klasmeier. Approved.

State Archivist's Report

Maryland State Archives / MEDCO project

This past Fall, the State concluded a real estate transaction that will solve its space problem for at least a generation. Mr. Baker thanked the Commission, the Legislature, Department of Budget and Management, and the Executive Office for their support. Mr. Baker also publicly thanked Robert Brennan (MEDCO) and Michael Gaines (DGS) for their help in making this innovative idea become a reality. The property was formerly owned by the Social Security Administration (SSA), and had been built specifically for the storage of record material. When the lease ran out, SSA decided to consolidate out in the Midwest and vacated the building in Woodlawn.

Mr. Brennan offered comments on the process of the building purchase. They went to closing the first week in October, earlier than planned in the sales agreement. The lease is a true operating lease, not a capital one. MEDCO is contributing some of its own funds to the transactions, which they have not done before with a state project. After soliciting over 30 lending institutions, seeking a 15-year fixed rate transaction with a 25-year amortization, they received three offers and settled on a tax exempt rate of 2.74%. MEDCO is the owner of the building, leasing it to the Maryland State Archives. Together with the Archives, MEDCO solicited bids for moving the record material from the existing three warehouses into the new facility. The three bids received ranged from \$750,000 to \$255,000. The contract was awarded to the low bidder.

Assistant Secretary Gaines added that this transaction demonstrates the value of partnering and being innovative in solving facility needs. Delegate Rosenberg asked what lessons can be learned from this transaction. Mr. Gaines replied that if we are to be effective and maximize value, while providing needed resources, we must be creative, utilize multiple tools (e.g., the capital budget process, public-private partnerships, MEDCO), and be open to exploring opportunities for new ways to meet state agencies' facility requirements.

Lease Costs

The lease costs outlined below will be paid directly to MEDCO on a monthly basis. The source of funds is the sum of the current rent of the existing warehouses (\$411,730 budgeted for FY 2015) and the funds targeted to go into the Archives Endowment. The average amount deposited into the Endowment over the last four years was over \$420,000 per year. Mr. Baker explained that, through this partnership, the Archives is achieving an effective rental

rate less than that paid for the existing warehouses, which did not have any security or temperature and humidity control.

Base Rent	\$ 650,472
Annual Arbitrage Report	\$ 5,000
Repair and Replacement Reserve	\$ 40,000
MEDCO Annual Fee	\$ 25,000

Annual Trustee Fee	\$ 3,000
Stormwater Maintenance Fees	\$ 1,260
Insurance	\$ 47,716
Total	\$ 772,448 (\$5.76 per square foot)

Estimated Operating Expenses

In addition to seeking the Special Fund appropriation to pay the above expenses, the Archives has also made an over-the-target request to pay for the operating expenses of the building. These expenses were estimated based on the actual expenditures provided by the previous property owner. The categories of "general maintenance" include items such as: Alarm and Fire Protection Systems, Electrical, Elevators, Grounds and Landscaping, HVAC Controls and Systems, Janitorial Services, Locks and Keys, Painting, Pest Control, Snow Removal, Trash Removal, and general repairs and maintenance. The estimates for utilities were also based on actual expenditure history. Mr. Baker pointed out for comparison that the estimated cost for running other state facilities is \$18.40 per square foot.

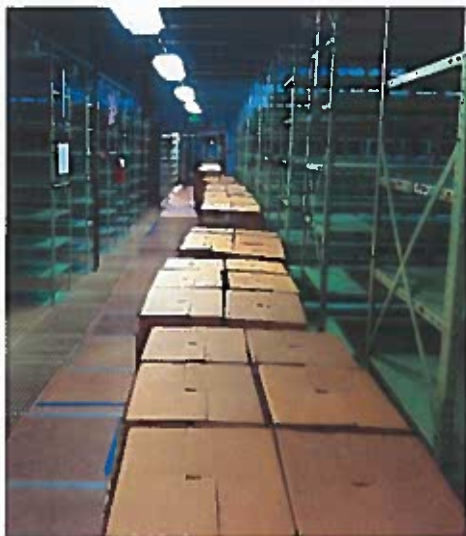
Total cost for general maintenance:	\$ 220,609
Total Utilities (water, gas, electric):	\$ 207,611
Total Operating Expenses:	\$ 428,220 (\$3.20 per square foot)

Warehouse Move

Mr. Baker reported that Hoffberger Moving Services was awarded the contract to perform the warehouse consolidation move. Hoffberger is a highly capable company that had previously worked with Johns Hopkins University Library and other similar institutions.

Tremendous logistics have gone into preparations for moving the Archives' 200,000 cubic feet of record material. Over the past year, staff have containerized 4,028 items, and reboxed or rewrapped 3,421 items that were in damaged or failing containers. There was a known mold issue, and staff identified 2,312 cubic feet of moldy records comprised mostly of records that had been damaged in a series of floods in Prince George's County. Though best efforts were made at the time to dry them out, mold still developed under the sub-par conditions in the rented warehouses. These records were packed onto 64 pallets and sent to a firm in New Jersey to be irradiated. To date, only two pallets are still out; all others have been safely returned. All this was completed within the budget for the move. There is still work to be done at Rolling Run, including a new roof and new HVAC system, but funding has been allocated to make such repairs.

Chair Barbera took the opportunity to thank Mr. Brennan and Assistant Secretary Gaines on behalf of the Commission. She noted that this partnership has worked exceedingly well for both the Commission and the Archives.



Left: Record center boxes ready to be shelved at Rolling Run.



Right: Packing boxes at Candlewood Road.

Additional Photos:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/warehouse_move.pdf

Video link - Unloading microfilm cabinets at Rolling Run:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/unloading_video.mov

More videos on the Maryland State Archives Instagram: <http://instagram.com/marylandstatearchives>

Mr. Baker highlighted the Archives' Instagram site and encouraged the members to visit the page. The Archives' social media pages are part of its endeavor to reach a younger audience than would otherwise be reached with traditional outreach programs. Ms. Emily Oland Squires added that the Maryland State Archives' Instagram page was recently named one of the top fifteen government instagrams to watch by GovLoop, a list which includes the White House Instagram page. <http://www.govloop.com/15-government-instagramms-follow/>

Right: *Before and after at Rolling Run Warehouse.*

Budget Cuts

Mr. Baker mentioned that the Archives recently suffered a budget cut of \$40,000 for FY2015, as did many state agencies. Also, the Archives is facing a cut in the form of the requirement to offer health care for contractual employees. Mr. Baker characterized this as a budget cut because special fund agencies, like the Archives, do not receive funds allocated from the General Fund budget to cover these health care costs. The Archives will most likely see continued budget cuts in the upcoming fiscal years.



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

A one-year extension of the MOU between the Judiciary and the Archives maintaining the prior baseline of services and funding was approved in August 2014. However, there is concern that the funding mechanism for the land record improvement fund has a sunset provision which would reduce the fees charged for the recordation of land record instruments, the source of the fund, unless there is legislative action this coming session to change that. This affects not only the Archives but also the Judiciary which has come to rely on that fund for all land operations.

Delegate Rosenberg asked if there will be legislation introduced in the upcoming session to extend or remove the sunset. Chair Barbera and Ms. Pamela Harris of the Judiciary assured Delegate Rosenberg that such legislation would be submitted as part of the usual package put through by the Judiciary.

Update on the search for the new State Archivist

Mimi Calver, staff to the Blue Ribbon Commission, gave an update on the nationwide search for a new State Archivist. Details of the Commission's work to date can be found in the document linked below. Ms. Calver added that, prior to posting the job announcement for another 30-day period, the Commission decided to make two adjustments. First, they are changing the minimum education requirement from a Bachelor's degree to an advanced degree. Second, they will remove the Maryland-specific experience requirement from the preferred qualifications section. The application submission period will close sometime in January, at which time the Archives' personnel staff will examine the applications and notify the Blue Ribbon Commission which candidates meet the minimum requirements for consideration. The Blue Ribbon Commission will narrow down the qualified candidates to three by reviewing resumes and conducting interviews. They will submit their recommendations to the Hall of Records Commission which, in turn, will have the opportunity to examine the three candidates so as to make a final recommendation to the Governor.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/blue_ribbon_comm2014.pdf

Chronology: activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_combined_chronology_2dec2014.pdf

Interpreting the State House

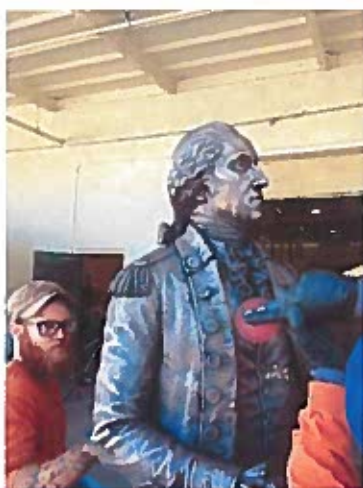
Update on Old Senate Chamber Restoration and Related Exhibits

Elaine Rice Bachmann announced to the Commission that the restored Old Senate Chamber (OSC) will be opening to the public in early January. The Artistic Property staff of the Maryland State Archives has partnered with the Department of General Services and the Maryland Historical Trust not only on the reconstruction of the Chamber, but also restoration work on two adjoining rooms and new interpretive exhibits for the general public.

Ms. Bachmann gave a preview of some of the features to be seen in the restored Chamber, including the statues pictured here of George Washington and Molly Ridout, one of the private citizens present at Washington's resignation and author of the only surviving private account of that event. Closely following the opening of the Chamber there will be a week of public events celebrating the return of Washington's original resignation speech to the State House. It will be on display starting February 16, 2015, housed in a new state-of-the-art case acquired through fundraising by the Friends of the Maryland State Archives. The Archives is also partnering with St. John's College on a seminar about Washington's resignation to be held on the evening of February 18 at the State House.

In addition to interactive exhibits being installed, about 40 paintings from the state-owned art collection will be returning to the State House, having been restored as a part of this project. Having the opportunity to restore paintings for the next generation is truly at the core of what the Archives does as steward of the state's art collection. One of those paintings, Edwin White's *Washington Resigning*, will be returning to the State House next week.

Ms. Bachmann announced that Curator Sasha Lourie will be leaving the Archives in January to take a position as associate curator at the U.S. Senate. Mr. Lourie came to the Archives in 2000 and over the past 14 years has contributed immensely to documenting the history of the Maryland State House through the website <http://statehouse.msa.maryland.gov>, a tool which has made the recreation of the Old Senate Chamber possible by making the research publicly available to architects, scholars, and contractors. In 2008, Mr. Lourie became Curator of Artistic Property and has been working on documentation of the collection, making important discoveries about the objects in the collection and adding to the base knowledge and the professionalism of managing the collection. The culmination of his work will be the reopening of the Chamber.



Statues of George Washington and Molly Ridout will be on display in the restored OSC.



Artistic Property staff in front of John Trumbull's *Washington Resigning*, United States Capitol

Educational Outreach & Research

Ms. Emily Oland Squires highlighted some of the outreach events hosted by the Archives over the last six months. A continuing objective of the Archives is to make the agency and its records relevant to all communities. This is being accomplished primarily through education, partnership, and the use of social media.

Family History Festival

Building on the earlier success of the Maryland Day celebration this Spring, staff planned a much larger public outreach event in recognition of American Archives Month in October 2014. The Maryland State Archives Family History Festival was a free, day-long community event held on Saturday, October 4. On offer were lectures on genealogy, history and archival research, demonstrations on caring for family papers and photos, "break through your brick wall" sessions for researchers, seminars on digital imaging techniques, behind the scenes tours, and hands-on educational children's activities highlighting family history. In addition, twenty sister heritage organizations presented materials at exhibit booths in the Search Room to greet visitors and explain their services.

The event was an overwhelming success with over 500 visitors attending during the six-hour festival, well above the anticipated crowd. The feedback, both in person and in response to a post-event online survey, has been tremendously positive and informative. It is clear that both the public and the staff look forward to this festival becoming an annual event and have already shared wonderful ideas about making next year's program even better. The Archives would like to recognize all the volunteers and sponsors who made this event possible, particularly The Maryland Humanities Council and The Crowley Company. A copy of the detailed program for the day can be found at: http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_4oct2014.pdf

Presentation by Emily Oland Squires (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_slideshow_4oct2014.pdf

NEH Landmarks of American History and Culture Institute Workshop

In July and August of 2014, the Archives' staff partnered with Historic London Town on a National Endowment for the Humanities Landmarks of American History grant program entitled *Secret Culture, Public Lives: Slavery in the Colonial Chesapeake*. For two weeks, the Archives' Research and Outreach team participated with London Town staff and esteemed scholars such as Dr. Lorena Walsh, Dr. Jean B. Russo, Michael Twitty, Psyche Forsyth-Williams, and Dr. Philip Morgan to lead teacher professional development workshops on the history of slavery in the colonial Chesapeake. The training focused on exposing teachers to tools, resources and techniques which enable them to share with their class the culture of enslaved individuals, including family life, foodways, and religion. Eighty teachers representing each state across the nation visited the Archives to learn how to use our primary resources in the classroom. The educators also participated in sensitivity training led by the Archives'

Legacy of Slavery staff to address how to talk about slavery with students in a respectful, conscientious manner. Teachers who participated in the workshop are writing Historical Investigation Lesson Plans and will be sharing the new curriculum with all the participating grant partners. For more information, please see: <http://neh.historiclondontown.com/>



Teachers participating in professional development led by the Research Department staff.

Social Media Outreach Event

On October 30, 2014, the Archives' staff was pleased to participate in #AskAnArchivist Day on Twitter. Throughout the day, staff took turns answering questions and sharing information about the Archives using our social media platforms. A very informative, lively discussion resulted between the MSA and the general public, and among other archival institutions.

Partnerships

UMBC History Department

This Fall, the Maryland State Archives' Research staff partnered with Dr. Denise Meringolo at the University of Maryland Baltimore County History Department to team teach a class for both undergraduate and graduate history students. Class members of *Mapping the Past: Slavery and Freedom on the Regional Landscape*, are writing biographical profiles of Maryland enslaved individuals using the Archives' records. These profiles will be shared with the Archives for publication on the Legacy of Slavery website, and will ultimately be part of a mobile device mapping application in conjunction with the UMBC computer science department. For more information please see: <http://landscapesofslavery.org/>



Research staff working with UMBC students using primary source materials.

Maryland Humanities Council / Maryland Arts Council / UMBC Library

The Maryland State Archives has partnered with the Maryland State Arts Council and UMBC to consolidate considerable holdings of Maryland folklife audio recordings and visual material. These unique and valuable recordings will be converted to digital format and preserved as part of a larger folklife initiative.

University of Maryland College Park

Preservation and access to newspapers is part of the Archives' vital mission to serve the public. The numerous efforts to digitize Maryland newspapers in the past have been scattered and inconsistent. This past year, the Maryland State Archives began working with the University of Maryland on the National Digital Newspaper Program (NDNP) with the financial support of the Library of Congress and National Endowment for the Humanities. Maryland newspapers are now being digitized and put online at the Chronicling America website:

<http://chroniclingamerica.loc.gov/>

Presentation by Allison Rein (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_newspaper_2dec2014.pdf

Internship Program

The Archives has continually hosted a student Internship program for almost 40 years. The program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives, while bringing fresh insights to State Archives' programs. The 2014 Summer Internship was a great success. The Archives hosted 11 students across six different departments. These students helped with core initiatives of the agency and made great contributions to the archival program at large. Students' final reports from 2014 can be found at the link below.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/intern_reports2014.pdf



Interns hard at work during the Summer 2014 student outreach program at the Archives.

Maryland State Archives Summer Internship Class visiting Government House with interns from Historic Annapolis Foundation in July 2014.



Scholarly Outreach and Consultation



National Museum of African American History and Culture

Research Department staff met with Smithsonian Curator John W. Franklin on July 2, 2014 to exchange ideas about the new National Museum of African American History (NMAAHC). Discussions during this day-long meeting included ideas about the representation of the history of slavery within the museum, as well as what types of collections can be used to represent the lives of the enslaved. Staff were also treated to a behind-the-scenes tour of the museum, the Kenya exhibits of the National Folklife Festival, and the current NMAAHC displays featured in the Smithsonian Museum of American History. Mr. Franklin conveyed to the Research staff his interest in collaborating with local programs, such as the Archives' Study of the Legacy of Slavery in Maryland, as the NMAAHC works toward its 2016 grand opening.

Research Staff at the Smithsonian with John W. Franklin, Chief Curator of the National Museum of African American History and Culture.

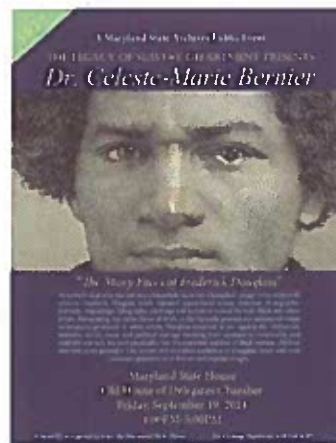
Harriet Tubman National Park Planning Commission

Chris Haley and Maya Davis continue to serve as consultants on the Harriet Tubman National Park Planning Commission alongside staff from Maryland Department of Tourism, Maryland Department of Natural Resources, National Park Service Harpers Ferry, National Park Service Philadelphia, and National Park Service Network to Freedom. Mr. Haley and Ms. Davis participate in weekly conference calls with the Planning Commission, attend regular in-person meetings with the exhibit design teams from GWWO and Haley Sharp Design, and provide source materials and oversight for exhibits to be included in the Park's Discovery Center expected to open in 2016.

Public Lectures

The Archives sponsored several free public lectures of note this fall. On September 6, 2014, Elaine Bachmann, Sasha Lourie and Tim Baker participated in the Treaty of Paris Festival by presenting an enlightening lecture titled, *"The Room we are to sit in is perhaps the prettiest in America": Congress in Annapolis, 1783-1784, and the Reconstruction of the Old Senate Chamber.*

Dr. Celeste-Marie Bemier gave an inspiring talk on the imagery of Frederick Douglass on September 19, 2014. Dr. Bemier is a Professor of African American Studies at the University of Nottingham and Associate Editor of the *Journal of American Studies*. She is a Fellow of both Oxford and Harvard Universities, and the current Dorothy K. Hohenberg Chair of Excellence in Art History at the University of Memphis. Dr. Bemier's talk, held in the Old House of Delegates Chamber at the State House, delved into the underlying meaning of various artistic representations of Douglass, and the analysis of select rare images of Douglass.



Dr. Celeste-Marie Bemier sharing her research on the imagery of Frederick Douglass, Old House of Delegates Chamber, Maryland State House.

On October 21, 2014, local historians and authors Ross Kimmel and Michael Musick gave a fascinating lecture on their recent book published by the Friends of the Maryland State Archives, *"I Am Busy Drawing Pictures": the Civil War Art and Letters of Private John Jacob Omenhuasser, CSA.*

On October 28, 2014, Mr. Anthony Cohen gave an engaging, hands-on presentation in the Archives' public Search Room about the realities and reactions to Emancipation in Maryland in 1864. Mr. Cohen is a renowned scholar and historical consultant on the history of the Underground Railroad, and is the operator of the Button Farm Living History Center and the founder of the Menare Foundation. His talk centered on the lives of the enslaved population and how they did or did not change in response to Emancipation. Mr. Cohen invited members of the audience to engage in his talk by bringing along a replica slave collar that could be touched or worn, which was an emotional experience for all who took part.

The poster is titled "Lecture & Exhibit" in a decorative font. It features a small photo of Anthony Cohen. The text includes: "Speaker: Tony Cohen", "Location: Maryland State Archives, 150 Rowe Blvd, Annapolis, MD 21401", and "Date & Time: Sunday, October 26, 2014, 3:00 - 7:00 pm". At the bottom, it reads "150 Years of Emancipation in Maryland" and includes a quote: "On November 1, 1864, the new constitution outlawed the institution of slavery...".



Anthony Cohen, Founder of the Menare Foundation, speaks to a large crowd in our public search room on October 28th about Emancipation in Maryland.

150th Anniversary of Emancipation in Maryland

Research staff members Chris Haley and Maya Davis were deeply involved in planning and hosting activities commemorating the 150th Anniversary of Emancipation in Maryland. During the Civil War, Maryland never left the Union and was therefore excluded from President Lincoln's Emancipation Proclamation in January 1863. In April 1864, Maryland's 3rd Constitutional Convention was held in the City of Annapolis and culminated in the passage of a new state constitution, effective on November 1, 1864. The new constitution outlawed the practice of slavery, disenfranchised southern sympathizers, reapportioned the General Assembly, and created for the first time the position of Lieutenant Governor and Superintendent of Public Instruction. The narrowly approved vote (50.31% to 49.69%) passed the Constitution, which was carried after Maryland soldiers in the Union Army voted overwhelming in favor (2,633 to 263). This historic event is the reason that Maryland celebrates Emancipation on November 1st.

Maya Davis served as Vice Chair and Chris Haley as a Commissioner on the Annapolis 1864 Commission on Maryland's Third Constitution and the Abolishment of Slavery. In partnership with many local heritage organizations, they hosted and participated in many events throughout the week of October 25 - November 1, 2014, including reenactments, scholarly lectures, documentary screenings, theatrical productions, remembrance ceremonies, and unveilings. For a full listing of events planned by the Commission, please see:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/annap1864_flyer_4rivers.pdf

Presentation by Maya Davis (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/emancipation150_presentation.pdf

Grants

The Research Department was recently awarded a substantial grant from the National Historical Publications and Records Commission. The Documenting Democracy Grant for \$142,000 will be used to fully process the Archives' manumission and certificate of freedom record collections. The result will be detailed, item-level inventories, with online digital images linked to the Guide to Government Records. This grant also includes an outreach component to allow research archivists to promote awareness about these newly accessible collections.

The Sons of the American Revolution Maryland Chapter awarded the Research Department a \$10,000 grant for the continuation of the Maryland 400 project. Project leader Owen Lourie is currently recruiting a student Intern to aid in the research. Mr. Lourie gave a talk on November 12, 2014 to further promote the project to the Daughters of the American Revolution in hopes of securing additional financial support. Research findings will continue to be published on the project blog: <http://msamaryland400.wordpress.com/>

The Commission, by a show of hands, supported a resolution of appreciation for all individuals and organizations that support the Archives historical research endeavors.

Publications

The Friends of the Maryland State Archives is preparing an interpretive brochure about the portrait of William Pitt the Elder, first Earl of Chatham. Funding for the brochure has been provided by the Society of Colonial Wars in the State of Maryland and The General Society of Colonial Wars, in honor of Jonathan W. Pine. The brochure will be ready for the reopening of the Old Senate Chamber in January.

Land Office Activities

Applications from the Department of Natural Resources for Certificates of Reservation

Warrant 102: 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Warrant 104: 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Current business

The Land Office has no pending applications for either a certificate of reservation or a land patent. The Deputy Commissioner met with staff from Land Acquisition and Planning at the Department of Natural Resources in June and expects new applications from the Department in 2015.

Appraisal & Description

Court Professional Certificate Program

This year archivists Alex Jackson and James Watson completed auditing the three-year Court Professional Certificate Program. This program, designed to provide judiciary employees with career enhancement and professional growth, provides training on the basic functions and procedures of the many units of the Judicial Branch. This training provides Archives' staff with a better understanding of the needs and requirements of judicial staff thereby helping to improve interactions between the Archives and the Judiciary. The Archives hopes to send additional staff to future sessions of the Court Professional Certificate Program. The Archives has also volunteered to work with the Judiciary to create a new module in the program course that provides an overview of specific Archives procedures impacting the Judiciary, such as transferring records to or requesting records from the Archives.

Electronic Records Retention

The Maryland State Archives continues to use the record scheduling process to support Maryland government agencies in transitioning from paper to electronic records wherever practical. Recently, the Archives approved a revised retention schedule for the Register of Wills which recognizes that probate records, with the exception of wills and guardian records, will be created electronically starting October 1, 2014. Likewise, the Archives approved a schedule for the District Court allowing the Court to destroy paper indices and dockets that have been scanned to Maryland State Archives standards.

Recent Gifts, Deposits, & Acquisitions

Record transfers since last Hall of Records Commission Meeting

Transfers to the Archives will resume after the first of the New Year.

Special Collections

Collections received by the Department since the last Commission meeting.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_speccol_donations_2dec2014.pdf

Artistic Property

Items approved for acquisition by the Commission on Artistic Property at their November 5 meeting. Ms. Bachmann highlighted to the members three significant acquisitions which have filled notable gaps in the state-owned art collection: a portrait of Chief Judge Robert M. Bell by Simmie Knox, a portrait of Frederick Douglass by Simmie Knox, and a sculpture bust of Harriet Tubman by Brendan Thorpe O'Neill.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_potential_donations_fall2014.pdf

The Commission, by a show a hands, supported a resolution of appreciation for all recent gifts.

Upcoming Special Meetings, Advisory Boards & Celebratory Events

January 6, 2015: Opening of the restored Old Senate Chamber, State House.

February 16, 2015: Presidents' Day Celebration: Dedication of permanent display of Washington's Resignation Speech, Maryland Senate.

February 18, 2015: Seminar at the State House sponsored by St. John's College on the topic of Washington's resignation. This seminar is part of the event surrounding the unveiling of the display case for the speech.

March 20-22, 2015: Celebratory events for Maryland Day at the Maryland State Archives and the State House.


New Business

Mr. Baker noted that there are plans to rework the Archives' lobby in preparation for the display of the portrait of Dr. Edward Papenfuse, currently on display at the Maryland Historical Society.

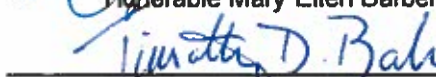
Next meeting - Upon the call of the Chair.

Adjournment - The meeting adjourned at 1:41pm.

Approved by the Hall of Records Commission,



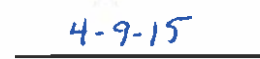
Honorable Mary Ellen Barbera, Chairman



Timothy D. Baker, Secretary



Date



Date