



# Maryland State Archives

## Hall of Records Commission Meeting

November 16, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

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### ***Agenda***

Call to Order by Chair

Opening Remarks/Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting

November 16, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

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### *Agenda with Details*

#### Call to Order by Chair

##### Attendees

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_attendees\\_16nov15.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_attendees_16nov15.pdf)

#### Opening Remarks/Special Announcements

##### Chair to recognize special guests

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

#### Reports & Minutes of Previous Meetings

##### Hall of Records Commission Meeting, May 5, 2015

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_minutes\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_minutes_5may2015.pdf)

#### Special Meetings, Advisory Boards & Celebratory Events

**June 10, 2015:** Owen Lourie and Sean Baker presented a Brown Bag Lunch and Learn on the Maryland 400 Project.

**June 17, 2015:** Tim Baker and Rob Schoeberlein attended a farewell party for Burt Kummerow of the Maryland Historical Society.

**August 26, 2015:** Elaine Rice Bachmann and Chris Kintzel participated in an Old Senate Chamber Architectural Advisory Committee meeting in the State House and the House Office Building.

**September 12, 2015:** Elaine Rice Bachmann and Owen Lourie presented lectures in the Old House of Delegates Chamber of the State House as part of the 2015 National Treaty of Paris Festival, then provided a guided tour of the newly restored Old Senate Chamber and interpretive exhibits.

**September 20, 2015:** Maryland State Archives hosted a memorial service in honor of Lois Green Carr.

**November 5, 2015:** The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

***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/se14/000000/000042/pdf/hrc\\_schedules\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_schedules_16nov2015.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_disposal\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_disposal_16nov2015.pdf)

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

## **State Archivist's Report**

### **Chronology: activities since the last meeting**

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/finalchronology.pdf>

### **Budget**

The Archives is in discussion with the Department of Budget and Management regarding “Over-the-Target” requests. The Archives is proposing a shift in funding from Special Funds to General Funds for some aspects of our operations, and to continue a years’ long effort to shift contractual positions to state employee status and thus provide for succession planning for senior staff eligible to retire in the coming years.

### **JCR Updates**

As reported at the May meeting of the Hall of Records Commission, the Joint Chairmen’s Report for 2014 directed the Archives and the Department of General Services to undertake specific steps to improve the oversight of the records management process in Maryland. One of these steps was the development of a records management training program including new employees introductory training. In response to this directive, the Archives and the Department of General Services have created an updated introductory records management training module aimed at elected, appointed and hired Maryland government employees at all levels. This training module has been submitted to the Department of Budget Management for inclusion on the HUB, the State’s new Learning Management System. The Department of Budget and Management is reviewing the training module and creating a 508 compliant version of the training so that it is accessible to employees with disabilities.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/guidance\\_tutorial\\_2july2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/guidance_tutorial_2july2015.pdf)

The Archives also responded to a request for information on expenditures attributable to the MOU with the Judiciary.

## **State Song**

Delegate Pete Hammen, Chairman of the House Health and Government Operations Committee, has asked the Archives to convene an advisory group to propose alternatives to the current state song in advance of the upcoming General Assembly Session. The advisory group is expected to issue its report in December.

## **Rolling Run Update**

The architect and engineers advising MEDCO and the Archives on the design plans for renovations to the facility will complete the Basis of Design document later this year. This document will be used by the general contractor to guide the renovations, which include replacement of the roof and HVAC systems.

## **Commission on Artistic Property**

### **Restoration of the Old Senate Chamber**

The Chamber and interpretive exhibits were opened to the public on July 6. The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area in a ceremony on November 5 as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

### **Old Treasury Building**

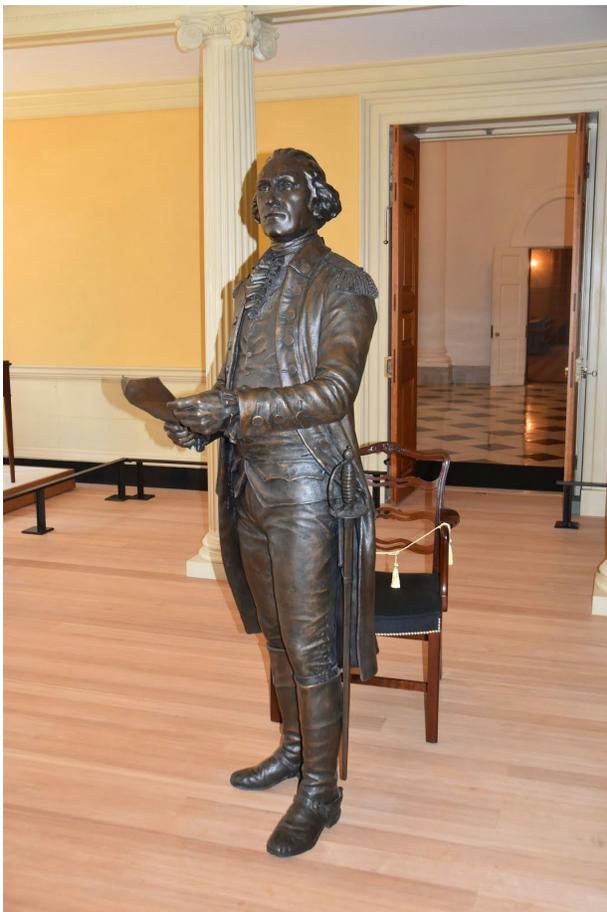
The final portion of the State House Visitor Experience Master Plan yet to be implemented is the reopening of the Old Treasury Building as a public exhibit space, focused on the 17th century history of Maryland and the move of the capital from St. Mary's City to Annapolis. It would be feasible to design exhibits for this space in addition to having it serve as a visitor orientation and welcome center for the State House. The next step in this implementation is to develop a capital program to include the continued structural restoration of the building, which is currently being utilized as a storage area for the Old Senate Chamber restoration project.

### **Art Conservation**

The Commission on Artistic Property partnered with the Office of the Comptroller to conserve three portraits in the state's collection: *Emerson Harrington* [MSA SC 1545-1451], *Dennis Claude* [MSA SC 1545-1159] and *Frank Turner* [MSA SC 1545-3466]. These newly restored paintings were unveiled by Comptroller Franchot in a ceremony on November 10 in the Assembly Room of the Treasury Building. The portraits of Harrington and Turner are on display in the Assembly Room as part of the gallery of portraits of Comptrollers established in 2014; the portrait of Claude is installed in the lobby of the Treasury Building.

### **New Acquisitions**

At the Fall meeting of the Commission on Artistic Property, the following items were formally accepted into the inventory of Artistic Property:



George Washington, Studio EIS, bronze, 2014



Senate Desk, Harrington & Mills, ash (primary), c. 1877

### **Executive Transition and the Legislative Session**

The staff has been working closely with First Lady Yumi Hogan to reinstall several paintings in Government House and make changes to several aspects of the decor in the public rooms. The portraits of First Ladies, traditionally displayed along several levels of the main staircase, have been reinstalled to include a grouping of them in the Victorian Parlor. The most recent First Ladies portraits remain in the Stairwell, and are now displayed chronologically. The Victorian Parlor, now interpreted as a gallery for First Ladies portraits, is also in the process of having its wallpaper, carpet, and window treatments refurbished. Several items of furniture in the Artistic Property inventory, and in use throughout the public rooms, are also being conserved and reupholstered as part of minor changes to the decor of the rooms.

### **New exhibits in Miller Senate Office Building**

New exhibits will be installed in the cases on the first floor of the Miller Senate Office Building in anticipation of the 2016 Legislative Session. These ten cases are maintained by the Archives and feature rotating exhibits related to Maryland history drawn from our collection. The topics to be featured in the new exhibit are: The Maryland 400; First Ladies of Maryland; Maryland Rye Whiskey; Vintage Travel in Maryland; Unionville and Reconstruction in Maryland; and The Maryland State Park System.

### **The Lords Baltimore**

The State House Trust has entered into an MOU with the Enoch Pratt Free Library for the loan of six full-length portraits of the Lords Baltimore, traditionally displayed in the Main Reading Room of the Central Library, in

order for them to remain on public display while renovations are underway at the library. The intent is for the portraits to be installed in the rotunda of the State House. The curatorial staff of the Commission on Artistic Property will oversee the scope of work in the MOU and is currently planning for the initial phase of work, to include the removal of the portraits from the Central Library as well as an assessment of their condition and proposals for installation in the State House.

## **Educational Outreach & Research**

### **Summer Internship Program**

On May 26th, the Archives welcomed the class of 2015 summer interns into our long-standing educational program. This year's students once again successfully participated in archival work across departments and received direct mentoring from our professional staff in records processing, digitization, collections management, research, outreach and information technology. In addition to working alongside our staff, students also took advantage of our monthly Brown Bag Lunch and Learn Series, as well as participating in a number of professional development webinars during their tenure at the Archives. A highlight of the program for all was a behind-the-scenes curator's tour of the State House featuring the newly opened Old Senate Chamber, led by Elaine Rice Bachmann and Chris Kintzel. Through our summer program, the Archives also joined two important statewide initiatives of the Executive Office of the Governor. The Baltimore City Archives hosted an intern from the State-funded, Baltimore City administered [YouthWorks](#) program to benefit Baltimore City students, and the Appraisal and Description Department hosted three interns from the Governor's [Quest Program for Persons with Disabilities](#). It was certainly an overwhelmingly productive and positive summer for both students and staff. The intern's final reports can be found at:

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/2015msasummerinternsummaries.pdf>



*Summer Intern Class of 2015*

Looking ahead to summer 2016, staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects. If we are able to complete the arrangements

with the partner institutions, the Archives would like to specifically recruit students from Maryland's Historically Black Colleges and Universities for these particular internship opportunities.

### **Family History Festival**

On November 7th, Archives' staff hosted the [Second Annual Family History Festival](#) in Annapolis. Visitors enthusiastically participated in hands-on workshops, attended lectures, met with representatives of genealogical and historical societies from around the state, participated in interactive family activities, took and shared pictures in our social media station and collected door prizes and other complimentary goodies donated by our generous sponsors. Archives' staff taught multiple classes on how to use our resources, including hands-on practice with our collections' catalogs and online information resources in our Electronic Classroom. In addition, our conservation professionals conducted workshops on how best to preserve family treasures.

The Archives would like to recognize our many generous sponsors and partners who made this event possible. We received grant funds from the Friends of the Maryland State Archives, Four Rivers Heritage Area and the National Historical Publications and Records Commission. We also received sponsorship donations from Crowley and Archival Products. Finally, we received a great deal of in-kind support from Ancestry, the Annapolis Maritime Museum, Baltimore Coffee and Tea, the Chesapeake Children's Museum, Dick Blick Art Materials, Gaylord Archival, Graul's Market, Historic London Town, Hollinger Metal Edge, Systematic Filing, University Products, Wegmans and Whole Foods. We organize festivals and participate in educational outreach to ensure that succeeding generations of Marylanders understand, value and have access to their history. Every day people come into our Search Room looking for records created by their own lives, such as marriage and land records, and records revealing the lives of people in the past, such as inventories, certificates of freedom and militia muster rolls. It is only by serving the community that the past, present and future meet in the Archives. We look forward to continuing this tradition by planning our third annual festival next fall!

### **Brown Bag Lunch and Learn Series**

The monthly [Lunch and Learn](#) series was inaugurated in January 2015 and is continuing through the end of the year. The programming has proven very popular with each session, held on a Wednesday at noon, averaging approximately thirty attendees. The talks have highlighted Archives' services, research and initiatives, as well as giving professional guidance on best practices for digitization, paper and electronic file management and preservation techniques. The final Brown Bag session for 2015 will be given on December 2nd, with Elaine Rice Bachmann sharing information about the U.S.S. *Maryland* Silver Service, many pieces of which are currently on display in the State House.



*Research Archivist Allison Seyler presenting the October 2015 Brown Bag Lunch and Learn lecture, Certificates of Freedom & Manumissions (Photo credit: Joyce Phelps, originally posted on MSA's Instagram account)*

Looking forward to 2016, we are planning to strengthen this program based on public feedback. We hope to offer more detailed workshops that assist the public in better understanding and accessing the Archives' collections. We are also working toward providing an online simulcast for those who cannot come to Annapolis, as well as closed captioned recordings presented on a YouTube resource library. This will allow the programs to be viewed multiple times for reference and at times other than the original presentation date. We look forward to continuing to provide this essential educational outreach programming to our constituents.

### **Brick Wall Sessions**

The Archives' staff have hosted two successful [Brick Wall Sessions](#) for the public since the Spring Commission meeting. Fully booked events were held on Friday, July 24th and Saturday, October 24th. Staff and volunteers teamed to assist our patrons in answering their most difficult research questions. Looking ahead, our Winter Brick Wall Session will be a new initiative, an online virtual Brick Wall. We will have an advertised, set time when patrons can communicate with us live online through social media to ask their Brick Wall questions. This event will be similar to [#AskAnArchivist Day](#) in which we previously participated. This will be a good event to have in January or February when people may not want to travel to Annapolis, but still have detailed questions about our collections they would like to explore. With this planned Winter event we are now meeting the public's request to have quarterly Brick Wall outreach sessions as part of our educational outreach programming.



*Genealogists and archivists helping family historians break through their research 'brick walls', October 2015  
(Photo credit: Joyce Phelps, originally posted on MSA's Instagram account)*

### **Maryland 400**

The Research Department is pleased to announce that it has been awarded a new grant from the Maryland Society of the Sons of the American Revolution (SAR) to continue work on the Maryland 400 project. This new \$10,000 award will allow Archives' staff member Owen Lourie and a project intern to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment who fought in the Battle of Brooklyn. We are very grateful for the support of the SAR and for the continuing partnership of project founder General James A. Adkins. For more updates, please continue to follow the project blog at:

<https://msamaryland400.wordpress.com/>

### **Slave Dwelling Project Conference**

Legacy of Slavery staff participated in the [Annual Slave Dwelling Project Conference](#) in Charleston, South Carolina from October 8th through October 10th. This gathering focused on ongoing efforts to preserve, interpret, maintain and sustain extant slave dwellings in the United States. The Archives' staff were able to take behind-the-scenes tours at both Magnolia and McLeod Historic Sites, learning from professional staff, archaeologists, historic preservationists, scholars, museum professionals and property managers who shared their knowledge on plantation life and slave quarters. The staff also had the opportunity to visit and pay respects at Charleston's Emanuel AME Church during the conference. The team is looking forward to applying their new knowledge and contacts to their daily work, uncovering the lives of Maryland's African American population through the primary source records of the Archives.



*Above: Slave Dwelling, Magnolia Plantation, South Carolina*

## Civil Rights Education and Outreach

Members of the Research Department's Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland. Still in the planning stages, the team hopes that the new program will begin in February 2016. The program's main goal is to bring students from across Maryland together to learn about the history of civil rights and to place current events and contemporary race relations within the context of our shared past. Students from various counties will participate in the program through in-person lessons and meetings in a classroom setting, with additional opportunities to engage in discussion through computer link-ups. Our hope is to help students create deeper relationships and a safe place for meaningful communication on sensitive issues. We are very much looking forward to collaborating with the Maryland Historical Society in the development of this important program.

## Preserve the Baltimore Uprising Project

The Maryland State Archives has agreed to serve on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) project, an effort being co-led by the Maryland Historical Society and faculty members of several Baltimore universities. The project's goal is to collect, preserve and make accessible photographs, oral interviews and videos that were created by community members, grassroots organizations and individual witnesses to the protests that followed the death of Freddie Gray on April 19th, 2015. These materials have been collected online by voluntary donation since April of this year, and the Board is currently working to address long-term rights and preservation issues. The Archives is working in conjunction with partners from across the local community to insure that these materials are appropriately preserved and archived so that they can ultimately be used for educational purposes.

## Collection Exhibit

The Maryland State Archives, in collaboration with Case[werks], LLC. of Baltimore, presented an exhibit about Maryland's rye whiskey industry, which thrived for centuries in the state until the early 20th century. The exhibit, *Maryland Rye: Straight from the Bottle*, includes some of the interesting names, labels, and bottles that were features of the state's distilleries, the last of which went out of business in the 1970s. The artifacts on display are from the James H. Bready collection of Maryland rye whiskey bottles and ephemera. Mr. Bready



was a well known newspaper man with the *Baltimore Evening Sun* who wrote two books on Baltimore baseball. Also a collector of Maryland rye whiskey bottles, in 2005 he donated over 700 bottles and other ephemera to the Maryland State Archives. *Maryland Rye: Straight from the Bottle* will be on display in Baltimore at the local gallery Case[werks] through Friday, December 11, 2015. The Archives staff will also be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis on Wednesday, November 18 at 6:30pm in the search room.

## **Reference Services**

Reference staff have been busy reinforcing security awareness throughout the Archives. They have created graphic signs and handouts for visitors on procedures which ensure the long-term preservation of our records, and have produced a training film for staff on the need for vigilance in protecting our records from mishandling or theft. A review of security procedures has led to the decision to relocate the DGS security guard station to ensure the guard has a clear view of both Lobby and Search Room activities, and a redesign of the Lobby is now underway to better accommodate enhanced security practices such as a search of materials hand-carried from the Search Room. Our goal is to protect our records for future generations while providing the service and access our patrons expect today.

## **Appraisal**

This year, Archives staff initiated a shelf read of all government records stored in the stacks of our Annapolis location. In a shelf read, staff compare our finding aids to the items on the shelves and corrects any discrepancies. Shelf reads must be conducted by archival institutions with some regularity, since they are the most systematic and efficient way to return mis-shelved items to their proper locations and to improve the accuracy and specificity of the descriptions in our finding aides. We also intend to use the shelf read to identify records that need additional attention, such as records that require conservation, re-boxing and/or re-labelling. The shelf read will also help us analyze our current use of space and reveal areas for improvement. Since the stacks in Annapolis have over 160,000 cubic feet of record storage, this shelf read is an extensive job. To tackle this considerable task we are mobilizing the entire Archives staff to cooperatively contribute to this project. Our planning of the project's workflow has focused on facilitating the teamwork of all participants necessary to collect and make use of all the valuable information this shelf read will collect.

## **Baltimore City Archives**

### **Records Management/Emergency Preparedness Workshops**

The Baltimore City Archives continues to offer a series of combined records management and emergency preparedness workshops to records managers, registrars and other interested parties. On October 30th, we hosted a day-long training session at our facility, specifically targeting the staffs of museum and cultural institutions. Personnel from the Reginald Lewis Museum, The Maryland Historical Society and NARA-College Park were counted among the attendees. Another workshop will take place on November 20th.

A more detailed report from Acting City Archivist Dr. Robert Schoeberlein on the activities of the Baltimore City Archives is linked below.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca\\_report\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca_report_16nov2015.pdf)

## **Recent Gifts, Deposits, & Acquisitions**

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_transfers\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_transfers_16nov2015.pdf)

## Special Collections:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol_16nov2015.pdf)

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

## Forthcoming Special Meetings of the Commission & Events of Interest

**November 18, 2015:** The Archives staff will be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis at 6:30pm in the Search Room.

**December 2, 2015:** Elaine Rice Bachmann will present a Brown Bag Lunch and Learn session on “The U.S.S. *Maryland* Silver Service: A State Treasure.”

**December 5, 2015:** The State House Holiday Open House and Concert will be supported by Archives’ staff.

**December 12, 2015:** A Brown Bag Lunch and Learn session will be given by the Four Rivers Heritage Area on creating a program survey.

## Old Business

At the last meeting of the Hall of Records Commission Dr. Phillips started a conversation about the need for a positive response to the events surrounding the riots in Baltimore following the death of Freddie Gray in police custody. On behalf of Dr. Wilson, president of Morgan State University, he offered the following three suggestions for consideration by the Commission:

- That the Maryland State Archives might arrange for one or more workshops on the legacy of the civil rights movement in Maryland and in Baltimore, to be presented to senior high school students in areas affected by the rioting.
- That qualified African American college students from historically Black colleges such as Morgan, Bowie, Coppin and University of Maryland, Eastern Shore might be offered summer internships at the Archives.
- That the Archives might reach out in a consultative capacity to these historically Black colleges to assist their archives and libraries, which often are in need of professional guidance and advice.

Following a discussion of these suggestions Mr. Miller recommended that the Commission write a letter to Dr. Wilson thanking him for opening this important conversation. The letter written by Chair Barbera to Dr. Wilson can be found at the following link:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson\\_letter\\_15may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson_letter_15may2015.pdf)

In response to Dr. Phillip’s suggestions and the resultant discussion by members of the Hall of Records Commission, the Archives offers the following as examples of initiatives in which the agency is currently engaged:

- Members of the Research Department's Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland.
- The Maryland State Archives has agreed to serve on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) project, an effort being co-led by the Maryland Historical Society and faculty members of several Baltimore universities.
- The Baltimore City Archives hosted an intern from the State-funded, Baltimore City administered [YouthWorks](http://YouthWorks) program to benefit Baltimore City students,
- Staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects.
- On October 30, the Archives conducted a day-long seminar on records management and emergency preparedness in Baltimore City. Invitees included local cultural and academic institutions.
- On November 10, Chris Haley and Allison Seyler addressed the Gray Days Brighter Tomorrow Task Force meeting at Morgan State University on behalf of the Archives.

## **New Business**

**Next meeting** - Upon the call of the Chair.

## **Adjournment**

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Mr. Timothy D. Baker  
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