



# Hall of Records Commission

## *Minutes of Meeting*

### at the Maryland State Archives

#### *Electronic Classroom*

#### 12:00 pm, April 28, 2008

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### Call to Order by the Chairman

The Spring 2008 meeting of the Hall of Records Commission began at 12:19 pm, April 28, 2008, at the Maryland State Archives, with Chief Judge Robert M. Bell presiding.

### Attendees

### Special Announcements/Opening Remarks

- Dr. Papenfuse explained that April 28 was chosen for the Hall of Records Commission meeting because of its historical significance, and how it relates to the role of the State Archives as a collector and protector of the public record.
- April 28 is a significant date in Maryland history because it is the day in 1788 when Maryland ratified the Constitution of the United States, the original of which was on display for the Commission meeting. Of the approximately 70 delegates involved in this process, eleven dissented and were given the opportunity after the Constitution was signed to explain why they dissented. Their dissent was put in a pamphlet and merged with George Mason's ideas on a Bill of Rights, becoming the foundation for the first twelve Amendments to the Constitution, ten of which were ratified initially, with an 11th now recorded as Amendment 27 - Limiting Congressional Pay Increases, which was finally Ratified on 5/7/1992
- Another reason April 28 is a significant date relates to the Hall of Records itself. The Hall of Records began as an idea of an architect working with the Chief Judge of the Court of Appeals. Chief Judge Carroll Bond's assessment that something had to be done to protect the Court of Appeals records and the rest of the other colonial records for the state, and Laurence Hall Fowler's desire to get a commission to

build a memorial Hall of Records, resulted in an extraordinarily fine building on the St. John's College campus, now the St. John's College library. Mr. Fowler's design for the Hall of Records building was based on the influence of Andreas Palladio, and the facade was copied in part from the Hammond Harwood House. However, since St. John's College did not want a building of the size recommended by Judge Bond and Fowler, the building did not get the Palladio pediment Fowler hoped. A peaked roof would have reduced the storage capacity, so Mr. Fowler kept with a flat roof. In his design for the Hall of Records building, Mr. Fowler took colonial architectural details from Annapolis and nearby colonial homes, taking the staircase from the Upton Scott House and some of his interior design from the Bryce House. When the new Hall of Records opened, there was no archival program. The following Spring, legislation was passed to create the Hall of Records Commission and the legal foundation for the collections and caring for the collections that would go into this building. Most of the county courthouses and county people were not happy about transferring all of their records to a central location; therefore, a law was passed specifying that all records created prior to April 28, 1788 would be the property of, and would be transferred to the Maryland Hall of Records. Records created after that date could be transferred, but a formal program for effecting such transfers would not come until the Legislature passed records management legislation on the recommendation of the second state archivist, Dr. Morris Radoff.

- On display for the Hall of Records Commission meeting was what was long thought to be the original Charter of Annapolis. In preparing to give a lecture at St. John's College on the importance of that Charter, Dr. Papenfuse discovered that it is a fake, but a very interesting fake called a palimpsest. The first version of the Charter on that parchment was created in August 1708 by Governor John Seymour, but it was not well received by the citizens of Annapolis because it did not acknowledge the fact that freemen had a role in selecting Aldermen and it did not provide for some of the privileges that Annapolis already had by legislative act going back to 1696. On November 22, 1708, the August Charter was abandoned and a new Charter was granted. Much of the language of the August Charter was retained, but paragraphs were added to meet the objections of the town. It is the language of the November 22 Charter that appears on the parchment on display, but it got there by scraping off the earlier Charter, and it was a very poor copy made from another copy that was inaccurate.
- Dr. Papenfuse related to the Commission the probable history of this parchment: The handwriting that is on that Charter was probably done in 1764 as a protest by Samuel Chase and some others against the abuse of the privileges and requirements of the Annapolis Charter. The Archives has a narrative of Samuel Chase and friends going to State House hill and discovering a coffin under the portrait of Queen Anne. In that coffin, they found the "original" Charter of Annapolis which they unfolded and read as part of the staged protest. The Charter now before the Commission is most likely the one taken out of the coffin and rediscovered in 1831 by the clerk of the Land Office who thought it to be the original Charter of November 22, 1708. There are two contemporary paper copies of the original Charter of 1708. One is in the Public Record Office in London. The other copy, which may have originally been in the Public Record Office, was sold at auction, came to a Baltimore manuscript dealer, and ended up being given to the Archives. With the exception of the official recorded copy that is among the Chancery Records at the Archives, this is the only truly authentic copy of the November 22, 1708 Charter in Maryland. Once Dr. Papenfuse made the discovery that the Charter is a palimpsest, he contacted a group of scientists that had been working with the Walters Art Museum on the Archimedes Palimpsest. Using techniques involving light waves and sensors, the scientists will look beneath the handwriting that is on the surface of the parchment. Indications are that they will find fragments of the August 1708 version, confirming, in part, the story of the political protest in 1764.
- Dr. Papenfuse announced to the Commission members that Mimi Calver, the Director of Artistic Property, Exhibits, and Outreach, is retiring. Among many other things, Ms. Calver was a key player in the State's celebration of the 350th Anniversary of the State in 1983 and 1984, and the 200th Anniversary of the Ratification of the Treaty of Paris in 1984. As a gesture of appreciation for her diligent and devoted work, the Commission presented to Ms. Calver a copy of *State House in Annapolis* and *State House Brochure*. Ms. Calver has expressed interest with regard to a major revision or the

- publication of a completely new book on the State House. In addition, Dr. Papenfuse presented Ms. Calver a copy of *The Atlas of Historical Maps of Maryland*.
- Dr. Papenfuse remarked to the Commission members that, while conducting research in preparation for several speaking engagements, he reviewed the legal statutes and opinions governing the Archives. At present they are scattered and need improved codification along with strengthening of the provisions related to permanent electronic records. He suggested to the Commission that thought must be given to the better care and preservation of the permanent electronic record, which in his opinion means any electronic record that it is found necessary to keep for longer than 12 to 25 years. The Archives needs to be perceived of as the ultimate repository of those records that exist only in electronic form. For example, all of the proceedings of the Legislature that were transferred to the Archives in paper form in the past are now electronic, yet they do not come to the Archives on a regularly scheduled basis. With the Commission's backing and help, the Archives can move efficiently and cost effectively forward in the care and management of permanent electronic records while at the same time gaining special fund income for the effort. We have shown with MdLandRec.net, that the best and most economical investment in a permanent electronic archives is to allocate part of the funding for conversion to electronic recording to the Archives for their care and access, especially with regard to backup security and disaster recovery, but also for the long term usefulness to the public of permanently valuable electronic information. Dr. Papenfuse emphasized that, in the transfer of electronic information, the Archives is not an exclusive custodian but a partner custodian, and that this concept needs to be understood by State agencies and anyone involved in the business of preserving and caring for the electronic record. The Archives should be the accountable, reliable source for public information about government and all aspects of what government does. Ideally, the Archives should receive a permanent electronic record at the time it is created. Dr. Papenfuse recommended that the Archives staff work with some leading legal experts to look at how to more effectively structure the legal framework that will create the archives of the future, and to ensure that the electronic record is maintained and retrievable to assure a well-informed democratic society. As part of this research, the Archives will consult with all of the states with archival programs to put it in the context of what others are doing. According to Chief Judge Bell, one of the issues is to determine if, when there is an electronic and paper record, the electronic record is considered the permanent record or are both of them permanent records. The subject will be brought back to the Commission as work on these issues progresses.

## Reports and Minutes of Previous Meetings

November 5, 2007

*Delegate Clagett offered a motion of approval of the minutes as amended, if amended, seconded by Dr. Phillips and unanimously approved, the chairman concurring.*

- Special Meetings and Celebratory Events
  - December 6: Dr. Papenfuse was sworn in as a commissioner on the Historic St. Mary's City Commission by Governor O'Malley who appointed him
  - January 21: Dr. Papenfuse gave a presentation to members of the Maryland Senate and House of Delegates concerning the brochure *A Guide to the History of Slavery in Maryland*
  - April 8: Dr. Papenfuse, Tim Baker, and Elizabeth Newell attended the [Bill Signing for SB147](#) which clarified the Archives' fee setting authority

*Dr. Phillips offered a motion of recognition of the special meetings of the Commission as defined by standing resolution, seconded by Delegate Clagett and unanimously approved, the chairman concurring.*

## Records Retention and Disposal

### Retention Schedules

### Disposals

*Delegate Clagett offered a motion of approval of Records Retention and Disposal Schedules as presented, seconded by Secretary Collins and unanimously approved, the chairman concurring.*

## Old Business

- **SLAVERY BROCHURE** - Emily Squires described the collaboration of the Maryland State Archives with Dr. Ira Berlin of the University of Maryland College Park in publishing the pamphlet, *A Guide to the History of Slavery in Maryland*. Having just finished helping the New York Public Library put on an exhibit about the history of slavery in New York, Dr. Berlin was concerned that Maryland did not have a primer text on the history of slavery that teachers could refer to when they are asked to teach this topic. Dr. Berlin provided the text that Archives staff combined with images, a time line, and bibliography. Incorporating the participation of two plantations - Sotterley in southern Maryland and Hampton in Baltimore County - provides teachers with not only real textual and primary source material, but also locations where students can visit to see the sights themselves. Copies of the pamphlet were provided to members of the Senate and House of Delegates, and Archives staff have also participated in a number of educational events with it.
- **FEE SETTING** - Dr. Papenfuse expressed his gratitude to the Legislative leadership, the governor's office, and the Hall of Records Commission for their support of Senate Bill 147. The bill, which passed in both Houses, very clearly lays out and specifies the fee making powers of the Maryland State Archives.

## Archivist's Report and Staff Activities

(see the Maryland State Archives' [Bulldog](#) and the [Staff Activities since last Hall of Records Commission meeting](#) for additional details)

- **Highlights since the last Hall of Records Commission meeting:**
  - April 9 - John Gartrell was awarded the Roland McConnell Endowment Fund Award from Morgan State University. The award is presented to a graduate student who shows promise in the field of history.

## Recent Gifts, Deposits and Acquisitions

- Special Collections
  - MSA SC 5786, Bannaker's... Almanack and Ehemeris... 1796. Legislative Services found this item in their possession and, concerned for its care and preservation, transferred it to the Archives. It has been catalogued on line in Special Collections
- Government Records

*Mr. Freedlander offered a Resolution of Appreciation for the recent gifts, seconded by Delegate Clagett and unanimously approved, the chairman concurring.*

## Maryland State Archives On Line

- **Finding Aids, Reference Services, and Publications:**

- Records Management Guidance for State, County, and Local Government
  - Kim Moreno informed the Commission that this website is a collaboration among the Maryland State Archives, the Department of General Services, and the Office of the Attorney General. She described it as a "one-stop shopping" website for state, county, and local agencies to get guidance on records management. The website does not replace the Records Management Handbook, but it brings the information to the electronic world, providing an electronic location to read all the laws, rules and regulations concerning records management. Included on the website are definitions of a public record and how to set up a good records management program, guidance on email records, and roles and responsibilities of the Department of General Services and the Maryland State Archives. In addition, there is a step-by-step guide to preparing retention schedules. As part of the program, Ms. Moreno's department has scanned all approved retention schedules and will make them available online. Tim Baker added that the retention schedules are on a password-protected site and available only to the specific agency. Agencies can now review their approved retention schedule and determine what may need updating.
- <http://mdsa.net>
- <http://aomol.net>
- <http://mdslavery.net>
- <http://lrac.us> and <http://review.mdlandrec.net>
- <http://www.mopw.net>
- [mdprobate.net](http://mdprobate.net)
- Printed and Electronic Edition of the [Maryland Manual](#)
- Government Publications On Line
- Records Transfer and Storage Management
- <http://mdhistory.net>

## Education and Outreach

- Courses taught and lectures given by the state archivist (see prior resolution on 4/19/2000)
  - Spring 2008: Teaching *Putting Maryland on the Map*, Johns Hopkins University Homewood Campus
  - December 2: Presentation to members of the Sons of the Revolution, State of Maryland, at a tribute to President and Commander George Washington
  - December 14: Presentation to Archbishop O'Brien, Bishop Malooly, Harold Smith, and C. Fraser Smith (WYPR Radio Senior News Analyst) on the evolution of Maryland and Baltimore
  - February 15: Presentation to physicians from Johns Hopkins University on George Washington
  - March 11: Presentation at the National States Geographic Information Council 2008 Annual Conference
  - March 11: Presentation at the Maryland History Lecture Series 2007-2008 on *Interpreting the Archival Evidence: The Original 1708 Charters of Annapolis*
  - April 11: Presentation at Homewood Museum's 8th Annual "Baltimore's Great Architecture" symposium on *Laurence Hall Fowler and the Maryland Hall of Records: The Architect as Archivist and Architectural Historian*
  - April 26: Presentation at The Walters Art Museum on *Maps: Finding Maryland's Place in the World*
    - Dr. Papenfuse gave the Commission members a summary of his lecture at The Walters Art Museum and a demonstration of the technology he used to demonstrate Maryland's place in the world, progressing from the first map of the world to show the Chesapeake Bay to understanding how William and Henry Walters built The Walters Art Museum. Using some of the Archives maps of Mount Vernon Square in Baltimore, Dr. Papenfuse

- superimposed them onto the same location in Google Earth. The first layout of the property that was accepted with regard to the block on which The Walters Art Museum was built dates to 1832 and shows all the Howard interests in that property. Sophia Reed, the only woman heir of John Eager Howard, acquired this property in 1832 and, on selling the property as lots in 1848, realized a profit of about 300%. Dr. Papenfuse continued chronologically through the 1876 Hopkins map and several Sanborn maps, including a rare 1879 Sanborn map that the Archives conserved for the Maryland Historical Society, all of which show the changes in terms of the redevelopment of the land. Dr. Papenfuse concluded by superimposing John Smith's Map of the Chesapeake Bay onto Google Earth. The image clearly showed how accurate John Smith was in his description of the Bay as he placed it on a copperplate and printed it onto paper, especially remarkable because John Smith made his map over several weeks in an open boat called a shallop and then had the map printed from his notes four years later in England.
- December 12: Dr. Papenfuse and Mimi Calver provided a tour of the work being done in the Old Senate Chamber to Lou Davis, Maryland Public Television, who also interviewed Dr. Papenfuse
  - November 21: Elaine Bachmann provided a viewing of a portrait of Isidor Raynor to Terrence Allspagh and descendants of Mr Raynor
  - November 24: Chris Haley attended The Brotherhood of Saint Andrew, Saint Andrew's Day luncheon
  - December 5: Dr. Papenfuse attended the Holiday Book Event at Johns Hopkins University featuring *The Atlas of Historical Maps of Maryland*
  - December 6: Dr. Papenfuse, Mike McCormick, and Vicki Lee provided a tour of the Maryland State Archives to Hannah Szczepanowska and four conservators from Georgia, Russia
  - December 6: John Gartrell attended the Afro-American Newspaper's Celebrating 115 Years Reception
  - December 10: Dr. Papenfuse, Mimi Calver, Elaine Bachmann, and Chris Kintzel attended the Government House Foundation VIP Dinner Reception
  - December 12: Vicki Lee and Jenn Cruickshank attended a Guild of Book Workers meeting
  - December 19: Elaine Bachmann provided a tour of Government House to the staff of Government House
  - December 19: Chris Haley met with Robyn Smith concerning black genealogy
  - January 2: Chris Haley gave a presentation to the board of the New Annapolitans, Universalist Unitarian Church on *Studying the Underground Railway at the Maryland State Archives*
  - January 3: Jen Hafner provided a tour of the Maryland State Archives to Shahrzad Arasteh and representatives from the Selective Liberal Arts Colleges consortium
  - December 21: Mimi Calver provided a walk-through of the Old Treasury Building to Mayor Ellen Moyer
  - January 10: Chris Haley, John Gartrell, Maya Davis, and Ryan Cox attended the *Abolition and the Road to Freedom: 200th Anniversary of the Slave Trade Act of 1808* Symposium at the National Archives
  - January 15: Mike McCormick provided an orientation to the Maryland State Archives and family history research to Kenyatta Rowel, counselor, and ten teenage program participants from the Annapolis-Bates Boys and Girls Club
  - January 18: Tim Baker and Elaine Bachmann participated in a tour of the State House by the State House Working Group
  - January 18: Dr. Papenfuse met with Ken Day, Maryland Public Television concerning the proposed program *History of Annapolis*
  - January 24: Maya Davis attended the program *Unsung Heroes of the Underground Railroad in the DC Area* by the National Park Service
  - February 4: Chris Haley met with Ira Berlin, Delegate Tawanna Gaines, and State School Superintendent Dr. Nancy Grasmick concerning distribution of the brochure *A Guide to the History of Slavery in Maryland*
  - February 5: Mimi Calver, Chris Haley, John Gartrell, Maya Davis, and Ryan Cox attended the 2008 Winter Lecture Series at Historic London Town and Gardens

- February 7: Jenn Cruickshank attended a meeting of the Washington Conservation Guild
- February 11: Dr. Papenfuse met with Lieutenant Governor Anthony Brown concerning the brochure *A Guide to the History of Slavery in Maryland*
- February 12: Chris Haley attended the interpretive planning meeting for the Harriet Tubman Underground Railroad State Park Visitor Center
- February 14: Dr. Papenfuse was interviewed by Lauren Shaw, *The Baltimore Sun*, concerning Washington's resignation speech
- February 15: Chris Haley met with representatives of Watermark Tours concerning the relation of Legacy of Slavery Department programs to tourism in Maryland
- February 18: Dr. Papenfuse and Mimi Calver attended the Senate's annual ceremony in honor of George Washington's birthday
- February 19: Dr. Papenfuse and Chris Haley attended the lecture by Philip R. Seitz, *Tales of Enslavement: New Research from Cliveden and the Chew Family Papers*
- February 21: Dr. Papenfuse was interviewed by Karen Hosler, WYPR, concerning the closure of the State House and planned exhibits
- February 22-24: John Gartrell participated in the Seventh Annual Underground Railroad Conference
- February 22: Dr. Papenfuse met with Bob Brugger, Johns Hopkins Press, concerning establishing a Maryland history and culture electronic reference work
- February 23: Dr. Papenfuse participated in the Historic St. Mary's City Commission meeting
- February 28: Dr. Papenfuse attended the awards ceremony for *Celebrating Living History, Major African-American Contributions to the State of Maryland*
- February 28: Dr. Papenfuse and Ken Day, Maryland Public Television, hosted a roundtable discussion group concerning interpreting Annapolis' history
- February 29: Dr. Papenfuse and Tim Baker met with Rob Rogers, Louise Hayman, Henry Stansbury, and Bobby Neall concerning collaboration between the Maryland State Archives and the Maryland Historical Society
- March 1: Maya Davis gave a presentation to the United Methodist Church of the Redeemer highlighting the brochure, *A Guide to the History of Slavery in Maryland*
- March 3: Dr. Papenfuse and Jen Hafner participated in a meeting with the Annapolis Lincoln Bicentennial Commission and viewed a map of Annapolis from February 1865
- March 4: Chris Haley attended the opening reception at the Banneker-Douglass Museum for *Seeking Liberty: An Imagined Community*
- March 5: Elaine Bachmann was interviewed by Melinda Roeder, Fox 45, concerning the Old Senate Chamber
- March 6: Chris Haley served as a judge for the Annual Ardmore Elementary School Science Fair
- March 10: Jenn Cruickshank attended the National Archives & Records Administration 22d Annual Preservation Conference
- March 10: Sasha Lourie attended the Maryland Association of History Museums Board of Trustees Annual Retreat
- March 11: Chris Haley met with Michial Gill and Ira Berlin to talk to Roger Plunkett and Traci El Fiki, Department of Energy, concerning the brochure, *A Guide to the History of Slavery in Maryland*
- March 11: Reggie Shorter and Kevin Swanson gave a presentation to representatives from Judicial Information Systems, Administrative Office of the Courts, on Electronic Archives Disaster Recovery and Continuity of Operations
- March 11: Elaine Bachmann gave a presentation to members of the Interior Design Program, Middle Tennessee State University, on *The Kennedy Restoration and Its Legacy in America's Public Houses*
- March 12: Emily Squires and Jen Hafner attended the Maryland Commission for Women, Women's Hall of Fame Ceremony
- March 14: Chris Haley met with David Taft Terry, Reginald Lewis Museum, concerning the brochure, *A Guide to the History of Slavery in Maryland* and educational curriculum, grant signage, and future intern partnerships

- March 14: Dr. Papenfuse and Vicki Lee attended a lecture by Dr. Roger Easton, Library of Congress, entitled *Hyperspectral Imaging of the Waldseemüller 1507 World Map: The Development of Hyperspectral Imaging and Its Application to Preservation Issues*
- March 15: Chris Haley attended a special preview screening and VIP Reception for *Pip & Zastrow: An American Friendship*
- March 19: Rob Schoeberlein attended a meeting of the Maryland History and Culture Collaborative
- March 24: Elaine Bachmann provided a tour of Government House for Watermark Tour Guides
- March 25: Dr. Papenfuse and Mimi Calver attended the Maryland Day Lunch at the Maryland Historical Society
- March 29: Elaine Bachmann and Sasha Lourie provided a tour of the State House to the Pewter Collector's Club of America
- April 4: Dr. Papenfuse and John Gartrell participated in the University of Baltimore conference on *Baltimore '68: Riots and Rebirth*
- April 5: Sasha Lourie gave a presentation at the Hammond-Harwood House on *Fine Furniture, Public Patronage, and 'carrying out the designs of the legislature': Cabinetmaking in Early National Annapolis*
- April 9: Tim Baker and Kim Moreno met with Jeff Edwards and Cindy Plavier-Truitt of Humanim for a tour of the Historic American Brewery Building
- April 15: Vicki Lee attended a meeting of the Guild of Book Workers
- April 15: Sasha Lourie attended a lecture by Ann Wagner entitled *Silversmiths to the nation: Thomas Fletcher and Sidney Gardiner, 1808-1842*
- April 16-18: Mike McCormick attended the Midwest Archives Conference 2008 Annual Meeting, Instructing the Workshop *Photographic Preservation on a Shoestring Budget* and Chairing the Concurrent Session *The Useful Ten Words of the Ten Thousand: Describing Photographs in Words*
- April 17: Dr. Papenfuse and Jen Hafner met with members of the Annapolis Lincoln Bicentennial Commission concerning the narrative for a Commemorative Walk
  - In support of a publication commemorating President Abraham Lincoln's visit to Annapolis in February 1865, the Maryland Historical Society is sharing resources with the Archives, and Dr. Papenfuse thanked the Society for their spirit of cooperation. Dr. Papenfuse explained that, in February 1865, after sending Secretary of State William Seward to Hampton Roads to meet with the Confederate Commissioners, President Lincoln decided that he wanted to go to Hampton Roads also. Without telling anyone, including his secretaries, President Lincoln traveled by an Army special train, intending to board a steamship at the Naval Academy. However, when his train arrived in Annapolis, the rails were clogged with freight trains. President Lincoln decided to walk through Annapolis to the Naval Academy, but avoided the State House and the downtown area; he was aware that state officials were at that time debating the 13th Amendment to the Constitution which would abolish slavery, an amendment that had been hand-delivered to Governor Augustus Bradford by Secretary of State Seward on his way to the Peace Conference.
- April 18: Dr. Papenfuse met with James Robertson concerning the National Fire Heritage Center
- April 20: Chris Haley was interviewed by Yves Eudes, Le Monde, concerning DNA testing and genealogy
- April 21-24: Vicki Lee and Jenn Cruickshank attended the 36th Annual Meeting of The American Institute for Conservation of Historic and Artistic Works (AIC)
- April 25: Vicki Lee and Jenn Cruickshank participated in the Angels Project and worked on collections at the American Alpine Club and Colorado Mountain Club
- April 25: Dr. Papenfuse and Nancy Bramucci attended the Anne Arundel County Teaching American History Gala *Lives in History: Echoes of the Past, Voices of the Future*, at which Dr. Papenfuse introduced Chief Judge Robert Bell, the keynote speaker. See [\*Is Baltimore Burning?\*](#)
  - Each Commission member received a copy of the CD *Is Baltimore Burning?* Dr. Papenfuse recognized Nancy Bramucci for her hard work with the Teaching American History program, for which she created a whole series of document packets that are used extensively in Maryland and across the country. At the April 25 event, Chief Judge Bell was honored and gave a superb

- keynote address, a copy of which will be entered into the record. Dr. Papenfuse directed the Commission members' attention to the cover of the CD which has pictures of Chief Judge Bell and H. Rap Brown.
- April 26: Kim Moreno served as a judge for Maryland History Day at the University of Maryland Baltimore County
- April 26: Chris Haley gave a presentation to teachers from Howard County concerning the brochure, *A Guide to the History of Slavery in Maryland*

## **Forthcoming special meetings of the Commission and events of interest**

- May 1: Dr. Papenfuse will give a presentation to the Central Intelligence Agency Information Management Institute on *Archives, Maps, and History: Finding Maryland's Place In the World*
- May 6: Dr. Papenfuse will host a tour for students and teachers from Boys' Latin School
- May 9: Dr. Papenfuse will give a presentation at the Baltimore City Historical Society Historians Workshop on *The Baltimore City Archives: Plaudits, Progress, and the Future of our Archival Heritage*
- May 9: Dr. Papenfuse will give a presentation to the State and Local Government Law Institute on *Records Retention Policies (Non-Litigation)*
- May 13: Dr. Papenfuse, Tim Baker, Elaine Bachmann, Sasha Lourie, and Chris Kintzel will attend a meeting of the Commission on Artistic Property
- May 21: Dr. Papenfuse will give a presentation at the Baltimore Basilica's volunteer in-service training on *The Craftsmen of the Cathedral*
- May 22: Dr. Papenfuse will give a presentation to the Maryland Society of Professional Engineers on *Maps: Finding Maryland's Place in the World*
- June 6: Dr. Papenfuse will give a presentation at St. John's College "Looking Closer: 300 Years of Annapolis History" Symposium on *Interpreting the Archival Evidence: The Final Draft of Washington's Resignation and the Original 1708 Charters of Annapolis, Then & Now*
- August 9: Dr. Papenfuse will give a presentation at the 2008 Shrewsbury Institute "The Gift of John Smith's Legacy 1608-1692" on *The Maps of the Era*
- September 4: Dr. Papenfuse will give a presentation at the Federation of Genealogical Societies Conference on *The Maryland State Archives in the 21st Century*
- September 9-12: Tim Baker will attend the Council of State Archivists and National Association of Government Archives and Records Administration Annual Meeting

## **Administrative and Fiscal Matters**

- **Deputy State Archivist's Report:**
  - State House projects overview
    - Commission members were reminded that the Artistic Property Commission is responsible for all the artwork in the Annapolis complex and its interpretation. A fairly significant portion of the Archives staff are currently dealing with the care and preservation of the artwork in the State House and the plans for when the State House reopens. It was recommended that the Commission members take a walk through the State House to see the problems that are ahead of the Department of General Services in terms of bringing the building to a safe and comfortable place, where it won't be in danger of crumbling about the ears of the inhabitants as a result of 80-100 years without the holistic attention that it should have had. For instance, there have been continual complaints about temperature and humidity control in the State House. Recently, a discovery was made by staff that explains in part why. When President Clinton came to the State House, all the wiring necessary to communicate with Washington DC was placed through return air ducts, effectively reducing

- the air flow to a mere trickle. The wiring was never removed.
- Dr. Papenfuss explained that, in his opinion, three things are needed for the State House: an architect of the capital, a clerk of the works, and an Historic Structures Report to provide a good interpretive framework whereby decisions can be made that affect the building holistically. The role of the Archives staff is to ensure that the overall interpretive framework agreed to by the State House Trust is put in place in an environment that will not need to be redone later.
  - Mimi Calver related to the Commission members the work of her staff in supervising the removal and security of the state-owned art collections in the State House to accommodate the current closing, and the creation and installation of the 'alternate visitor experience' exhibit in the House Office Building. They are working closely with the Department of General Services and their contractors on issues relating to the piping project and the protection of the State House during the work that will be accomplished over the next nine months. In addition, they planned, produced, and installed a new exhibit in the House of Delegates building for visitors to Annapolis as an alternative to going to the State House. The exhibit includes some of the artifacts that are normally on display in the State House, such as the mannequin of George Washington, a desk and photographs, pieces of the USS Maryland silver, a model of the Federalist, and historical images.
  - Elaine Bachmann pointed out that the infrastructure work on the State House is not a complete renovation of the building, but a replacement of the HVAC system. Over a period of years, the Old House Chamber will be restored to its 19th century appearance. The third phase of the State House project is implementation of the Master Plan to redo all the exhibits in the State House, making it an updated and meaningful experience for the school children and visitors who go there. While funding is not in place for phase three, planning is underway with the limited funds that are available.

*Delegate Clagett offered a General Motion of Appreciation for Maryland State Archives staff for all the hard work that has gone into the State House, seconded by Ms. Melson and unanimously approved, the chairman concurring.*

o **Mdlandrec.net**

- Tim Baker informed the Commission members that the Archives is coming to the end of the initial main project to scan and put online all of the land record instruments and indexes, and is on schedule to be complete by June 30. The current Memorandum of Understanding expires on June 30, and the Archives is in process of putting a new one in place.
- **Version 3**
  - Tim Baker informed the Commission members that the third version of *MdLandRec.net*, which will provide enhanced search capabilities and better security from hacking, is in the testing phase. There are more than 70,000 subscribers to *MdLandRec.net*, people who have requested user names and passwords, with more than 8,000 users from outside the courts accessing *MdLandRec.net* records on a daily basis. Mr. Baker recognized the Archives Information Technology department for their outstanding work in this area.
- **Disaster Recovery**
  - Tim Baker informed the Commission members that the Archives' Disaster Recovery - Business Continuity plan is almost complete. The Archives installed storage arrays at, and replicates data to, the University of Maryland Baltimore County (UMBC) Computer Science Department; currently the synchronicity is about twenty minutes behind. The next step is to install additional servers to attach to the storage array which will enable the Archives to fail-over in real time to UMBC in the case of a

disaster in Annapolis.

○ Facilities:

■ **Capital Budget requirement for new Archival facility**

- Tim Baker reported that the Archives is pursuing two Capital Budget items.
  - The first item is acquisition of a new storage facility for Archives records. The Archives currently maintains three adjunct warehouse facilities that are all rented and substandard in terms of air conditioning, temperature, and humidity control. Because records are scattered among the three facilities, it is more difficult to retrieve the records quickly. This has been part of the 5-year plan, but no planning money has been appropriated and no site has been designated. Crownsville is being considered as a potential site.
  - The second Capital Budget item is for an addition to the Hall of Records building for the purposes of housing and putting on display more of the Artistic Property Commission fine arts collection. The impetus for this location is principally security, as Department of General Services Security is right down the road, but it would also make a logical initial stop-off point for visitors to Annapolis.
  - Mr. Baker mentioned the interesting happenstance that the State Police are moving out of their building next door to the Hall of Records, and he recommends that these two Capital Budget items be consolidated to use the vacated property. An addition could be built on the back of the Hall of Records that would accommodate both the artistic property and the records, perhaps with a side addition for display of portions of the fine arts collection, leaving a significant portion of the parcel for some other redevelopment purpose.

○ Legislative Audit

- Tim Baker reported that the Archives Legislative Audit is complete; the auditors sent a letter indicating they are satisfied that the Archives mitigated and resolved the minor issues that were cited in the report.

● Budget and Legislative Initiatives

- Restoration of funds to pay for rent of warehouse facilities
  - Requests for restoration of funds have been submitted because there is not enough money in the General Fund to pay rent for the substandard, rented facilities mentioned previously.
- Funds have been requested to print a new *Maryland Manual*.
- State House Exhibits and an Architect of the Capital:
  - Funds have been requested to begin building exhibits for the State House and for the position of architect of the capital. The Archives has been given the position for architect of the capital, but it is not a funded position.
- Legislation to make more explicit the fee making powers of the State Archivist ([Dr. Papenfuse's testimony for SB147](#)) ([Bill Signing for SB147](#))
- Task Force on Reducing State Budget Expenditures for Record Management and Retention ([Dr. Papenfuse's testimony for SB340](#))
  - Tim Baker informed the Commission members that Senate Bill 340 did not pass.
  - In Secretary Collins' absence, Dr. Papenfuse offered that the Department of General Services was not happy with the way in which this legislation was structured. They were not opposed to the idea of looking more closely at what to do with records management, but they felt the Bill was presented more as a way of taking away functions than looking at how the functions may be more effectively assigned. Mr. Baker added that the Records Management program in the Department of General Services has already been cut significantly, leaving it with only enough staff to manage the records that are in its custody. The program does not have support staff to conduct outreach and appraisal and to help

agencies develop their Record Retention Schedules, which is why the Records Management website should become very helpful.

- o January 30: Dr. Papenfuse provided [testimony on the State Archives Budget to the House Appropriations Subcommittee on Public Safety and Administration](#)
- o February 1: Dr. Papenfuse provided [testimony on the State Archives Budget to the Senate Budget and Taxation Subcommittee on Public Safety, Transportation & Environment](#)

*Dr. Ridgway offered a motion of approval for the reports, seconded by Dr. Phillips and unanimously approved, the chairman concurring.*

## New Business

## Next Meeting

The next Hall of Records Commission meeting is scheduled for Friday, December 19, 2008.

## Adjournment

There being no further business to discuss, the meeting adjourned at 1:39 pm.

Approved by the Hall of Records Commission, December 19, 2008.



\_\_\_\_\_  
The Honorable Robert M. Bell, Chairman



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Edward C. Papenfuse, Secretary

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