



## Hall of Records Commission *Minutes of Meeting* at the Maryland State Archives *Electronic Classroom* 12:00 pm, December 19, 2008

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### Call to Order by the Chairman

The Fall 2008 meeting of the Hall of Records Commission began at 12:15 pm, December 19, 2008, at the Maryland State Archives, with Chief Judge Robert M. Bell presiding.

### Attendees

### Special Announcements/Opening Remarks

- Henry Stansbury, on behalf of the Maryland Historical Society, officially thanked the Archives for assistance on its exhibit *Mason and Dixon and the Defining of America: Treasures from the Maryland Historical Society and Independence Hall*, that opened on December 4. The Archives provided artifacts, counsel, and expertise. Dr. Papenfuss said that the Archives and the Maryland Historical Society are looking at the possibility of sharing storage and access space in the Greyhound Station building on the Historical Society grounds.

### Reports and Minutes of Previous Meetings

April 28, 2008

- Special Meetings and Celebratory Events

- May 2: Dr. Papenfuse attended Bessie Decker's installation as Clerk of the Court of Appeals
- May 3: Dr. Papenfuse, Mike McCormick, and Owen Lourie hosted members of the Lee family, to whom Dr. Papenfuse spoke about Thomas Sim Lee
- June 3: Dr. Papenfuse, Elaine Bachmann, and Sasha Lourie attended the unveiling ceremony for the portrait of Governor Robert Ehrlich
- September 9: Dr. Papenfuse, Sasha Lourie, and Chris Kintzel attended the unveiling ceremony for the portrait of Judge Irma Raker

*Dr. Phillips offered a motion of approval of the minutes (as amended, if amended), and recognition of the special meetings of the Commission as defined by standing resolution, seconded by Mr. Tabb and unanimously approved, the chairman concurring.*

## Records Retention and Disposal

### Retention Schedules

### Disposals

*Mr. Tabb offered a motion of approval of Records Retention and Disposal Schedules as presented, seconded by Dr. Phillips and unanimously approved, the chairman concurring.*

## Old Business

## Archivist's Report

(see the Maryland State Archives' [Bulldog](#) and the [Staff Activities](#) since last Hall of Records Commission meeting for details of staff activities and the calendar of Education and Outreach activities below)

- [The Significance of December 19](#)
  - December 19 has both national and state significance, as it is the date on which Maryland ratified the first 12 amendments of the Constitution of the United States. The original Act passed by the Legislature, which was on display during the meeting, is unique in another respect also. It still has the seal apendant, the Great Seal of Maryland pressed into wax. Maryland made a significant contribution to the Bill of Rights. William Paca presented 22 amendments to the Constitution when it was brought to Maryland for ratification. Those 22 amendments were combined with George Mason's amendments and, ultimately, James Madison took responsibility for incorporating them into the Constitution.
- [A forgotten anniversary: December 17th](#)
  - Traditionally, November 22 is celebrated for the granting of the Annapolis City Charter in 1708; however, the more important date may be when the General Assembly confirmed the Charter, December 17. It writes in legislative form the right of the Legislature to incorporate cities and towns, a very significant advance in terms of moving away from sole executive authority.
  - [Annapolis 300: A Capital Celebration 1708-2008](#)
    - Maryland Public Television has done a very nice piece on Annapolis, "Three Hundred Years of History;" however, only at the beginning does it mention the Charter. There is no discussion of the Charter in the program although that is the significance of celebrating the 300th anniversary.
- Celebrating the 225th Anniversary of Washington's resignation as commander-in-chief
  - There will two events to celebrate this important event. On December 23, 2008, the Friends of the

Maryland State Archives will host a dinner in the Old Senate Chamber, the only time a seated dinner has ever been held there. This is also the only time the State House Trust has approved a private fund raiser in the State House; the funds will go toward a very sophisticated exhibition case for the original of George Washington's resignation speech so that it can be on permanent public display. On December 24, 2008, there will be a public open house in the State House. The public will be invited in to see the original resignation speech from 9:00am to 3:00pm, and at noon on that day, there will be a reenactment of Washington's resignation with about 10 costumed actors, to include a horse waiting outside. Dr. Papenfuse officially thanked Secretary Collins and the Department of General Services for all the assistance they have provided for these two events, and especially for being ahead of schedule in reopening the State House.

- Slavery in Maryland
  - *Blacks in Annapolis* project, launched on November 1, is a cooperative project between the MSA and the City of Annapolis, to which the city contributed \$25,000. [http://www.mdslavery.net/blacks\\_annapolis/intro.html](http://www.mdslavery.net/blacks_annapolis/intro.html)
    - This grant coincides with the City approving a resolution "Expressing the City Council's Profound Regret for the Role of the Municipal Government in Maintaining and Supporting the Practice of Slavery." It provides a place to reflect on the past as well as a perspective on the present as viewed through Annapolis' African-American history. The project features maps for three different time periods, people represented in case studies, and City Polls that show African-Americans voting from about 1799. Many of the images on this website were put together by an Annapolis photographer, so residents will recognize themselves or their descendants.
  - The MSA received a \$50,000 grant from the National Parks Service to expand our Beneath the Underground project and undertake research on Montgomery County. This research will begin in the new year. <http://www.mdslavery.net/ugrr.html>
  - Chris Haley described a grant from the City of Bowie, *Belair at Bowie: Flight to Freedom* (<http://www.mdslavery.net/bowie/intro.html>), that focuses on the middle of the nineteenth century and how the Underground Railroad may have been a part of abolitionist efforts in Bowie.
  - Chris Haley also described the Archives' role as advisors to the Maryland Departments of Natural Resources and Business and Economic Development for the design of the Harriet Tubman Discovery Center in Dorchester County. Staff validated facts, from either private documents or materials at the Archives. Dr. Papenfuse added that there is a link between Harriet Tubman and the brochure *Lincoln in Annapolis, February 1865*. The first biography of Harriet Tubman was written by Sarah Bradford, the sister of William Rogers Hopkins, a Naval Academy professor who built the railroad on which President Lincoln traveled to Annapolis.
- *Lincoln in Annapolis, February 1865*
  - Annapolis Alderman Richard Israel thanked the Commission and the Archives for publishing the brochure *Lincoln in Annapolis, February 1865* in support of the Annapolis celebration of Abraham Lincoln's birthday. Alderman Israel invited everyone to participate in a "Walk in Lincoln's Footsteps," on Sunday, February 8. The events will begin with lunch at Loews Annapolis Hotel at 1:00pm, and remarks by Alderman Israel and Professor Simons, an advisor to the National Lincoln Bicentennial Commission. At 2:00pm, they will dedicate the plaque that will be installed on the corner of Calvert and West Street, the site of the original train station. Immediately afterward, participants will walk in Lincoln's footsteps following along what was Tabernacle Street and is now called College Avenue to the Naval Academy. The procession will include three flags: a 35-star flag carried by members of the Fire Brigade from the Naval Academy, a 50-star flag carried by a representative of the Annapolis Fire Brigade, and the Annapolis City Flag carried by a city policeman.
  - Dr. Papenfuse added that the brochure will be published in time for the walk and it will be available for purchase for \$5.00. It is a 48-page pamphlet with lovely illustrations. The text was written by

local historian Rock Toews, with an introduction by Dr. Papenfuse; Jane McWilliams is the editor.

Publication was funded mostly by the Friends of the Maryland State Archives, and all proceeds from the sale of the brochure will come to the Maryland State Archives trust fund to help with the summer internship program. The idea for the brochure was based on a little known fact about Abraham Lincoln's life, that he actually came to Annapolis and walked through the town. He walked incognito and fewer than two people saw him. On February 2, 1865, President Lincoln decided on the spur of the moment to go to City Point to negotiate with the Confederate Peace Commissioners on the *River Queen*. The War Department provided a special train that brought President Lincoln to Annapolis; but, when the train arrived at the Annapolis depot, the railway was so clogged with traffic going down for the final push of the war effort on the Union side, it could not pass through to the Naval Academy. President Lincoln decided to walk that extra mile to the fastest steamer in the fleet, the *Thomas Collyer*. While conducting research for the walk, a little-known railroad line that ran from the Annapolis Depot on West Street to the Naval Academy, which no one had remembered, was discovered. The photograph chosen for the cover of the brochure was taken by Alexander Gardner on February 5, 1865, the day President Lincoln returned from Annapolis. The image for the back cover is the sheet music for *The Stars and Stripes*, which was published in Baltimore in 1861 by JM Deems, a well-known composer of band music for the Naval Academy. With only a moments' notice, the Hospital Band at the Naval Academy joined together to play "patriotic airs of welcome" as President Lincoln boarded the steamer. Representative of the time period, it is possible that one of the songs played for President Lincoln was *The Stars and Stripes*.

- Proposed future educational publications
  - *Washington in Annapolis*
    - Dr. Papenfuse and Senate President Miller have looked at the question of how frequently George Washington was in Maryland. This could provide a nice piece on Washington in Annapolis and his interest in the town, including his last visit to Annapolis when he was stuck on a barge on the Severn River and had to sleep there all night.
  - *Annapolis in the War of 1812*
    - There will be a fair amount of money placed in tourism relating to the bicentennial of the War of 1812 over the next few years, but it seems that Annapolis is neglected. The capital was a center of effective administration of Maryland in the war effort, especially Governor Levin Winder saw to it that resources were allocated to the militia, that the defenses of the city of Annapolis, and also of Baltimore, were as supported as they could be by the state government. He was the governor who stayed in his office when the legislature and citizens left town and the British fleet came up the bay. In addition, Joshua Barney's son, who was very active in the War of 1812, used the dome of the State House as a means of watching for the British fleet.
  - *The 1708 Annapolis Charter: Fact and Fiction*
    - There is a very good story to be told about the parchment copy of the Annapolis Charter, which is a fraud, a story that relates to politics in the town as well as the importance of the Charter itself.
- [Poplar Grove](#) and the [Baltimore City Archives](#): working to salvage and preserve our record heritage
  - One of the Archives' most successful internship programs is a project dealing with a massive collection of mouse-eaten, rat-infested, pigeon-dropping covered mass of paper stuffed into the second floor and attic of a mansion on the Eastern Shore called Poplar Grove. It started with a telephone call from Adam Goodheart, at Washington College, who was looking for advice on how to handle these materials. After viewing the property and arranging with Washington College to provide half the money for a 10-week internship project, Dr. Papenfuse and the student interns recovered more than 6,000 documents, conserving, scanning and placing about two-thirds of them online. There has been more publicity from this project nationwide than anything the Archives has ever done. Information about the project can be found on Dr. Papenfuse's blog

(<http://marylandarchivist.blogspot.com/>) and on the Poplar Grove blog (<http://poplargroveproject.blogspot.com/>). One of the interesting connections to the Poplar Grove documents is through former state senator Thomas Emory, who was associated with Poplar Grove for many years. He was active in promoting development on the Eastern Shore, and was the promoter of the Eastern Shore Railroad. Among the papers recovered was the original drawing of the Eastern Shore Railroad, a great deal of which had been eaten by mice, although you could still see most of it in terms of the route. All along the route, every house that would have been associated with this railroad is identified in India ink written by William Helmsley Emory, who later became a Civil War general. The bulk of this collection covers the period from about 1820 to 1860, and it includes references to Nat Turner's rebellion and the slaughter that took place in Southampton County. The reaction in Maryland is very well documented in this collection. It isn't simply a pro slave holding collection, it has numerous anti-slavery petitions from the Eastern Shore. It represents some of the opposition to slavery on the Eastern Shore. Senator Emory took petitions from those who were opposed to slavery, and copies of the originals of those petitions are in his files. The petitions had been entered into the Senate record, but, until now, neither the content of, nor the signatures on, the petitions was known. In addition, the materials indicate the tension even in the Emory family, as William Helmsley Emory stays with the Union and a brother serves in the Navy of the South. Other items in the collection address a heretofore untouched subject. When the Emory family faced an economic crisis, they rented their slaves to Mississippi. This was done in fairly significant numbers by a network of slaveholders on the Eastern Shore, mostly with domestic and house slaves. This became complicated when it was time to settle an estate and part of the estate was in Mississippi.

- Dr. Papenfuse manages, on his own time and at his own cost, a website called baltimorecityhistory.net (<http://baltimorecityhistory.net/>) that is an attempt to explain the importance of the Baltimore City Archives, which has fallen into near disastrous ruin. With the support of Mayor Dixon, the Baltimore City Archives is in the process of moving its holdings to a new warehouse. However, a lot of the preservation work that was done in the 1980s will have to be redone. The appropriate first step is to make sure there is a good facility to store the records.
- Facing the Budget Crisis: a message of hope and a call for help
  - As the Maryland State Archives faces the possibility of staff cuts and downsizing, Dr. Papenfuse asked the Commission members to assist the Archives by encouraging state agencies to give the Archives first right of refusal for projects dealing with electronic records, web-based projects, and the management of permanent electronic record material. This would not necessarily take money from the private sector nor is it an attempt to place the Archives in competition. For example, the Archives contracted with a sheltered workshop for an enormous amount of work involved with MdLandRec.net, but retained the management role for the project. This makes government more efficient, less expensive, and provides a certain amount of support to the economy. Tim Baker noted that for fiscal year 2010, the Archives will start with a budget of \$3,000 to cover a rent obligation of nearly \$800,000, requiring the Archives to earn more than three-quarters of a million dollars before even breaking even.

*Mr. Tabb offered a motion of support for archival initiatives as they relate to policy and publications, seconded by Dr. Phillips and unanimously approved, the chairman concurring.*

## Recent Gifts, Deposits and Acquisitions

- Special Collections
  - The Dennis Sweeney collection includes the original seal that became the centerpiece of the Savings and Loan crisis because people believed that the seal meant that everything was insured.

- Government Records

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

## Maryland State Archives On Line

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

- The Archives is revamping the presentation of online services to effectively present the services it provides through its websites, some of which are known only by the specialized audiences for which they were designed. As an example, with the help of the Maryland Historical Trust, all Historic Trust surveys up to two years ago are online, fully text searchable. It is an extraordinary resource that nobody really knows about except people who are specializing in historic preservation. We are indexing our site better.
- Records Transfer and Storage Management ([http://www.msa.md.gov/msa/intromsa/html/record\\_mgmt/homepage.html](http://www.msa.md.gov/msa/intromsa/html/record_mgmt/homepage.html))
- Maryland State Archives Homepage (<http://mdsa.net>)
- Archives of Maryland Online (<http://aomol.net>)
- The Study of the Legacy of Slavery in Maryland (<http://mdslavery.net>)
- Land Record Access Committee (<http://lrac.us>) and Image Retrieval System for Maryland Land Records (<http://review.mdlandrec.net>)
- Public Works (<http://www.mopw.net>)
- Maryland Probate ([mdprobate.net](http://mdprobate.net))
- Printed and Electronic Edition of the Maryland Manual (<http://www.msa.md.gov/msa/mdmanual/html/mmtoc.html>)
- Government Publications On Line (<http://www.msa.md.gov/msa/refserv/govpub/html/search.html>)
- Maryland History (<http://mdhistory.net>)

## Education and Outreach

- Courses taught and lectures given by state archivist (see prior resolution on 4/19/2000)
  - Fall 2008: Teaching *Legal History Seminar: Landmark Cases and Controversies from 20th Century Baltimore* at the University of Maryland School of Law
  - Fall 2008: Teaching *What is History?* as part of Johns Hopkins University's Master's in Liberal Arts Program
  - May 1: Dr. Papenfuse participated in the Central Intelligence Agency Information Management Institute, speaking on *Archives, Maps, and History: Finding Maryland's Place in the World*
  - May 9: Dr. Papenfuse, John Gartrell, Ryan Cox, and Jen Hafner attended the Baltimore City Historical Society Historian's Workshop, at which Dr. Papenfuse presented a lecture on *The Baltimore City Archives: Plaudits, Progress, and the Future of our Archival Heritage*
  - May 9: Dr. Papenfuse participated in the State and Local Government Law Institute, presenting a lecture on *Records Retention Policies (Non-Litigation)*
  - May 21: Dr. Papenfuse participated in the Basilica of Baltimore's annual docent and tour guide training program, presenting a lecture on *Craftsmen of the Cathedral*
  - May 22: Dr. Papenfuse presented a lecture on *Maps: Finding Maryland's Place in the World* to members of The Engineers Club
  - June 6: Dr. Papenfuse, Elaine Bachmann, Jen Hafner, and Owen Lourie attended the "Looking Closer: 300 Years of Annapolis History" Symposium, at which Dr. Papenfuse chaired a session on *The Annapolis Charters* and presented a lecture on *Interpreting Archival Evidence: The Final Draft of Washington's Resignation and the Original 1708 Charters of Annapolis*

- June 18: Dr. Papenfuse presented a lecture to staff and interns on *Laurence Hall Fowler*
- July 8: Dr. Papenfuse presented a lecture to staff and interns on *Records Management (BHS)*
- July 9: Dr. Papenfuse presented a lecture to staff and interns on *Interpreting the Archival Evidence: The Original 1708 Charters of Annapolis Then & Now*
- August 8-9: Dr. Papenfuse participated in the "2008 Shrewsbury Institute: The Gift of John Smith's Legacy 1608-1692", presenting a lecture on August 9 on *The Maps of the Era*
- September 4: Dr. Papenfuse participated in the Federation of Genealogical Societies Conference, presenting a lecture on *The Maryland State Archives in the 21st Century*
- October 24: Dr. Papenfuse participated as a faculty member in the Judicial Institute Program *Maryland Legal History*
- November 3: Dr. Papenfuse participated in the Washington County Teaching American History Program, presenting a lecture on *Is Baltimore Burning?*
- November 24: Dr. Papenfuse participated in a presentation at Washington College on the Poplar Grove Project
- December 4: Dr. Papenfuse and Richard Richardson hosted a History Department class from the University of Maryland Baltimore County, with Dr. Papenfuse presenting a lecture on conducting research at the Maryland State Archives
- May 1: Vicki Lee attended an officers' meeting of the Guild of Book Workers
- June 3: Elaine Bachmann and Sasha Lourie provided a tour of the Old Senate Chamber of the State House to graduate students in the Winterthur Program in American Material Culture
- June 6: Vicki Lee and Camille DiMarco presented a lecture to staff and interns on *Records Handling, Care, Preservation, and Disaster Recovery*
- June 6: Kim Moreno presented a lecture to staff and interns on *Finding Records at the Maryland State Archives - Finding Aides, Indices, Search Engines - Part 1, Government Records*
- June 9: Rob Schoeberlein presented a lecture to staff and interns on *Finding Records at the Maryland State Archives - Finding Aides, Indices, Search Engines - Part 2, Library, Government Publications, and Special Collections*
- June 10: Tim Baker, Wei Yang, Mike McCormick, and Kim Moreno hosted a group from Taiwan Historica, providing them with a tour of the Archives
- June 11: Dr. Papenfuse and Jen Hafner met with members of the Annapolis Lincoln Bicentennial Commission
- June 21: John Gartrell presented a lecture at the Prince George's County AAGHS Annual Juneteenth Celebration on *Probate Records at the Maryland State Archives*
- June 24: Nancy Bramucci participated in the Baltimore County Teaching American History program
- June 27: Nancy Bramucci participated in the Howard County Teaching American History program
- July 9: Jen Hafner met with members of the Annapolis Lincoln Bicentennial Commission
- July 11: Dr. Papenfuse, Tim Baker, Elaine Bachmann, Kim Moreno, Jen Hafner, Matt Davis, and Kara Carter met with Secretary Gary Maynard and other representatives from the Department of Public Safety and Correctional Services concerning an online museum
- July 14: Rob Schoeberlein met with Ross Kimmel and Richard and Shirley Brooks concerning digitization of Omenhausser material
- July 29: Vicki Lee attended an officers' meeting of the Guild of Book Workers
- August 4: Elaine Bachmann and Sasha Lourie provided a tour of the State House to Governor Martin O'Malley
- August 14: Jen Hafner met with members of the Annapolis Lincoln Bicentennial Commission
- August 19: Dr. Papenfuse met with Governor O'Malley and Joel Sachs concerning Governor Levin Winder
- August 20: Rob Schoeberlein met with Amy Johanson concerning a Maryland Public Television program on William Donald Schaefer
- August 21: Elaine Bachmann provided a tour of the State House Dome to members of the Timber Framers Guild

- September 2: Dr. Papenfuse met with Ken Day of Maryland Public Television concerning the program *Annapolis 300: A Capital Celebration*
- September 5: Mike McCormick provided a tour of the Archives to Court clerks as part of the Administrative Office of the Courts' Court Professional Certificate Program
- September 5: Chris Haley provided the keynote address on *Taking Bigger Steps* at the Federation of Genealogical Societies Conference
- September 8: Kim Moreno attended a meeting of the Greater Baltimore Maryland Chapter of ARMA, presenting a lecture on *Records Management, Retention Schedules, and Electronic Records Management*
- September 9: Dr. Papenfuse and Elaine Bachmann provided a tour of the Archives to Jeff and Anne Marie Fox
- September 13: Mike McCormick participated in the Baltimore Family History and Genealogy Workshop, presenting a lecture on *Introduction to the Finding Aids of the Maryland State Archives*
- September 19: Elaine Bachmann provided a tour of Government House to members of Paint Annapolis 2008
- September 20: Elaine Bachmann provided a tour of the State House to Lou Davis of Maryland Public Television
- September 29: Chris Haley made remarks at the Annual Commemoration of Kunta Kinte's Arrival in Annapolis
- October 2: Chris Haley presented a lecture on *A Guide to the History of Slavery in Maryland* to Maryland Social Studies supervisors
- October 2: Dr. Papenfuse and Emily Squires met with members of the Annapolis Lincoln Bicentennial Commission
- October 6: Chris Haley participated in the University of Maryland's History Detectives Program, presenting a lecture on *Researching the Legacy of Slavery at the Maryland State Archives*
- October 7: Mike McCormick presented a lecture on *An Introduction to the Maryland State Archives* to the Greater Severna Park Mother's Club
- October 21: Bob Barnes presented to staff a lecture on *Linking the Generations Before Birth and Death Certificates*
- October 21: Dr. Papenfuse and Emily Squires met with members of the Lincoln Walk Publication Subcommittee
- October 30: Vicki Lee attended an officers' meeting of the Guild of Book Workers
- November 7: Dr. Papenfuse and Emily Squires participated in a meeting of the Lincoln Walk Publication Subcommittee
- November 20: Dr. Papenfuse and Emily Squires participated in the Lincoln Walk Publication Subcommittee and Annapolis Lincoln Bicentennial Commission meetings
- November 24: Dr. Papenfuse, Tim Baker, Mike McCormick, Chris Schini, and Rachel Frazier provided an orientation and tour of the Archives to educational media specialists from Anne Arundel County Public Schools
- December 2: Dr. Papenfuse represented U.S. Senator Benjamin Cardin at the Congressional Ceremony commemorating the opening of the U.S. Capitol Visitor Center
- December 9: Dr. Papenfuse and Tim Baker met with Joseph Lambert, Director, and John Collinge, Chief of Staff of Information Review and Release, Information Management Services of the Central Intelligence Agency, providing them with a tour of the Archives

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

- December 22: Dr. Papenfuse, Elaine Bachmann, and Mimi Calver will participate in a Gala Dinner at the State House in honor of the 225th anniversary of George Washington's resignation as commander-in-chief of the Continental Army. Proceeds above and beyond the cost of the dinner will go towards creating an exhibit case for Washington's draft of his speech, which was purchased by the Friends of the Archives with

private and public support in 2007.

- January 14: Emily Squires and Jen Hafner will host a St. John's College Student Consortium for a discussion of the Maryland State Archives and internships, and will provide a tour of the Hall of Records
- January 28: Elaine Bachmann will speak to Watermark Tour Guides as part of guide training on the State House
- February 6: Dr. Papenfuse will present a lecture to the Hamilton Street Club on the Poplar Grove Project
- February 8: Dr. Papenfuse will participate in the Lincoln Walk in Annapolis
- February 9: Sasha Lourie will attend a meeting of the Baltimore County Questors, and present a lecture on *Annapolis Furniture*
- February 15: Dr. Papenfuse will make opening remarks on Cipriano Ferrandini and the Baltimore Plot of 1861 before the performance of *The Moustache* at St. John's College, followed by a reception at the Maryland State Archives
- February 17: Dr. Papenfuse will participate in a meeting of the Governor's Consulting Commission on the National Register
- February 22: Dr. Papenfuse, Elaine Bachmann, and Mimi Calver will attend a dinner at the William Brown House in Historic London Town & Gardens

## Administrative and Fiscal Matters

- **Deputy State Archivist's Report:**
  - **Information Technology Achievements**
    - UMBC disaster recovery and data backup site
      - Almost a year ago, the Archives completed a transfer of all electronic data to storage arrays at UMBC and installed fail-over servers. The next part of this process is to install a tape library system at UMBC, which will preclude the need to physically transfer the tapes to UMBC.
    - [Who Are Your Elected Officials](#) update
    - Completion of redundant electrical (UPS) and HVAC
    - Completion of rollout of New Guide to Government Records
    - Network backbone network infrastructure upgrade
    - MdLandRec.net version 3 initial testing begun
  - **State House**
    - *General items*
      - Visitor Experience master plan
      - Interpretation and guides to be handled by the Archives
        - The Department of Business and Economic Development turned over the mission of the State House Visitor Center, along with three contractual positions for tour guides, to the Maryland State Archives. Elaine Bachmann, Director of Artistic Properties, will supervise this function. Elaine Bachmann said the three tour guides are excellent, and said that they will now be able to focus on the State House rather than being a Maryland Welcome Center. Elaine Bachmann advised that this will be a transition year that is a step toward recreating the visitor experience for the State House.
      - Piping project nearing completion
        - One of the elements in the visitor experience master plan called for a lower level ladies bathroom, which has been implemented as part of this project.
      - Exhibit content development in process
        - [Visitor Experience Master Plan](#)
          - Elaine Bachmann explained that the visitor experience master plan, completed last year, was designed so that when people come to the State

House, they learn about four centuries of history. Implementation of the master plan will take several years; in the meantime, some temporary exhibits will be installed in the State House. The Artistic Properties Commission publishes a brochure every year for the President of the Senate that gives details and locations for the exhibits available to the public.

- [Old House Chamber Historic Furnishings Report](#)
  - John Greenwalt Lee Report, [November 2008](#), [December 2008](#)
  - Keast & Hood structural analysis of the State House
    - Secretary Collins informed the Commission members that *his Department* has not completed its review of this report; therefore, discussion of the report was deferred to the next Hall of Records Commission meeting.
  - [Exhibits content development document](#)
    - The Exhibit Content Development Plan is complete and only awaiting funding for design and development.
  - *Old House Chamber re-creation*
    - BBB furnishings plan; 50% plan - link off agenda
    - Status
      - The wall separating the Silver Room and the Calvert Room has been removed as part of the re-creation of the Old House of Delegates Chamber. The project will continue over the next couple of years.
  - Old Senate Chamber re-creation
    - JGL report finished and delivered
    - Next steps
    - Time line development
    - Call for additional archival work
    - Academic review
    - Restoration plan development
- **Budget:**
- *Over the Target Requests*
    - Archival Storage - - \$826,335 for restoration of General Funds and for additional rented warehouse space including shelving
    - Staff Conversions - - \$606,335 (\$349,016 General Funds, \$257,319 Special Funds) for a total of ten staff conversions
    - State House Visitor Experience - - \$2,141,281 for 1 PIN and 3 contractual and some preliminary funds for exhibit design and construction
      - When the Archives took over management of the State House Visitor Center from the Department of Business and Economic Development, it was originally with the understanding that one PIN position would be transferred to the Archives to manage the Visitor Center. In the end, the Archives did not get the PIN position, and only \$19,000 was provided to pay for three contractual positions.
  - *Operating Budget Cuts/shortfalls*
    - Architect of the Capitol funding eliminated
      - Dr. Papenfuse expressed gratitude to the Board of Public Works for not deleting the PIN position for the Architect of the Capitol, although funding for the position was withdrawn. A professional, independent architect of the capitol will be responsible for the oversight, care and preservation of the State House.
    - Rent Deficiencies
  - *Capital Budget* - no feedback as yet on our submission

*Mr. Stansbury offered a motion of approval for the reports, seconded by Mr. Tabb and unanimously approved, the chairman concurring.*

## **New Business**

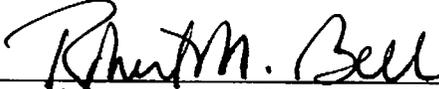
## **Next Meeting**

The next Hall of Records Commission meeting is scheduled for Tuesday, April 28, 2009.

## **Adjournment**

There being no further business to discuss, the meeting adjourned at 1:40 pm.

Approved by the Hall of Records Commission, April 28, 2009.

  
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The Honorable Robert M. Bell, Chairman

  
\_\_\_\_\_  
Edward C. Papenfuse, Secretary

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