



# MARYLAND STATE ARCHIVES

## Annual Report Fiscal Year 2014

Annual Report of State Archivist to Governor & General Assembly  
(State Government Article, § 9-1007(d))

March 2015

Maryland State Archives  
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# MARYLAND STATE ARCHIVES

**Hon. Lawrence J. Hogan Jr.**  
*Governor*  
**Hon. Boyd K. Rutherford**  
*Lt. Governor*  
**Timothy D. Baker**  
*Acting State Archivist*  
**Matthew P. Lalumia**  
*Chairman, Maryland Commission on Artistic Property*



*Hall of Records Commission:*  
**Hon. Mary Ellen Barbera**, *Chair*  
*Chief Judge, Court of Appeals*  
**C. Gail Bassette**  
**Ronald Daniels**  
**Hon. Peter V. R. Franchot**  
**William E. Kirwan, Ph.D.**  
**Hon. Nancy K. Kopp**  
**Burton K. Kummerow**  
**Hon. Thomas V. Mike Miller Jr.**  
**Christopher B. Nelson**  
**Del. Samuel I. Rosenberg**  
**David Wilson, Ed.D.**

March 18, 2015

The Honorable Lawrence J. Hogan, Jr.  
Governor

The Honorable Thomas V. Mike Miller, Jr.  
Senate President

The Honorable Michael E. Busch  
House Speaker

Dear Governor Hogan, Senate President Miller, and House Speaker Busch:

The Maryland State Archives is pleased to submit this annual report for Fiscal Year 2014 (State Government Article, § 9-1007(d)). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

The agendas and minutes from the two Hall of Records Commission meetings held within the fiscal year are included. Further information about the Hall of Records Commission and documents from past meetings may be found at: <http://guide.mdsa.net/series.cfm?action=viewSeries&ID=SE14>

Sincerely,

Timothy D. Baker  
Acting State Archivist & Commissioner of Land Patents



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# STATE ARCHIVES

## ANNUAL REPORT FY2014



- [Hall of Records Commission Minutes, May 19, 2014](#)
- [Hall of Records Commission Agenda, Dec. 2, 2014](#)

The [State Archives](#) was created in 1935 as the Hall of Records, and reorganized under its present name in 1984 (Chapter 286, Acts of 1984). Upon that reorganization, the [Commission on Artistic Property](#) was made part of the State Archives.

*Edward C. Papenfuse State Archives Building, 350 Rowe Blvd., Annapolis, Maryland, May 2009.*

As Maryland's historical agency, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 through the beginning of this century. These records are described in the State Archives' *Guide to Government Records*. In manuscript, print and electronic formats, they include colonial and State executive, legislative and judicial records; county court, land and probate records; publications and reports of State, county and municipal governments; business records; records of religious bodies; and special collections of maps, newspapers, photographs, and private papers.



*Reception Desk, State Archives, Annapolis, Maryland, April 2013.*

FY2014 was a significant year in which State Archivist Edward C. Papenfuse retired. He had served in the post since 1975, and contributed mightily to the planning, design, and formation of the new State Archives Building, renamed in 2005 as the Edward C. Papenfuse State Archives Building in his honor. His work established the State Archives as a leader in archival management of State, county and municipal records in manuscript, print and electronic formats. The State of Maryland and the staff of the State Archives will always be indebted to him for his archival leadership and historical scholarship.

Since the retirement of Dr. Papenfuse in November 2013, Deputy State Archivist Timothy D. Baker has served as Acting State Archivist.

Today, the work of the State Archives is conducted through nine principal departments: Administration; Appraisal and Description; Artistic Property and Public Outreach; Conservation and Preservation; Digital Acquisition, Processing, and Publication; Government Information Services; Information Systems Management; Reference Services; and Research and Student Outreach.

## ADMINISTRATION

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In July 1986, when the State Archives moved into its present building on Rowe Boulevard across from the Courts of Appeal, Administration was responsible for Accounting and Personnel. In July 2007, the Administration Department reorganized to oversee and manage three functions: Administration, Fiscal Affairs, and Personnel.

*Administration, State Archives, Annapolis, Maryland, October 2014.*

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### Administration

Policies and procedures established for the State Archives are continually reviewed by the Administration Unit.

In FY2014, Administration (with Reference Services) took part in training for implementation of the new Statewide Training System (HUB), which gives State employees access to training materials online. Within the System, Administration placed several training materials regarding records management for public officials.



*Administration, State Archives, Annapolis, Maryland, October 2014.*

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### Fiscal Affairs

The Fiscal Affairs Unit runs the day-to-day operations of accounting through the Statewide Accounting and Reporting System (RSTARS & ADPICS); as well as procurement and the inventory of fixed assets, using the Department of General Services Inventory Manual and the State Fixed Assets Subsystem. The Unit oversees supplies and materials, timekeeping and payroll, and mandated financial reporting. In addition, the Unit helps prepare the agency's budget using the Statewide Budget System (HOB0); and the agency's *Managing for Results* for review and presentation to the Department of Budget and Management and the General Assembly.

The Unit prepared the FY2015 Operating Budget request, including an over-the-target request to provide operating support for the newly acquired adjunct records storage facility.

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### Personnel

The Personnel Unit is responsible for recruitment, employees' benefits, reclassifications, grievance hearings, employee performance evaluations, and terminations.

*Personnel, State Archives, Annapolis, Maryland, October 2014.*

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Since July 1, 2014, the Unit has prepared the documents needed to convert six contractual employees to permanent positions, and prepared the documents for the contractual employees to receive health benefits, effective January 1, 2015. The Unit also successfully passed the FY2015 personnel audit of permanent employees. Moreover, during FY2014, the Personnel Unit provided necessary documentation to convert four contractual employees into four new permanent positions, and successfully passed the FY2014 personnel audit of contractual employees.

Personnel staff completed the training for implementation of the new State Personnel System (SPS). The System covers recruitments, training, employee benefits, and timekeeping. It took effect on November 14, 2014.

To announce news about new employees, the new Statewide Personnel System, and related matters, the Unit has prepared a staff newsletter, *Personnel Matters*, on a monthly basis.

## ARTISTIC PROPERTY & PUBLIC OUTREACH

In 1969, the [Commission on Artistic Property](#) was formed (Chapter 111, Acts of 1969). It was incorporated into the State Archives in 1984 (Chapter 286, Acts of 1984).

The Commission on Artistic Property interprets and makes publicly accessible the historic and artistic treasures acquired by the State of Maryland throughout its history.

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[Artistic Property and Public Outreach](#) began in 1991 as Exhibits, reformed as Education and Outreach in 1989, and later was renamed Education, Outreach, and Artistic Property. It became Artistic Property and Public Outreach in May 1999, and reorganized as Artistic Property, Preservation, and Public Outreach in August 2003. Special Collections in March 2005 was added to the Department, which reformed under its present name in February 2014.

*Artistic Property and Public Outreach, State Archives, Annapolis, Maryland,  
October 2014.*



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As the official custodian of the State-owned art collection, the Commission is staffed by three professionals at the State Archives: a Director, Curator, and Registrar. In addition to managing the care and maintenance of over 4,000 items of fine and decorative art that comprise the collection, Commission staff engage in multiple activities that fulfill the mission of the Commission to safeguard the State's artistic treasures.

In FY2014, Commission staff maintained an unprecedented level of involvement in projects and activities both within the Archives and in collaboration with other State agencies.

### Partnerships in Capital Projects

A primary responsibility of Commission staff throughout FY2014 has been to collaborate with the [Department of General Services](#) and the [Maryland Historical Trust](#) on restoration of the Old Senate Chamber at the [State House](#). As the agency that interprets the State House for the public, the State Archives has been responsible for the research and development of interpretive exhibits in the three rooms that comprise the restoration project:

the Stairwell Room, the Senate Committee Room, and the Old Senate Chamber itself. Supported by a research intern, Commission staff has carried out this work on behalf of the Archives.

This capital project encompassed research to support the accurate reconstruction of the Old Senate Chamber; and collaboration with exhibit design contractors to conceive of, plan, and design all elements of the exhibits. It also entailed supervising all related art conservation required to complete exhibits and develop all requests for proposals (rfps) for conservation and art handling.

In accordance with the State House Visitor Experience Master Plan, these rooms, comprising the Plan's eighteenth century portion, are scheduled to open to the public in April 2015.

## **Collections Management**

For the past decade, Commission staff has sought to establish museum industry standards in every aspect of managing the State-owned art collection. After years of development and consultation with the Commission on Artistic Property, these efforts led to adoption of a Collections Management Policy in FY2008. With additional support and direction from the Commission, as well as the Office of Comptroller of Maryland, another goal was achieved in FY2012 when the art collection formally was removed from the State's Fixed Asset System. The removal of the art collection from the capitalized assets of the State is in keeping with the policies of most major museums and the federal government. In FY2014, with these two important 'building blocks' in place, the Commission adopted an *Inventory Control Manual*, in compliance with State standards, to codify the practices and procedures for the annual inventory of the collection, which staff has conducted since the Commission's formation in 1969. These procedures include protocol for management of the permanent electronic database of the collection. Maintained by Commission staff, these adopted methods comply with the procedures of the Archives' Fiscal Affairs Unit.

Professional management of the collection also extends to ensuring that objects are housed and displayed in secure, environmentally controlled settings that will not negatively impact their preservation. This particularly is challenging for public collections, which often are displayed in buildings not designed as museums, but as working offices. Throughout FY2014, Commission staff continued to monitor temperature and humidity levels in State buildings, including storage areas, that house artistic property. Data obtained by the Commission at the State House has been critical to the efforts of a work group convened by the Department of General Services in FY2014. Composed of State personnel and contractors, the work group is to identify ways to maintain proper temperature and humidity in this historic structure.

## **Conservation**

A primary purpose of the Commission on Artistic Property is to preserve the State-owned art collection. Routine maintenance is critical to the long-term preservation of fine and decorative arts. Yet, frequently an object requires treatment to repair specific damage--or more often, the cumulative damage that comes from years of public display and the natural aging of materials. When treatment is deferred, due to lack of funding for the contractual services required for professional conservation, this causes further deterioration of items, and their having to be removed from public display.

Fortunately, in FY2014, Commission staff oversaw a remarkable amount of conservation work for the State House, largely due to the capital project to restore the Old Senate Chamber and the accompanying interpretive exhibits in the Stairwell Room and the Senate Committee Room. For display in these exhibits, 40 objects are being conserved: 15 paintings, 16 frames, 6 pieces of furniture, and 2 swords. Among them are some of the

most historically important and valuable paintings in the collection, including Charles Willson Peale's *Washington, Lafayette and Tilghman at Yorktown*, painted in 1784, and Edwin White's monumental *Washington Resigning His Commission*, of 1858. Also included are four portraits, painted by Peale, of Maryland's early governors.

Funding for the art handling required to de-install, pack, transport, and re-install the works of art undergoing treatment was planned in the capital budget for the Old Senate Chamber project. Additional funding to cover conservation treatment has been provided by the Department of General Services.

For most of these items, the conservation being undertaken is the most comprehensive care they ever have received. Attentive collaboration between Commission staff and the conservators has led as to significant new discoveries about the original composition of these paintings, including the artist's intent and materials; as well as to documentation of prior conservation treatments that are part of the object's history. Detailed photo documentation included in the conservators' scope of work is providing images of these objects before, during, and after treatment, creating a valuable visual record for future research and treatment.

## Acquisition

The State of Maryland has commissioned works of art for display in State buildings for well over two centuries. This tradition continues today through the commissioning of portraits of State officials and historic figures. Works of art also may be acquired through transfer or donation, with all items considered for accession into the inventory of the Commission on Artistic Property being subject to the approval of the Collections Committee, upon recommendation by Commission staff.

Among the items accessioned into the State-owned art collection in FY2014, is a portrait of Frederick Douglass, commissioned by the Friends of the Maryland State Archives through the donation of Eddie and Sylvia Brown. Painted by Simmie Knox, this portrait now is installed at the entrance hall of [Government House](#), the first portrait of an African American to be displayed in the Governor's official residence.

Also acquired this year is the lenticular portrait of Dr. Edward C. Papenfuse, former State Archivist and Commissioner of Land Patents. Commissioned by the Friends of the Maryland State Archives upon his retirement, this portrait of Dr. Papenfuse was created by Rob Munday. As a lenticular photograph, it presents its subject as a three-dimensional image. It is the first portrait of its kind in an American public collection.

A watercolor by Richard Schlect, depicting the State House dome in use as a watchtower for British ships in 1814, also was acquired by the Commission in FY2014. The work commemorates the bicentennial of the War of 1812.

## Outreach

As part of the effort to interpret and make publicly accessible the State's art collection, Commission staff routinely participate as speakers for educational programs and events. In FY2014, staff gave talks on the Old Senate Chamber Restoration; events of Congress, 1783-84; and the history of the State art collection, among other topics, in a variety of cultural institutions throughout Maryland. Staff also gave curatorial tours of the State House and Government House to a number of heritage and preservation groups, and special guests of the [State House Trust](#).

In FY2014, Commission staff extended educational outreach to include social media outlets, such as Facebook and Instagram. A public blog, reporting on the research and progress of the Old Senate Chamber restoration, also was started and will continue to be maintained through the completion of the project.

## Special Collections

In 1935, [Special Collections](#) started as the Gift Collection and reorganized under its present name in 1987. As Special Collections, it was placed under Artistic Property, Preservation, and Public Outreach (now Artistic Property and Public Outreach) in March 2005.

Special Collections supervises the accessioning, description, care and preservation of private records. Usually, records are given to the State Archives by private donors, and generally consist of newspapers, religious records, maps, photographs, personal letters, diaries, architectural plans, and other manuscript documents. Maps, for example, date from 1565 to the present. They serve as an important resource for scientists, historians, and citizens interested in the Chesapeake Bay watershed. Photographs illustrate a cross section of Maryland life and culture, including agriculture, architecture, family life, government, nautical and naval affairs, recreation, and sports. In addition, the State Archives has microfilmed records of nearly 700 religious institutions of various denominations (particularly valuable for their vital records information), and more than 900 newspaper titles from across the State.



*Special Collections, State Archives, Annapolis, Maryland, October 2014.*

The State Archives is authorized to collect public and private records and other materials relating to Maryland history from the earliest times. At the discretion of the State Archivist, the State Archives also may acquire collections of private records as permanent gifts (Code State Government Article, sec. 9-1010).

With the exception of the State-owned art collection, the Director of Special Collections, in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections. (Offers of gifts of fine arts are reviewed by the Curator of Artistic Property and the State Archivist.) Materials are accepted based on their relevance to the holdings of the State Archives, their condition, and the need to provide for their proper storage and care. Materials may be placed on deposit if their contents are to be digitized, photographed, or microfilmed as a reference collection at the State Archives and the original materials returned to the owner.

*Maryland Newspaper Program.* During FY2014, Special Collections put into action a program to improve care and intellectual control over its large collection of original paper newspaper issues and volumes at the urging of the Deputy State Archivist, who now serves as Acting State Archivist. To this end, the directors of the Maryland Newspaper Program and Special Collections oversaw the continued rehousing and inventory of newspaper volumes and issues in Annapolis. In FY2014, Special Collections inventoried and rehoused 1,481 newspapers (both volumes & loose issues), and from July 1 to November 6 an additional 1,087 newspapers.

In cooperation with librarians at the University of Maryland, College Park, Special Collections worked to plan for the State Archives' participation in the *National Digital Newspaper Program* grant. (Only one institution within each state may receive a Library of Congress grant to direct the digitization of newspapers within that state, however, that institution may collaborate with agencies and repositories throughout its state.)

Additionally, Special Collections began to collaborate with the Digital Acquisition, Processing and Publication Department, and Administration to raise standards for digitizing newspaper microfilm up to archival standards.

Special Collections also planned and implemented newspaper cataloging standards that will be a model for future cataloging. This, in turn, will enable Special Collections management information to be fully integrated with the *Archives of Maryland (AOM)* database applications currently in development by Information Systems Management.

*Guide to Special Collections.* For the *Guide*, Special Collections implemented a new user-interface that went live to the general public in September 2013 from the State Archives website. The *Guide's* new interface upgrades the functionality and tools available for searching the Special Collections database, and facilitates the ease of locating specific records within individual collections. It also improves the clarity of search results and decreases computing wait-time. The interface completes a joint project of 13 months with Information Systems Management.

*Priorities for FY2015.* Special Collections plans to continue to preserve and improve the cataloging of newspapers during FY2015. The second phase of the *Maryland Newspaper Program* will focus on rehousing and cataloging those newspapers now in remote warehouse storage locations. Additionally, Special Collections will assess present storage conditions, access, and cataloging of photographs.

To better define its goals and mission, Special Collections is updating its collections management and development policies, and plans for cataloging and processing manuals.

## APPRAISAL & DESCRIPTION

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In 1985, [Appraisal and Description](#) first organized under the name State and Local Records. Later, it reformed as Records Appraisal and Preservation, then as Appraisal and Preservation, before restructuring under its present name in 1999.

The Appraisal and Description Department evaluates State, county and municipal records to determine their value for future agency operations and administrative, legal and historical purposes. Records in the custody of the State Archives are processed and described by the Department. This involves maintaining finding aids; updating record locations, descriptions, and inventories; and continually adding entries for newly transferred records.

*Appraisal and Description, State Archives, Annapolis, Maryland, November 2014.*

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## Records Retention & Disposal Schedules

Government agencies are helped by the Department to manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that no longer are needed for daily work, or to destroy records that have no more use. In Maryland, however, no government records may be destroyed without the approval of the State Archivist.

The Department advises agencies on the creation of records retention and disposal schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the [Records Management Division](#) of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2014, the State Archivist approved some 130 records retention and disposition schedules.

Records retention and disposal schedules are developed collaboratively by the originating agency, the Department of General Services, and the State Archivist. Disposal certificates must be submitted for approval to the State Archives in accordance with Code State Government Article, sec. 10-616.

Efficient records management requires the prompt and orderly destruction of those records that have met their retention requirement, and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destructions. During FY2014, the State Archivist received 307 records disposal certificates.



*Record center boxes, Appraisal and Description, State Archives, Annapolis, Maryland, October 2014.*

A primary project in FY2014 (& continuing into FY2015) focused on safeguarding probate records. In FY2013, the State Archives entered into a joint project with the [Comptroller of Maryland](#), the Register of Wills, and FamilySearch (a nonprofit family history organization). In this work, probate records (1642 to 1940) in the custody of the State Archives will be reboxed into archival storage, indexed to the document level, and scanned. Searchable images will be made available to the public through the FamilySearch website, as well as through the websites of the State Archives and Register of Wills. A sizable body of work, the reboxing, indexing, and scanning of records has continued throughout this past fiscal year.



## **Records Transfer & Space Management**

A major recent effort of the Appraisal and Description Department has been its cooperation with other departments to organize, prepare, and move records from three existing warehouses into a single, newly acquired facility. Labors consolidated approximately 200,000 cubic feet of record material from warehouses at Ordnance Road (Baltimore), Candlewood (Hanover), and Hammonds Ferry (Linthicum) into a one warehouse at Rolling Run (Woodlawn). The newly available facility provides additional storage space and an improved environment for permanent records.

*Records Transfer & Space Management, State Archives, Annapolis, Maryland, October 2014.*

Preparation for this move has brought forth the following initiatives:

1. Space management planning for the new warehouse
2. Shelf reading to determine the number of each type of record container
3. Replacement of containers unsuitable to be moved or suffering from wear and tear
4. Conservation of the most vulnerable records
5. Re-appraisal of records to determine if any in our custody do not have permanent retention, or are scheduled for destruction or transfer, as necessary
6. Writing requests for bids, and overseeing vendors to prepare the new space and transfer records
7. Appraisal of equipment and the elimination of unnecessary equipment

The transfer and consolidation of records from the old sites to the recently acquired single warehouse was completed in December 2014.

## BALTIMORE CITY ARCHIVES

Under memorandums of understanding with the City of Baltimore in 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives since 2009, and assigned staff to the facility in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018.

Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments. Partially supported by the [National Historical Publications and Records Commission](#) (NHPRC), the initial phase of this work allowed for the integration of Baltimore record group descriptions into the State Archives' *Guide to Government Records* online catalog.

FY2014 witnessed a continued expansion of the records program through some 30 departmental or site visits, the drafting of 24 new retention schedules (of which 18 were approved), and the revision of eight existing schedules. In addition, transfers were made to the City Archives of some 2,443 cubic feet of record material.

A series of combined records management and emergency preparedness workshops have marked the City Archives' most recent work. Here, since the end of May 2014, four day-long training sessions drew eighty Baltimore departmental record managers to attend.

## CONSERVATION & PRESERVATION



By law, the State Archives provides long-term preservation and conservation of Maryland's records. Indeed, it is a core mandate of the Archives mission. The purpose of the Conservation and Preservation Department is to carry out that mandate.

*Dr. Fenella France (left), Chief, Preservation Research & Testing Division, Library of Congress, & Vicki Lee (right), Director, Conservation & Preservation, State Archives, examining George Washington letter of resignation prior to hyperspectral imaging, State Archives, Annapolis, Maryland, August 2014.*

From the founding of the Hall of Records to the present day, the State Archives has been conserving and preserving Maryland's records. In the old Hall of Records building, the work began in 1935 in the Repair Room, which reformed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. As Conservation and Restoration, and Preservation Services, it later was placed under Artistic Property, Preservation, and Public Outreach in 1998. Renamed Preservation Services in 2001, it reformed as a separate department under its present name in February 2014.



[Conservation and Preservation](#) preserves and cares for archival records, maintains their physical integrity, and assures their longevity and accessibility. Indeed, this department provides condition assessments, and performs conservation treatments needed to prepare damaged materials for scanning, patron access, and exhibition. With other Archives departments, Conservation and Preservation works closely to achieve the goal of long-term access to records. This is especially true in coordinating work with the Digital Acquisition, Processing and Publication Department that enables them to produce the best scanned images in keeping with national best practices. These procedures help individuals who are not able to use originals at the Archives, and they preserve the information value of fragile manuscripts, maps, newspapers, and photographs.

Conservation and Preservation oversees two units: the Conservation Laboratory, and Preservation Outreach.

*Conservation Lab, State Archives, Annapolis, Maryland, October 2014.*

## Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of archives in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published books, government publications, maps, and newspapers. The Lab monitors environmental conditions in temperature- and humidity-controlled storage areas and warehouses. When appropriate, conservation measures are used, among them: de-acidification and chelating, repair and restoration, polyester encapsulation, phased and other enclosures, and book conservation. In FY2014, Conservation and Preservation completed the recovering and rehousing of the Archives Library Collection, and the rehousing of previously contaminated records.



*Record books awaiting treatment, Conservation Lab, State Archives, Annapolis, Maryland, October 2014.*

## Preservation Outreach

The State Archives participated in the work of the Maryland Task Force to Initiate Preservation Planning in the 1990s, and assumed a leadership role in promoting preservation to agencies, organizations, and individuals across the State. At that time, the Task Force designated the State Archives to coordinate public information,

workshops, and low-cost conservation services. Today, these efforts continue primarily through the Intergovernmental Preparedness for Essential Records (IPER) program led by the Council of State Archivists and funded by the Federal Emergency Management Agency. Staff also promotes preservation outreach through lectures, workshops, and webinars. The goal is to ensure preservation of significant collections of books and documents in Maryland government offices, libraries, museums, historical societies, private organizations, and private homes.

Conservation and Preservation supports the State Archives Internship Program with training for students who are interested in pursuing careers in the field of conservation.

## DIGITAL ACQUISITION, PROCESSING, & PUBLICATION

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Digital Acquisition, Processing, and Publication originated as Appraisal and Preservation. When appraisal functions were reassigned to Appraisal and Description in May 1999, Acquisition and Preservation Services formed. It restructured as Acquisition and Imaging Services in August 2003, and was renamed Digital Imaging and Acquisition in June 2005. As Digital Acquisition, Processing, and Publication, it reorganized in August 2007.

*Digital Acquisition, Processing, & Publication, State Archives, Annapolis, Maryland, October 2014.*

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The digital preservation and imaging services offered by the State Archives in Annapolis are managed, coordinated, and promoted by [Digital Acquisition, Processing, and Publication](#). For imaging projects, this department also gives logistical and technical support, and assists in the development of standards and techniques used in such work.

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### Digital Image Acquisition

FY2014 was a busy one for the Department. As part of an ongoing effort to digitize the entirety of the State Archives microfilm holdings, Department staff scanned 8,185 reels of master negative microfilm, adding 10,604,153 images to the “electronic vaults” of the Archives. In addition, staff added 477,704 images derived from paper records. Moreover, images of 5,036 series units (drawn from a wide range of nonland record series) also were inspected, processed, and uploaded to the Archives’ electronic holdings.

*Digital Image Acquisition, State Archives, Annapolis, Maryland, October 2014.*



Besides digitizing State Archives collections, Digital Acquisition, Processing, and Publication is instrumental in securing permanently valuable digital records created by other government agencies. Chief among these are the land records recorded by the County Circuit Courts, and the photographs generated by the [Governor's Office](#). In FY2014, staff inspected, processed, and placed online some 11,142 digital land record volumes, comprising more than 5.5 million images received from the courts. In addition, 21,916 plat images were cataloged and

uploaded to the web. In the same period, thousands of photographs taken by the Governor's photographers at 445 separate events were cataloged, processed, and made available online.

## Constituent & Interagency Services

Formed in December 2010, Constituent and Interagency Services was placed under Digital Acquisition, Processing, and Publication in January 2014.

This office operates the Archives Help Desk where it handles requests from the public for copies of records, and, for government agencies, fulfills file requests and refiles records returned to the Archives. The Help Desk also provides customer support for on-line Maryland land records (mdlandrec.net and plats.net). During FY2014, Help Desk staff enrolled 68,931 new subscribers to mdlandrec.net and fielded 9,954 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 9,503 other inquiries relating to Archives records or services.

Staff from this office processed 16,539 individual file returns to State and local agencies, and refiled 14,782 records returned by agencies back to their assigned locations within the Archives' holdings. Copies of 6,947 records were produced for the public by the Archives Help Desk. These ranged from single-page vital records, to multi-page civil, equity and divorce decrees, to copies of entire case files, often running to hundreds of pages each.

## GOVERNMENT INFORMATION SERVICES



Origins of [Government Information Services](#) trace to 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission, and the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the *Maryland Manual*. In 1988, the Governor also asked that the State Archives assemble the information contained in the *Organization of Maryland State Government* issued annually from 1988 to 1995. That information, covering the organizational structure, budgets, and mandated reports of government agencies, began to be incorporated in the *Maryland Manual* in 1989.

*Government Information Services, State Archives, Annapolis, Maryland, October 2014.*

Organized in 1986, Government Information Services assists the citizens of Maryland and their agencies of government with current and historical government information, continuously updated and revised. Monitoring many sources, and conducting research in the public records, government publications and reports, and published materials of Maryland, Government Information Services offers a unique asset to Maryland citizens, government officials, and students of Maryland history and government.

*Government Information Services, State Archives, Annapolis, Maryland, March 2007.*



This office is responsible for the *Maryland Manual On-Line: A Guide to Maryland & Its Government*; the *Maryland Manual*; Government Publications and Reports; and the Library of the State Archives.

## Maryland Manual On-Line

Published by the State Archives, the *Maryland Manual On-Line: A Guide to Maryland & Its Government* and the *Maryland Manual* describe Maryland State, county and municipal government (Code State Government Article, secs. 9-1026, 9-1027). The *Maryland Manual* has been published in print since 1896. The *Maryland Manual On-Line* ([mdmanual.net](http://mdmanual.net)) has been accessible on the Internet since December 1996.



The *Maryland Manual On-Line* is a continuously updated guide to Maryland government. It presents an overview of the organizational structure and staffing of the executive, legislative and judicial branches of Maryland State and county governments, and the executive and legislative branches of municipal governments. The *Manual* also shows agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of government agencies.

*Government Information Services, State Archives, Annapolis, Maryland, October 2014.*

Biographies of government officials appear in the *Maryland Manual On-Line*. These include State legislators, Constitutional officers, members of the Governor's staff, department secretaries, judges, and university presidents; Maryland's Congressional delegation; federal judges; and certain other federal officials of Maryland. Biographies of local elected government officials, including county executives, county council members, county commissioners, state's attorneys, sheriffs, circuit court clerks, orphans' court judges and registers of wills appear as well. Moreover, the *Manual* gives additional information on local government (county & municipal), intercounty, interstate and federal agencies. The *Manual* also contains the State budget, the Constitution of Maryland, election returns, and historical lists of local officials. The [Maryland at a Glance](#) section offers condensed data on many Maryland subjects, State symbols, Maryland historical chronology, and Maryland government.

In FY2014, a very small staff tackled the huge demands of increased and expanding duties. In the midst of an increasing workload, the contractual position responsible for keyboarding text has evolved into a much-needed Assistant Editor position, covering municipal government, Maryland at a Glance, and link management, and requires conversion as a regular employee.

## Government Publications, Reports, & Library

Government Information Services oversees Government Publications, Reports, and Library materials. These are used by and serve the research needs of Archives staff, other Maryland government agencies, and the public. Materials must be used on site in our Search Room at 350 Rowe Boulevard, Annapolis.

*Government Publications & Reports.* Publications and reports of State government agencies, along with those of county and municipal governments, serve the research needs of the State Archives, other Maryland government agencies, and the public on a permanent basis. They are available in print and electronic formats. The earliest State publications date from the 17th century, with the majority of our holdings published from the

early 19th century to the present. They range from State constitutions, laws, and regulations to reports of study commissions, task forces, and work groups.

In FY2014, efforts to learn about good models for acquiring, managing, and preserving electronic publications and reports were pursued. On November 4, 2013, the Archives hosted a day-long presentation by the U.S. Government Printing Office about FedSYS. Attendees included Maryland government librarians and information technology staff. The GPO panel demonstrated and explained the functions and components of the Federal system that provides free online access to official Federal Government publications and securely controls digital content throughout its lifecycle to ensure content integrity and authenticity.

In FY2014, reminders were sent to County governments to send print copies of Maryland county codes to the State Archives. This, along with acknowledgement of copies received by the Archives, improved compliance.

FY2014 Government Publications & Reports Accessions: 591 electronic, 109 print, 700 total.

In FY2015, a professionally trained assistant, preferably with a recent master's degree in library science or information technology, is needed for electronic government publications. For local government publications and reports, greater efforts need to be made to secure, describe, and preserve these materials for use in current government operations, and for future generations.

*Library.* Organized in 1940, the State Archives Library contains reference works that supplement those Maryland government records kept at the Archives. These include published records and sources on Maryland history, government, biography, geography, and natural resources; county, city and town histories; regional studies; Chesapeake Bay; research guides; genealogies; and archives administration, conservation, and preservation. Additionally, the Library Topic File holds newspaper clippings, articles, and research notes on various topics relating to Maryland history and culture, including historic houses, churches, and events in Maryland.

In June 1987, the Library of the Department of Natural Resources transferred to the State Archives. This body of material, collected from 1942 to 1987, focused on Maryland natural resources, wildlife, fisheries, forestry, water resources, and the environment, with an emphasis on Chesapeake Bay. The Natural Resources Library also includes a Topic File covering these same subjects.

The work to improve access to Library materials, a project of several years duration, was for the most part completed in FY2014. Cataloging was improved with particular attention to subject headings and explanatory notes to highlight Maryland content and to make clear the publication's relevance to Maryland, especially where the scope of the publication was broader than that of Maryland. Careful attention also was paid to editions and other publication details. Books and pamphlets needing repair or protective enclosures were treated by Conservation and Preservation with the help of a summer intern and a talented volunteer. Books received new labels and were returned to the shelves.

In FY2015, the Librarian will plan for and construct a unified system to identify, acquire, manage, and present electronic content. Most important for the near future is to streamline how electronic publications are transferred to the Archives. Cataloging practices for Maryland government publications also will be reviewed and improved. In addition, security copies of print publications and reports will be transferred to the Archives' new warehouse at Rolling Run.

FY2014 Library Accessions: 271 print, 3 electronic, 274 total.

## INFORMATION SYSTEMS MANAGEMENT

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[Information Systems Management](#) began in 1989 as Computer Services and reorganized under its current name in 1997.

This department oversees Electronic Archives, Information Technology Development, and Information Technology Support for the State Archives. The office also helps other State agencies design and update their homepages for the web.

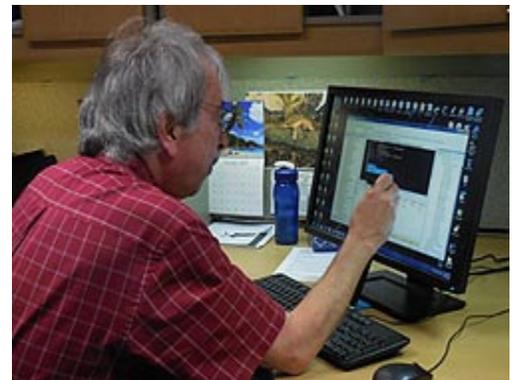
*Electronic Archives.* At its September 1998 meeting, the [Hall of Records Commission](#) resolved that a program of Electronic Archives be created within the State Archives. Under Information Systems Management, the program coordinates and manages the development of a permanent archives of electronic records.

*Information Systems Management, State Archives, Annapolis, Maryland, October 2014.*

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By far, the greatest accomplishment of the Archives in the last several years has been the establishment of the electronic archives and successful partnership with the two entities that historically have created some of the largest records series in Maryland government: the Circuit Courts and the Registers of Wills. These partnerships focus on migrating from paper systems to electronic records management, and afford the opportunity to save State funds and achieve efficiencies, while also providing enhanced access to the records.

*Information Systems Management, State Archives, Annapolis, Maryland, October 2014.*



For Information Systems Management, another major accomplishment has been the consolidation and integration of the many databases that provide intellectual control over the vast holdings of the State Archives. About ten years ago, the Archives had over 24,000 separate databases providing staff with the means of finding records. Over the last 12 years, the Department has worked to bring nearly all of these data sets together under the *Guide to Government Records*. Although much work remains, the achievements thus far have dramatically improved the quality of intellectual control and database efficiency.

Other achievements include:

- Data Integrity - data ingest and data flow are routinely audited.
- Data Security
  - Network is protected by enterprise firewalls and host firewalls monitored by IPS, and Splunk technology.
  - Critical systems are set up to be dual-host locally, and some are dual host remotely.
  - Critical databases are mirrored locally and remotely.
- Data Delivery - multi-homed Internet connections are provided.

Statewide policy and programmatic initiatives that should be addressed include:

- With the [Department of Information Technology](#) taking the lead, develop model e-mail retention and disposition policy and system.
- Develop standards for preservation of the permanent electronic record (pdf /a).
- Establish guidelines and standards for procurement authorities and agency staff who draft requirements documents for information systems with the goal of including information life-cycle management in information technology projects.
- Develop standards and processes to export data from legacy systems.
- Develop model records retention and disposition schedules for information systems.
- Develop a model system for archiving web presence and, significantly, government publications.

Goals and strategies related specifically to Mdlandrec.net (location-specific) involve security, searching, navigation, appearance, and data replication.

## REFERENCE SERVICES

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In 1935, [Reference Services](#) began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College. The Department reformed in May 2007 as Reference and Records Services, and became Reference Services again in 2009.

*Circulation Desk, Search Room, State Archives, Annapolis, Maryland, October 2014.*

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Reference Services provides the general public and government agencies with access to documents and information required for legal, administrative and historical purposes. In doing so, it fulfills a key goal of the State Archives' mission. With a broad knowledge of the origins and functions of Maryland's government agencies, reference archivists assist patrons (whether in person, through the mail program, or via e-mail) by providing them with the information necessary to access the records or data that they seek.

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*Public Search Room.* Due to the increasing availability of record material online, attendance figures are down from those of last year. FY2014 attendance in the Search Room included 1,651 first-time visitors and 2,814 returning visitors, for a total of 4,465 visitors. Given the increased level of outreach over the past year, however, and the increased awareness on the part of the general public about the many nondigitized records available at the Archives, it is reasonable to expect more visitors in FY2015.

Despite a reduction in staff over the last year, Reference Services continues to provide a high level of customer service both in the Search Room and throughout the Department's work. Staff cuts inevitably have led to some temporary delays in service and require staff to take on additional duties, but efforts are underway to improve the situation in short order.



*Search Room, State Archives, Annapolis, Maryland, October 2014.*

*National Instant Background Checks (NICS) Program.* A critical activity in Reference Services is research conducted for several law enforcement agencies with regard to criminal records. The most sensitive research involves checks performed for the *National Instant Background Checks (NICS) Program* of the Federal Bureau of Investigation (FBI), those conducted for the Department of Public Safety and Correctional Services, the Department of State Police, and Criminal Justice Information Systems (CJIS) to support enforcement of the federal Brady Handgun Violence Prevention Act (P.L. 103-159, 107 Stat. 1536), enacted November 1993. As the repository of the majority of the State's court records, the Archives holds the information necessary for the FBI to allow or deny the sales of firearms under the provisions of this law. Consequently, in FY2014 the Archives provided the FBI with dispositions to 768 inquiries, and the State Police with dispositions to 150 inquiries. Additionally, the Archives provided CJIS with 959 dispositions for cases in the FBI database lacking such information. Not only does this activity assist in maintaining public safety, it also insures proper respect for the civil and constitutional rights of the persons purchasing these weapons.

*Public Outreach.* In FY2014, Reference Services once again collaborated with the television production, *Who Do You Think You Are*, in an effort to make known the services of the State Archives. The Department helped the production crew coordinate the filming of an episode, and contributed some research findings, while providing access to original record material.

As part of the State Archives' outreach initiative, Reference Services works with the general public, State and local government agencies, and other departments within the Archives to improve records access, customer service, and education about State Archives services. For visitors, Reference Services also provided numerous tours and introductions to archival research at the State Archives.

## RESEARCH & STUDENT OUTREACH

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Basic research functions of the [Research and Student Outreach](#) Department originated with the research conducted to compile the *Directory of Maryland Legislators, 1635-1789* (1974), and continued with the Legislative History Project's work that led to *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, 2 vols. (1979, 1985). These functions continued as Lectures and Training, 1987-88, Education and Training, 1988-89, and Education and Outreach, 1989. Organized first as Biographical Research, and then as Research, the Department reformed under its current name in 2005.

*Research Archivist Tanner Sparks explaining rare documents on exhibit, Maryland Day Open House, State Archives, Annapolis, Maryland, March 2014.*

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Using original documentary sources, Research and Student Outreach works to interpret, preserve, and improve access to Maryland history through publication, education, and outreach. Indeed, the Department is committed to sharing its collections, resources, and professional knowledge with the community at large. Toward that end, Research and Student Outreach has increased and strengthened its programming in both public outreach and education during the past year. These efforts seek to ensure that both new and long-term patrons are aware of and appreciate the treasures within the State Archives' holdings, and find the Archives staff affable and approachable. The goal is to make the Archives accessible for everyone.

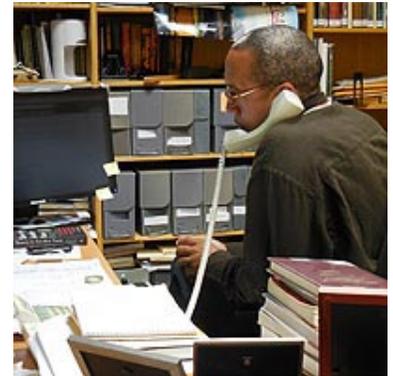
Research and Student Outreach currently consists of three primary programs: the Study of the Legacy of Slavery in Maryland (known as the Legacy of Slavery Program); the Land Office; and Educational Outreach.

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## Study of the Legacy of Slavery in Maryland

The main mission of the Legacy of Slavery Program is to provide direct, searchable access to primary documents (<http://slavery.msa.maryland.gov>) that detail the history of African Americans Maryland since the colony's founding in 1634. The Program's work was initiated in March 2001, when the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland was authorized (Chapter 316, Acts of 2000).

*Legacy of Slavery Program, State Archives, Annapolis, Maryland, October 2014.*



In September 2014, the Program completed the final year of its most recent U.S. Department of Education grant from the federal Office of Post-Secondary Education. Over a period of eight years, with approximately \$1.5 million dollars of federal funding, research staff posted online searchable data and primary source documents relating to the history of slavery and the Underground Railroad for nine Maryland counties. The grant completed this year focused on Maryland's Eastern Shore, including Talbot, Caroline, Queen Anne's, Dorchester and Kent counties; and encompassed the birthplaces of Harriet Tubman in Dorchester County and Frederick Douglass in Talbot County.

To develop a series of *Documents for the Classroom* packets for teachers (in accordance with current national Core Curriculum & C3 standards), the Legacy of Slavery Program worked directly with the State Department of Education. These packets are based on the idea that direct experience with an original record quickly will bring students a more nuanced understanding of even the most deeply complex topic. Staff gave professional development workshops for educators to learn how to use these tools and primary sources most effectively in the classroom. Staff also spoke directly with students at all educational levels from kindergarten through post-graduate.

In FY2015, the Legacy of Slavery Program persists in its work, funded by grants from the Maryland Heritage Areas Authority, the Maryland War of 1812 Bicentennial Commission, the National Parks Service, and the National Historical Publications and Records Commission. In addition, the Program continues partnering with the State Department of Education, the Reginald F. Lewis Museum of Maryland (Baltimore), the Education Task Force of the Commission on African-American History and Culture, and the Harriet Tubman Discovery Center and National Park (Cambridge). To allow this vital work to continue, the Program continues to seek funding opportunities and partnerships.



## Land Office

Roots of the Land Office date to the seventeenth century when Lord Baltimore established the agency to administer land grants in his Maryland colony. Following the American Revolution, the right to grant vacant (i.e., unclaimed) land became the responsibility of State government.

In 1967, the State Archivist was designated the Commissioner of Land Patents, and made responsible for issuing land patents and certificates of reservation, and conducting court hearings. Prior to this, the Land Office had been a separate agency.

*Land Office seal, State Archives, Annapolis, Maryland, October 2014.*

Today, virtually all land in Maryland has been patented. From time to time, however, some vacant parcels are found, generally the result of surveying or record-keeping errors. In June 2012, the last land patent issued by the State was awarded to the Baltimore Area Council of the Boy Scouts of America for 19 acres of land in Harford County.

The majority of the work that now comes before the Land Office consists of applications from the Department of Natural Resources for certificates of reservation of abandoned land (Code Real Property Article, secs. 13-101 through 13-504). In order to reserve abandoned land for public use, it must be proven that no property taxes have been paid over the 20 years prior to the date of application, and that it has not been possessed by a person for this timeframe as well. Prior to the issuance of a certificate of reservation, the Commissioner of Land Patents, and his designated deputy must verify these claims.

In FY2014, the Land Office received six applications for certificates of reservation from the Department of Natural Resources. Four certificates of reservation were granted by the Commissioner of Land Patents, for a total of 79.24 acres within Cunningham Falls State Park (Frederick County), and 45.75 acres contiguous to South Mountain State Park (Frederick & Washington counties). Due to questions of ownership, two applications were withdrawn by the Department. The Land Office also received a land patent application from private individuals; however, a warrant to survey was denied by the Commissioner once research showed that the land was unlikely to be vacant. Finally, the Land Office also responded to numerous inquiries concerning land patents and land ownership matters from both government agencies and private individuals.

## Educational Outreach

Educational Outreach provides outreach and learning opportunities in the classroom and in the community. Partnering with the Four Rivers Heritage Area of Maryland, the Archives participated for the first time in the Annual Maryland Day celebrations in March 2014. [Maryland Day](#) commemorates the formal founding of the colony of Maryland. Local heritage organizations and museums take the opportunity to share and generate excitement about Maryland history with the public. This year, both the Maryland State House and the State Archives were featured sites in the Maryland Day *Passport to History Program*. Visitors attended open houses at both sites and were treated to special behind-the-scenes curatorial tours and rare document exhibits. Archives staff highlighted the original 1864 Maryland Constitution and commemoration of the 150th anniversary of

emancipation from slavery in Maryland. In addition to the original copy of the Maryland Constitution, the birth record of Frederick Douglass also was displayed.

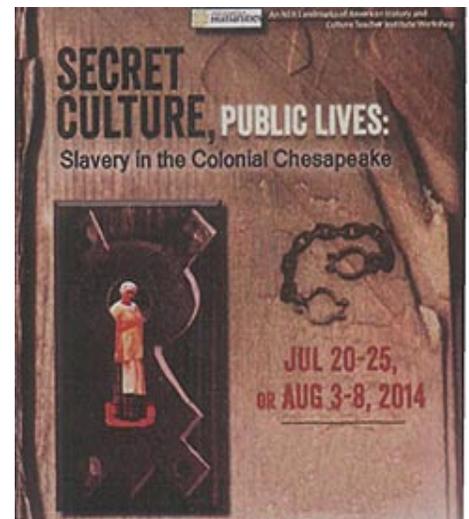


*Family History Festival.* Building on the success of the Maryland Day commemoration, staff planned a much larger educational outreach event for October 2014 in recognition of American Archives Month. The State Archives' Family History Festival was a free community event that offered lectures on genealogy, history, and archival research; demonstrations on caring for family papers and photos; “break through your brick wall” sessions for researchers; seminars on digital-imaging techniques; behind-the-scenes tours; and hands-on educational children's activities, highlighting family history. With over 500 visitors attending, the event was an overwhelming success.

*Visitors enjoying 1st Annual Family History Festival, State Archives, Annapolis, Maryland, October 4, 2014.*

Throughout the year, the State Archives hosted many smaller, focused events, including illustrated talks by scholars on their recent research in archival sources. Among these were Alan Taylor, Pulitzer Prize winning historian; Gene A. Smith, National Endowment for the Humanities fellow; and Harvard fellow Celeste-Marie Bernier.

*Teacher Workshops.* While enhancing our community outreach program, the State Archives expanded its traditional educational outreach by forming new partnerships. In July and August of 2014, Archives staff assisted Historic London Town in Anne Arundel County with a Landmarks of American History grant from the National Endowment for the Humanities. During Summer 2014, at London Town, Archives staff took part with scholars Lorena S. Walsh, Jean B. Russo, and Philip D. Morgan, leading professional development workshops for teachers on the history of slavery in the colonial Chesapeake. Eighty teachers representing each state across the nation visited the Archives to learn how to use primary resources in the classroom.



*Secret Culture, Public Lives: Slavery in the Colonial Chesapeake poster, teacher training workshop, National Endowment for the Humanities in partnership with State Archives, Annapolis, Maryland, July 2014.*

In FY2014, the State Archives was pleased to partner with the [Maryland War of 1812 Bicentennial Commission](#) on its educational outreach initiatives. The Commission awarded a \$75,000 grant to the Archives to make document packets accessible online of primary sources needed to understand and teach the War of 1812. Under the same grant, Archives staff conduct professional development workshops for educators. These workshops (reviewed & approved by the [State Department of Education](#)) provide credits toward participants' continuing teaching certification. With this partnership, the State Archives, the Commission, and the State Department of Education ensure that the War of 1812 can be highlighted by teachers in the classroom, and that students will be able to view and analyze primary sources long after the War's commemoration is over.

*Student Internship Program.* For almost 40 years, the Archives has hosted a student internship program. The Program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives, while bringing fresh insights to State Archives' programs.

To host special, directed internships and co-teach classes based on primary source material, staff has established partnerships with many schools and universities, including [Morgan State University](#), [University of Maryland Baltimore County](#), [University of Maryland, College Park](#), St. John's College, Stevenson University; and the C.V. Starr Center for the Study of the American Experience at Washington College.

## **Additional Research Partnerships**

In the quest to make resources accessible to the widest possible audience, Research and Student Outreach has established a special municipal partnership this year. Working with the General Assembly, the Town of [Brookeville](#), and the Daughters of the American Revolution, the Archives created a website to disseminate research and primary sources on the War of 1812 era. This in-depth community history project documents Brookeville, Maryland, where President James Madison found shelter after the British entered Washington. The goal of the project was to discover and share resources regarding the places and people (free & enslaved, black & white) that shaped Madison's experiences in this Montgomery County town. Staff conducted research on every building lot in town and on nearby factories and businesses, culminating in the creation of an interactive online map. Significantly, this research helped plan Brookeville's 200th anniversary celebration in August 2014. Staff also gave presentations at related commemorative events. The project website (<http://msa.maryland.gov/brookeville>) remains on the web to serve as a portal for this information to the general public for years to come.

Another partnership the Research Department has established revolves around identifying and exploring the lives of Maryland's first combatants during the Revolutionary War. The Maryland 400 were members of the 1st Maryland Regiment who took heavy casualties in New York at the Battle of Brooklyn in 1776. Their defense allowed the rest of the Continental Army to escape destruction. While military actions of the men at the battle are well known, their names, fate at the battle, and backgrounds have remained unexamined. In cooperation with the [Military Department](#), Washington College, the Maryland Military Historical Society, the Moss Family Foundation, and the Maryland Society of the Sons of the American Revolution, the State Archives created a research blog (<http://msamaryland400.wordpress.com/>) featuring an online roster of all known men. To date, the roster lists the names of about 850 out of a projected 1,000 soldiers who participated in the battle. Approximately 100 soldiers' biographies have been published on the website. This ongoing blog provides “real time” information on the soldiers during 1776, posts research findings about related topics, and helps build a growing community of persons interested in Maryland history and archives.

Finally, the Archives staff makes an effort to participate in professional conferences and workshops to share information with the widest network possible, grow professionally, and learn from our colleagues. Highlighted this year were our participation in the induction ceremony of genealogist Agnes Kane Callum into the Maryland Women's Hall of Fame; meeting with Smithsonian Curator John W. Franklin to exchange ideas about the National Museum of African American History; lecturing at the annual Harriet Tubman Conference in Cambridge; co-chairing the [Annapolis 1864 Commission](#); serving on the [Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution](#); and participation in Baltimore PortFest, the National Park Service Network to Freedom Conference, the War of 1812 Hampden Hill Festival, and the Mid-Atlantic Regional Archives Conference.

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## Hall of Records Commission

### Meeting Minutes, Friday December 13, 2013

#### Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore, ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the official trademarks of the **Maryland State Archives**. The medal features the Latin motto *Ut sol lucebis Americae* which translates: *As the sun thou shalt enlighten America*, both medal and motto are used as trademarks for the **Friends of the Maryland State Archives**.

#### Call to Order by Chair

The Fall 2013 meeting of the Hall of Records Commission began at 12:15 p.m., December 13, 2013, in the Electronic Classroom of the Maryland State Archives. Chair Mary Ellen Barbera presided.

##### Attendees

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_attendees\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_attendees_13dec2013.pdf)

#### Opening Remarks/Special Announcements

Chair Mary Ellen Barbera welcomed special guests:

- Major General James A. Adkins, Adjutant General
- Pamela Q. Harris, State Court Administrator
- Veronica P. Jones, Legal Counsel to the Chief Judge
- Bonnie Kirkland, formerly of the Office of the Attorney General
- Israel "Izzy" Patoka, Director, Governor's Office of Intergovernmental Affairs

With the retirement of the Honorable Robert M. Bell, Acting State Archivist Tim Baker and the rest of the Commission and staff extended a warm welcome to Chief Judge Mary Ellen Barbera as the new Chair of the Hall of Records Commission.

**"Maryland's new chief judge lauded as forthright, diplomatic," *The Sun*, July 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera\\_sun.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_sun.pdf)

**"Gov. Martin O'Malley appoints 1st female chief judge," WBAL TV, July 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera\\_wbalTV.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_wbalTV.pdf)

Dr. Edward C. Papenfuse retired as State Archivist on November 1, 2013. Mr. Baker announced that the Archives will host an event honoring Dr. Papenfuse's retirement sometime in February or March. Chair Barbera explained

that Mr. Baker, formerly Deputy State Archivist, is now serving as Acting State Archivist and Commissioner of Land Patents.

"Papenfuse puts archivist job in past," *The Baltimore Sun*, Nov. 4, 2013

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/papenfuse\\_sun\\_4nov2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/papenfuse_sun_4nov2013.pdf)

## New Business

Chair Barbera saluted Bonnie A. Kirkland, who is leaving her position as Assistant Attorney General to assume her new role as Assistant Chief Administrative Officer of Montgomery County. As a token of appreciation for Ms. Kirkland's work in supporting the Maryland State Archives and the State of Maryland, Elaine Rice Bachmann presented her with an historic print of the Maryland State House by Charles Wilson Peale. Delegate Rosenberg also thanked Ms. Kirkland for her sound advice, as did Vicki Gruber on behalf of Senator Miller.

## Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting, April 29, 2013

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_minutes\\_29april13.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_minutes_29april13.pdf)

### Special Meetings, Advisory Boards & Celebratory Events

**May 14, 2013:** Dr. Papenfuse, Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Spring Meeting of the [Commission on Artistic Property](#).

**June 17, 2013:** Ed Papenfuse, Tim Baker, Rob Schoeberlein, and Maria Day hosted the Spring Meeting of the Maryland Historical Records Advisory Board at the Baltimore City Archives.

**September 19, 2013:** The Maryland State Archives hosted the book launch for Pulitzer Prize-winning author Alan Taylor's *The Internal Enemy: Slavery and War in Virginia, 1772-1832*, featuring Dr. Taylor's lecture on events in the Chesapeake Bay and Maryland.

**October 7, 2013:** Tim Baker, Rob Schoeberlein, Maria Day, Emily Oland Squires, and Chris Haley hosted the Fall Meeting of the Maryland Historical Records Advisory Board at the Maryland State Archives.

**November 19, 2013:** Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Fall Meeting of the [Commission on Artistic Property](#).

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

## Records Retention & Disposal

Retention Schedules:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_schedules\\_13dec2013.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_schedules_13dec2013.pdf)

Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_disposals\\_13dec2013.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_disposals_13dec2013.pdf)

**Dr. Phillips moved to approve Records Retention and Disposal Schedules as presented, seconded by Ms. Benik. Unanimously approved.**

## State Archivist's Report

### Budget

#### Storage

One of the largest and most long-standing problems facing the State Archives is the lack of storage. The Archives ran out of space in 2000, with the issue becoming even more urgent due to active mold being found in several hundred boxes. Efforts continue to identify a suitable building for purchase and renovation to provide additional archival storage. The intent is to purchase a suitable candidate property through the Department of General

Services, using bonds from the [Maryland Economic Development Corporation](#). The Archives then would request a capital budget allocation for any necessary renovations.

### **Staff Conversions**

The FY2015 budget includes an “over-the-target” request to convert an additional six contractual positions to full-time State employment.

### **Artistic Property**

Upon recommendation of the Commission on Artistic Property and with the concurrence of the Hall of Records Commission, an “over-the-target” request was submitted with the FY2015 budget in the amount of \$70,000 for targeted art conservation services based on curatorial evaluation and priority.

### **Joint Chairmen’s Report**

At the request of the budget committees of the General Assembly, the State Archives and the Department of General Services are to use the records scheduling process to encourage the use of electronic records and achieve reduction in the creation and use of paper records. Included in the Archives’ response to the joint chairs’ request are recommendations on agency records management. Mr. Baker directed the Commission to the list under Appraisal and Description, and thanked Michael Swygert and the Department of General Services for assisting in the recommendations. The formal response to the report is linked below.

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013\\_p21\\_msa\\_records\\_management.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_records_management.pdf)

Another requirement of the Joint Chairmen’s Report concerned the conservation of the Peabody Art Collection. As noted above, an over-the-target request for funding has been submitted. The Archives’ response to the item is linked below.

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013\\_p21\\_msa\\_peabody\\_art\\_conservation.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_peabody_art_conservation.pdf)

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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_chronology\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_chronology_13dec2013.pdf)

## **Interpreting the State House**

### **Old Senate Chamber Restoration & Exhibits**

Elaine Rice Bachmann provided an update on the multi-year capital project to restore the Old Senate Chamber in the historic Maryland State House. The project, being managed by the Department of General Services, includes significant funding for interpretation and exhibits. Archives staff are researching and developing the exhibits, which are in their final stages of design. They include sculptural figures of George Washington and Molly Ridout.

Images of proposed statue poses from Studio EIS for George Washington in the act of resigning his commission:  
[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/eis\\_studios\\_washington.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/eis_studios_washington.pdf)

Image of proposed statue pose from EIS Studio for Molly Ridout. No images exist of Molly Ridout, so the statue will be based on her descendant Rachel Ridout, daughter of the late Orlando Ridout:  
[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/molly\\_ridout\\_poses\\_eisstudio.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/molly_ridout_poses_eisstudio.pdf)

The reconstruction remains on track for completion in December 2014.

### **Art Conservation**

Sasha Lourie reported that several paintings are undergoing conservation in conjunction with the Old Senate Chamber restoration. The most visible and complex of these conservation campaigns is the treatment of the monumental painting, *Washington Resigning His Commission*, installed on the grand stairwell of the State House. Approximately sixteen feet wide by ten feet tall, the painting has been in the State House since 1859 and in the stairwell since 1904.

Ms. Bachmann thanked the Governor's Office and the Department of General Services for the full-size replica of the painting on display for visitors while the painting is out for conservation.

**Video of the deinstallation of Washington Resigning His Commission:**

[http://video.mdsa.net/msa/washington\\_restoration.mp3](http://video.mdsa.net/msa/washington_restoration.mp3)

**"Washington taking leave of State House... again." *The Capital*, November 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/capital\\_article\\_3nov13.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/capital_article_3nov13.pdf)

The Old Senate Chamber project has prompted a reexamination of the existing documentation about the John Shaw furniture made for the Maryland State House. This has led to new information about both Shaw himself and the origins of these treasured items in the state owned art collection. This research will inform the historic furnishings plan being made for the Chamber in anticipation of its reopening in December 2014.

## Educational Outreach & Research

The Archives' Research staff provides excellent information resources for the public and for teachers. Much of the Archives research activity, however, has been funded through various grants which are ending. Emily Oland Squires and her staff have been working very hard to identify other grant opportunities. Ms. Squires stressed the importance of ensuring that communities and schools grasp the great value and significance of Maryland's archival records. Just as we must groom future generations of archivists to take over as staff retire, we need to help children understand the value of the historical record to ensure that these records survive in the future.

### Grant Applications

The Legacy of Slavery Program currently is seeking grant funding to continue the project beyond Fall 2014.

Federal grant applications have been submitted to the following agencies:

- National Endowment for Humanities Reference Resources grant for \$214,872  
To process and digitize 19th-century County Court Papers from the Eastern Shore, which include petitions for freedom
- National Historic Publications and Records Commission - Documenting Democracy grant for \$200,000  
To process and digitize Freedom Papers, including manumissions and certificates of freedom.

In addition, the Maryland State Archives has submitted a Star-Spangled 200 grant application to the [War of 1812 Bicentennial Commission](#) to fund the creation of [Documents for the Classroom](#) packets and teacher training programs to meet the requirement for incorporating more War of 1812 material into Core Curriculum Standards. If funded, this project would break new ground for the State Archives by allowing for the creation of online professional development tools for teachers, such as webcasts and podcasts of training classes. This grant would supply \$126,468 to the Educational Program of the Archives.

Research team members continue their involvement in statewide educational initiatives. Along with the Social Studies Core Curriculum Standards Committee of the State Department of Education, research archivist Ryan Cox also sits on the Department's Diversity in Curriculum Committee, the Education Committee of the War of 1812 Bicentennial Commission, and the Howard County Social Studies Core Curriculum Committee. In addition, Chris Haley and Emily Oland Squires are developing a new outreach program teaching hands-on genealogy and archives to preschool students.

Research staff also is pursuing an educational partnership with The University of Maryland Baltimore County public history faculty. Dr. Denise Meringolo, Director of the Public History Program, is collaborating with the Research staff in writing a graduate-level class that includes archival resources and class time spent at the State Archives. Research staff members will team-teach this course with Dr. Meringolo who is putting forth proposals for grant funding from UMBC. In addition, the Research staff is establishing a connection with the Center for History Education at UMBC through Dr. Anne Sarah Rubin to further develop the education and outreach initiatives of the State Archives.

Smaller grant opportunities are also being pursued. Examples include the Rotary Club of Annapolis for an Archives Month program in October 2014 to introduce more people in the community to the Archives. We also are

looking into one or more Maryland Heritage Grant applications. The Research Department welcomes any suggestions from the Commission for potential grants or partners.

Working in cooperation with Historic London Town, the Research staff also will participate in a National Endowment for the Humanities Landmarks of American History grant in summer 2014. State Archives staff will host and conduct two weeks of teacher training workshops in July 2014, exploring African-American history, culture, food ways and religion. This grant supplies \$12,000 in funding for staff time and development of educational materials.

### **2013 Summer Intern Program**

The 2013 Summer Internship was a great success. Final reports for all the student projects are linked below. <http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013summerinternreports.pdf>

### **War of 1812 / Brookeville**

Working in conjunction with the Town of Brookeville in Montgomery County, Archives' staff have been exploring the War of 1812. After providing an interactive map and biographies of the Town founders, the current phase of the project centers on conducting research on community and business of Brookeville during the War era. Presently, staff are focused on studying the Quaker and African-American communities, as well as local industry of Brookeville. The project website can be found at: <http://msa.maryland.gov/brookeville/index.html>. Funding for this project runs through June 2014, and staff plans to participate in the Brookeville Bicentennial celebrations in August 2014.

### **Legacy of Slavery Program**

The U. S. Department of Education has approved a no-cost extension of this grant through September 30, 2014.

Currently, staff is completing the study of five Eastern Shore Counties (Caroline, Dorchester, Talbot, Queen Anne's, and Kent), and preparing all materials for online publication.

Earlier this year, the Legacy of Slavery Program launched its new website (<http://slavery.msa.maryland.gov>). The Archives information technology staff now are developing a more versatile and powerful search engine for the program's database. This search tool will offer advanced search capabilities as well as sorting and filtering of results.

In partnership with the Dorchester County Historical Society, the Legacy of Slavery Program is also working on a \$50,000 Maryland Heritage Area Authority grant. This grant was awarded to digitize all original nineteenth-century newspaper holdings of the Historical Society. The scanned newspapers will be placed online and mined by research staff for all articles about slavery, runaway ads, domestic traffic ads, committal notices, and African-American history in general. The articles will be placed online in a searchable database, and will be shared with the Historical Society which will use them to create an exhibit and enhance heritage tourism programming.

Staff members continue to serve as consultants to the Harriet Tubman National Park and Discovery Center in Cambridge.

### **Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution**

Senate Bill 1067 (Chapter 603, Acts of 2013): The State Archives is to provide support for the Commission.

Commission membership:

<http://msa.maryland.gov/msa/mdmanual/26excom/html/26n19th.html>

### **Emancipation Day**

On November 1, 2013, staff members participated in Emancipation Day ceremonies throughout the State, including the official commemorations of the State of Maryland, Annapolis, Montgomery County, and University of Maryland. Chris Haley spoke at both the Annapolis and University of Maryland events. Mr. Haley shared with the Commission the program's efforts in reaching not only researchers and universities, but also children as young as kindergarten to convey the significance of this important day. Mr. Haley also noted that 2014 will mark the 150th anniversary of Maryland's Constitution of November 1, 1864.

### **Maryland Day**

The Research staff will partner with Artistic Properties during the Maryland Day celebrations in March 2014. The State House staff will highlight the newly restored Old House of Delegates Chamber and then direct visitors to the Maryland State Archives for a preview of the upcoming Emancipation Day celebrations. Special tours will feature archival documents relating to the legacy of slavery in Maryland, including the original 1864 Constitution of Maryland and the birth recording of Frederick Douglass.

### **Maryland 400**

Owen Lourie reported on the Maryland 400 Project, which began in June 2013. The State Archives partnered with the Office of the Adjutant General, the Maryland Military Historical Society, Washington College, and the Moss Family Foundation in researching the history and biographies of the Maryland 400 at the Battle of Long Island during the Revolutionary War. Using archival primary sources to document service, staff has identified not 400, but 1145 soldiers associated with the First Maryland Regiment. The goal is to not only identify but also provide biographies of as many soldiers as possible. Exploring untapped historical records has led to many exciting discoveries which intern Emily Huebner publishes on the project's online blog: <http://msamaryland400.wordpress.com/>. Funding for this project runs out in several weeks, so staff currently is seeking additional funding to continue the work.

Chair Barbera then recognized General Adkins for his support of the project. The General presented the Chair with his official coin in recognition of the work of the Archives and her appointment to the Commission. The coin bears a representation of a First Maryland Regiment soldier and the caption "Maryland 400."

General Adkins also noted that December 13th, 2013, was the 377th anniversary of the birth of the National Guard, and encouraged the Commission to visit the Maryland Museum of Military History at the Fifth Regiment Armory in Baltimore City.

***Secretary Collins and Delegate Rosenberg moved to express appreciation for the organizations that have provided the Archives with funding, particularly General Adkins for his leadership and support in this important effort. Dr. Phillips seconded the motion. Unanimously approved.***

## **Publications**

### ***Mdlandrec.net* Version 3 Roll Out**

One of the rolls of the Commission, as stated by law, is to remain informed of publications at the Archives, many of which take the form of web-based information resources.

The general public and the title industry has positively received and widely used version 2 of *mdlandrec.net* for almost ten years. This month, the State Archives began successfully moving over thousands of users to version 3, which offers enhanced database searching, upgraded security features, and better site navigation. This is one of the most important records series that the State Archives supports, since it in turn helps support the economy of Maryland, particularly, the real estate community.

### **Print Publications**

Mimi Calver, Executive Director of the Friends of the Maryland State Archives, reported on two formal, printed publications currently in production:

#### **Omenhausser Sketch Book**

John Jacob Omenhausser, a native of Baltimore, was a private in the Confederate Army during the Civil War. From 1864 to 1865, he was held at Point Lookout, the Union prison for captured Confederate troops. Omenhausser spent much of his time making drawings of daily life in the camp. Through different collections including the Maryland Historical Society, the State Archives, and private collections of descendants, Ross Kimmel and Michael Musick have assembled many of these drawings into the book, *I am Busy Drawing Pictures: The Civil War Drawings and Letters of John Jacob Omenhausser, C.S.A.* The book, which reveals the daily life of the prisoners, is now in design stage and will be ready for publication early next year.

### **War of 1812 Diary**

Staff has submitted a Star-Spangled 200 grant application to the [War of 1812 Bicentennial Commission](#) for publication of MSA SC 210-1-3. This is a planter's diary from the War era that was used in a recent State House exhibit.

<http://msa.maryland.gov/msa/mdstatehouse/war1812/html/index.html>

This diary gives insight into the daily life of a local resident while the War of 1812 raged on in his very own backyard. The grant would fund full scanning, transcription, posting online, and publication of an annotated version of this valuable, unique archival resource.

## **Land Office Activities**

Currently, the Land Office has the following work before it:

- Six Certificate of Reservation requests from the Department of Natural Resources. Two were completed in December, and the rest will be finished in early 2014.
- One full Patent application alleging vacant land in Cecil County is currently in progress.
- Over the last several months, the Land Office has provided research and document searches on a number of miscellaneous requests to clarify land ownership and boundary issues.

## **Appraisal & Description**

### **Recommendations included in response to the Joint Chairmen's Report**

The State Archives long has advocated for additional space needed to house permanent government records. Language in the Joint Chairmen's Report from this last legislative session required the State Archives, in conjunction with the Department of General Services, to report on how physical storage space can be reduced by transitioning to the use of electronic records (2013 Joint Chairmen's Report, p. 21). In addition to providing an overview of the background of and current challenges facing the State's records management program, the Archives' report provided a number of suggestions including those related to records management and government publications:

### **Records Management**

1. The Legislature or the Executive should consider mandating that government agencies create, maintain, and manage records electronically by the year 2025.
2. Agencies should be required to appoint an accountable records management officer with specified skills and authority.
3. Agencies should be encouraged to contract with records management consultants to quickly and cost effectively bring them into compliance with existing records management laws.
4. Laws or court rules specifying a particular form or format for records (e.g., paper, microfilm, etc.) should be modified to remove references to particular record formats. In addition, where necessary, legislation should be adopted to clarify that the electronic record is the official record.
5. Agencies should expend an appropriate level of effort to carry out the records management program.
6. Records scheduling and disposition should be automated to simplify the development of records schedules and enhance compliance with the statutory requirement periodically to describe and appraise State government records (State Government Article sec. 10 - 634).
7. Available records management guidance should be updated to reflect current practices.
8. The Office of Legislative Audits should request a copy of an agency's retention schedule as part of the routine for an entrance meeting of a fiscal compliance audit and note in the report if an up-to-date schedule is not available.

9. A records management training program, including new employees' introductory training, should be developed and offered to State and local government agencies.
10. All information technology projects should include an information life-cycle management component as part of the functional requirements analysis.

### **Government Publications**

The Archives also makes the following recommendations regarding government publications:

11. Develop systems to ensure the permanency of electronic government publications.
12. Build redundancy into the State's holdings of electronic government publications to ensure the ongoing availability of this material. This redundancy could be accomplished within the State Archives' repository with duplicate electronic copies at multiple sites and by having holdings of electronic government publications at other State government libraries and facilities.
13. Ensure the longevity of a program for identifying, acquiring, and providing permanent public access to electronic government publications by incorporating it into the proposed program for managing electronic records. This would combine funding and reinvestment in electronic infrastructure for publications and records to achieve fiscal, structural and managerial efficiencies.
14. Require for both paper and electronic formats the use of certain traditional, essential features of a publication: a title, the name of the government agency responsible for the publication, the date of publication, and where appropriate, the names of contributors to the publication, all placed in a prominent location on the title page. A cover could be included but is not necessary for an electronic format. Additionally, standard metadata for State government publications should be developed.
15. Determine if it is necessary to have different but compatible methods for acquiring publications of the executive, legislative and judicial branches of State government.
16. Post electronic publications on agency websites in a standard, organized way to make current publications more easily found and accessed. For example, some executive branch agencies have created a publications tag to improve the accessibility of their electronic publications.
17. Once best practices for publishing and disseminating government publications have been established, update available records management guidance accordingly.

### **Disaster Recovery (IPER Update)**

We have been continuing to provide Intergovernmental Preparedness for Essential Records (IPER) training. This training helps government employees identify and protect essential records and create response plans for records emergencies. Since we started providing the training in May 2011, we've given 19 two-day training sessions and trained a total of 244 people.

### **Register of Wills Project**

We reported at the last meeting that the State Archives has entered into a Memorandum of Understanding with the Maryland Register of Wills Association. A major part of this MOU was to establish a project for the scanning of Register of Wills paper probate records in Archives custody. So far, volunteers working at the Archives have indexed and prepared for scanning over 100 cubic feet of records in nine record series from the Carroll County Register of Wills. Scanning of these records is underway.

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

### **Grant from Friends of the Maryland State Archives (\$5,195.00)**

Elaine Rice Bachmann thanked the Friends for providing matching funds for the Archives to take advantage of an offer from conservator Eli Wilner of New York to reunite an original frame, designed by architect Stanford White,

with the painting *Lady with a Fan* by Thomas Wilmer Dewing [MSA SC 4680-10-223]. Separated due to deterioration of the frame, the treatment will allow the display of the framed painting in the newly installed American Wing of the Baltimore Museum of Art next year, where the unframed painting has been on loan.



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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_records\\_transfers\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_records_transfers_13dec2013.pdf)

**Special Collections**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/html/speccol\\_hrc\\_13dec2013.html](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/html/speccol_hrc_13dec2013.html)

***Delegate Rosenberg proposed a resolution of appreciation for all recent gifts, seconded by Mr. Steele. Unanimously approved.***

Mr. Steele inquired about the status of appointing a new permanent State Archivist. Chair Barbera explained the Commission would make a recommendation to the Governor and the matter would be discussed sometime in the future.

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

***Date TBA:*** Tribute to Dr. Papenfuse

***January, date TBA:*** Reception to celebrate installation of exhibit of portraits of Maryland's comptrollers in the Assembly Room, Treasury Building.

***January 9, 2014*** (tentative): First meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

***January 10, 2014:*** Maria Day, Allison Seyler, and Maya Davis will host a preview of the Archives' new exhibit on music in Maryland, "Harmony & Discord: Songs of Our State," featuring Special Collections including some recent gifts by local composer Hollis Thoms and others.

**January 16, 2014:** Vicki Lee will lecture on the preservation of family treasures. Susquehanna Museum at Lock House, Havre de Grace.

**February, date TBA:** African American History Month Celebration event by the Legacy of Slavery Program.

**February 6, 2014:** Elaine Rice Bachmann and Sasha Lourie will present the lecture "Last Moments of Command: The significance of George Washington's resignation in Annapolis and the Restoration of Maryland's Historic Old Senate Chamber." Annapolis Maritime Museum.

**February 28, 2014:** Maya Davis will present "Slavery and the War of 1812." Belair Mansion, Bowie.

**March 21-22, 2014:** Special Maryland Day celebrations commemorating the 150th Anniversary of the 1864 Maryland Constitution and the end of slavery in our state at both the State House and the Archives building.

## Next meeting

Upon the call of the Chair.

## Adjournment

The meeting adjourned at 1:40 p.m.

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*Mr. Timothy D. Baker*  
Acting State Archivist  
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On this day, December 13, in the records of the Maryland State Archives:  
[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/onthisday\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/onthisday_13dec2013.pdf)

# Hall of Records Commission

## Meeting Minutes, May 19, 2014

### Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore, ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the official trademarks of the **Maryland State Archives**. The medal features the Latin motto *Ut sol lucebis Americae* which translates: *As the sun thou shalt enlighten America*, both medal and motto are used as trademarks for the **Friends of the Maryland State Archives**.

## Hall of Records Commission Meeting

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

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### Minutes

#### Call to Order by Chair

##### Attendees

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_attendees\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_attendees_19may2014.pdf)

#### Opening Remarks/Special Announcements

Chair Barbera recognized the special guests:

- Mr. Dan Friedman, Assistant Attorney General
- Ms. Pamela Q. Harris, Maryland State Court Administrator
- Ms. Sandra Heiler, Chair, Brookeville War of 1812 Bicentennial Commission
- Mr. Israel "Izzy" Patoka, Director, Governor's Office of Intergovernmental Affairs
- Mr. Jeremy Rosendale, Director, Governor's Office of Executive Services

#### Reports & Minutes of Previous Meetings

##### Hall of Records Commission meeting, December 13, 2013

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_minutes\\_13dec2013.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_minutes_13dec2013.pdf)

## Special Meetings, Advisory Boards & Celebratory Events

**January 9, 2014:** Timothy Baker, Elizabeth Newell and Emily Oland Squires attended the first meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**February 17, 2014:** Christopher Haley presented annual Washington's Birthday address to the Maryland Senate in the Old House of Delegates Chamber of the State House.

**March 12, 2014:** Emily Oland Squires and Allison Seyler participated in a meeting of the 19th Amendment Commission at the Maryland State Archives.

**March 20, 2014:** Timothy Baker, Elaine Rice Bachmann, Rob Schoeberlein and Mimi Calver attended a tribute to Willard J. Hackerman in the House of Delegates Chamber, and presentation of the Speaker's Society medallion to Dr. Edward C. Papefuse in honor of his years of service as State Archivist.

**May 12, 2014:** Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel attended the Spring Meeting of the Maryland Commission on Artistic Property.

**May 12, 2014:** Emily Oland Squires, Chris Haley, Maya Davis, and Mimi Calver hosted a lecture and book signing featuring Dr. Gene A. Smith, author of *The Slaves' Gamble: Choosing Sides in the War of 1812*.  
<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/geneflyer.pdf>

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

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

## Records Retention & Disposal

### Retention Schedules:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_schedules\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_schedules_19may2014.pdf)

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

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals_19may2014.pdf)

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

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

## State Archivist's Report

### Budget

#### Storage

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

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

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling\\_run.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling_run.pdf)

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

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

#### Staff Conversions

The Executive and the Legislature approved the Archives' over-the-target request to convert an additional six contractual positions. The number of full-time equivalents as a percentage of total staff at the Archives has now been cut from over 60% to under 25%.

#### Artistic Property

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

#### Joint Chairmen's Report - Operating Budget, April 2014

The budget committees inserted language into the JRC requiring the Archives to coordinate the development of the following report:

### **Committee Narrative D60A10.01 Archives**

**Improve Oversight of Records Management Procedures:** The committees are concerned that there is a lack of oversight for the records management process. It is the intent of the budget committees that the following changes be made to improve the oversight of records management procedures:

- a records management training program, including new employees introductory training, shall be developed by the Maryland State Archives and the Department of General Services and offered to State and local government agencies; and
- the Secretary of the Department of Information Technology (IT) and the Chief Judge shall implement an information life-cycle management component as part of the functional requirements analysis for all IT projects.

**Report on Electronic Record Creation, Maintenance, and Management:** It is the intent of the budget committees that State agencies pursue greater electronic record creation, maintenance, and management. In November 2011, President Barack Obama signed the presidential memorandum, "Managing Government Records," which requires that to the fullest extent possible, all federal executive agencies eliminate paper and use electronic recordkeeping by 2019. In a 2013 records management report submitted to the budget committees, the Maryland State Archives (MSA) and the Department of General Services (DGS) recommended that Maryland's executive and legislative branch follow the lead of the federal government and mandate that State agencies update records management practices for the digital age in order to improve performance, promote openness and accountability, minimize cost, and increase efficiency. The committees therefore request that MSA and DGS, in consultation with the Department of Information Technology (DoIT), submit a report indicating steps necessary to reach electronic creation, maintenance, and management of State records.

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

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

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

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

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_chronology\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_chronology_19may2014.pdf)

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

Ms. Feldmann thanked Ms. Bachmann and her staff for putting together the wonderful exhibit, for which the Comptroller's office has received a very positive response. She extended an invitation to the Commission members

to visit the exhibit at its permanent installation in the Comptroller's Office at the Goldstein Treasury Building, 80 Calvert Street, Annapolis.

## Interpreting the State House

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

Update on the Restoration of the Old Senate Chamber

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/osc\\_over\\_time\\_2006-2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/osc_over_time_2006-2014.pdf)

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

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/olin\\_wlt\\_submittal\\_images.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/olin_wlt_submittal_images.pdf)

Edwin White's *Washington Resigning His Commission* [MSA SC 1545-1112] also is undergoing its first comprehensive restoration in its lifespan of 156 years. Ms. Bachmann thanked DGS for covering these restorations as part of the Capital Project, which ensures the longevity of these paintings for future generations.

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resigning\\_canvas\\_frame\\_images.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resigning_canvas_frame_images.pdf)

## Educational Outreach & Research

### Public Outreach

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

### Grants

Ms. Squires thanked the War of 1812 Commission for the award of a \$75,000 grant, also thanking President Miller for his letter of support. The grant will directly support the Archives' education program in creating War of 1812 materials for teachers while complying with new curriculum standards. The Archives also will conduct teacher training workshops on-site and will seek additional grant funds to share these workshops through a webcast environment.

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/round5grant.pdf>

The Archives also has received a \$10,000 grant from the Maryland Sons of the American Revolution (SAR) to continue the Maryland 400 Project. The project continues publishing results online at:

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

Static link: <http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/md400.pdf>

Furthermore, the Archives is proud to announce the award of a National Park Service Network to Freedom Grant of \$4,573. The grant will fund a new educational packet in our *Documents for the Classroom* series on the topic of the Underground Railroad in Maryland. The Archives will share the completed packet online for teacher use in December 2014 at: <http://msa.maryland.gov/msa/homepage/html/teachers.html>.

### Student Outreach

As part of the National Endowment for the Humanities Landmarks of American History Teacher's Institute, staff of the Legacy of Slavery Division will conduct intensive professional development training sessions this summer. This grant-

funded workshop has drawn eighty teachers nationwide. For more information on the workshop, "Secret Culture, Public Lives: Slavery in the Colonial Chesapeake," see: <http://neh.historiclondontown.com>.  
Static link: [http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/london\\_town\\_schedule.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/london_town_schedule.pdf)

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

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



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

## Research

### **Brookeville and the War of 1812**

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

Ms. O'Hern has focused on compiling in-depth biographical information and studying the town's physical geography to document the significance of the town of Brookeville in the War of 1812. The second largest town in Montgomery County, Brookeville was diverse both racially and socioeconomically, although largely comprised of Quaker residents who supported the War of 1812 politically, while also succeeding in industrial profit during wartime absence of a British market.

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/o'hern\\_presentation.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/o'hern_presentation.pdf)

Ms. Heiler thanked Ms. O'Hern and staff of the Archives for their well-received lectures on March 29 at the *Brookeville and the Burning of Washington Symposium*. For additional information on Brookeville's Bicentennial and to view the research, please see:

**Brookeville 1814, by the Maryland State Archives:** <http://msa.maryland.gov/brookeville/>  
**1814 Brookeville: U.S. Capital for a Day:** <http://uscapitalforaday.org/>

### Historic Markers

The Archives recently provided modest research support for the placement of two new historic markers in cooperation with the Maryland Historical Trust and the State Highway Administration's Historic Marker Program.

The first marker honors Leonard Covington (1768-1813), legislator and War of 1812 military hero from Prince George's County. The marker will stand at his birthplace in the Aquasco region of southeastern Prince George's County. Covington's online biography can be viewed at:  
<http://msa.maryland.gov/msa/speccol/sc3500/sc3520/001800/001877/html/msa01877.html>

The following provides the text of the marker:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_covington\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_covington_marker_19may2014.pdf)

The second marker commemorates Maryland's role in the struggle for women's suffrage. This marker will be placed in Baltimore County in recognition of the historic march of suffragettes from New York to Washington DC. The marchers stopped in the community of Overlea to rest on one of the final legs of their journey to the nation's capital in February 1923. For a contemporary newspaper article about the march, see the *Baltimore Sun* coverage from February 23, 1923:

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/sun23feb1913.pdf>

The following provides the text of the marker:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_suffrage\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_suffrage_marker_19may2014.pdf)

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

## Publications

### Omenhausser Sketch Book

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

### Resurrecting Mount Auburn

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

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

Judge Robert Bell upon his retirement in 2013 as the Chairman of the Hall of Records Commission in recognition of his generous support of the Maryland State Archives and its research activities.

**Website:** <http://mountauburn.msa.maryland.gov/>

**Overview:** <http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resurrectingmtauburn.pdf>

## Land Office Activities

### Applications from the Department of Natural Resources for Certificates of Reservation:

Warrant 98 - 9.34 acres in the 8th election district of Washington County, adjacent to South Mountain State Park.  
Action: Granted November 4, 2013.

Warrant 99 - 79.24 acres in the 15th election district of Frederick County, within Cunningham Falls State Park  
Action: Granted November 4, 2013.

Warrant 101 - 21.604 acres in the 6th election district of Frederick County, adjacent to South Mountain State Park  
Action: Notice of Warrant issued on December 19, 2013; application withdrawn on January 23, 2014, as a result of Deputy Commissioner's title search, which revealed a possible owner.

Warrant 102 - 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park.  
Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014.

Warrant 103 - 3.859 acres in the 8th election district of Washington County, adjacent to South Mountain State Park.  
Action: Notice of Warrant issued on December 19, 2013; application withdrawn on February 18, 2014, after the National Park Service raised an objection since they have previously received title to the property through condemnation proceedings.

Warrant 104 - 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park.  
Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014.

### Applications for Land Patents from Private Individuals and organizations

Warrant 105 - 5.81 acres in the 5th election district of Cecil County  
Action: Warrant to Survey Vacant Land denied in December 2013; Deputy Commissioner's research indicated that no vacancy exists.

### Miscellaneous

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

## Recent Gifts, Deposits, & Acquisitions

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

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

Record Transfers from Government Agencies:

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_records\\_transfers\\_19may2014.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_records_transfers_19may2014.pdf)

Donations received by Special Collections:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol\\_hrc\\_19may2014.html](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol_hrc_19may2014.html)

Items approved for acquisition by the Commission on Artistic Property at their meeting on May 12:

[http://msaweb/msa/stagser/s1259/143/apc/2014/meeting\\_may\\_12\\_2014/potential\\_donations\\_spring2014.pdf](http://msaweb/msa/stagser/s1259/143/apc/2014/meeting_may_12_2014/potential_donations_spring2014.pdf)

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

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

## Upcoming Special Meetings, Advisory Boards & Celebratory Events

**June 5, 2014:** Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society. 5:00 p.m. - 7:00 p.m. Invitations have been mailed to all members of the Hall of Records Commission.

**June 9, 2014:** Unveiling of the suffrage historic marker, Old Town Hall, 6908 Bel Air Road, Baltimore , 10:00a.m.

**June 13-14, 2014:** Tanner Sparks and Emily Huebner to present at *Harriet Tubman Underground Railroad Conference* in Cambridge, MD.

**August 30-31, 2014:** Megan O'Hern and Owen Lourie to present at *Brookeville War of 1812 Bicentennial Celebration*.

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

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

**September 19, 2014:** Lecture on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBois Institute Fellow, Harvard University.

**October 4, 2014:** Family History Festival for American Archives Month at the Maryland State Archives.

**October 28, 2014:** Emancipation Day Exhibit and Open House at the Maryland State Archives.

## Next meeting

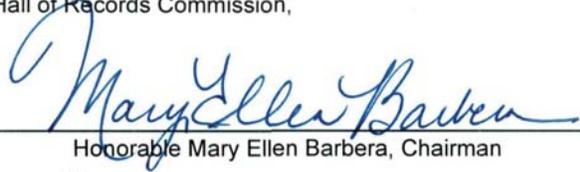
Upon the call of the Chair.

## Adjournment

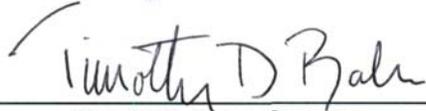
The meeting adjourned at 1:30pm.

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Approved by the Hall of Records Commission,

  
\_\_\_\_\_  
Honorable Mary Ellen Barbera, Chairman

12/3/2014  
Date

  
\_\_\_\_\_  
Timothy D. Baker, Secretary

12-9-2014  
Date

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Mr. Timothy D. Baker  
Acting State Archivist  
Maryland State Archives  
350 Rowe Boulevard, Annapolis, MD 21401  
(410) 260-6402  
email: [tim.baker@maryland.gov](mailto:tim.baker@maryland.gov)  
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## Appendix - Hall of Records Commission Agendas

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## Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore, ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the official trademarks of the **Maryland State Archives**. The medal features the Latin motto *Ut sol lucebis Americae* which translates: *As the sun thou shalt enlighten America*, both medal and motto are used as trademarks for the **Friends of the Maryland State Archives**.

### Hall of Records Commission Meeting

Friday December 13, 2013, 12:00 noon

Electronic Classroom, Maryland State Archives

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### Agenda

#### Call to Order by Chair

##### Attendees

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_attendees\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_attendees_13dec2013.pdf)

#### Opening Remarks/Special Announcements

With the retirement of the Honorable Robert M. Bell, we extend a warm welcome to Chief Judge Mary Ellen Barbera as the new Chair of the Hall of Records Commission.

**"Maryland's new chief judge lauded as forthright, diplomatic," *The Sun*, July 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera\\_sun.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_sun.pdf)

**"Gov. Martin O'Malley appoints 1st female chief judge," WBAL TV, July 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera\\_wbaltv.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/barbera_wbaltv.pdf)

Dr. Edward C. Papenfuse retired as Maryland State Archivist on November 1, 2013. Deputy State Archivist Timothy D. Baker is now serving as Acting State Archivist and Commissioner of Land Patents.

**"Papenfuse puts archivist job in past," *The Baltimore Sun*, Nov. 4, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/papenfuse\\_sun\\_4nov2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/papenfuse_sun_4nov2013.pdf)

## Reports & Minutes of Previous Meetings

### Hall of Records Commission Meeting, April 29, 2013

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_minutes\\_29april13.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_minutes_29april13.pdf)

### Special Meetings, Advisory Boards & Celebratory Events

**May 14, 2013:** Dr. Papenfuse, Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Spring Meeting of the [Commission on Artistic Property](#).

**June 17, 2013:** Ed Papenfuse, Tim Baker, Rob Schoeberlein, and Maria Day hosted the Spring Meeting of the Maryland Historical Records Advisory Board at the Baltimore City Archives.

**September 19, 2013:** The Maryland State Archives hosted the book launch for Pulitzer Prize-winning author Alan Taylor's *The Internal Enemy: Slavery and War in Virginia, 1772-1832*, featuring Dr. Taylor's lecture on the events in the Chesapeake Bay and Maryland.

**October 7, 2013:** Tim Baker, Rob Schoeberlein, Maria Day, Emily Oland Squires, and Chris Haley hosted the Fall Meeting of the Maryland Historical Records Advisory Board at the Maryland State Archives.

**November 19, 2013:** Tim Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel participated in the Fall Meeting of the [Commission on Artistic Property](#).

**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/se14/000000/000038/pdf/hrc\\_schedules\\_13dec2013.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_schedules_13dec2013.pdf)

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_disposals\\_13dec2013.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_disposals_13dec2013.pdf)

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

## State Archivist's Report

### Budget

#### Storage

Efforts continue to identify a suitable property for purchase and renovation to provide additional archival storage. The intent is to purchase a building through the Department of General Services, using bonds from the [Maryland Economic Development Corporation](#). The Archives then would request a capital budget allocation for any necessary renovations.

#### Staff Conversions

The FY2015 budget includes an "over-the-target" request to convert an additional six contractual positions to full-time State employment.

#### Artistic Property

Upon recommendation of the Commission on Artistic Property and with the concurrence of the Hall of Records Commission, an "over-the-target" request was submitted with the FY2015 budget in the amount of \$70,000 for art conservation services based on curatorial priority.

#### Joint Chairmen's Report

At the request of the budget committees of the General Assembly, the State Archives and the Department of General Services are to use the records scheduling process to encourage the use of electronic records and achieve reduction in the creation and use of paper records. Also included in the Archives' response to the Report

are recommendations on records management. The recommendations are summarized later in the Agenda. The formal response to the report is linked below.

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013\\_p21\\_msa\\_records\\_management.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_records_management.pdf)

The Report also included an item relating to the conservation of the Peabody Art Collection. As noted above, an over-the-target request for funding has been submitted. The Archives response to the item is linked below.

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013\\_p21\\_msa\\_peabody\\_art\\_conservation.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013_p21_msa_peabody_art_conservation.pdf)

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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_chronology\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_chronology_13dec2013.pdf)

## **Interpreting the State House**

### **Old Senate Chamber Restoration & Exhibits**

The ongoing reconstruction of the Old Senate Chamber remains on track to be completed in December 2014. Accompanying exhibits, being researched and developed by Archives staff, are in their final stages of design. This includes sculptural figures of George Washington and Molly Ridout.

Images of proposed statue poses from EIS Studios for George Washington:

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/eis\\_studios\\_washington.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/eis_studios_washington.pdf)

Image of proposed statue pose from EIS Studio for Molly Ridout:

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/molly\\_ridout\\_poses\\_eisstudio.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/molly_ridout_poses_eisstudio.pdf)

### **Art Conservation**

In conjunction with the Old Senate Chamber restoration and exhibits, several paintings are being conserved, requiring significant art handling and interagency cooperation for funding. The most complex of these projects is the treatment of the monumental painting, *Washington Resigning His Commission*, installed on the grand stairwell of the State House.

Video of the de-installation of Washington Resigning His Commission:

[http://video.mdsa.net/msa/washington\\_restoration.mp3](http://video.mdsa.net/msa/washington_restoration.mp3)

**“Washington taking leave of State House... again.” *The Capital*, November 3, 2013**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/capital\\_article\\_3nov13.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/capital_article_3nov13.pdf)

## **Educational Outreach & Research**

### **War of 1812 / Brookeville**

In conjunction with the Town of Brookeville in Montgomery County, Research staff has been exploring the War of 1812. After providing an interactive map and biographies of the Town founders, the current phase of the project is conducting research on community and business of Brookeville during the War era. Presently, staff particularly are focused on studying the Quaker and African-American communities, as well as local industry of Brookeville. The project website can be found at: <http://msa.maryland.gov/brookeville/index.html>

Funding for this project runs through June 2014, and Archives' staff plans to participate in the Brookeville Bicentennial celebrations in August 2014.

### **Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution**

Senate Bill 1067 (Chapter 603, Acts of 2013): The State Archives is to provide support for the Commission.

Commission membership:

<http://msa.maryland.gov/msa/mdmanual/26excom/html/26n19th.html>

### **Grant Applications**

The Legacy of Slavery Program currently is seeking grant funding to continue the project beyond Fall 2014. Federal grant applications have been submitted to the following organizations:

- NEH Reference Resources grant for \$214,872  
To process and digitize 19th-century County Court Papers from the Eastern Shore, which include petitions for freedom
- NHPRC Documenting Democracy grant for \$200,000  
To process and digitize Freedom Papers, including manumissions and certificates of freedom

### **Legacy of Slavery Program**

The U. S. Department of Education grant has been extended until September 30, 2014.

Currently, staff is completing the study of five Eastern Shore Counties (Caroline, Dorchester, Talbot, Queen Anne's, and Kent), and preparing all materials for online publication.

Earlier this year, the Legacy of Slavery Program launched its new website (<http://slavery.msa.maryland.gov>). Our webmaster and programmer now are working in tandem to develop a more versatile and powerful search engine for the Program's database. This search tool will offer advanced search capabilities, as well as multiple features allowing for sorting and filtering results. This new search tool will be launched before the end of 2013. The Program has \$100,218 for the federal fiscal year.

In partnership with the Dorchester County Historical Society, the Legacy of Slavery Program also is working on a \$50,000 Maryland Heritage Area Authority grant. This grant was awarded to digitize all original nineteenth-century newspaper holdings of the Historical Society. The scanned newspapers will be placed online and mined by research staff for all articles about slavery, runaway ads, domestic traffic ads, committal notices, and African-American history in general. The articles will be placed online in a searchable database, and will be shared with the Historical Society which will use them to create an exhibit and enhance heritage tourism programming.

Staff members continue to serve as consultants to the Harriet Tubman National Park and Discovery Center in Cambridge.

### **Emancipation Day**

On November 1, 2013, staff members participated in Emancipation Day ceremonies throughout the State, including the official commemorations of the State of Maryland, Annapolis, Montgomery County, and University of Maryland. Chris Haley spoke at both the Annapolis and University of Maryland events.

### **Maryland 400**

Beginning in June 2013, the State Archives partnered with the Office of the Adjutant General, the Maryland Military Historical Society, Washington College, and the Moss Family Foundation on the history and biography of the Maryland 400 at the Battle of Long Island during the Revolutionary War. Using archival primary sources to document service, staff has identified not 400, but 1145 soldiers associated with the First Maryland Regiment. The goal is to not only identify as many soldiers as possible, but also to provide biographies of the troops. Many exciting discoveries have been made by exploring untapped historical records, and results have been published online on the project blog at located at: <http://msamaryland400.wordpress.com/>.

Funding for this project runs through December 2013, and staff currently is seeking additional funding to continue the work. The Archives expresses our sincere appreciation to Adjutant General James A. Adkins for his continuing support of this project.

### **Education Programs & Student Outreach**

Working in cooperation with Historic London Town, the Research staff will participate in a National Endowment for the Humanities Landmarks of American History Grant in the summer of 2014. State Archives staff will host and conduct two weeks of teacher training workshops in July 2014 exploring African-American history, culture, food ways and religion. This grant is supplying \$12,000 in funding for staff time and development of educational materials.

The Research Department has also submitted a Star-Spangled 200 Grant Application to the [War of 1812 Bicentennial Commission](#). This proposal seeks funding to create six new [Documents for the Classroom](#) packets

and to conduct professional development for Maryland public school teachers on the War of 1812 in Maryland. Finally, if funded, this project would break new ground for the State Archives by allowing for the creation of online professional development tools for teachers, such as webcasts and podcast of training classes. If successful, this grant will supply \$126,468 to the Educational Program of the Archives.

Research staff is also pursuing an educational partnership with The University of Maryland Baltimore County public history faculty. Dr. Denise Meringolo, Director of the Public History Program, is collaborating with the research staff in writing a graduate-level class that includes archival resources and class time spent at the State Archives. Research staff members will team-teach this course with Dr. Meringolo who is putting forth proposals for grant funding from UMBC. In addition, the research staff is establishing a connection with the Center for History Education at UMBC through Dr. Anne Sarah Rubin to further develop the education and outreach initiatives of the State Archives.

Research team members continue to be very involved in statewide educational initiatives. Ryan Cox sits on the Social Studies Core Curriculum Standards Committee of the State Department of Education, as well as the department's Diversity in Curriculum Committee, Bicentennial Commission Education Committee of the War of 1812, and the Howard County Social Studies Core Curriculum Committee. In addition, Chris Haley and Emily Oland Squires are developing a new outreach program teaching hands-on genealogy and archives to preschool students.

Finally, the 2013 Summer Internship was a great success. Final Reports for all the student projects are attached as a PDF report.

<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/2013summerinternreports.pdf>

***Proposed Action by the Commission: resolution of appreciation for all organizations that have provided grant funds to support the Archives research and special recognition to Major General James A. Adkins for his leadership and personal support.***

## Publications

### **War of 1812 Diary**

Staff has submitted a Star-Spangled 200 Grant application to the [War of 1812 Bicentennial Commission](#) for publication of MSA SC 210-1-3. This is a planter's diary from the War era that was used in a recent State House exhibit.

<http://msa.maryland.gov/msa/mdstatehouse/war1812/html/index.html>

This diary gives insight into the daily life of a local resident while the War of 1812 raged on in his very own backyard. The grant would fund full scanning, transcription, posting online, and publication of an annotated version of this valuable, unique archival resource.

### **Omenhausser Sketch Book**

John Jacob Omenhausser, a native of Baltimore, was a private in the Confederate Army during the Civil War. From 1864 to 1865, he was held at Point Lookout, the Union prison for captured Confederate troops. Omenhausser spent much of his time making drawings of daily life in the camp. Ross Kimmel and Michael Musick have assembled many of these drawings into the book, *I am Busy Drawing Pictures: The Civil War Drawings and Letters of John Jacob Omenhausser, C.S.A.* The book is now in design stage and will be ready for publication early next year.

### ***mdlandrec.net* version 3 roll out**

The current version 2 of *mdlandrec.net* has been widely used and very positively received by the general public and the title industry for almost ten years. In December, the State Archives will release version 3 which offers enhanced database searching, upgraded security features, and better site navigation.

## Land Office Activities

Currently, the Land Office has the following work before it:

- Six Certificate of Reservation requests from the Department of Natural Resources. Two were completed in December, and the rest will be finished in early 2014.
- One full Patent application alleging vacant land in Cecil County is currently in progress.
- Over the last several months, the Land Office has provided research and document searches on a number of miscellaneous requests to clarify land ownership and boundary issues.

## Appraisal & Description

### Recommendations included in response to the Joint Chairmen's Report

The State Archives long has advocated for additional space needed to house permanent government records. Language in the Joint Chairmen's Report from this last legislative session required the State Archives, in conjunction with the Department of General Services, to report on how physical storage space can be reduced by transitioning to the use of electronic records (2013 Joint Chairmen's Report, p. 21). In addition to providing an overview of the background of and current challenges facing the State's records management program, the Archives' report provided a number of suggestions including those related to records management and government publications:

### Records Management

1. The Legislature or the Executive should consider mandating that government agencies create, maintain, and manage records electronically by the year 2025.
2. Agencies should be required to appoint an accountable records management officer with specified skills and authority.
3. Agencies should be encouraged to contract with records management consultants to quickly and cost effectively bring them into compliance with existing records management laws.
4. Laws or court rules specifying a particular form or format for records (e.g., paper, microfilm, etc.) should be modified to remove references to particular record formats. In addition, where necessary, legislation should be adopted to clarify that the electronic record is the official record.
5. Agencies should expend an appropriate level of effort to carry out the records management program.
6. Records scheduling and disposition should be automated to simplify the development of records schedules and enhance compliance with the statutory requirement periodically to describe and appraise State government records (State Government Article sec. 10 - 634).
7. Available records management guidance should be updated to reflect current practices.
8. The Office of Legislative Audits should request a copy of an agency's retention schedule as part of the routine for an entrance meeting of a fiscal compliance audit and note in the report if an up-to-date schedule is not available.
9. A records management training program, including new employees' introductory training, should be developed and offered to State and local government agencies.
10. All information technology projects should include an information life-cycle management component as part of the functional requirements analysis.

### Government Publications

The Archives also makes the following recommendations regarding government publications:

11. Develop systems to ensure the permanency of electronic government publications.

12. Build redundancy into the State's holdings of electronic government publications to ensure the ongoing availability of this material. This redundancy could be accomplished within the State Archives' repository with duplicate electronic copies at multiple sites and by having holdings of electronic government publications at other State government libraries and facilities.
13. Ensure the longevity of a program for identifying, acquiring, and providing permanent public access to electronic government publications by incorporating it into the proposed program for managing electronic records. This would combine funding and reinvestment in electronic infrastructure for publications and records to achieve fiscal, structural and managerial efficiencies.
14. Require for both paper and electronic formats the use of certain traditional, essential features of a publication: a title, the name of the government agency responsible for the publication, the date of publication, and where appropriate, the names of contributors to the publication, all placed in a prominent location on the title page. A cover could be included but is not necessary for an electronic format. Additionally, standard metadata for State government publications should be developed.
15. Determine if it is necessary to have different but compatible methods for acquiring publications of the executive, legislative and judicial branches of State government.
16. Post electronic publications on agency websites in a standard, organized way to make current publications more easily found and accessed. For example, some executive branch agencies have created a publications tag to improve the accessibility of their electronic publications.
17. Once best practices for publishing and disseminating government publications have been established, update available records management guidance accordingly.

#### **Disaster Recovery (IPER Update)**

We have been continuing to provide Intergovernmental Preparedness for Essential Records (IPER) training. This training helps government employees identify and protect essential records and create response plans for records emergencies. Since we started providing the training in May 2011, we've given 19 two-day training sessions and trained a total of 244 people.

#### **Register of Wills Project**

We reported at the last meeting that the State Archives has entered into a Memorandum of Understanding with the Maryland Register of Wills Association. A major part of this MOU was to establish a project for the scanning of Register of Wills paper probate records in Archives custody. So far, volunteers working at the Archives have indexed and prepared for scanning over 100 cubic feet of records in nine record series from the Carroll County Register of Wills. Scanning of these records is underway.

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

#### **Grant from Friends of the Maryland State Archives (\$5,195.00)**

Matching funds provided to support the conservation treatment of the original Stanford White frame for the painting *Lady with a Fan*, by Thomas Wilmer Dewing [MSA SC 4680-1-0223]. Funds provided to match in-kind treatment of frame by Eli Wilner, as facilitated by a grant to the Baltimore Museum of Art.



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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc\\_records\\_transfers\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/hrc_records_transfers_13dec2013.pdf)

**Special Collections**

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/html/speccol\\_hrc\\_13dec2013.html](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/html/speccol_hrc_13dec2013.html)

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

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

***Date TBA:*** Tribute to Dr. Papenfuse

***January, date TBA:*** Reception to celebrate installation of exhibit of portraits of Maryland's comptrollers in the Assembly Room, Treasury Building.

***January 9, 2014 (tentative):*** First meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

***January 10, 2014:*** Maria Day, Allison Seyler, and Maya Davis will host a preview of the Archives' new exhibit on music in Maryland, "Harmony & Discord: Songs of Our State," featuring Special Collections including some recent gifts by local composer Hollis Thoms and others.

***January 16, 2014:*** Vicki Lee will lecture on the preservation of family treasures. Susquehanna Museum at Lock House, Havre de Grace.

***February, date TBA:*** African American History Month Celebration event by the Legacy of Slavery Program.

**February 6, 2014:** Elaine Rice Bachmann and Sasha Lourie will present the lecture “Last Moments of Command: The significance of George Washington's resignation in Annapolis and the Restoration of Maryland's Historic Old Senate Chamber.” Annapolis Maritime Museum.

**February 28, 2014:** Maya Davis will present “Slavery and the War of 1812.” Belair Mansion, Bowie.

**March 21-22, 2014:** Special Maryland Day celebrations commemorating the 150th Anniversary of the 1864 Maryland Constitution and the end of slavery in our state at both the State House and the Archives building.

## **New Business**

We wish to salute Bonnie A. Kirkland, who is leaving her position as Maryland Assistant Attorney General to assume her new role as Assistant Chief Administrative Officer of Montgomery County.

## **Next meeting**

Upon the call of the Chair.

## **Adjournment**

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*Mr. Timothy D. Baker*  
Acting State Archivist  
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On this day, December 13, in the records of the Maryland State Archives:  
[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/onthisday\\_13dec2013.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000038/pdf/onthisday_13dec2013.pdf)

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## Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore, ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the official trademarks of the **Maryland State Archives**. The medal features the Latin motto *Ut sol lucebis Americae* which translates: *As the sun thou shalt enlighten America*, both medal and motto are used as trademarks for the **Friends of the Maryland State Archives**.

## Hall of Records Commission Meeting

May 19, 2014, 12:00 noon, Electronic Classroom, Maryland State Archives

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### Agenda

#### Call to Order by Chair

##### Attendees

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_attendees\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_attendees_19may2014.pdf)

#### Opening Remarks/Special Announcements

##### Chair to recognize special guests

Mr. Dan Friedman, Assistant Attorney General  
Ms. Pamela Q. Harris, Maryland State Court Administrator  
Ms. Sandra Heiler, Chair, Brookeville War of 1812 Bicentennial Commission  
Mr. Israel "Izzy" Patoka, Director, Governor's Office of Intergovernmental Affairs  
Mr. Jeremy Rosendale, Director, Governor's Office of Executive Services

#### Reports & Minutes of Previous Meetings

##### Hall of Records Commission meeting, December 13, 2013

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_minutes\\_13dec2013.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_minutes_13dec2013.pdf)

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

**January 9, 2014:** Timothy Baker, Elizabeth Newell and Emily Oland Squires attended the first meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**February 17, 2014:** Christopher Haley presented annual Washington's Birthday address to the Maryland Senate in the Old House of Delegates Chamber of the State House.

**March 12, 2014:** Emily Oland Squires and Allison Seyler participated in a meeting of the 19th Amendment Commission at the Maryland State Archives.

**March 20, 2014:** Timothy Baker, Elaine Rice Bachmann, Rob Schoeberlein and Mimi Calver attended a tribute to Willard J. Hackerman in the House of Delegates Chamber, and presentation of the Speaker's Society medallion to Dr. Edward C. Papenfuse in honor of his years of service as State Archivist.

**May 12, 2014:** Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel attended the Spring Meeting of the Maryland Commission on Artistic Property.

**May 12, 2014:** Emily Oland Squires, Chris Haley, Maya Davis, and Mimi Calver hosted a lecture and book signing featuring Dr. Gene A. Smith, author of *The Slaves' Gamble: Choosing Sides in the War of 1812*.  
<http://msa.maryland.gov/msa/homepage/html/geneflyer.pdf>

***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/se14/000000/000039/pdf/hrc\\_schedules\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_schedules_19may2014.pdf)

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals\\_19may2014.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrcdisposals_19may2014.pdf)

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

## State Archivist's Report

### Budget

#### Storage

The Executive and the Legislature approved a plan put forth by the Archives to fund the acquisition of a new adjunct archives building through the Maryland Economic Development Corporation (MEDCO). Working through the Department of General Services, Real Estate Division (DGS), a candidate property was identified. The target property was formerly used by the Social Security Administration to house federal records. When the federal government vacated the property, they left in place a significant investment in shelving, fire suppression, lighting etc.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling\\_run.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/rolling_run.pdf)

The goal is to complete the purchase transaction by the Fall and immediately begin the consolidation of existing warehouses and the transfer of the backlog of records. MEDCO is purchasing the building through the sale of bonds. The facility will then be leased to the Archives. Funding to pay off the bonds will be redirected to MEDCO from the existing rent payments and from future deposits into the Archives Endowment as approved by the Hall of Records Commission.

### **Staff Conversions**

The Executive and the Legislature approved the Archives over-the-target request to convert an additional six contractual positions. The number of full-time equivalents as a percentage of total staff at the Archives has now been cut from over 60% to under 25%.

### **Artistic Property**

The Executive and the Legislature approved the Archives over-the-target request for art conservation services in the amount of \$50,000.

### **Joint Chairmen's Report - Operating Budget, April 2014**

The budget committees of the General Assembly inserted language in the JCR that requires the Archives to coordinate the development of the following report:

#### **Committee Narrative D60A10.01 Archives**

**Improve Oversight of Records Management Procedures:** The committees are concerned that there is a lack of oversight for the records management process. It is the intent of the budget committees that the following changes be made to improve the oversight of records management procedures:

- a records management training program, including new employees introductory training, shall be developed by the Maryland State Archives and the Department of General Services and offered to State and local government agencies; and
- the Secretary of the Department of Information Technology (IT) and the Chief Judge shall implement an information life-cycle management component as part of the functional requirements analysis for all IT projects.

**Report on Electronic Record Creation, Maintenance, and Management:** It is the intent of the budget committees that State agencies pursue greater electronic record creation, maintenance, and management. In November 2011, President Barack Obama signed the presidential memorandum, "Managing Government Records," which requires that to the fullest extent possible, all federal executive agencies eliminate paper and use electronic recordkeeping by 2019. In a 2013 records management report submitted to the budget committees, the Maryland State Archives (MSA) and the Department of General Services (DGS) recommended that Maryland's executive and legislative branch follow the lead of the federal government and mandate that State agencies update records management practices for the digital age in order to improve performance, promote openness and accountability, minimize cost, and increase efficiency. The committees therefore request that MSA and DGS, in consultation with the Department of Information Technology (DoIT), submit a report indicating steps necessary to reach electronic creation, maintenance, and management of State records.

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

The Archives and the Judiciary are in discussions on the renewal of the MOU for *mdlandrec* / *plats*. This agreement represents the largest single source of funding for the agency. The Archives has requested a 5% increase in funding to support additional staff conversions, equipment replacement for *mdlandrec* / *plats*, and information technology support.

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

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_chronology\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_chronology_19may2014.pdf)

## **Interpreting the State House**

The capital program to restore the Old Senate Chamber, led by the Department of General Services, in partnership with the Maryland State Archives and the Maryland Historic Trust is scheduled for completion in December 2014. As

part of the concurrent development of interpretive exhibits that will be in the Chamber, and the adjacent rooms, several paintings are undergoing conservation in anticipation of public display.

#### [Update on the Restoration of the Old Senate Chamber](#)

Conservation of paintings for inclusion in related exhibits:

[Charles Willson Peale, Washington, Lafayette and Tilghman at Yorktown](#) [MSA SC 1545-1120]

[Edwin White, Washington Resigning His Commission](#) [MSA SC 1545-1112]

## Educational Outreach & Research

### Outreach Activities

#### **Maryland Day 2014**

On Friday March 21st and Saturday March 22nd, the Maryland State Archives and the Maryland State House hosted open house activities in celebration of Maryland Day. Maryland Day commemorates the formal founding of the colony of Maryland on March 25 each year. In honor of Maryland Day, many local organizations offer special programming to highlight Maryland history, culture and heritage. Both of the curator's tours offered at the State House and the archivist's tours offered at the Archives focused on the upcoming 150th Anniversary of Emancipation this year. At the State House, guests viewed the re-created Old House of Delegates Chamber where the Maryland state Constitution of 1864, which ultimately emancipated Maryland's slaves, was debated. At the Archives, visitors were able to view a special exhibit of documents related to slavery and emancipation in Maryland including a page from the original Constitution of 1864, Frederick Douglass' birth record and election returns from union soldiers both for and against the Constitution. These events were well-attended, successful public outreach activities, and we look forward to participating again next year. For more information, see:

**"Annapolis visitors step back in time with Maryland Day activities," The Capital Gazette, March 22, 2014**

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/capitalgazette\\_mdday\\_22mar14.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/capitalgazette_mdday_22mar14.pdf)

#### **Emancipation Commemorations 2014**

Saturday November 1, 2014, marks the 150th Anniversary of the emancipation of slavery in Maryland. President Lincoln's Emancipation Proclamation of January 1, 1863 only freed the slaves from the states that were in rebellion. Maryland's slaves were not freed until November 1, 1864 by the new Maryland State Constitution. In recognition of this significant anniversary, this year many special events are being planned both locally and state-wide. Chris Haley and Maya Davis are acting as consultants and liaisons on behalf of the Archives to groups planning these commemorative events. In addition, they are planning a special event to be held at the Archives on the evening of Tuesday, October 28th, as part of the celebrations planned by the City of Annapolis. This free, public event will include an exhibit of rare documents relating to slavery and emancipation. Please mark your calendars.

#### **American Archives Month**

October is *American Archives Month*, and this year the Maryland State Archives will be participating for the first time ever with an exciting Family History Festival. On Saturday, October 4, the Archives will host an all day, open house style event that will include workshops and demonstrations by staff on how to care for your documents and photos, getting started on your family history, breaking through "brick walls" of research, and digitizing collections, as well as behind the scenes tours and children's activities. Our goal is to welcome the community inside to create a better understanding of not only all that the Archives does, but also of the significance of archival collections to both our heritage and our daily life. Staff across all departments are enthusiastically helping to plan this big day, and we hope that you will join us.

### Education and Student Outreach

#### **Grants**

The Archives is proud to announce that we have received a **National Park Service Network to Freedom Grant** of \$4,573. These funds will be used to create a new education packet in our *Documents for the Classroom* series

based on the topic of the Underground Railroad in Maryland. The completed packet will be placed online for teacher use in December 2014 at: <http://msa.maryland.gov/msa/homepage/html/teachers.html>.

Staff of the Legacy of Slavery Division of the Research Department will be conducting intensive professional development training sessions for two weeks this summer as part of a **National Endowment for the Humanities Landmarks of American History Teacher's Institute**. This grant-funded workshop has drawn 80 teachers from across the nation to study the theme of Secret Culture, Public Lives: Slavery in the Colonial Chesapeake. For more information, see: <http://neh.historiclondontown.com>.

The **Maryland Sons of the American Revolution (SAR)** have agreed to provide funding for continuation of the Maryland 400 Revolutionary War Research project. We are using the \$10,000 pledged by the SAR to retain the student Research Intern, as well as to provide potential matching funds for grant applications. We hope that our recent application to the Maryland Humanities Council will be successful in doubling the amount available for the project. Results are continuing to be published online at: <http://msamaryland400.wordpress.com>.

The Archives is thrilled to be the recipient of a **Star Spangled Banner 200 War of 1812 Grant** of \$75,000. This grant is coming through the Friends of the Maryland State Archives to fund three new education packets on the War of 1812 in Maryland, as well as two multi-day professional development workshops for Maryland teachers. These materials and the training will assist teachers in bringing primary sources into the classroom as well as meeting Maryland State Department of Education Common Core standards for social studies education. The Archives has submitted a second grant application to the Star Spangled 200 program to fund three additional document packets, as well as the creation of online web-enabled professional development for teachers which will be available and maintained long after the bicentennial celebrations are complete. For information on all the awardees, please see:

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/round5grant.pdf>



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

## Partnerships

The Archives continues to expand its partnerships with colleges and universities on Education and Outreach programming with the goal of providing meaningful educational opportunities and professional mentoring to students while finding the necessary financial resources to carry out the programming. Along these lines, we are collaborating with University of Maryland, Baltimore County and Dr. Denise Meringolo to create a fall undergraduate course on Maryland slave flight. This project was awarded a **\$2,500 Innovation Grant by UMBC**.

Also, staff is working with St. Mary's College and Dr. Kenneth Cohen to create a spring undergraduate course and a funded summer internship based on the continuation of the **Maryland 400 Revolutionary War Research project**. The students from St. Mary's will use primary resources to expand the biographical research on the soldiers of the First Maryland Regiment and their families. They will be given the opportunity to publish the resulting biographies on the MSA website and their analysis on the project blog.

Emily Oland Squires is currently working closely with the Career Services office to further expand the Archives' strong partnership with St. John's College through their **Hodson Scholars Program**. The Career Services office has indicated that placement of a larger number of student interns at the Archives is possible and we are working together to create more educational opportunities.

The Archives is collaborating with Stevenson University and Dr. Glenn Johnston on a **January interterm public service project** for students to benefit the Archives. These students will have completed a basic "Introduction to Archives" course, and will be assigned a records processing project at the MSA to gain hands on experience and professional mentoring as volunteers.

Finally, the Archives would like to thank all the financial contributors that are helping to make the upcoming 2014 Summer Internship Program a reality. We are grateful to the continuing support of the *Maryland Commission for Women, St. John's College, U.S. Department of Education, and Washington College's C.V. Starr Center*.

## Research

### Historic Markers

The Archives recently provided modest research support for the placement of two new historic markers in cooperation with the Maryland Historical Trust and State Highway Administration - Historic Marker Program.

The first marker honors Leonard Covington (1768-1813), a legislator and War of 1812 military hero from Prince George's County. It will be placed at his birthplace in the Aquasco region of southeastern Prince George's County. Covington's online biography can be viewed at:

<http://msa.maryland.gov/msa/speccol/sc3500/sc3520/001800/001877/html/msa01877.html>

The following provides the text of the mark itself:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_covington\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_covington_marker_19may2014.pdf)

The second marker commemorates Maryland's role in the struggle for women's right to vote. This marker will be placed in Baltimore County in recognition of the historic march of suffragettes from New York to Washington DC. The marchers stopped in the community of Overlea to rest on one of the final legs of their journey to the nation's capital in February 1923. For a contemporary newspaper article about the march, see the *Baltimore Sun* coverage from February 23, 1923:

<http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/sun23feb1913.pdf>

The following provides the text of the mark itself:

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_suffrage\\_marker\\_19may2014.pdf](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_suffrage_marker_19may2014.pdf)

### Brookeville and the War of 1812

Beginning in summer 2012, the Maryland State Archives provided research support and consultation to the Town of Brookeville in Montgomery County in preparation for its upcoming War of 1812 Bicentennial Celebration. During the burning of Washington in 1814, Brookeville became the nation's capital for day while citizens and leaders, including President James Madison and his Cabinet members, sought refuge from the British attack. Through the leadership and supervision of Brookeville Bicentennial Commission Chair, Sandra Heiler and MSA Research Archivist Owen Lourie, and the work of student interns Kyle Bacon, Jackson Gilman-Forlini, and Megan O'Hern much has been uncovered about this Maryland community and its residents during this pivotal time in the nation's history. Research Intern Megan O'Hern gave a lecture on March 29 at the *Brookeville and the Burning of*

*Washington Symposium* on the role of Quakers in the town. This project will be wrapping up as we move toward the final Brookeville bicentennial celebrations on August 30 and 31 where Archives' staff will be again be participating. For additional information on Brookeville's Bicentennial and to view the research, please see:

**Brookeville 1814, by the Maryland State Archives:** <http://msa.maryland.gov/brookeville/>  
**1814 Brookeville: U.S. Capital for a Day:** <http://uscapitalforaday.org>

***Proposed Action by the Commission: resolution of appreciation for all individuals and organizations that support the Archives historical research endeavors.***

## Publications

### Omenhausser Sketch Book

Update on publication and printing.

### Resurrecting Mount Auburn

This web site is the result of an initial research inquiry from former Chief Judge Robert Mack Bell. The Judge, along with the Governor's Appointments Secretary Jeanne Hitchcock, had helped organize a general clean up of Mount Auburn Cemetery and had asked Dr. Papenfuse how the community might go about better documenting the individuals buried there. Dr. Papenfuse provided input and recruited the Archives lead programmer, Nancy Sheads, to provide technical support to develop the site. Mrs. Sheads also donated many hours in gathering and formatting the data found on the site. This website was dedicated to Chief Judge Robert Bell upon his retirement in 2013 as the Chairman of the Hall of Records Commission in recognition of his generous support of the Maryland State Archives and its research activities.

**Website:** <http://mountauburn.msa.maryland.gov/>

**Overview:** <http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/resurrectingmtauburn.pdf>

## Land Office Activities

### Applications from the Department of Natural Resources for Certificates of Reservation:

Warrant 98 - 9.34 acres in the 8th election district of Washington County, adjacent to South Mountain State Park.  
Action: Granted November 4, 2013.

Warrant 99 - 79.24 acres in the 15th election district of Frederick County, within Cunningham Falls State Park  
Action: Granted November 4, 2013.

Warrant 101 - 21.604 acres in the 6th election district of Frederick County, adjacent to South Mountain State Park  
Action: Notice of Warrant issued on December 19, 2013; application withdrawn on January 23, 2014, as a result of Deputy Commissioner's title search, which revealed a possible owner.

Warrant 102 - 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014

Warrant 103 - 3.859 acres in the 8th election district of Washington County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013; application withdrawn on February 18, 2014, after

the National Park Service raised an objection since they have previously received title to the property through condemnation proceedings.

Warrant 104 - 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park. Action: Notice of Warrant issued on December 19, 2013. Commissioner's decision to be handed down by July 2014.

## **Applications for Land Patents from Private Individuals and organizations**

Warrant 105 - 5.81 acres in the 5th election district of Cecil County  
Action: Warrant to Survey Vacant Land denied in December 2013; Deputy Commissioner's research indicated that no vacancy exists

## **Miscellaneous**

Asked to provide advice to the Washington Suburban Sanitary Commission regarding the ownership of an island in the Potomac River within the bounds of their intake pipe project.

## **Appraisal & Description**

### **Maryland Deposit Insurance Fund inquiry**

In 1985, Governor Harry Hughes proclaimed a state of crisis and emergency involving 102 State chartered savings and loan associations. Subsequent investigations uncovered gross mismanagement in many saving and loans associations and revealed the weaknesses of the regulatory agencies. In response to this saving and loan crisis, which hit many areas of the United States, the Maryland State government put the associations into receivership and enacted legislation to hold harmless all depositors. The records of these associations, as well as records from the related investigations and criminal charges, are now in the custody of the Maryland State Archives. Even today, 29 years after the crisis, these records are still being used to protect the rights of individuals.

Last month, the Archives received an inquiry from a citizen who was having difficulty selling his property. The cause of the difficulty was that no release had been properly filed for a mortgage from 1985 held by one of the saving and loans that was put into receivership. Using our detailed finding aids, Archives staff was able to locate the documents that established that the mortgage had in fact been paid in full. The Archives then worked with the Commissioner of Financial Regulation of the Department of Labor and Licensing, and Regulation to have a release issued that could be filed among the land records and allow the sale to proceed.

### **Disaster Recovery (IPER) Update**

Archives staff continues to provide regular sessions of Intergovernmental Preparedness for Essential Records (IPER) training to educate government employees on protecting essential records and creating disaster response plans for records emergencies. This year we are also providing five additional training sessions for Baltimore City government employees. Developed and administered in cooperation with the Baltimore City Archives, this training will provide guidance on the processes for scheduling the retention of records as well as disaster planning training. We expect that more than 100 Baltimore City government employees will participate in this training.

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

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

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc\\_records\\_transfers\\_19may2014.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000039/pdf/hrc_records_transfers_19may2014.pdf)

### **Special Collections**

[http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol\\_hrc\\_19may2014.html](http://www.msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000039/html/speccol_hrc_19may2014.html)

The following items were approved for acquisition by the Commission on Artistic Property at their May 12 meeting. [Proposed acquisitions to the collection](#)

The Friends of the Maryland State Archives and the Maryland Historical Society collaborated on an effort to return to the state four Civil War era fugitive documents as well as to acquire some private manuscripts that were presented for auction last month.

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

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

**June 5, 2014:** Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society. 5:00 p.m.  
Invitations have been mailed to all members of the Hall of Records Commission

**June 9, 2014:** Unveiling of the suffrage historic marker, Old Town Hall, 6908 Bel Air Road, Baltimore , 10:00a.m.

**June 13-14, 2014:** Tanner Sparks and Emily Huebner to present at *Harriet Tubman Underground Railroad Conference* in Cambridge, MD

**August 30-31, 2014:** Megan O'Hern and Owen Lourie to present at *Brookeville War of 1812 Bicentennial Celebration*

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

**September 22, 2014:** Lecture on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBois Institute Fellow, Harvard University

**October 4, 2014:** Family History Festival for American Archives Month at the Maryland State Archives

**October 28, 2014:** Emancipation Day Exhibit and Open House at the Maryland State Archives

## **New Business**

### **Next meeting**

Upon the call of the Chair.

### **Adjournment**

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