

# Hall of Records Commission

## Meeting Minutes, April 29, 2013

### Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore ca. 1640; and map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All used as trademarks of **Maryland State Archives Trust Fund**.

Latin motto which encircles map: *Ut sol lucebis Americae* translates “As the sun thou shalt enlighten America.” Both used as trademarks for **Friends of the Maryland State Archives**.

## *Minutes*

### Call to Order by Chairman

The Spring 2013 meeting of the Hall of Records Commission began at 12:15 p.m., April 29, 2013, in the Electronic Classroom of the Maryland State Archives. Chairman Robert M. Bell presided.

### Attendees

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/attendees\\_29april13.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/attendees_29april13.pdf)

### Introduction of Special Guests

Chairman Bell recognized special guests:

- Dr. Christopher B. Nelson, President of St. John’s College
- Ms. Cathy Dixon, President Nelson’s designee
- Ms. Bonnie Kirkland, Assistant Attorney General
- Mr. Matthew Lalumia, Chair, Commission on Artistic Property
- Mr. Chris Allan, Friends of the Maryland State Archives
- Ms. Mimi Calver, Friends of the Maryland State Archives

### Opening Remarks/Special Announcements

The Spring 2013 meeting honors the Commission Chairman, Chief Judge Robert M. Bell, who retires on July 6th, and has served as Chair of Hall of Records Commission for the past fifteen years.

Dr. Papenfuse pointed out three references relating to Chairman Bell's retirement:

- *Robert M. Bell: Bridge Builder*. April 18, 2013:  
[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/judge\\_bell\\_program.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/judge_bell_program.pdf)
- *Baltimore Sun*, April 13, 2013:  
[http://articles.baltimoresun.com/2013-04-13/news/bs-md-judge-bell-retires-20130413\\_1\\_bell-maryland-court-juanita-jackson-mitchell.pdf](http://articles.baltimoresun.com/2013-04-13/news/bs-md-judge-bell-retires-20130413_1_bell-maryland-court-juanita-jackson-mitchell.pdf)
- *Afro American* April 6, 2013:  
[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/msa\\_sc5458\\_1\\_09\\_482\\_2.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/msa_sc5458_1_09_482_2.pdf)

Dr. Papenfuse thanked Rachel Frazier, Executive Assistant, for coordinating the lunch, and handling the minutes and arrangements for the meeting.

## Reports & Minutes of Previous Meeting

### Hall of Records Commission Meeting, November 14, 2012

([http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc\\_minutes\\_14nov12.pdf](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_minutes_14nov12.pdf))

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

**December 4-6, 2012:** [Best Practices Exchange](#) 2012: Libraries and Archives in the Digital Era, at the Loews, Annapolis, hosted by State Archives.

**January 14, 2013:** Opening of "[The Enemy Nearly All 'Round Us': Annapolis in the War of 1812](#)" in State House.

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

## Records Retention & Disposal

### Retention Schedules:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc\\_schedules\\_29april13.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_schedules_29april13.pdf)

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc\\_disposals\\_29april13.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/hrc_disposals_29april13.pdf)

The system for electronic disposal certificate submission continues to improve the efficiency of the record disposal process. 2012 marked the first full year of the system's operation, with 59% of 382 disposal certificates submitted electronically to the Archives. Dr. Papenfuse hopes to continue moving into a more efficient, automated environment.

***Secretary Collins moved to approve Records Retention and Disposal Schedules as presented, seconded by Mr. Kummerow. Unanimously approved.***

## Deputy Archivist's Report

### Audit

Legislative Auditors completed their fiscal compliance audit for the State Archives on April 16, 2013. With only minor findings in the report, Mr. Baker noted that it was one of the best audits in decades.

Archives is working to implement two recommendations from the audit:

#### [Audit Report: Maryland State Archives, 2013](#)

From *Daily Record*, April 23 2013:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/daily\\_record\\_article\\_23april13.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/daily_record_article_23april13.pdf)

### Budget

#### [Joint Chairmen's Report:](#)

Per budget language in the Joint Chairmen's Report, the Archives is directed to provide commentary on the following:

- Developing a budget request for funds to conduct conditions assessment and begin conservation of Peabody Art Collection.
- Using the scheduling process to compel agencies to shift to electronic record storage (as opposed to paper); and propose changes to records management.

### Personnel

Recognizing the problem of having half the State Archives' staff as contractual workers for many years, the Department of Budget and Management has approved four conversions, moving four contractual employees to civil service.

## Recommendations & Proposed Resolutions

### Artistic Property

In response to the recommendation in the Joint Chairmen's report to conduct a condition assessment of the entire Peabody Art Collection, the Commission on Artistic Property recommends that funding would be more effectively spent on targeted conservation of items in the state-owned art collection that have been identified by curatorial priority. The Hall of Records Commission supports the Archives' efforts to develop a plan for targeted conservation of the State's Artistic Property Collections.

### Records Storage

In response to the Joint Chairmen's Report, the Archives will work with the Records Management Division to encourage agencies to migrate away from paper records to electronic records. Draft recommendations will also be developed for records management.

### Space

At Fall 2012 meeting, Hall of Records Commission reaffirmed support for capital budget allocation to acquire additional archival storage. Staff further recommends that Hall of Records Commission approve the concept of using Endowment deposits as an additional potential source to support funding the Archives Capital Project, should a suitable candidate property be identified.

***Dr. Papenfuse asked for a motion on the proposed resolutions. Secretary Collins moved to approve the resolutions. Dr. Phillips asked for a clarification on the third resolution, which would approve the concept of Endowment deposits being used to***

**support funding the Archives Capital Project. Mr. Klasmeier and Mr. Phillips seconded the motion. Unanimously approved.**

## State Archivist's Report

### Activities since Last Meeting

(see attached [chronology](#))

### Friends of the Maryland State Archives

The Friends group has been active in producing publications and raising money for the display case for George Washington's speech resigning his commission as commander-in-chief of the Continental Army.

Mimi Calver presented to Hall of Records Commission members copies of the book, [Building the James Brice House, 1767-1774](#), by Orlando Ridout IV.

### Interpreting the State House (Elaine Rice Bachmann)

#### Architectural Advisory Committee on the Old Senate Chamber Restoration

Staff of Commission on Artistic Property is engaged with Department of General Services and Maryland Historical Trust in research for restoration of Old Senate Chamber.

Interpretive exhibits in Stairwell Room and Senate Committee Room, with C&G Partners

- **Theme:** Following path of Revolutionary War to Washington's resigning his Commission. The Commission on Artistic Property is working closely with historians and producing staff research under leadership of Elaine Rice Bachmann and Sasha Lourie, assisted by intern Hayley Jenkins.
- **Exhibits include:**
  - Portraits from the State-owned art collection
  - Tench Tilghman's swords
  - Illustrative mural on exterior of Senate Committee Room, depicting room during Washington's resignation speech based on most up-to-date information on room's appearance and occupants.
  - Bronze statue of Washington resigning his commission, visible through doorway to merge visually with mural.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/130325\\_dd\\_100pct.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/130325_dd_100pct.pdf)

Dr. Papenfuse thanked Senate President Mike Miller for his ongoing support.

### Mysteries of research: Watermarks

Researching accurate furnishings and lighting for the Old Senate Chamber has led to an important document discovery at the State Archives. An undated "Memorandum to the Intendant" was among those returned to the Archives in the Scharf Collection, listing two brass chandeliers and additional lighting for an unspecified location. Research has involved identifying the watermark and relating it to possible authors of the memorandum. Related research has included Matthew Ridley, papermaking in Europe, and the financing of the war.

- The discovery of the manuscript highlights the value of watermarks in authenticating the

historical context of documents.

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/pdf/watermarks.pdf>

The Commission on Artistic Properties is working with the Friends of the Maryland State Archives on display case for Washington's resignation speech. The case design is virtually complete.

- Working on details, such as security and lighting.
- The target date for unveiling is December of 2014.
  - [http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/2013\\_01\\_22\\_final\\_concept\\_case\\_gw\\_speech.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000037/pdf/2013_01_22_final_concept_case_gw_speech.pdf)

### **Educational Outreach & Research**

Emily Oland Squires and the Research Department are cultivating public and private partnerships to highlight the value of Archives' records and facilitate educational outreach.

- For our annual summer internship program, the Archives received 129 applications. Matching fund commitments from:

U.S. Department of Education  
Office of Adjutant General  
Morgan State University  
Washington College  
St. John's College  
Maryland Commission for Women  
Town of Brookeville

An additional \$20,000 in funding was appropriated by the Governor and the General Assembly to continue the War of 1812 research project, now focusing on African-American community in Brookeville, as well as local business and commerce.

Office of Adjutant General and Washington College will fund two interns for Maryland 400 Project. Interns will research and create case studies for the Maryland Militia and "Flying Camp" at the Battle of Long Island during the Revolutionary War.

Ms. Squires thanked representatives from Morgan State University and St. John's College for their continued financial contributions to program. Partnerships such as these are crucial for allowing the Archives to continue mentoring students.

- Application completed for \$214,872 grant from the Council of Library and Information Resources and The Andrew W. Mellon Foundation for processing two records collections. Finalists will be announced in May.

[QUEEN ANNE'S COUNTY CIRCUIT COURT  
\(Miscellaneous Court Papers\)  
1815 – 1905  
MSA T3273](#)

and

[BALTIMORE CITY](#)  
[\(Miscellaneous Administrative Records\)](#)  
[1811 – 1923](#)  
[BRG41-3](#)

- The U.S. Department of Education Grant is about to end. To continue the work of the Study of the Legacy of Slavery in Maryland staff, the Archives is in the process of applying for National Endowment for the Humanities Collections and Reference Resources Grant. Additional funding must be found, or this program will not be able to continue its work.
- The Land Office has six certificates of reservation applications in process from Department of Natural Resources.

### **Future of Baltimore City Archives**

Dr. Papenfuse and staff have worked hard over the last two years to salvage the Baltimore City Archives. As a result of these efforts, the City has given the State Archives the responsibility of managing the City Archives.

Dr. Papenfuse thanked:

- Nancy Sheads for the quality of her ongoing work in making much of the collection catalog available online
- Volunteers at Baltimore City Archives
- Baltimore City Historical Society

The Lost Neighborhood Project helps people understand importance of their communities:

- Johnson/Johnston Park, for example, was the site of first hospital for black soldiers in Civil War. See handout: [Writing the History of Lost Neighborhoods](#), with graphic purchased from collection of the late James H. Bready.
- Site of McKim Mansion appears on Sachse's map of "U.S.A. General Hospital: McKim's Mansion, Baltimore, MD." The Best studies of this graphic are in two volumes published by Maryland Historical Society, most importantly Lois B. McCauley's work, [Maryland Historical Prints, 1752-1889](#).

### **Appraisal & Description**

Dr. Papenfuse thanked the Comptroller's Office for helping to ensure that the electronically generated records of Registers of Wills be preserved and cared for in perpetuity.

State Archives has entered into a Memorandum of Understanding (MOU) with the Maryland Register of Wills Association, an important step in digitizing records to make them more accessible and to ensure the preservation of electronic records.

The MOU supports:

- Transfer of Register of Wills Association's vast collection of electronic probate record images and indexing to the Archives for permanent preservation
- Project for scanning of paper probate records of Registers of Wills already in Archives' custody.

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

The Archives has improved and updated the curricula for our ongoing [Intergovernmental Preparedness for Essential Records Program](#) (IPER). To date, approximately 250 state and local

government officials have received this training in preparing for disasters.

## Recent Gifts, Deposits & Acquisitions

### Records received since last Hall of Records Commission Meeting:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/000037/pdf/hrc\\_records\\_transfers\\_29april13.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000037/000037/pdf/hrc_records_transfers_29april13.pdf)

### Special Collections:

[http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/html/speccol\\_hrc\\_april2013.html](http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000037/html/speccol_hrc_april2013.html)

### Library:

<http://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

*Mr. Nelson offered a resolution of appreciation and acceptance to the Friends of the Maryland State Archives and to the Archives staff for their continuing efforts to move the Archives beyond collection maintenance and care to being a core cultural and information resource for Maryland, and for all the community support expressed through grants, subsidies, and gifts. Mr. Kummerow and President Miller seconded the motion. Unanimously approved.*

## Forthcoming Special Meetings of Commission & Events of Interest

**May 3, 2013:** Dr. Papenfuse will participate in [Baltimore City Archives Alive conference](#), Maryland Historical Society.

**May 8, 2013:** Tim Baker will attend the [Big Picture of Big Data](#) on invitation of Governor O'Malley and the Provost of University of Maryland, College Park.

**May 14, 2013:** Meeting of Commission on Artistic Property.

**May 23, 2013:** Dr. Papenfuse will take part in [Arctic Archives conference](#), Charlottesville, Virginia.

**June 13-14, 2013:** Dr. Papenfuse will take part in conference "[From Enemies to Allies: An International Conference on the War of 1812 and its Aftermath](#)," hosted by Star Spangled 200.

**August 13-16, 2013:** Tim Baker will attend annual meeting of [Council of State Archivists](#).

## New Business

### Farewell to Judge Bell

Continuing projects in which Judge Bell has taken a particular interest:

#### Mdlandrec.net:

Dr. Papenfuse thanked Chairman Bell for his years of support, allowing Archives to fund the care and preservation of records through Mdlandrec.net income. Mdlandrec.net successfully makes important State records electronically available, achieving great efficiencies and cost savings for the public and the land / title community.

#### Mdslavery.net:

The Study of the Legacy of Slavery in Maryland project aim is to give voice to people who otherwise would not have a voice in our past, and to look at them both as individuals and collectively.

The Lost Neighborhoods Project includes Upton neighborhood in Baltimore, which research connects back to Mt. Auburn Cemetery due to large number of veterans from Eastern Shore who spent last days in Baltimore for its social services. Designated in National Historic Register, Mt. Auburn Cemetery is part of project, due to large number of U.S. Colored Troops buried there (34

acres in Northern Baltimore).

Nancy Bramucci Sheads spoke about her research, encouraged by Chairman Bell, and dedicated the website [Resurrecting Mount Auburn Cemetery](#) in tribute to him. Based on readily accessible records, Ms. Sheads is attempting to document the identities and locations of those buried there through death records and certificates, obituaries, cemetery records, and in-person visits to cemetery. An iPhone application called Billion Graves records geographic coordinates for each photograph into the Mt. Auburn index, as well as into [Find A Grave](#).

- Earliest burial found so far is Anna Smith in 1871, while the most recent is January 2013.
- Each entry links to any related burials and obituaries, and documents any reinterments.

Chairman Bell noted Mount Auburn Cemetery as a fixture in the community and a source of pride. Many prominent African-American citizens are buried there, including some of the more prominent lawyers active in the early stages of the Civil Rights Movement.

## Special Presentations

Dr. Papenfuse presented Chairman Bell with one of the medals created by the Friends representing the activities of the Maryland State Archives. Copied from a coin created around 1632-1633, no originals of the coin are known to exist, with only a drawing surviving. The medal was cast for Cecil Calvert, second Lord Baltimore, ca. 1632. The Latin motto which encircles the map, *Ut sol lucebis Americae*, translates "As the sun thou shalt enlighten America."

Dr. Papenfuse also displayed for Chairman Bell a copy of the first surviving record of activities of government in the Archives' collection:

[Governor and Council  
\(Proceedings\)  
Executive Department  
1637-1650  
Liber Z, folio 45  
2/26/1/1](#)

- Includes piracy case, showing Maryland's effort to establish a court system.
- Available as [Volume 4](#) through Archives of Maryland Online.

Dr. Papenfuse next displayed a 1635 volume created by [John Lewger](#), the first Keeper of the Records for Maryland colony. Part of the [Huntingfield Collection](#):

[MSA SC 1399-1-526  
Artist/Author: Cecill, Thomas \[Engraver\]  
Dates: 1635  
Description: Noua Terrae-Mariae tabula in "A Relation of Maryland"  
Storage Location: RB/01/08/](#)

- In its original boards, the volume is the only known copy of the first piece of promotional literature made publicly accessible.
- Ongoing goal: Keeping a biographical record of every individual connected with the creation of a record. For example, Lewger incorporated not only narrative of what people found when they landed at St. Clement's Island, but also all goods needed as an early settler in Maryland.



Mr. Kummerow presented the Chairman with the following special gifts on behalf of the Maryland Historical Society, which produced both books.

- [\*In Full Glory Reflected: Discovering the War of 1812 in the Chesapeake\*](#), by Ralph Eshelman and Burt Kummerow
- [\*Maryland's Civil War Photographs\*](#), collected by Maryland Historical Society volunteer Ross J. Kelbaugh over the years.

Dr Papenfuse presented Chairman Bell with a reprint of the very first volume of *The Archives of Maryland*. The reprint was made possible through the C. Ashley and Beverly B. Ellefson Endowment to make *Archives of Maryland* volumes available in print upon demand.

Chairman Bell thanked the Hall of Records Commission members for their kindness and generosity, and for their help through the years. He expressed gratitude for the privilege of serving Maryland citizens as Chair of the Commission, especially due to the need to protect historical records.

### **Retirement of Dr. Papenfuse, November 1, 2013**

Dr. Papenfuse announced his retirement, directing the Hall of Records Commission's attention to his [letter of resignation](#).

Chairman Bell recognized Dr. Papenfuse's efforts in promoting the importance of an independent entity serving as the repository for historic records, and for having the vision for Mdlandrec.net. He applauded Dr. Papenfuse's accomplishments over the last forty years.

#### ***Reflections on Future of Archives: Giving Voice to Government and the Public***

##### **Future plans:**

- Dr. Papenfuse looks forward to working on two important book projects:
  - *Merchants and Sailors in the War of 1812*: A publication centering on the involvement of Marylanders in the War of 1812, with special focus on approximately 900 prisoners of war from Maryland, both black and white, who were incarcerated in British prisons
  - [\*Writing the History of Lost Neighborhoods\*](#): A publication based on the research of the Lost Neighborhood Project, including McKim Mansion and Johnson/Johnston Park

### **Next meeting**

Due to the retirement of Chairman Bell, the next meeting will be announced after consulting with the new Chief Judge.

### **Adjournment**

The meeting adjourned at 1:48 p.m.

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Approved by the Hall of Records Commission, December 13, 2013.

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The Honorable Mary Ellen Barbera, Chair

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Mr. Timothy D. Baker, Secretary

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