

# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**June 14, 2016, 12:00 noon**

**Electronic Classroom, Maryland State Archives**

*The Sparrow Seal*

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### ***Agenda***

Call to Order by Chair

Opening Remarks/Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

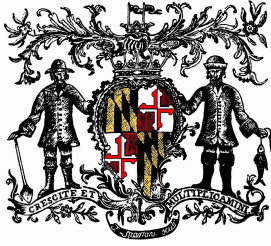
Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting

June 14, 2016, 12:00 noon

Electronic Classroom, Maryland State Archives

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### ***Agenda with Details***

#### **Call to Order by Chair**

##### **Attendees**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_attendees.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_attendees.pdf)

#### **Opening Remarks/Special Announcements**

#### **Special Guests**

Jean Russo, *President, Friends of the Maryland State Archives*

#### **Reports & Minutes of Previous Meetings**

##### **Hall of Records Commission Meeting Minutes, November 16, 2015**

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcfall2015minutes.pdf>

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

**November 18, 2015:** Maryland State Archives hosted a public lecture and book signing with Gregory & Nicole Priebe, authors of "Forgotten Maryland Cocktails," in conjunction with the exhibition from the James H. Bready Special Collection at Casewerks Gallery, Baltimore.

**December 4, 2015:** Archives staff presented the State House by Candlelight Holiday Program.

**February 23, 2016:** Staff conducted the first public Virtual Brick Wall Session.

**March 11, 2016:** Baltimore City Archives hosted a meeting of the Maryland Historical Records Advisory Board

**March 19, 2016:** Archives staff hosted the public program for Maryland Day at the Maryland State House.

**March 30, 2016:** Archives staff hosted the Opening Reception for the Miller Senate Office Building Exhibits.

**May 2, 2016:** Special Collections and University of Maryland Libraries co-hosted a Newspaper Wikipedia Edit-a-thon program at Maryland State Archives' electronic classroom.

***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/se14/000000/000043/hrc\\_retention\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_retention_6-14-2016.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_disposal\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_disposal_6-14-2016.pdf)

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

## **State Archivist's Report**

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

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcspring2016chronology.pdf>

### **Plats.net Roll-Out**

In April, the Archives released the first major overhaul of plats.net since the system's first appearance in 2001. Extensively tested prior to the "go live" on April 26th, the rollover to the new system was as seamless (and painless) as anyone could have hoped. Designed to give the system a more modern look and feel, the upgrade also enabled the Archives to perform a much-needed system-wide data and image cleanup. The "new" plats.net features enhanced searchability and usability functions, including:

- Ability to do filtered searches
- Uniform image delivery (pdf)
- Multi-page filings presented as single multi-page pdfs rather than multiple single images.

### **Office of Legislative Audits 2016 Fiscal Compliance Audit**

The Office of Legislative Audits conducted a fiscal compliance audit for the period October 23, 2012 through November 8, 2015. The report offered one recommendation: that the Archives should ensure that employees responsible for recording artistic property transactions in the detail inventory records be separate from the staff which conducts the annual inventory and who, therefore, have access to the objects in the collections. The State Archives concurred with the recommendation and reassigned duties accordingly.

### **Records Management Practices**

In recent years, both the Archives and the Records Management Division have noticed a decline in the quality of agency records management practices. Turnover in agency staff has often resulted in the loss of institutional knowledge on how to prepare proper records inventories, how to include appropriate

staff from across the agency in developing accurate and well-articulated retention schedules, and how to appropriately target records for transfer to the Archives. This has resulted in retention schedule record series descriptions and inventories that are too vague and incomplete to permit thoughtful appraisal decisions, in agencies requesting to transfer non-permanent records to archival custody, and in a general lack of understanding that the inventories and indexing necessary to provide access to permanent records in perpetuity must accompany, or even precede, the actual transfer of records. These problems may have been aggravated over the last decade by the Archives' inability to accept any but emergency transfers of records due to lack of storage space.

The Archives and the Records Management Division are revitalizing their relationship and have agreed to several actions to help address these challenges:

- Review and update records management forms and make them available for electronic review.
- Strengthen best retention practices guidelines and model schedules for common record types.
- Review current COMAR records management regulations and, if necessary, make recommendations for update.
- Consider ways to strengthen records management activities within agencies, including possible legislation, as outlined in our 2015 JCR report to the budget committees.

### **Professional Organization Involvement**

Maryland State Archives' staff have a long history of engagement with the larger archives community, serving in a variety of leadership and educator positions and creating vital professional networks.

Current staff involvement includes:

- Vicki Lee, head of Conservation and Preservation, is currently president of the Potomac Chapter of the Guild of Book Workers. The Archives hosted the Chapter's Artist Book exhibit "Life Along the Potomac," and was the venue for the Chapter's hosting of Girl Scout Troop 4959 in their completion of the Artist Book badge. Ms. Lee is also a member of the Foundation of the American Institute for Conservation National Heritage Responder (*FAIC-NHR*) team as well as co-chair of the Working Group. She has been mobilized to Haiti, Germany, and locations within the U.S. in response to disasters that have threatened historic and irreplaceable records. As an educator she provided training at the recent American Institute for Conservation of Historic and Artistic Works Conference in Montreal on "Building Emergency Response and Salvage Decision-Making Skills" as well as participating in a panel discussion on health and safety precautions during a disaster deployment.
- Maria Day, head of Special Collections, is active in the Mid-Atlantic Regional Archives (MARAC) Conference. She is serving on the Local Arrangements Committee for the Fall conference here in Annapolis and is also scheduled to participate as a panel member at the conference. She has recently been elected to serve on the Scholarship Committee.
- Allison Rein, from the Special Collections department, is serving on the Program Committee for the Fall MARAC conference.
- Tim Baker is serving on the Program Committee for the upcoming joint conference of the Society of American Archivists and the Council of State Archivists. Mr. Baker has also been nominated to serve on the Executive Board of the Council of State Archivists. If elected to this

office, he will serve as Vice President for the first year, then as President for the following year, then as immediate Past President.

- Rob Schoeberlein serves as the Chair of the Library Committee of the Maryland Historical Society and serves on the Friends Advisory Council of the Albin O. Kuhn Library, University of Maryland Baltimore County.
- Elaine Rice Bachmann serves on the Collections Committee of the Maryland Historical Society and on the Board of the Society of Winterthur Fellows.

In addition, The Friends of the Maryland State Archives has initiated a program to support Archives' staff professional development by underwriting some of the costs of attendance at professional conferences. So far this year, six staff members have requested and been granted support. The Council of State Archivists has also provided scholarship grants to staff engaged in coursework on electronic records preservation and management.

### **Contractual Conversions**

The Governor's budget included contractual conversions for six staff members at the Archives to be converted into regular state employee status with full benefits. The Legislature approved this "Over-the-Target" request.

### **The State Song Advisory Group**

On July 8, 2015, The Honorable Peter A. Hammen, Chair of the House Health and Government Operations Committee, requested the Archives convene a panel to study whether the State Song, "*Maryland, My Maryland*," is a fitting representation of Marylanders today, both in policy and in spirit, and to recommend alternatives prior to the 2016 legislative session. The State Song Advisory Group included experts in Maryland history, music history, military history, cultural history, and folklore. They met on October 7, 2015 and October 29, 2015 and corresponded electronically in developing their recommendations.

Past attempts at changing the State Song have been challenged by supporters of the Song who argue that acknowledging the good and the bad in our history provides opportunities for teaching and learning. Advocates for change maintain that retiring these lyrics does not rewrite our history but allows us to step away from sentiments that are not representative of modern day Maryland.

To help in evaluating this and future candidates for official State designation, the Advisory Group developed a set of selection criteria against which proposed songs could be measured. The members also suggested and discussed several alternatives which are presented in the report. The full report can be found at the following link:

<http://msa.maryland.gov/megafile/msa/speccol/sc5300/sc5339/000113/021000/021756/unrestricted/2016000e.pdf>

## Education, Outreach & Research



### **State House by Candlelight**

On December 5, 2015, the Maryland State Archives hosted the annual State House by Candlelight event. This lovely holiday tradition has been held for over four decades in Annapolis and is a free public event. This year there was musical entertainment from the state's premier youth musical ensembles, twenty-four beautifully decorated trees representing each county and Baltimore City, and Archives' staff-led tours of the newly restored Old Senate Chamber, the Old House of Delegates Chamber, and the State House Caucus Room featuring the USS *Maryland* Silver Service. Over 600 guests took advantage of this wonderful opportunity to share some cheer and enjoy the historic State House.

### **Workshop Series**

In honor of Maryland Day, the Archives launched its new educational workshop series on March 25th by presenting "An Introduction to the Maryland State Archives" to a fully booked conference room. This two-hour session was a detailed overview of the Archives' search room usage policies and procedures, including the basics of how to request and use our collection materials. Reference Archivists Rachel Frazier and Nate Miller did a wonderful job thoroughly covering Archives' registration steps, security policies, pull slip procedures, home page navigation, and search room computer usage. The session ended with a tour which highlighted important areas for patrons such as the circulation desk, records return carts, copy stand, and the reference library as well as offering a sneak peek behind the scenes in our stacks and conservation lab. Although this workshop was offered in person, the Archives staff used the opportunity to hone the presentation and create a script which will be used for filming educational video clips for placement online via an MSA YouTube channel. Staff have set up a dedicated A/V production area for this purpose. The next workshop scheduled for July is "Using Vital Records at the Maryland State Archives," which will cover our birth, death, and marriage collections in depth. This presentation is also slated for video presentation online.

### **Maryland Day Celebration 2016**

Maryland State Archives' staff participated in the Four Rivers Heritage Area celebration of Maryland Day on March 19th. Maryland Day commemorates the founding of the colony of Maryland on March 25, 1634. The Archives is a partner institution with Four Rivers under the Maryland Heritage Areas Authority, and our staff was pleased to offer Maryland Day activities for the third year in a row. The 2016 themes for the celebration were "Debuting New Work" and "Sharing Generation to Generation." This year, the Archives' staff chose to host their activities at the State House and provided guided tours of the spaces which included discussions of the art and artifacts that are on display. The newly restored rooms of the Old Senate Chamber were a stunning example of new work by our team. In addition, the staff set up an interactive timeline throughout the State House featuring significant milestones in Maryland's history, inviting our guests to contribute their own events to the chronology. Guests could add a historical fact about their family or community, or a contemporary fact such as their own birthdate, marriage, or relocation to Maryland. Finally, we had several children's activities such as family trees, question sheets, and journals to hand out that encouraged different generations to share

their stories with one another. Despite very poor weather throughout the day we were able to serve 277 enthusiastic visitors.



### **Brick Wall Sessions**

In 2016, the Archives' staff continues to host Brick Wall Sessions due to their overwhelming popularity with our patrons. New this year, we hosted our first *Virtual Brick Wall* session on February 23rd. This session was a Facebook event where we invited our patrons to submit questions online during a three-hour window to receive live, real time help from our professional archivists. This online chat format allowed guests to participate who live too far away to attend an in-person event, introduced new guests to archival resources, and also allowed our staff to highlight many of the Archives' online resources by responding with direct links to collections of interest. During the *Virtual Brick Wall*, we received just over 100 questions and were able to provide direct assistance and complete answers to over 75% of them within the event timeframe. We were also able to provide follow up for the unanswered questions by directing them to our Help Desk for further assistance. In addition to helping many customers, staff noted that patrons participating in the event commented that they were learning from reading the transcript of other guests' questions. Staff who were answering the questions communally also learned from one another. It was a very successful event that we are looking forward to hosting again. In the meantime, our Spring Brick Wall Session is an in-person event on May 14th and is already completely booked.

### **Maryland History Independent Study for High School Students**

On March 1st, the Anne Arundel County Public School System, Office of Social Studies met with the Maryland State Archives' staff to discuss the drafting of a new independent study course on Maryland history for high school students. Students typically study Maryland history in the fourth grade and then not again during their primary and secondary school years. Terry Poisson, director of the Anne Arundel Social Studies Program, is designing an elective course that students can take in their later high school years which would allow them to delve more deeply into Maryland's rich, diverse heritage. A group of teachers working on writing the curriculum returned to the Archives on June 2nd for staff assistance and to use the Archives' resources. Archives' staff also gave a presentation of educational resources to the *Maryland State Board of Education K Through 12 Digital Steering Committee* on June 7th. This event included the directors of each county school library system who received detailed instruction on archival collections, lesson plans and catalogs that can be used online by their teachers and students.

### **Summer Internship Program**

The 2016 Summer Internship Program began on June 1st. This year we have students working alongside our professional archivists in many vital areas of the agency including the Appraisal, Special Collections, Information Technology, Research, Artistic Properties, Reference, and Imaging Services Divisions. As always, these students are receiving outstanding mentoring and on-the-job training from their supervisors. The Archives' staff would like to acknowledge St. John's College, Washington College, and the Maryland Commission for Women for providing funding support for this year's program. We are grateful for their essential assistance in making these enriching, educational opportunities available for students.



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

The Archives continues its highly successful *Brown Bag Lunch and Learn Series* this year. On February 3rd, staff were very pleased to host an exhibit and panel discussion by the Potomac Chapter of the Guild of Book Workers as part of this program. <https://gbwpotomacchapter.wordpress.com/> The exhibit, *Life Along the Potomac*, featured a wide variety of book binding styles including examples of traditional bindings, contemporary design bindings, and an array of artist books. Tunnel books, star books, accordion books, miniature books, boxes, and scrolls all served as the foundation for displays of the Potomac's natural setting, as well as the major monuments, historic buildings, and annual Cherry Blossom Festival in Washington, DC. Archives staff member and

Potomac Chapter president Vicki Lee's work, *Cherry Blossom Time*, can be seen on the left. More traditional binding techniques were used to encase historical works, such as *George Washington's Farewell Address* and *Martha Washington's Booke of Cookery*. Other design bindings reflected the flow of the Potomac from its origin to the Potomac Basin. The *Lunch and Learn* program featured the artists discussing their works and sharing information on the craft of bookbinding. In June, we have a double feature of African American history topics scheduled with attorney Malcolm Gross on the 22nd presenting "The Trial of John Brown" and author Ross Kimmel speaking on the 29th on "Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland." Later this year, we are planning to host a film screening and panel discussion with the documentary filmmakers of *Anthem* and *Brookeville*.

### **Maryland History Day**

Throughout the winter and early spring, many Archives' staff members have participated as judges in school-wide and county history day competitions organized by the Maryland Humanities Council. Research Archivist Ryan Cox also worked with the Humanities Council. Once again this year, we have contributed a number of our professional staff as judges for the statewide History Day event on Saturday, May 7th at University of Maryland, Baltimore County. Emily Oland Squires served as a judge in this year's National History Day Competition held on June 13 and 14 at University of Maryland College Park. These events all serve to educate, encourage, and inspire middle school and high school age students who may very well be the archivists, curators, teachers, and historians of tomorrow. It is also personally very fulfilling to our staff to act as mentors and role models for these young people.

### **New Exhibits in the Miller Senate Office Building**

Archives staff collaborated across departments to refresh the ten exhibit cases in the Miller Senate Building. The new exhibits highlight the history and art held by the Maryland State Archives. Items on display date from the colonial period to the present day. The cases represent a variety of topics, including the Revolutionary and Civil Wars and the historic rye whiskey industry and Prohibition. Two cases display and contextualize sculpture from the Peabody art collection and the international gifts from the Maryland Sister States Program of the office of the Secretary of State. Other historic topics include conservation through Maryland's forests and parks, travel within the state from 1920-1965, and the contributions of First Ladies. On March 30th, the Maryland State Archives' staff hosted an opening reception for the new exhibits. First Lady Yumi Hogan attended the event, which features her artwork



in a case about the evolving role of Maryland's First Ladies. The exhibits will remain free and open to the public through January 2017.

### **Family History Festival**

The 2016 Family History Festival will be held Saturday, October 1st at the Archives. This year's theme will be *Finding Your Roots*, and will highlight the release of the new version of the mini-series *Roots* and the re-release of the digitally remastered original film version in May 2016. Staff have selected this as our theme because author Alex Haley did much of his initial research for his seminal book here at the Maryland State Archives. Chris Haley, Director of the Study of the Legacy of Slavery, will be our keynote speaker for the event. Chris attended the International Roots Festival in The Gambia from May 3rd through 13th, and will certainly have many things to share at the Archives' event this fall.

### **National Archives Assembly**

Research Archivists Allison Seyler and Ryan Cox were selected to present the Study of the Legacy of Slavery Division's NHPRC grant project to the February 11th National Archives Assembly meeting. This live presentation was broadcast nationally online to all of NARA's repository locations and highlighted our processing program for all manumissions and certificates of freedom. Staff received much positive feedback on their important work in making our freedom records more publically accessible. The presentation was given a second time at the request of the Maryland Commission on African American History and Culture to the Commission's April 4th meeting.

### **Maryland Digital Newspaper Program Edit-a-thon**

On May 2, 2016 the Archives and the *Historic Maryland Newspapers Project* of the University of Maryland Libraries co-hosted a wikipedia edit-a-thon focusing on the newspaper sources available through the Library of Congress' *Chronicling America* database. At the event, participants learned about Maryland newspaper history, newspapers held in the collections of the Archives, and digitized newspapers provided by *Chronicling America* in the public domain. The *Historic Maryland Newspapers Project* <http://www.lib.umd.edu/digital/newspapers/home> is an ongoing effort by the University of Maryland Libraries to digitize Maryland newspapers and make them accessible for free on the Library of Congress' *Chronicling America* website. The Archives is a partner in this project which is funded by the National Endowment for the Humanities' (NEH) National Digital Newspaper Program (NDNP) grants. Since Maryland's first NDNP grant in 2012, project staff members have digitized 107,414 pages from Baltimore, Hagerstown, and Cumberland newspapers. In 2014, the project was awarded a second NDNP grant to digitize an additional 100,000 pages of Maryland newsprint through August 2016. The edit-a-thon contributes to the overall goals of the project by creating and expanding articles related to newspapers digitized by the Historic Maryland Newspapers Project. A secondary objective was adding public domain images from *Chronicling America* to Wikimedia Commons for broader use. The Maryland State Archives is a proud participant in this grant program and was honored to host the edit-a-thon with University of Maryland.

## Maryland 400

On December 29, 2016 former Adjutant General James A. Adkins and Mr. Chris Christos visited the Maryland State Archives to present the Research Department with a donation in support of the Maryland 400 Project. This \$10,000 grant from the Maryland Society of the Sons of the American Revolution (SAR) will allow Archives' staff member Owen Lourie and project intern Burkley Hermann to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment, who fought in the Battle of Brooklyn.



We are very grateful for the support of the SAR and for the continuing partnership of project founder General Adkins. For more updates, please continue to follow the project blog at:

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

## Land Office

The Land Office has been consulted by the Department of Natural Resources and the City of Baltimore on several cases regarding the disposition of land, particularly as it relates to land either surrounded by or submerged under water. Commissioner Tim Baker and Deputy Commissioner Jennifer Hafner have provided requested research and documentation in response to these requests.

## Commission on Artistic Property

### Art Conservation

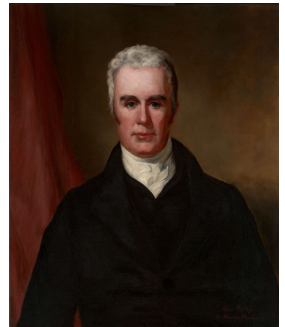
The staff of the Commission have overseen several projects to conserve works of art and objects in the collection over the past six months, utilizing funding appropriated by the General Assembly for FY 2016.

In an effort to enhance the visitor experience in the State House and improve the aesthetic quality of the [bronze plaques](#) that are permanently installed in the rotunda, APC staff worked with conservators to clean and polish these interpretive elements which commemorate historic events and people associated with the building and Maryland history.



[A View of Baltimore](#), painted by William Henry Bartlett, c. 1839, underwent a remarkable transformation as a result of conservation treatment by David Olin. This painting, part of The Peabody Art Collection, had long been in storage due to its poor condition. Selected by the curatorial staff for the Drawing Room of Government House, the canvas was restored and reframed in a 19th century frame by Gold Leaf Studios. Now installed opposite the portrait of Frederick Douglass by Simmie Knox, this view of Baltimore would be one that Douglass might have recognized during his lifetime.

The portrait of *Charles Ridgely of Hampton*, painted in the early 20th century by Florence MacKubin after the original by Thomas Sully, has also been conserved for display in Government House, where it will be installed in the Federal Reception Room. Ridgely was Governor of Maryland from 1816-1819; a portrait of his wife, Priscilla Dorsey Ridgely, was recently moved from the Federal Reception Room into the Victorian Parlor as part of Mrs. Hogan's initiative to display portraits of Maryland's First Ladies together in that space.



A sculptural bust of Benjamin Franklin, by Jean-Jacques Caffieri (1725-1792), has been conserved in order to travel for exhibition at Versailles later this year. Part of the Peabody Art Collection, it has been on display in the Peabody Library.

Two 19th century desks used by the General Assembly are currently being conserved by Bruce Schuettinger Conservation Services Inc. The desks were made by the firms Gould & Glanville (1858) and Harrington & Mills (c.1876) of Baltimore, MD. Both of these desks were auctioned to the public when the state no longer had use for them. The [1858 desk](#) was acquired by Daniel R. Randall, former Postmaster of Annapolis, and was donated back to the state by his descendents in 2008. The [c.1876 desk](#) was acquired by a former facilities worker of the State House in the early 20th century and was donated back to the State in 2015 by his grandson. It is the intention of the curatorial staff to create an interpretive exhibit in the Archives Room of the State House featuring these two desks, along with one of the 18th century Senate desks, in order to show visitors the types of furnishings used in the Legislative Chambers over the past two centuries.

### **Loan of the Portraits of the Lords Baltimore from the Enoch Pratt Free Library**

The staff of the Commission are facilitating all aspects of the MOU between the State House Trust and the Enoch Pratt Free Library to borrow six portraits of the Lords Baltimore for display in the State House while the Library is under renovation.

### **Opinion of the Office of the Attorney General**

In response to a request of the State Archivist, the Office of the Attorney General has issued an opinion related to the Commission on Artistic Property's custody and control over the artistic property held by the State. This opinion examines the Commission's role specifically with regard to acquiring items for, or removing items from, the inventory of artistic property. This legal clarification of the Commission's responsibilities will allow the staff to revise the Collections Management Policy accordingly in consultation with the Commission members.

## Reference Services

### Office of the Attorney General Letter of Advice

At the Archives' request, the Office of the Attorney General has written a Letter of Advice which outlines restrictions placed on any files in Archives' custody which might contain medical records and communications from physicians and other health care providers. The Reference Department has responded by providing guidance to all staff members involved in the retrieval and preparation of legal case files requested by the public. This guidance calls for the close inspection of all files which patrons have asked to view or have copied in their entirety. Prior to this, files had been inspected for documents which had been sealed by the courts. As these documents were actually physically sealed in an envelope within the file they were readily identifiable and could be removed and put safely aside before the file was delivered to the patron. Since many types of medical records and communications have not been sealed by the court they may be found anywhere within the file, indistinguishable from other papers until the file is examined page by page. Additional, required questions have been included in the reference interview to both determine whether the patron actually needs to see the entire file and, if they do, whether they have the legal status to view all documents. If they wish to view the entire file but do not have the legal status to view medical records and communications, the Reference Desk archivist will ensure that the file is inspected and restricted material removed. Although this requirement calls for additional staff time and effort in processing patron requests it will help ensure that protected health information, and the dignity and privacy of the "person in interest," are well-guarded by the record's custodian. The Letter of Advice can be found at:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter\\_of\\_advice.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter_of_advice.pdf)

### ServiceWise

As of April 1st, the Archives has fully implemented ServiceWise as its order and mail tracking system. Prior to this, mail and document orders received by mail had been logged in and tracked via ServiceWise, while orders received by phone, fax, email, and in person had been tracked via MSAREF. This dual system resulted in inefficiencies in report creation, duplication of order entries into each system, and difficulties in tracking the status of orders. ServiceWise software provides for configurable workflows, process and report management, email notifications, and a searchable knowledge base. Kara Carter of the Information Technology Services department was instrumental in modifying the software to fit the Archives' needs and in writing a user's manual and providing hands-on training to order-fulfillment staff.

## Baltimore City Archives

Report on recent activities:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore\\_city\\_archives\\_report\\_may2016%20%281%29.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore_city_archives_report_may2016%20%281%29.pdf)

The Maryland Historical Society Library, as part of its "Underbelly" blog series, featured the research of Rob Schoeberlein. It details the circumstance surrounding the organization and execution of the 1866 Southern Relief Fair, a fundraising event to benefit the impoverished people of the post-Civil War South. The blog was derived from a paper he had delivered before the 2011 Southern Historical Society conference.

<http://www.mdhs.org/underbelly/2016/05/12/unwearing-in-their-attentions-secessionist-women-and-the->

[1866-southern-relief-fair/](http://www.baltimoregaslight.net/2016/05/volume-15-issue-2-may-2016.html)

The Baltimore City Historical Society published within "Gaslight," its newsletter, a synopsis of a presentation by Rob Schoeberlein. The talk, given at Baltimore's Clifton Mansion, focused upon the Civil War relief work and the immediate post-war efforts of Baltimore's Union sympathising women and the African American community.

<http://www.baltimoregaslight.net/2016/05/volume-15-issue-2-may-2016.html>

## Recent Gifts, Deposits, & Acquisitions

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_transfer\\_s.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_transfer_s.pdf)

### Special Collections:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll\\_hrc\\_april2016\\_html.html](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll_hrc_april2016_html.html)

### Additions to the state-owned art collection:

- Late 19th Century gilded frame for the painting, *View of Baltimore*
- *Mold of the Maryland State Seal for the U.S.S. Maryland Silver service*, by George Dumler for Samuel Kirk & Sons
- Early 20th Century Empire-style sofa

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

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

**June 22, 2016:** Attorney Malcolm Gross will discuss "The Trial of John Brown" at the Archives' *Brown Bag Lunch and Learn* series.

**June 29, 2016:** Author Ross Kimmel will speak on "Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland" at the Archives' *Brown Bag Lunch and Learn* series

**July 1, 2016:** Workshop Series - "Using Vital Records at the Maryland State Archives"

**October 1, 2016:** The Archives will hold its Third Annual Family History Festival.

## Old Business

## New Business

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

## **Adjournment**

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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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