



Maryland State Archives

Hall of Records Commission Meeting

June 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

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 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_june_2017_attendees.pdf

Opening Remarks/Special Announcements

Special Guests

Ms. Faye Matthews, Deputy *State Court Administrator*
Ms. Jean Russo, *President, Friends of the Maryland State Archives*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 16, 2016

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_nov_2016_minutes.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

December 3, 2016: Elaine Rice Bachmann and Archives staff assisted with the State House by Candlelight Open House festivities.

February 6, 2017: Staff members and volunteers conducted the Archives' first Virtual Brick Wall session, allowing out-of-area participants to confer with our researchers remotely.

March 24, 2017: Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel attended the State House Trust Maryland Day celebration and the commemoration of the installation of the portraits of the Lords Baltimore in the State House.

March 25, 2017: Archives staff provided guided interpretation of the Maryland State House exhibits and historic rooms in commemoration of Maryland Day.

April 29, 2017: The State House Office of Interpretation hosted the State House and its grounds as a site on the Maryland House and Garden Pilgrimage. Catherine Rogers Arthur, Mimi Calver, and Elaine Rice Bachmann served as guides.

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/se14/000000/000045/hrc_schedules_6june2017.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_disposal_6june2017.pdf

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

State Archivist's Report

Chronology of staff activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_june6_2017_chronology.pdf

2017 MD General Assembly - Legislation

Senate Bill 44 - Records Management and Preservation - State Units and Public Officials - Responsibilities

Modelled after legislation relating to Public Information Act requests, SB 44 requires each head of a unit of State government to designate a records officer from its executive staff to develop and oversee a records management program and serve as liaison to MSA and the Records Management Division of the Department of General Services. The bill also clarifies the types of records that may be transferred by a public official to MSA and requires specified documentation.

House Bill 148 - State Archives - Care of Fine Art or Decorative Art - Procurement Exemption

HB 148 provides a general exemption from the state procurement laws and regulations for services relating to the preservation, conservation, proper care, restoration, and transportation of fine art that is in the custody of the Commission on Artistic Property.

House Bill 78 - State Government - Maryland Manual - Revisions (Maryland Manual Modernization Act)

Sponsored by Delegate Marc A. Korman and Senator Robert A. Zirkin, HB 78 repeals provisions requiring the Maryland Manual to be published in print every two years and requires that it be published exclusively online. As provided in the State budget, the Maryland State Archives must update the Manual as necessary to maintain its accuracy and annually preserve an electronic version of the Manual that contains all of the changes made in the preceding year. To the extent practicable, the State Archivist must provide outreach to public schools, public libraries, and the general public to increase awareness of the availability and content of the Manual.

Strategic Planning

In March, the Archives launched an internal strategic planning program to produce agency wide documentation of present duties to prioritize core functions and resource allocation and to define future goal-setting. This initiative is being led by staff members Nancy Sheads and Emily Oland Squires in consultation with the State Archivist and Deputy State Archivist. The strategic planning effort will systematically collect input from all staff and document duties, processes, and requirements as we move forward with both short and long-range planning.

MSA CORE ARCHIVAL BUSINESS PROCESSES Organizational Structure Used for Strategic Planning

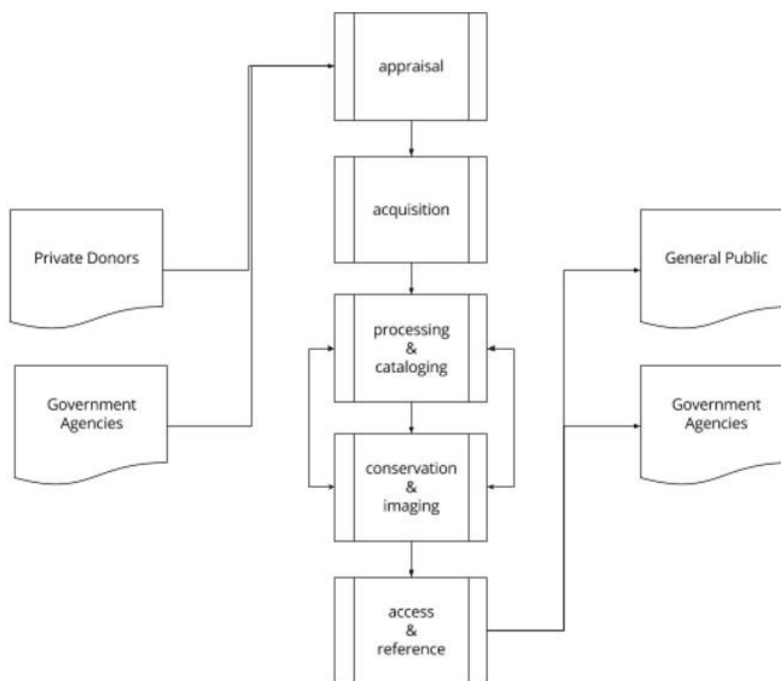


Figure 1. Core Archival Business Processes

Remediation Project

The first and second phases of the mold remediation project have been completed, with the building's humidity level stabilized and all interior spaces inspected, cleaned, and tested for air quality. The first phase of the project focused on stabilizing humidity levels, the second on cleaning the building's interior and making preventative upgrades where necessary. This entailed sealing and cleaning all staff and public spaces, filtering particulates using air scrubbers, and conducting tests to ensure air quality was within acceptable parameters. The main criteria for acceptable airborne aerosol levels was that the indoor sample results should contain fewer or similar total mold spores than the outdoor sample results. Core samples of the concrete slab were taken for indications of moisture penetration and a determination made that the slab in the Search Room and the classroom hallway should be shot blasted, sealed with epoxy, and recarpeted. Stack areas received targeted cleaning of containers, with every container in the first floor stacks vacuumed on air beds. Though

summarized briefly, this work represented five months of intensive effort on the part of DGS project managers, lead contractor PBI Restorations and the many subcontractors they supervised, and the Archives' staff.

The third phase began in March 2017, with work on the building envelope and the HVAC system. This phase is ongoing. Repairs have already been made to the building envelope, including brickwork and repairs to the gutters and roof. The HVAC system will undergo an extensive upgrade, with discussions concerning the existing mechanical and electrical system components and how they relate to the design of the new system currently under way. Our thanks to the Department of General Services for their outstanding management of this complex project.

Appraisal and Description

Records Management Initiative Update

We are happy to report that in this past legislative session the General Assembly passed SB 44, Records Management and Preservation – State and Local Government Responsibilities. In past meetings we've reported on the Archives' and the Department of General Services' Records Management Division's joint initiative to address challenges brought on by a general decline in the quality of records management practices across the state. One element of this initiative was our recommendation that the legislature consider revising laws on records management, particularly as it relates to record officers. Senate Bill 44 specifies that each agency head shall appoint a senior staff member as records management officer to ensure that records management requirements and procedures are followed. It requires that record series inventories be created and maintained, updates provisions for the transfer of permanent records to the State Archives, and stipulates that series inventories accompany any records so transferred. The Archives and the Department of General Services Records Management Division will collaborate to inform all State agency heads and county and municipal representatives of this new law.

Shelf Read Completion

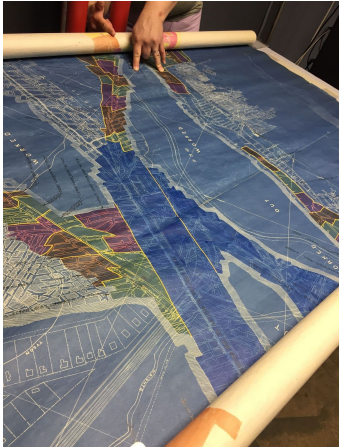
Archives staff have completed the shelf read which we first reported on at the November 2015 meeting. Covering all government records stored at our Annapolis location, staff compared finding aids to the items on the shelf to detect any discrepancies. As a result of this shelf read we properly re-shelved previously mis-shelved items and corrected a number of finding-aid errors. We also identified other projects for staff to address, such as record series that require conservation and re-boxing and/or re-labelling. Moreover, the shelf read highlighted areas in which a rearrangement of containers will make space available for additional records.

Probate Project Update

The Archives has been participating in a multi-year project with the Maryland Registers of Wills Association, the Office of the Comptroller of Maryland, and the FamilySearch organization to re-box, index, and scan Maryland probate records from the 1600s through 1940. Resources for this project recently increased with FamilySearch committing two additional cameras to the project, bringing the total number of cameras to four. Six full-time volunteers serve as scanners while also supervising more than 20 volunteers who work as document processors. Apart from a small number of records requiring conservation, scanning is complete for bound volumes and loose papers from Caroline and Carroll counties and for bound volumes from Baltimore

County and Baltimore City. Scanning is now underway for bound volumes from Howard, Anne Arundel, and Cecil counties and for loose papers from Baltimore County.

Mining Map Scanning Project



The Maryland State Archives has partnered with the Abandoned Mine Land Division of the Maryland Department of the Environment, the Maryland Environmental Service, the Maryland Geological Service, and the Office of Surface Mining of the U.S. Department of the Interior to preserve and make accessible early maps of mines in Allegany County. The project covers 128 mining maps from the mid-1800s through the early 1900s. Archives staff clean maps by sweeping them for loose dust and then using a special dry cleaning sponge to remove ingrained dirt while retaining any intended pencil markings. Staff also flatten the maps with humidity or weight and mend tears and tattered edges. The maps then are scanned and rehoused for long-term storage. The Abandoned Mine Land Division will georeference the images, aligning the images of the maps to their physical location on Earth. All agencies involved will receive a copy of these historic images, and the Archives will make the images available online

through its Special Collections website. This project is being funded by a federal grant through a cooperative agreement with the Office of Surface Mining.

Department of Vital Records Scanning Project

The Archives has partnered with the Division of Vital Records and iScan, a unit of Humanim and part of the Maryland Works network, to scan and transfer to the State Archives much of the Division's vital records content. An estimated one million images will be scanned, including death certificates and marriage certificates spanning 2002-2014. In addition to receiving a copy of the images to retain in our permanent repository, the Archives will also receive copies of the electronic indexing for these records so that it can be preserved as well.

Web Archiving

One topic of great interest to archivists today is web archiving, as the nature of the Internet makes archiving online information very difficult. Websites are dynamic accumulations of interrelated data and their content and structures are updated frequently, with superseded information often lost. At the same time, the Internet is the public face of government, providing access to important State and local government laws, reports, publications, and records which require preservation. The issue of web archiving is therefore of great interest to the Archives, and we've been collaborating with archivists across the country to investigate the issues specific to web archiving. Archives staff members Christian Skipper, Megan Craynon, and Chris Schini published an article, "[Web Harvesting at the Maryland State Archives](#)", on the Council of State Archivists' State Electronic Records Program Highlights website. Christian Skipper also contributed to the National Digital Stewardship Alliance's [2016 Web Archiving Survey Report](#) and was a presenter for the "Archive-It Advanced Training Webinar: Access to Web Archives," demonstrating the Archives' web page search for our web archive at <http://msa.maryland.gov/msa/homepage/html/archive.html>.

Commission on Artistic Property

At the Commission's most recent meeting, at the State House on May 10, Matthew Lalumia was recognized by staff and the members for his 20-year service as Chair. Under Matt's leadership, the Commission has overseen numerous advancements in the professional management of the State's art collection, including the adoption of a Collections Management Policy and the establishment of subcommittees for acquisitions and loans. A framed reproduction of Thomas Wilmer Dewing's *Lady with a Fan*, one of the masterpieces of the Peabody Art Collection, was presented to him in appreciation.

In January, just prior to the start of the General Assembly session, portraits of the first four Barons of Baltimore- the Calverts- were installed in the rotunda of the State House. Lords five and six subsequently were installed on the north and south walls of the grand staircase, adjacent to *Washington Resigning his Commission*, in time for a celebration of Maryland Day on March 24. The Governor, Lieutenant Governor, Senate President, and the Senior Curator and Director of Artistic Property spoke to the assembled group of legislators, leaders of the Enoch Pratt Free Library, project partners, and members of The Society of the Ark & the Dove, including descendants of the Calverts. The Artistic Property Commission was presented with a Governor's Citation.

Other projects underway include plans for exhibit of an 18th-century marble bust of Benjamin Franklin from the Peabody Art Collection in the Archives Room at the State House. The bust, most recently exhibited at the Palace of Versailles for the exhibition, "Versailles and the American Revolution" (2016), will be placed beside interpretive information about the dome and its lightning rod, which was designed to Franklin's specifications.

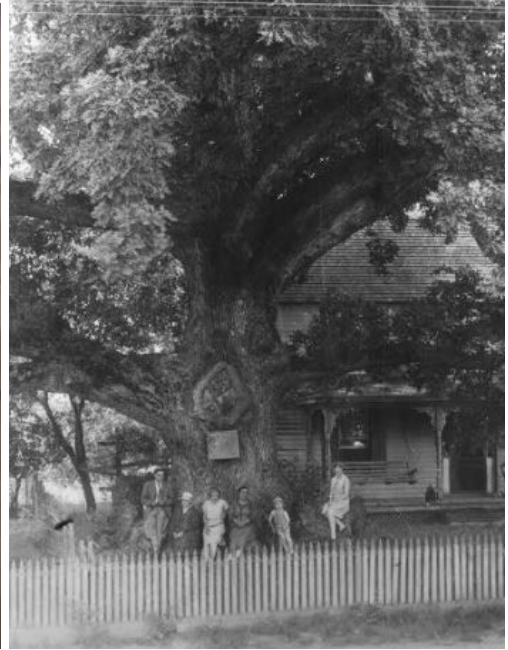
A revised Collections Management Policy was approved at the Fall 2016 meeting of the Commission on Artistic Property. One change made provision for the removal of objects from the inventory of artistic property. The Commission is reviewing a large group of items for removal that do not meet the standards of what constitutes artistic property, such as reproduction photographic prints, canvas "art" prints, posters, and modern frames. Removal of these objects is a matter of 'housekeeping' and will remove items from the inventory that never should have been added to the State art collection. These items will remain the property of the State.

The Rolling Run storage facility is ready to be outfitted with specialized shelving, cabinets, painting screens, and storage units to properly store the State art collection and certain items from Special Collections. The Archives is in the final stages of vendor selection for these units, and fit-out is expected to occur over the summer of 2017.

Three beautiful new pieces of furniture have been commissioned by The Foundation for the Preservation of Government House. Inspired by traditional Maryland furniture forms of the 18th and 19th centuries, Eastern Shore craftsmen McMartin & Beggins, are creating hand-made furniture for Government House. A center table and two sideboard tables are being made. They will incorporate wood from the historic Wye Oak, which fell in 2002. Both will be completed and installed in the Drawing Room later this year. At right, Jim McMartin is shown laying out the top of the center table, which



will feature veneers of Wye Oak white oak. Below is the custom inlay of a Black-Eyed Susan, which will be incorporated into the surface of the center table. At right is the Wye Oak as it appeared in the early 20th century.



Portraits reflecting Maryland's royal heritage are being conserved. At left is a portrait of Queen Henrietta Maria (1609-1669), from the studio of Anthony van Dyck (1599-1641), c. 1632. The General Society of Colonial Wars and the Society of Colonial Wars in the State of Maryland are generously funding the conservation of this canvas and the accompanying frame. Funding appropriated to Artistic Property for conservation will address the companion portrait of King Charles I (1600-1649), also from the studio of Anthony van Dyck, c. 1640. With funding in the coming year, we also hope to be able to treat *Queen Anne of England* (1665-1714), attributed to Michael Dahl.

The State House Visitor Experience Master Plan, adopted by the State House Trust in 2007, has been implemented incrementally over the past decade, led by the curatorial team at the Maryland State Archives. Based on a theme of "Four Centuries of History in the Maryland State House," completed areas include the recreated 18th-century Old Senate Chamber, the recreated 19th-century Old House of Delegates Chamber, and interpretive exhibits describing the 20th and 21st-century history of the modern legislative chambers. The last 'century' of interpretation to be included is the restoration of the Old Treasury Building on the State House grounds. The oldest public building in Annapolis, completed in 1735, the Old Treasury Building will become publically accessible and will feature exhibits related to the move of the capital to Annapolis from St. Mary's City (1695) and Maryland's 17th-century history. Additionally, exhibits will describe the building's use as the colony's and state's treasury and the location of the earliest offices of Maryland's treasurer and comptroller. The Archives hopes to begin planning for the Old Treasury project in FY18 with our partners in the State House Visitor Experience Master Plan- the Department of General Services and the Maryland Historical Trust.

A new layer of interpretation will also be added to the 19th-century Old House of Delegates Chamber with the inclusion of sculptural figures of Frederick Douglass and Harriet Tubman. As with the statue of George Washington, exhibited in the Old Senate Chamber, visitors will have the opportunity to interact with statues of Douglass and Tubman within the legislative chamber where the abolition of slavery was debated and ultimately achieved. Funding for these two figures has been included in the capital budget for FY18 and planning is underway.

Reference

The Rules and Regulations for Search Room use have been revised to specifically address issues with the incidental yet problematic abuse of computer resources by patrons. The rules can be found at:

<http://guide.mdsa.net/pages/viewer.aspx?page=rules>

On a daily basis we also must dissuade patrons from attempting to bring pens, large notepads, and folders into the Search Room. Continued vigilance on our part in communicating and enforcing our long-standing regulations, at both the Registration Desk and the Circulation Desk, helps further protect records in an era when theft and damage of documents, deliberate or not, is a serious issue.

Education, Outreach & Research

NHPRC “Documenting Democracy” Freedom Records Project

The Legacy of Slavery program staff has completed work on a \$142,000 grant from the National Historical Publications and Records Commission. Under the “Documenting Democracy” program of the National Archives, staff has digitized, item-level inventoried, and placed online our manumission and certificate of freedom collections. These records are invaluable to individuals attempting to document their family and community histories, as they are one of the few extant government records collections to record detailed information on African Americans during this time period. Because these papers were used as identification records they often contain precise details about the individuals, particularly their physical appearance and unique attributes. Through this project, some 27,651 name entries have been added to our publically accessible [database](#). They represent the following Maryland counties:

County	Manumission	Certificate of Freedom
Anne Arundel	3157	3663
Baltimore County		237
Caroline	40	1058
Cecil	2	16
Charles		65

Dorchester	253	1930
Frederick		1530
Harford	90	452
Kent	27	543
Prince George's		1054
Queen Anne	2837	2793
St. Mary's		1160
Talbot	275	1409

Staff gave numerous outreach presentations highlighting this newly searchable collection to organizations throughout the state, including the Banneker-Douglass Museum, the Thomas Stone National Historic Site, the NAACP, Allegheny College of Maryland, the Reginald F. Lewis Museum, the National Archives Assembly, National Public Radio, and the Mid-Atlantic Regional Archives Conference.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_nhprc.pdf

Dominion Foundation Grant to the Legacy of Slavery Program

The Maryland State Archives received a \$15,000 grant from the Dominion Foundation in support of the Legacy of Slavery program. This grant will enable staff to include the Southern Maryland region in the Flight to Freedom project online, starting with Calvert County: <http://slavery.msa.maryland.gov/html/flight/freeindex.html> This grant will allow us to provide better access to and understanding of primary sources documenting the enslaved population of Calvert County, as well as to seek documented cases of individuals fleeing from slavery and of their accomplices in flight.

Maryland Day 2017

With the theme “Made in Maryland,” the Archives hosted two events in honor of Maryland Day this year in partnership with the Four Rivers Heritage Area. On March 24, staff presented a *Made in Maryland Workshop* at the Archives focused on finding and using birth records collections at the Archives. This free workshop was fully booked in advance by 50 registrants, most of whom stayed after the two-hour talk to use their new skills. On March 25, staff provided guided tours of the State House, with particular focus on the new works of art on display. The Made in Maryland theme was continued with a discussion on how Maryland itself was “made”, with staff highlighting Peter Egeli’s painting, *The Landing of the Maryland Colonists from the Ark & the Dove, St. Clement’s Island, March 25, 1634*, which hangs in the State House Caucus Room, and the six Lords Baltimore portraits hanging in the rotunda and stairwell. During the three hours of interpretation, Archives staff met with 348 visitors.



The Landing of the Maryland Colonists from the Ark & the Dove, St. Clement's Island, March 25, 1634, by Peter Egeli, c. 1970.

Brick Wall Sessions

The Archives staff continued its successful public Brick Wall Sessions, hosting both a virtual session online on February 6, and an in-person session onsite on May 20. We are very grateful for the continued support of local genealogists who volunteer their time to join Archives staff in working these events. Due to their popularity, and the fact that the majority of Brick Wall participants stay at the Archives to research for the entire day, we have included additional staffing on the days of these events to provide outstanding customer service in the Search Room to keep pace with heavier usage.

Maryland 400

The Archives is pleased to have received another in a series of grants from the Maryland Society of the Sons of the American Revolution to continue work on the Maryland 400 Research Project, discovering the lives of Maryland's first war heroes, the soldiers of the First Maryland Regiment, which fought in the Battle of Brooklyn. This Spring, the Archives hosted a graduate student from UMBC who worked to improve the organization and upgrade the layout of the project blog. We are preparing to move the updated blog onto the Archives' website as well. The new \$10,000 grant will allow us to hire a research intern to assist project director Owen Lourie with completion of the work. We also are pleased that the C.V. Starr Center of Washington College once again has funded a summer intern to assist with this project as well. For more updates, please continue to follow the project blog at: <https://msamaryland400.wordpress.com/>

History Day

Archives' staff continued to support both local and national-level student History Day competitions as both project resources and competition judges. This year both Emily Oland Squires and Owen Lourie assisted

students with resources for individual projects, while the Baltimore City Archives held open research sessions to support students and teachers. Staff members Maria Day, Ryan Cox, and Emily Oland Squires served as judges for Maryland's History Day competition on April 29 at the University of Maryland, Baltimore County. Emily Oland Squires will serve as a lead judge in the National History Day Competition on June 12 at the University of Maryland, College Park. This program continues to be an important pillar of social studies education and a gateway for students to gain early experience and encouragement in the fields of history, archives administration, museum studies, and library science.

Social Media

The State Archives has been increasing its presence on social media, promoting the Archives and its holdings and encouraging an appreciation for records management and Maryland history. Currently, we have a presence on Facebook, Twitter, Instagram, Tumblr, and WordPress. Our social media page can be found at <http://msa.maryland.gov/msa/homepage/html/social.html>. We also have participated in various social media campaigns, contributing to the campaigns for Sunshine Week, which highlights the importance of access to public information, and Endangered Data Week, which raises awareness on threats to publicly available data.

Baltimore City Archives

In March, the City Archives received ninety-eight boxes from the Office of Civil Rights and Wage Enforcement, the City agency that oversees the Community Relations Committee and the Civilian Review Board. It had been a transfer long anticipated due to the important nature of its holdings. During the last of three visits, we gathered all the studies and unpublished reports compiled by the agency since its 1955 founding. These focus largely on race discrimination in the workplace. We digitized twenty-eight of these, and they now are publicly accessible in the online Guide: <http://guide.msa.maryland.gov/pages/series.aspx?ID=BRG84-1-3>

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission meeting:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/transfers_june2017.pdf

Special Collections:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/special_collections_guide.html

Additions to State Art Collection:

Portrait of Senator Gwendolyn Britt, 2016, by Lisa Egeli. Oil on canvas, 40" x 32". Gift of The Gwendolyn Britt Portrait Project funded by contributions from Britt's fellow legislators, constituents, friends, and citizens. It was installed in January in the Miller Senate Office Building.

The Landing of the Maryland Colonists from the Ark & the Dove, St. Clement's Island, March 25, 1634, by Peter Egeli, five-year loan from the Steuart Investment Co., Chevy Chase, MD. Installed in the Senate Caucus Room.

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

Forthcoming Special Meetings of the Commission & Events of Interest

The Maryland State Archives is continuing its Brown Bag Lunch and Learn Speakers Series this summer by hosting three *Ask An Archivist* events. Come and meet our archivists and learn more about their jobs and the inner-workings of the MSA. All events are from 12:00pm - 1:00 pm

- **The Reference and Research Departments:** Date: June 14th
- **The Appraisal, Special Collections, Library, Government Publications, and Artistic Properties Departments:** Date: July 12th
- **The Information Technology, Imaging Services, and Conservation Departments:** Date: July 19th

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
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