

Maryland State Archives

Hall of Records Commission Meeting

November 17, 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

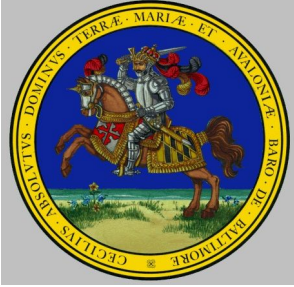
Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



Maryland State Archives

Hall of Records Commission Meeting

November 17, 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/se14/000000/000046/hrc_fall2017_attendee_list.pdf

Opening Remarks/Special Announcements

Special Guests

Dr. Jean Russo, *President, Friends of the Maryland State Archives*
Dr. Michael Kurtz, *University of Maryland, College of Information Studies*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, June 6, 2017

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_spring2017_minutes.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

July 6, 2017: Tim Baker, Elaine Rice Bachmann, Camille DiMarco, Catherine Rogers Arthur, Chris Kintzel, and Maria Day participated in the World War I Centennial Commemoration Kick-Off at the State House. Archives staff exhibited a WWI-era flag and Tim Baker spoke to the assembled group on the contributions of Maryland servicemen.

July 12, 2017: Archives staff provided a Lunch and Learn opportunity on “Meet the Archivists - Appraisal, Special Collections, Library, and Government Publications” to interns and visitors.

September 29, 2017: Chris Haley presented at the 250th Anniversary Kunta Kinte Arrival Commemoration at Annapolis City Dock.

October 9, 2017: The Archives hosted a program to launch the Maryland State Archives and University of Maryland's College of Information Studies collaborative partnership on The Legacy of Slavery in Maryland research and access.

October 25, 2015: The Archives hosted Austin Kibler at a Lunch and Learn for his presentation on "Oyster Dredgers".

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/se14/000000/000046/hrc_fall2017_schedules.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_disposals.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/se14/000000/000046/hrc_fall2017_chronology.pdf

Upcoming publication:

"A Dwelling House and Other Conveniences..." A History of Maryland's Government House, to be published in April 2018 in celebration of the 150th anniversary of the building of Government House. Written by the Maryland State Archives and underwritten by the Foundation for the Preservation of Government House of Maryland, Inc. Information on the book can be found at:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/gh_book_update.pdf

Records and Access

Records Management Revival Update

In past meetings we've reported on efforts by the Archives and the Department of General Services' Records Management Division to revitalize and update agency records management practices across the State. New legislation effective October 1, 2017, represents a vital first step in this effort.

Modelled after legislation relating to Public Information Act requests, Chapter 539 Acts of 2017, revises the records management portion of the State Government Article. The revised law 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. The bill also clarifies the types of records that may be transferred by a public official to the Archives and requires specific documentation.

Over the past three months, the Archives and the Records Management Division have worked to implement this new legal requirement by:

- Creating a process by which agency heads appoint Record Officers
- Setting up a framework to track and publish Records Officer appointments
- Sending multiple notifications about the law revisions to all State department heads, the Maryland Association of Counties, and the Maryland Municipal League
- Providing an introductory informational packet to all newly appointed Records Officers
- Updating our online list of Records Officer contact information

The Archives and the Records Management Division have also continued to improve our records processes generally to ease the work of the new records officers by:

- Updating our online guidance with an informational Records Officer page
- Initiating an electronic newsletter for Records Officers
- Updating procedures for retention scheduling, transfer, and disposal of records to ensure Records Officer participation
- Launching new retention schedule forms to streamline the retention scheduling process
- Launching new procedures specifically for electronic record transfers

The designation of Records Officers will help improve the records management programs throughout State government:

- The Archives, the Records Management Division of DGS, as well as other government agencies and citizens, will know who to contact about records management issues for any government agency
- Better cooperation between Archives, DGS Records Management Division and agencies will improve agency records inventories so the average citizen can read and understand the content and uses of public records
- Record officer oversight will encourage consistent good records management practices, including up-to-date retention schedules and the prompt transfer or disposal of records no longer needed for agency business

Initial response has been slow. Archives sent notifications to 58 agency heads in the Executive, Legislative, and Judicial Branches. We also sent notifications to representatives of MML and MACO who had promised to encourage adherence by their members to the requirements of Ch. 539. As of November 1st we have heard from 33 agencies on this issue and had 30 Records Officers appointed. We plan to follow up systematically with agencies to encourage broader compliance. Perhaps even more effective in encouraging the appointment of records officers are requirements that a designated Records Officer be responsible for submission of agency retention schedules, records disposal certificates, and requests to transfer materials to the Archives.

Records Management Challenges: Transition to Electronic Records

One of the current records management challenges that will be aided by having a designated Records Officer in every agency of state government is the transition from paper to digital records. Every year, more government records are transitioning from a paper to an electronic format. There is rarely a clean break in the

transition between paper and electronic records, and individual files generally span both formats. This raises a number of issues:

- If the same documents appear in both paper and electronic formats, what is the “official” record?
- If the same file appears in paper and electronic formats, are the two formats identical or does one have additional information?
- Can a modern file be comprised only of paper documents or only electronic documents? How can one ensure that they are retrieving the entire file when there may be documents in both formats?
- What is the retention period for each format?
- For permanent records, how can we ensure that the electronic records are exported for transfer to the Maryland State Archives in non-proprietary (open-source) formats that constitute a complete and accurate representation of the record?
- For non-permanent records, how can we ensure the prompt and complete disposal of records and the legally required reporting of that disposal?

By overseeing every aspect of an agency’s records management program and being the point of contact on records management issues, Records Officers are well-placed to work with the Archives and the Records Management Division to address these issues and properly document the decisions.

To learn more reasons why electronic records need special attention see:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/10_reasons_for_e-records_2017.pdf

Commission on Artistic Property

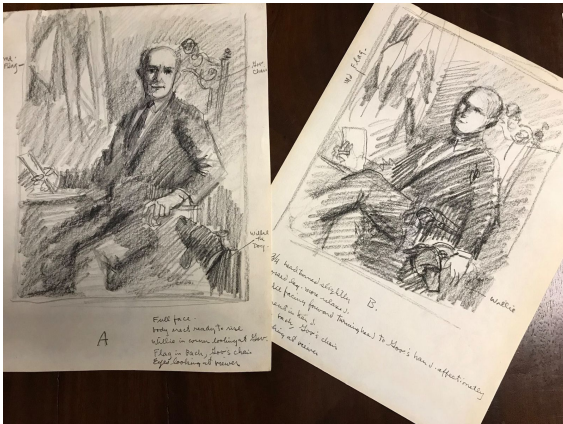
Since the spring, the Commission on Artistic Property has received a number of noteworthy gifts including a five-piece sterling silver service presented in 1864 to Governor Augustus Bradford (1806-1881); Governor, 1862-1866. Two oval salvers, two water goblets, and a covered water jug, marked S. Kirk and Sons, were presented to Governor Bradford at the closing ceremonies of the Maryland State Fair. The service is described in contemporary newspaper accounts and is also mentioned in his 1881 will. It descended through his family to the donor.



A pair of architectural panels from the front doors of the nineteenth-century Governor’s Mansion (Government House) were returned to the state. Made in 1869 by the Baltimore firm Robert Renwick & Sons, they depict the flora and fauna of Maryland including a crab, duck, terrapin, fish, and oysters. Long separated from the other four door panels which were already in the collection, these were purchased at auction in February 2017 by local collector and former Board Chairman of the Baltimore Museum of Art, Stiles T. Colwill, who donated them to the Archives in memory of former First Lady Patricia D. Hughes. In the coming months they will be conserved and reunited with the other panels

in the Entrance Hall of Government House in time for the celebration of the 150th anniversary of the building of the house.

Another recent gift was an extraordinary five-piece sterling silver service, associated with Speaker of the House of Delegates Adam Peeples (1849-1914); Speaker, 1910. This service includes: a coffeepot, teapot, cream jug, covered sugar bowl, and a slop bowl. Speaker Peeples was a one-term Delegate from Port Deposit, Cecil County, Maryland, and each piece of the service is decorated with the State House in relief and the inscription, "Presented by the Members of the House of Delegates, Session 1910 to Adam Peeples, Speaker." It was made by the firm Heer-Schoefield and was retailed by J. S. McDonald & Co.



Preliminary sketches by Joseph Sheppard of prospective poses for the 1993 portrait of Governor William Donald Schaefer (1921-2011) were among the manuscript and ephemera collections recently donated by a descendant of former Official Hostess of the State of Maryland, Hilda Mae Snoops (1924-1999). These interesting studies show the evolution of Sheppard's final composition of Schaefer's portrait, which eventually included the governor's black Labrador Retriever Willie, the only dog included in any official gubernatorial portrait. The oil portrait is on display in the Governor's Reception Room of the State House.

A large, contemporary abstract-expressionist landscape painting by Maryland-born artist David Brewster was donated by the artist. *Shaft of Corot* depicts the winter landscape along Piney Grove Road in Northern Baltimore County, and was painted in 2016. The painting is on display in the Drawing Room of Government House.

Three pieces of furniture commissioned by the Foundation for the Preservation of Government House, made by Eastern Shore craftsmen McMartin & Beggins, have been completed and delivered to Government House. A center table incorporates wood from the Wye Oak and features custom design elements featuring Maryland's state flower, the Black Eyed Susan. Two Federal style sideboard tables, made of Maryland walnut, have also been custom designed in consultation with the First Lady and the board of the Foundation. All three pieces are on display in the Drawing Room of Government House.

This summer Archives' staff have been busy fitting out the Rolling Run storage facility with specialized shelving, cabinets, painting screens, and storage units. As elements have been completed, work has begun to transfer objects from other storage to this newly renovated facility. The Commission on Artistic Property will hold their fall meeting there later this month.

An important eighteenth-century bust of Benjamin Franklin, from the Peabody Collection, has been installed in the Archives Room at the State House. An update to the interpretive display about the dome and lightning rod is in process and two pieces of the Adam Peeples silver service will go on display in the room. Commission staff are also working on updates to cases in the Miller Senate Office Building and the Taylor House of Delegates Office Building, which will allow us to highlight some of our recent acquisitions.

Conservation funding for the state-owned art collection has been drastically cut for FY18. Reductions to the Archives' budget required that \$34,559 of conservation funding be removed, leaving \$15,441. The conservation of the portraits of Henrietta Maria and Charles I mentioned at the last meeting are nearing completion. These remaining funds are primarily covering the cost of conservation of Charles I and his frame, as well as repairs to historic Lawrence Hall Fowler-designed exhibition cases from the old Hall of Records

building which were added to the Artistic Property inventory over the summer. They were made by the C.F. Meislahn firm of Baltimore, which manufactured furnishings mostly in the Colonial Revival style. Conservation funds will also be used to clean and polish two silver services on display in the State Dining Room at Government House.

In August, after events unfolded in Charlottesville, Virginia, concerning Confederate-era monuments, a majority of the State House Trust voted to remove the statue of Supreme Court Chief Justice Roger Brooke Taney from the grounds of the Maryland State House. The removal of the statue, coordinated through the Department of General Services, the Maryland Historical Trust, and the Maryland State Archives, occurred on August 18th. The multi-piece granite pedestal was removed on November 4th. With the removal of the statue and pedestal, the southeast facade of the State House is returned to its original 18th-century appearance for the first time in nearly 150 years.

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 the 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 interpretation 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 in 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 move forward with condition assessment, preservation, and interpretation



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.

Plans are underway to incorporate statues of Frederick Douglass and Harriet Tubman into the State House Visitor Experience Master Plan, by placing them within the 19th-century context of the Old House of Delegates Chamber. It is the intention that these figures, like that of George Washington in the Old Senate Chamber, will be made of bronze. The confirmation of material is pending a comprehensive survey of structural concerns with the floor in the space, and the mechanical, engineering, and plumbing work located immediately below. The pose and interpretation of these figures is currently in development by the curatorial staff. The Archives is planning interpretive displays for Douglass’ bicentennial year in hopes that structural and Mechanical, Electrical, and Plumbing studies will be completed in time to install the sculptures in the coming year.

Research and Outreach

Summer Speakers Series

This year the Archives hosted a *Summer Speaker Series* consisting of three, individual panel discussions about the diverse skill sets of the professional staff and their varied duties and responsibilities at the Archives. Each “Meet the Archivist” panel sought to give our guests, as well as our summer interns, deeper insight into

the diverse educational backgrounds and on-the-job duties that our staff members represent. The core mission of the Archives is to preserve the public record and make it accessible, and we discussed how each department's staff worked together to achieve agency goals. These talks provided another opportunity for our patrons to better connect with our staff and gain an enhanced understanding of the Archives' responsibilities and services. Each panel was moderated by Emily Oland Squires, Director of Research, Education and Outreach.

On June 14th, the focus was on the archivists who help connect users directly to our collections in the Reference and Research departments. Our panelists were Rachel Frazier, Joe Leizear, Jen Hafner, and Chris Haley.

On July 12th, archivists who acquire, organize, and catalog the records in the Appraisal, Special Collections, Library, Artistic Property, Government Reports and Publications, and Baltimore City Archives departments discussed their work. Panelists were Kathryn Baringer, Maria Day, Catherine Arthur, Rob Schoeberlein, and Christine Alvey.

Finally, on July 19th, we focused on those archivists who provide essential support services in preserving the records and making them accessible. The Imaging Services, Information Systems Management, and Conservation departments were represented by panelists Corey Lewis, Nancy Sheads, and Jennifer Cruickshank. All three panels were well attended and enthusiastically received by the participants.

2017 Summer Internship Program

The Archives hosted eight student interns this summer, who assisted with all primary archival priorities of the agency including appraisal and description, imaging, electronic archives, reference services, information technology, research, and conservation. Each student provided a brief summary of their accomplishments and gave a detailed final presentation at the August General Staff Meeting. The Maryland State Archives would like to thank both St. John's College and Washington College for supplying matching funding support to our summer internship program. Providing education and professional mentoring to the next generation of archival professionals has remained an important pillar of the Archives' program for over 40 years.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_internsummaries.pdf

Educational Partnerships

In 2017, the Maryland State Archives launched a formal collaborative partnership with the University of Maryland iSchool and the Digital Curation Innovation Center. Archives staff will be providing hands-on, career-driven learning opportunities to iSchool undergraduate and graduate students. In addition, the Archives has agreed to provide the students working in the Digital Curation and Innovation Center with access to some of our records inventory databases, allowing them to do computational analysis in seeking connections and patterns among the historic records.

The staff of the Legacy of Slavery Program is currently working with iSchool professors Dr. Michael Kurtz and Dr. Richard Marciano, along with thirteen students, on enhancing searchable databases, including census record abstracts from Calvert County and freedom records from Washington County. In addition, the students will be looking at some of the raw data tables compiled over the 17-year history of the Legacy of Slavery

program to search for statistical patterns and genealogical connections. The students will share this interpretation with us to feature on our website. Based on their collaborative work, Archives' staff members have also submitted a joint session proposal for the upcoming 2018 SAA/NAGARA/COSA conference in Washington DC.

As part of American Archives Month, the Maryland State Archives hosted an Open House event at which Tim Baker, Chris Haley, Dr. Kurtz, Dr. Marciano, and iSchool Dean, Dr. Keith Marzullo spoke about the collaborative effort and the importance of the Legacy of Slavery program. Several students gave remarks about their experience working on the Legacy of Slavery project and Archives' staff gave hands-on assistance and demonstrations in using the Legacy of Slavery website and searchable database. Dr. Clara Small gave an historian's overview of the importance of the archival record to the understanding of African American history and the significant value that the Legacy of Slavery program has added in making these records more widely accessible. Photos and more information on this event can be found online at:

<http://dcic.umd.edu/launch-maryland-state-archives-university-marylands-college-information-studies-legacy-slavery-program-collaboration/>)

This academic year the Archives' staff is also working with classes from St. Mary's College, Howard University, the United States Naval Academy, the Peer Learning Partnership, and Washington College in Annapolis, in addition to Johns Hopkins University, Morgan University, and Stevenson College in Baltimore.

October American Archives Month Events

The Maryland State Archives designed a robust calendar of events to commemorate October as American Archives Month in 2017. The celebration kicked off on October 4th with our participation in the Society of American Archivists' #AskAnArchivist Day on Twitter. We answered questions from the general public, as well as offering tips and facts about our collections throughout the day. @MDArchives gained followers on Twitter and retweets by other organizations as a result of our participation in this international event. Later that week we hosted one of our immensely popular Brick Wall Sessions, with professional genealogists offering one-on-one assistance to guests who had reached dead ends in their research. On October 10th, we participated in the Council of State Archivists' Electronic Records Day, with Appraisal Archivist Christian Skipper giving a webinar on managing and preserving electronic records. Christian's presentation can now be accessed online at:

<https://www.statearchivists.org/programs/state-electronic-records-initiative/electronic-records-day/>.



The Archives hosted two public Lunch and Learn lectures, with both talks focusing on the use of archival materials to answer questions about our past, one on Civil War letters and one on oystering. On October 23rd, Jennifer Cruickshank, Conservation Archivist, gave a practical, hands-on workshop called "Out of the Shoe Box: How to Improve Your Family's Archival Storage" which encouraged guests to take simple steps towards better preservation of treasured materials at home. To round out the month, staff participated in both a local volunteer fair to encourage community participation in archives and gave two educational presentations at the Anne Arundel County

Public Library Genealogy Fair in Odenton on using our collections. This very busy month was a clear reminder of how important archives are to our community and our heritage.

Pop Up Heritage 2017

The Archives participated in a new initiative of the Four Rivers Heritage Area called *Pop Up Heritage* events. Benefiting from the popularity of Pop Up Shops, Four Rivers sought to use the power of local partnership and collaboration to help promote and provide sponsorship support for unique events held in the heritage area. The Archives provided three Pop Up events for this program in 2017, with Director of Special Collections Maria Day giving a talk about the preservation of digital prints in June, the conservation lab offering a preservation workshop in October, and the outreach staff presenting a concert and book talk on the history of music in Maryland in November. Other organizations collaborating in the initiative include Historic Annapolis, the United States Naval Academy, and Visit Annapolis.

Grant applications

The Legacy of Slavery Department and the Friends of the Maryland State Archives are pleased to announce that they have been awarded a mini-grant of \$2,953 by the Four Rivers Heritage Area to update and publish a second edition of Phebe R. Jacobsen's 1984 brochure, *Researching Black Families at the Hall of Records*. The new version, *Researching African American Families at the Maryland State Archives* will be available in both hard copy print and online and will provide updated training, direct links to records series on the Archives' website, and information on the materials accessible through the Legacy of Slavery Program. The new guide to research will be full color and ready for distribution in early 2018. We thank the Four Rivers Heritage Area for the grant and the Friends of the Archives for the matching funds.

The Legacy of Slavery program has also submitted a grant to the National Parks Service Network to Freedom Program for funds to begin the study of Southern Maryland and the Underground Railroad. This \$15,000 request is matched by funds from the Dominion Foundation. If successful, the grant will be used to add census population information for free and enslaved individuals and runaway newspaper ads for Calvert and Charles Counties to the searchable database available at <http://slavery.msa.maryland.gov>.

Social Media Update

The Archives is pleased to announce that it has launched its own YouTube channel which is designed to provide training and educational outreach information to the general public. Topics currently include how to navigate our website, how to place orders, and tips for making your visit a success. We are encouraging Archives' users, both first time and regular visitors, to subscribe to our channel to keep up with the latest "how to" videos. You can access our YouTube channel at:

<https://www.youtube.com/channel/UCHfsJ4ZykIZTGKWshJDsemw>

Frederick Douglass 200

February 2018 marks the 200th Anniversary of the birth of Frederick Douglass in Talbot County, Maryland. The staff of the Maryland State Archives is hard at work planning bicentennial events and collaborating with state and local organizations to make 2018 the Year of Frederick Douglass. The Legacy of Slavery staff is currently creating

an educational document packet based on Douglass's life and family for educators to share primary sources in classrooms throughout the state. Chris Haley is also representing the Archives on a committee to coordinate the bicentennial activities in Maryland. Please watch for invitations to attend presentations and special document viewings and more as we head into the anniversary year.

CoSA Victoria Irons Walch Award



The Maryland State Archives is pleased to share that Emily Oland Squires has received the 2017 Victoria Irons Walch Leadership Award from the Council of State Archivists. This national award recognizes the sustained leadership and outstanding contributions of an individual to the development of archives through innovation and collaboration, including creating opportunities for others and providing a model for professionals in the field. Ms. Oland Squires is currently the Director of Research, Education and Outreach and has been with the Archives for over 22 years. In this position she has mentored over 175 students through the Archives' internship program. In accepting the award, Emily stated, "I am so humbled and grateful for this national recognition from CoSA. It is my honor to work with the unparalleled team at the Maryland State Archives doing something that I love every day - - - preserving and sharing our amazing collections with the public." We congratulate Emily and are proud of her ongoing exemplary service to the State of Maryland.

Baltimore City Archives

Records management conducted four agency site visits for retention schedule consultations or record appraisal purposes. The entities included the Department of Planning, the City Parking Authority, and the Commission for Historical and Architectural Preservation (CHAP). Record transfers to the City Archives totaled 840 cubic feet of material.

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. Working with a volunteer and a Stevenson University intern, staff arranged, described, and processed the material. BRG 84, as it is now known, was opened formally to researchers in September.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_records_received.pdf

Special Collections:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_special_collections.htm

Additions to State Art Collection:

- Five-piece sterling silver Presentation Service, made by S. Kirk and Sons.
- Architectural panels from the front doors of the nineteenth-century Governor's Mansion, made by Robert Renwick & Sons.
- Five-piece sterling silver service associated with Speaker of the House of Delegates Adam Peeples.
- Preliminary sketches by Joseph Sheppard of prospective poses for the 1993 portrait of Governor William Donald Schaefer.
- *Shaft of Corot*, by David Brewster, 2016. Oil on Mi-Teintes, 40" x 48".
- Center table and two Federal style sideboard tables, made by McMartin & Beggins.

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

Forthcoming Special Meetings of the Commission & Events of Interest

November 27, 2017: David Hildebrand will present "Musical Maryland," a mini concert and book talk, in the Maryland State Archives Search Room at 10:30 a.m.

December 2, 2017: State House by Candlelight Holiday Event from 6:00-9:00 p.m.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401
(410) 260-6404 - email: tim.baker@maryland.gov
© Copyright [Maryland State Archives](#)