



# Maryland State Archives

## Hall of Records Commission Meeting Minutes

June 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

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### Call to Order by Chair

**Attendees** The following members, designees, and representatives were in attendance:

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Ms. Bernadette Benik, *representing the State Treasurer*

Ms. Catherine Dixon, *designee of the President, St. John's College*

Mr. Len N. Foxwell, *designee of the Comptroller of Maryland*

Dr. Ida Jones, *designee of the President, Morgan State University*

Mr. Mark B. Letzer, *Executive Director of the Maryland Historical Society*

The Honorable Thomas V. Mike Miller, *President of the Senate*

Dr. Whitman H. Ridgway, *designee of Chancellor, University System of Maryland*

Ms. Ellen Robertson, *representing the Department of General Services*

Mr. Jordan Steele, *representing The Johns Hopkins University*

### Special Guests

Ms. Faye Matthews, *Deputy State Court Administrator*

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

The Chair and State Archivist Tim Baker welcomed the special guests to the meeting. The Chair also introduced Dr. Ida Jones, newly-appointed designee for President Wilson of Morgan State University. The Commission members and representatives introduced themselves and the Chair asked Dr. Jones to convey her regards to Dr. Glenn Phillips, former designee for Morgan State University.

### 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](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.

**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.

Dr. Ridgway moved to approve the minutes as drafted and recognize the special meetings of the Commission, seconded by Ms. Benik. The motion was unanimously approved.

## **Records Retention & Disposal**

Kathryn Baringer reported that, since the last meeting of the Commission, 44 retention schedules have been submitted- 12 from state agencies, 26 from county agencies, and six from municipalities. The Archives has also received 295 disposal certificates, 221 having been submitted electronically.

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc\\_schedules\\_6june2017.pdf](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](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_disposal_6june2017.pdf)

Ms. Benik moved to approve the Records Retention and Disposition Schedules as presented, seconded by Ms. Dixon. The motion was unanimously approved.

## **State Archivist's Report**

Mr. Baker invited the Commission to view the outreach activities of Archives' staff since the last meeting at:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc\\_june6\\_2017\\_chronology.pdf](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

Mr. Baker reported on the approval of SB 44. Modelled after legislation relating to Public Information Act requests, this legislation 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 legislation also clarifies the types of records that may be transferred by a public official to MSA and requires specific documentation. Mr.

Baker thanked the Department of General Services for their partnership in the continued development of a successful records management program. Ms. Robertson, representing the Department of General Services, reiterated DGS support for the legislation and confirmed the positive working relationship between DGS and MSA.

### **Strategic Planning**

Emily Squires reported on the Archives' internal strategic planning program, which focuses on producing agency-wide documentation of present duties to prioritize core functions and resource allocation and define future goals. This four-phased initiative focuses on cross-departmental processes, providing not only the expression of our core priorities but an excellent team-building opportunity as well. 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.

Ms. Squires recognized the contributions of colleague Nancy Sheads in the strategic planning process and announced, with Mr. Baker, Ms. Sheads' upcoming retirement from the Maryland State Archives. Both Ms. Squires and Mr. Baker praised Ms. Sheads' many contributions to the Archives during her 37-year career, noting the scope of her work in Artistic Property, Special Collections, Reference Services, Information Systems Management, and Maryland land records database development.

### **Remediation Project**

Mr. Baker thanked the Department of General Services for their quick and thorough response to the Archives' mold issue. Liz Coelho gave a brief timeline of the remediation effort and reported on the progress thus far. She thanked Andra Shaw, DGS Health and Safety Specialist, for her timely recognition of the extent of the problem and her advocacy for a comprehensive solution.

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 third phase began in March 2017, and 90% of the work on the building envelope has been completed. 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. The Department of General Services is monitoring the building's temperature and humidity levels and taking interim steps to protect the building's interior until the completion of the HVAC upgrade.

Dr. Ridgway asked how the Archives protected its collections from documents transferred from a potentially unprotected environment, as those documents might contain mold or insect infestation. Kevin Swanson explained that the Archives' records transfer procedures now require on-site inspection and treatment of records prior to transfer to Archives storage.

### **Appraisal and Description**

#### **Shelf Read Completion**

Mr. Swanson reported that Archives staff have completed the shelf read, which was first reported on at the November 2015 meeting. Originally believed to be a three-year effort, the project time was halved by making

the shelf read an all-hands effort. This, along with other successful all-staff projects, has demonstrated the value of both cross-training and interdepartmental collaboration versus siloing and over-specialization. Mr. Baker noted that, with many senior staff soon eligible for retirement, it is important to develop junior staff for future managerial responsibilities.

### **Probate Project Update**

Ms. Baringer reported that work on the project has ramped up recently with the addition of two cameras, doubling the number of cameras dedicated to the scanning project. Six full-time volunteers serve as scanners while also supervising more than 20 volunteers who work as document processors. Ms. Baringer emphasized the importance of those many volunteers hours in making this project possible. 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**

Ms. Baringer reported on a grant-funded project to preserve, scan, and index 128 early maps of mines in Allegany County in partnership 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. The maps remain important to any future land development planning and in the identification of potential environmental hazards in the area. Mr. Baker noted that the Abandoned Mine Land Division will georeference the images, aligning the images of the maps to their physical location on Earth, and that all partner agencies involved will receive a copy of these images. To re-map these underground areas would cost many millions of dollars, thus this project serves both an historical and environmental purpose as well as being of financial benefit to the state of Maryland.

### **Department of Vital Records Scanning Project**

Christian Skipper reported that 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. Death certificates from 2002 to 2011 have been completed. 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, a significant improvement in making these records accessible into the future.

### **Web Archiving**

Mr. Skipper reported on the Archives' participation in web archiving activities. 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 a significant resource for the public, providing access to important State and local government laws, reports, publications, and records which require preservation. In 2011, the Archives began archiving Maryland's state, county, and municipal government websites and offering

them to the public through the Archive-It access interface. Mr. Skipper noted that changes in the websites usually represent a response to changes in constituent priorities and expectations. The Archives is currently looking at ways to archive government websites locally rather than using an online tool, and to more efficiently integrate this activity with the capture of government reports and publications found on agency websites. Mr. Baker noted that the days when the DGS print shops would automatically set aside a number of copies of each publication for distribution to depository libraries is long past. Another challenge is the absence of basic cataloging data in born digital publications, such as title, author, and issue date. Rigorous web archiving standards may prove the best hope for holding onto and preserving government publications that have never existed in a physical form. In response to the Chair's question, Mr. Baker described the scheduling and execution of a webcrawl, and the wide variety of website organizational schema that need to be considered prior to a crawl.

## **Commission on Artistic Property**

Elaine Rice Bachmann noted that at the Commission's most recent meeting 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.

Catherine Rogers Arthur reported on the installation of portraits of the six Barons of Baltimore- the Calverts- in the State House 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. An interpretive panel is being made in keeping with those found throughout the State House.

Other projects underway include plans for exhibit of an 18<sup>th</sup>-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.

Ms. Rogers Arthur updated the Commission on progress at the Rolling Run storage facility in readying the space for the consolidated storage of the State art collection and certain items from Special Collections. The space is ready to be outfitted with specialized shelving, cabinets, painting screens, and storage units, and the Archives is in the final stages of vendor selection for these units. Fit-out is expected to occur over the summer of 2017. Ms. Rogers Arthur thanked the Maryland Historical Society, the Walters Art Gallery, and the Baltimore Museum of Art for their support in storing the Peabody Collection for the Archives. Items currently on display in these partner institutions will remain on display there, while items in storage will be transferred to Rolling Run.

Three new pieces of furniture have been commissioned by The Foundation for the Preservation of Government House. Inspired by traditional Maryland furniture forms of the 18<sup>th</sup> and 19<sup>th</sup> 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.

Portraits reflecting Maryland's royal heritage are being conserved, including 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. These portraits will be displayed in the Governor's office suite.

Ms. Rice Bachmann reported that three elements of the State House Visitor Experience Master Plan have been completed. Based on a theme of "Four Centuries of History in the Maryland State House," completed areas include the recreated 18<sup>th</sup>-century Old Senate Chamber, the recreated 19<sup>th</sup>-century Old House of Delegates Chamber, and interpretive exhibits describing the 20<sup>th</sup> and 21<sup>st</sup>-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 17<sup>th</sup>-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 19<sup>th</sup>-century Old House of Delegates Chamber with the inclusion of sculptural figures of Frederick Douglass and Harriet Tubman. Funding for these two figures has been included in the capital budget for FY18 and planning is underway. A study of the floor-loading and structural integrity of the floor of the Old House Chamber will determine the allowable weight of the statues. Ms. Rice Bachmann hopes that the project will be completed by February 2018 in celebration of the 200<sup>th</sup> anniversary of Frederick Douglass's birth, although it was noted that this schedule is quite ambitious and probably not achievable.

## **Education, Outreach & Research**

### **NHPRC "Documenting Democracy" Freedom Records Project**

Chris Haley reminded the Commission that, as important as the iconic figures of Douglass and Tubman are, the Legacy of Slavery program was established to tell the stories of all the other people that no one knows about. Long-time Archives employee and volunteer Jerry Henson was one of the first to help research the history of African Americans in Maryland. National Park Service grants and Department of Education post-secondary grants, along with the work of over 100 interns, staff, and volunteers, helped bring these people to life. We now have over 400,000 bits of demographic and biographical information on African Americans who might otherwise remain unknown.

Ryan Cox provided an overview on work completed on a \$142,000 grant from the National Historical Publications and Records Commission. Under the “Documenting Democracy” program of the National Archives, staff have digitized, item-level inventoried, and placed manumission and certificate of freedom collections online. 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](#).

## **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](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](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/special_collections_guide.html)

### **Additions to State Art Collection:**

Ms. Rice Bachmann reported on the new additions to the State art collection, *The Landing of the Maryland Colonists from the Ark & the Dove, St. Clement's Island, March 25, 1634*, by Peter Egeli and *Portrait of Senator Gwendolyn Britt*, 2016, by Lisa Egeli.

Dr. Ridgway moved to approve the resolution of appreciation for all recent gifts, seconded by Mr. Letzer. The motion was unanimously approved.

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

Mr. Baker invited members, friends, and family to attend upcoming events of interest, including the Archives' Brown Bag Lunch and Learn Speakers Series.

**Old Business** - No old business

**New Business** - No new business

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

**Adjournment** - The meeting adjourned at 1:15 p.m.

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