

# STATE ARCHIVES

## D60A10.01 ARCHIVES - STATE ARCHIVES

### PROGRAM DESCRIPTION

The State Archives identifies, appraises, acquires, describes, preserves, and makes permanent Maryland government records accessible within a secure environment. The Archives also describes Maryland State, county and municipal government agencies, and their origin, functions, structure, personnel, historical evolution, reports; and other aspects of Maryland and its history; and encourages the study of Maryland government and history.

### MISSION

To acquire, describe, preserve, and make electronically available (in a secure and dynamic environment) the permanent records of Maryland's past, while providing reliable current information to citizens and public officials for the better administration of Maryland government and understanding of Maryland history.

### KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

**Goal 1.** Identify, appraise, acquire, describe, and preserve records deemed to have permanent administrative, fiscal, legal, historical or educational value.

**Objective 1.1** Manage resources to secure all permanent records transferred to the Archives.

	2013	2014	2015	2016
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Input:</b> Record storage capacity (cubic feet)	168,680	168,680	531,680	531,680
<b>Output:</b> Records in custody (cubic feet)	366,916	367,367	383,367	398,367
<b>Outcome:</b> Storage capacity filled	216%	218%	72%	75%

**Objective 1.2** Annually monitor and assess requirements for the permanent storage of electronic records that legally are mandated to be transferred to, backed up by, or preserved by the Archives; and provide the information technology infrastructure to meet these objectives.

	2013	2014	2015	2016
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Input:</b> Electronic record storage capacity (gigabytes)	320,400	320,400	320,400	320,400
<b>Output:</b> Electronic data managed (gigabytes)	121,856	125,982	128,206	130,430
Website files on-line [images, htmls, etc.] (millions)	246.9	254.2	276.4	298.7
Database records managed (millions)	14,589	13,278 <sup>1</sup>	14,278	14,655

**Goal 2.** Make accessible records of permanent value and, where appropriate and possible, post them on-line.

**Objective 2.1** By fiscal year 2016, increase data transferred via web by 103 percent (over fiscal year 2011 baseline of 71,769 gigabytes).

	2013	2014	2015	2016
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Output:</b> Data transferred via web (gigabytes)	111,493	112,163	131,080	145,501
<b>Outcome:</b> Increase in data transferred electronically	55%	56%	83%	103%

<sup>1</sup> Database records count for all of DB servers including DB backup servers and Remote DB servers at UMBC. The number is smaller than last FY since the creation of central DBs and backups.

# STATE ARCHIVES

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## D60A10.01 ARCHIVES - STATE ARCHIVES (continued)

**Objective 2.2** Maintain customer friendly reference services at the Archives, and an efficient interagency file-retrieval service for paper-based records.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Inquiries received via mail, phone, fax and e-mail	31,083	35,649	37,000	37,000
In-person visits to Archives	6,364	4,465	6,000	6,000
Total inquiries and requests for paper-based records	37,447	40,114	40,000	40,000
<b>Output:</b> Records copied for patrons or returned to agencies for use	34,921	35,106	35,000	35,000
Items provided to researchers in Search room	9,869	6,900	6,900	6,900
Total materials provided to Archives patrons	44,790	42,006	38,900	38,900

**Goal 3.** Facilitate a broad and better understanding of Maryland and its government, and the archival record through the *Maryland Manual On-Line*, educational programs, published historical works, and preservation of Maryland government publications and reports.

**Objective 3.1** Describe and update daily Maryland State, county and municipal government information in the *Maryland Manual On-Line*; and identify, preserve, and make accessible current and retrospective on-line government publications and reports.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Government agencies described	820	831	831	831
<b>Output:</b> Files maintained, compiled, edited, and posted	11,824	12,038	13,241	14,565
Graphics created, accessioned and scanned ( <i>Maryland Manual On-Line</i> )	237	458	500	500
Government publications accessioned	4,698	2,862	3,148	3,462

**Objective 3.2** Add value to the understanding of the archival record by on-line publication of interpretations, compilations, analyses, inventories, catalogs, and original research on the constitutional, legal and administrative basis of Maryland government.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Catalog entries for archival collections (millions)	2.37	2.43	2.49	2.55
Individuals identified for biographical study	68,646	68,843	69,000	69,200
<b>Output:</b> Biographical files maintained on-line	50,032	53,873	54,000	54,200
<b>Outcome:</b> Digital files delivered on-line from catalog entries (millions)	241.1	246.3	251.1	267.7

# STATE ARCHIVES

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## D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

### PROGRAM DESCRIPTION

The Commission on Artistic Property is the official custodian of State art collections. Through the Commission, Artistic Property, Preservation, and Public Outreach cares for and manages all State-owned art objects comprising the Annapolis Collection and the Peabody Art Collection, and creates exhibits of these works and other archival materials.

### MISSION

To manage State art collections by proper appraisal, storage, and conservation; and interpret and exhibit State-owned artwork in public buildings and other places accessible to the public. To promote an understanding of State fine art and historic buildings, and an appreciation of Maryland's visual and decorative arts through the exhibition and interpretation of its artistic property. To support the State House Trust, and Government House Trust, and research and document their histories.

### KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASUREMENTS

**Goal 1.** Inventory, catalog and preserve State art collections.

**Objective 1.1** Inventory and catalog State art collections annually.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Objects in State-owned art collections	4,131	4,130	4,166	4,171
<b>Output:</b> Collection inventoried	100%	100%	100%	100%
<b>Outcome:</b> Compliance with government regulations to inventory State art collections	100%	100%	100%	100%

**Objective 1.2** Decrease the number of stored items from State art collections by finding alternative sources of funding to increase the number of works available for exhibition and conserve objects.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Items in storage	2,264	2,304	2,286	2,278
<b>Output:</b> Objects conserved	2	5	58	8

**Goal 2.** Increase public access to State art collections through exhibits, interpretation, and on-line access.

**Objective 2.1** By June 2016 increase the number of objects from State art collections that are placed on display for the public.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Objects in State-owned art collections	4,131	4,130	4,166	4,171
<b>Output:</b> Items on display	1,867	1,826	1,880	1,893
<b>Outcome:</b> State-owned art collections on display	45%	44%	45%	45%

**Objective 2.2** By June 2016 increase the number of on-line catalog pages for State art collections by 23 percent (over fiscal year 2011 baseline of 1,579 pages).

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Output:</b> Catalog pages of State art collections on Archives' website	1,901	1,892	1,912	1,942
<b>Outcome:</b> Increase of on-line catalog pages	20.4%	20.0%	21.1%	23.0%

The Archives General Fund appropriation has steadily declined over the last ten years as has Special Fund Revenue. Currently, approximately three-quarters of the Archives' annual operating budget is Special Fund money. The vast majority of these Special Fund monies (\$5,000,000 annually – 77% of the Archives' total Special Fund appropriation) come to the Archives through a long-standing, multi-year MOU with the Judiciary. The Judiciary recently indicated reluctance to commit to this level of support for anything longer than a year-to-year arrangement. Should the consistent receipt of these funds be placed in jeopardy, the continued operation of the Archives will be seriously threatened.

Fiscal Year 2014 was a time of transition and challenge for the Maryland State Archives, an exercise in balancing static or dwindling resources with an increased demand for services. We struggled to absorb major staff reductions while more efficiently delivering services to agencies and the public, all while refocusing our energies towards a renewed emphasis on archival basics.

Significant staffing reductions have been exacerbated by funding reductions. The Archives began FY 2014 with an overall staffing level 4% below FY 2013. The Archives' aging workforce combined with a potential budget shortfall created an imperative for the Archives to develop a forward-looking plan to address challenges posed by preparing to replace a veteran work force within the constraints of diminishing fiscal resources. Nearly 30 contractual positions were abolished, while six new PIN positions were added representing a 24.3% staffing reduction overall. Despite this, the Archives believes that these actions, in particular converting six junior staff to permanent status, will secure able and dedicated professionals for the future.

The loss of so many employees has had an impact on the level of service provided to agencies and the public. To address this, workflow analyses were undertaken for some core functions, such as Reference Services, and the remaining staff were re-organized with certain duties re-assigned. Pragmatic approaches were implemented to increase efficiency. Nevertheless, some degradation of services was inevitable. The simple reality is that while the Archives did not lose any of its mandated responsibilities it had fewer employee hours available to perform the agency's work. Staff continue to strive to achieve efficiencies, but there is little margin for dealing with unexpected increases in demand or employee absences due to vacation or illness.

Senior management is also under transition. Two executive management staff retired in FY 2013; two more in FY 2014. Five additional executive management staff are or will be eligible to retire within the next five years. Together, these nine managers represent over 75% of the senior management team. These employees possess a high level of institutional knowledge and professional expertise that cannot be replaced quickly or easily. Their replacements will require long-term training.

In addition to approaching some of the Archives services with more pragmatic approaches and streamlined staffing, the Archives also endeavored to thoroughly embrace collaboration with other agencies and organizations. While our collaborations are not reflected in our MFR numbers, we would like to cite just a few examples:

- The Archives worked with the Maryland Judiciary, the Registers of Wills, the Comptrollers Office, the State Department of Assessments and Taxation, the Maryland Sentencing Commission, the Department of Health and Mental Hygiene Laboratories Administration, the Department of Labor, Licensing, and Regulation Office of the Commissioner, the Public Service Commission and the State Highway Administration to formalize and automate, where possible, the transfer of permanent electronic records into Archives.

- The Archives began a multi-year project in collaboration with the Registers of Wills, the Comptrollers Office, and a large corps of Family Search volunteers to process, catalog, index, and digitize the estimated 2000+ cubic feet of unprocessed probate estate files in Archives custody to ensure that the images and indexing are preserved for posterity and made freely available to the public and governmental agencies onsite and online.
- The Archives is cooperating with the University of Maryland College Park on the National Digital Newspaper Program, a partnership to fund the digitization of newspapers in all 50 states, to provide the public with free and text-searchable access to all of Maryland's historic newspapers on the Chronicling America website.
- The Archives continues to work closely with the Department of General Services to further streamline the records scheduling and disposition process and to utilize this process to encourage agencies to reduce the volume of paper records generated and to promote the maintenance of records in an electronic environment. In addition, the Archives began efforts to ensure that the preservation and accessibility of our most important documents extends to government publications as well.
- The Archives staff has worked with organizations such as the Maryland State Department of Education, U.S. Department of Education, National Park Service, and Teaching American History Programs to teach the history of African Americans in Maryland to all educational levels and in accordance with current national Core Curriculum and C3 standards. Unfortunately, the Archive's ability to continue sharing primary documents which are vital to current national education goals, (such as an original ledger on which is listed Frederick Douglass' birth), is now in jeopardy as essential funding by outside organizations (DOE, NHPRC, Star Spangled 2000) has now or soon will expire.
- The Archives staff advocated for the inclusion of art conservation into planning and funding for capital projects in order that historic works of art on display in the Annapolis complex be preserved for the next generation of visitors. Working in collaboration with DGS and the Maryland Historical Trust a plan was put in place to renovate the Old Senate Chamber. One of the many positive outcomes of this project has been the conservation of over 25 items from the state's Artistic Property Collection which will be on public view when the Old Senate Chamber reopens in December, 2014.
- The Archives continues to take a leading role in providing training throughout the State on disaster planning as it relates to records. In FY 2014, Archives staff collaborated with Baltimore City Government to provide five training sessions to Baltimore City employees to cover disaster planning as well as training in scheduling and records transfer procedures.

One thing the MFR numbers do reflect is a nationwide trend in the use of archives. Overall usage of the Archives has continued to grow. However, the nature of the usage has been changing. In FY 2000, the number of in-person visits to the Archives was roughly equal to the research services provided to patrons inquiring by mail and the Internet. Since then, the remote services have grown steadily, while in-person visits have declined. FY 2011-2013 saw a brief reversal, due to publicity generated by the genealogical television program, *Who Do You Think You Are?* (which filmed two episodes at our Annapolis location). That reversed in 2014, as the show moved from network to cable television. Additionally, the harsh weather of the winter further eroded attendance this past year.

***Back to Basics - A new focus of basic functions***

Records document the lives of our people, the governments they create, and the rights they enjoy. They tell of our struggles, triumphs, and failures. They define who we are as a society. Of all the materials generated by our government, only a small portion is deemed so important as to be designated for permanent retention. These

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2016</b>	<b>Page 3 of 3</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
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materials constitute the collective memory of our people. The State Archives is the place where these permanently valuable records are preserved and made accessible over time. In order to fulfill this mandate, the Archives above all else must have sufficient archival storage in which to safely house these materials.

The Archives' main facility in Annapolis was filled to its capacity of 168,680 cubic feet (cf) in 2000. Unsuitable rental facilities have held all permanently valuable records transferred to the Archives since then. Starting in 2005, the Archives requested a capital allowance for space suitable to house permanent records. By June 2013, the Archives had in its custody 366,916 cf of record material, 198,236 cf of which was stored in spaces ill-suited and even detrimental to long-term preservation. There was no more space for transfers. Thousands of cubic feet of records waited in the queue, stored by their creating agencies.

A number of alternatives to the space problem were evaluated. In the end, success came through a collaborative effort with DGS Real Estate and the Maryland Economic Development Corporation (MEDCO). Last October, DGS became aware of a property that was coming on the market that had been used by the Social Security Administration to house paper records. The federal government, having consolidated their record holdings in the Midwest, left in place a considerable investment in racking / shelving, fire suppression and lighting uniquely suited to record storage. The concept adopted envisioned MEDCO purchasing the property and leasing it to MSA. The purchase is being funded through an equity investment by MEDCO and through bonds from a private sector financial institution. Significant cost savings will be realized and the long-standing space problem addressed. The Archives will complete consolidation of off-site holdings by the end of calendar year 2014, and then begin the screening and transfer of the 16,000+ cubic foot backlog of permanently valuable agency records which are awaiting transfer to the Archives.

In short, the new management team at the Archives is endeavoring to be guided by a few of the principles often cited by Governor O'Malley: entrepreneurship, pragmatism, collaboration, and measuring what we do.

**STATE ARCHIVES**  
**Objectives & Strategies, Fiscal Year 2016**

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**D60A10.01 ARCHIVES - STATE ARCHIVES**

**Objective 1.1** Manage resources to secure all permanent records transferred to the Archives.

Strategy 1.1.1 Monitor and address agency requests for records transfers.

Strategy 1.1.2 Work with DGS to encourage agencies to move towards electronic management of permanent records and away from paper.

Strategy 1.1.3 Develop streamlined methods for records scheduling and disposal.

Strategy 1.1.4 Process, on a daily basis, all electronic records transferred to the Archives.

**Objective 2.1** Provide efficient and measureable on-line service delivery of electronic archives.

Strategy 2.1.1 Implement new data security strategy with upgrades to core switches, intrusion detection systems, and security analytics.

Strategy 2.1.2 Centralize and standardize index capability for faster search of databases and full text.

Strategy 2.1.3 Increase stability and reliability of on-line access.

Strategy 2.1.4 Provide efficient and compatible file format and data quality.

Strategy 2.1.5 Ensure data complies with State legal requirements.

Strategy 2.1.6 Provide disaster recovery and business continuity for on-line access to permanent record data.

Strategy 2.1.7 Program content management systems and data-sharing system.

**Objective 3.1** Describe and update daily Maryland State, county and municipal government information in the *Maryland Manual On-Line*; and identify, preserve, and make accessible current and retrospective on-line government publications and reports.

Strategy 3.1.1 Monitor government websites with automated tools to capture publications and content.

Strategy 3.1.2 Identify, preserve, and make accessible on-line electronic government publications and reports.

Strategy 3.1.3 Work with DOIT, the Depository program, and other agencies to adopt and implement better metadata standards for cataloging.

**Objective 3.2** Add value to the understanding of the archival record by on-line publication of interpretations, compilations, analyses, inventories, catalogs, and original research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government.

Strategy 3.2.1 Incorporate the *Archives of Maryland Online* ([aomol.net](http://aomol.net)) into the *Guide to Government Records* online ([guide.mdsa.net](http://guide.mdsa.net)).

Strategy 3.2.2 Answer research inquiries from government agencies, officials, and the press, and prepare research materials for use while digitizing related materials and placing them online.

Strategy 3.2.3 Apply for additional grant funding to continue and expand research in the Legacy of Slavery in Maryland program.

Strategy 3.2.4 Help Maryland teachers incorporate archival material into the Maryland Common Core State Standards, and the National History Standard curricula, to bring primary sources into the classroom.

Strategy 3.2.5 Provide support and research for the Commission on the Commemoration of the 100th Anniversary of the passage of the 19th Amendment to the U.S. Constitution.

Strategy 3.2.6 Manage student outreach to teach students the proper usage and significance of historical records.

Strategy 3.2.7 Oversee internships to mentor young people interested in the archival field whose work preserves, interprets, and makes accessible Maryland records.

**STATE ARCHIVES**  
**Objectives & Strategies, Fiscal Year 2016**

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**D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES**

**Objective 1.1** Inventory and catalogue State art collections annually.

Strategy 1.1.1 Conduct and maintain an annual physical inventory of State artwork.

Strategy 1.1.2 Adopt updated inventory control standards.

Strategy 1.1.3 Migrate inventory database to a more robust and feature-rich SQL environment.

**Objective 1.2** Decrease the number of stored items from State art collections by finding alternative sources of funding to increase the number of works available for exhibition, and conserve objects.

Strategy 1.2.1 Continue to seek outside sources to conserve specific works of art on a case-by-case basis.

Strategy 1.2.2 Work with members of the Commission on Artistic Property to advocate for the restoration of public funding to conserve State art.

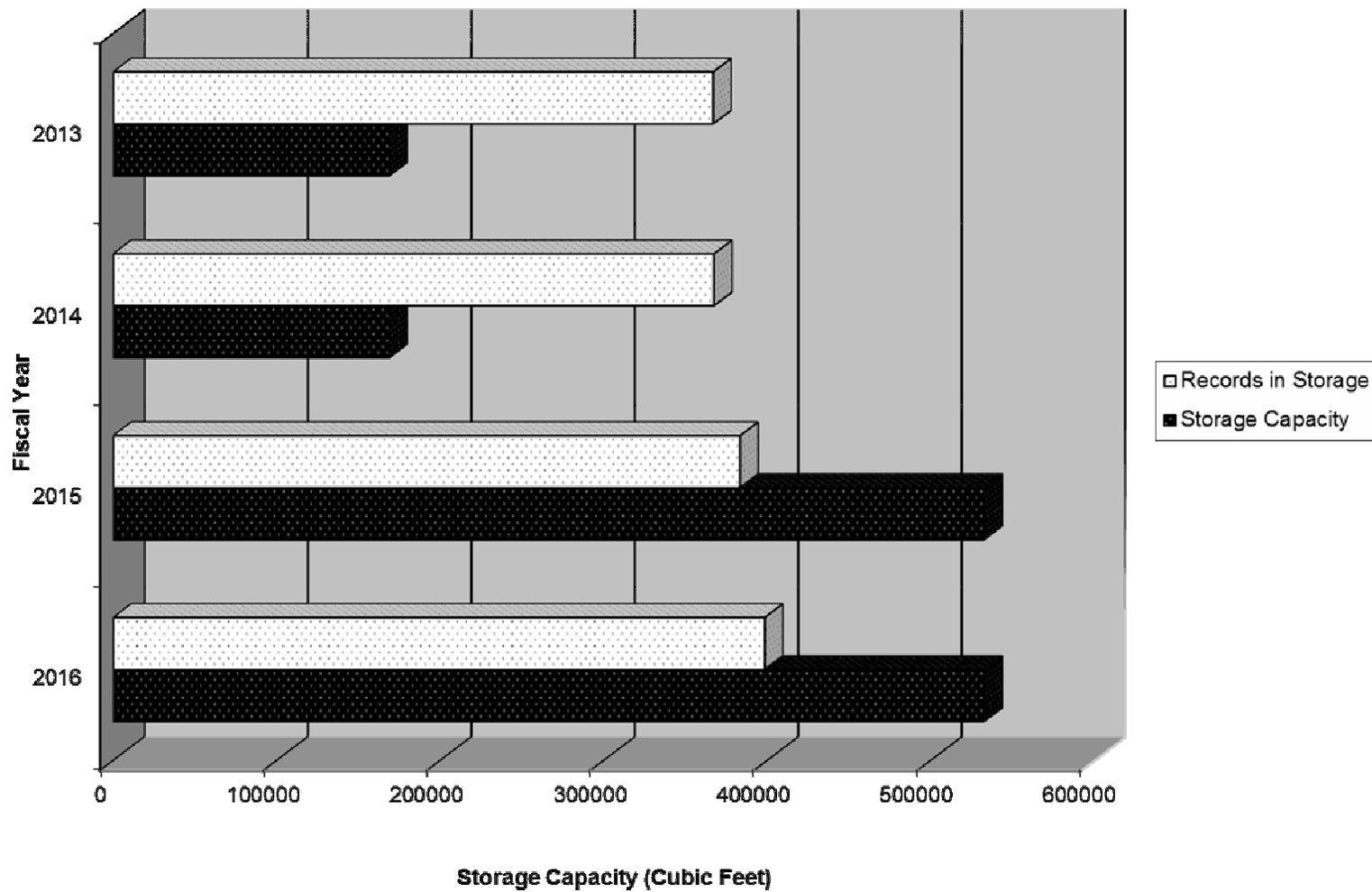
**Objective 2.1** By June 2016, increase the number of objects from State-owned art collections that are placed on display for the public.

Strategy 2.1.1 Pursue opportunities to display objects from State art collections in State facilities and exhibit sites, and collaborate with museums and other arts organizations on exhibits featuring these objects.

**Objective 2.2** By June 2016, increase the number of on-line catalog pages for State art collections by 23 percent (over fiscal year 2011 baseline of 1,579 pages).

Strategy 2.2.1 Update electronic records accession data for State art collections, and place on-line research data and other information relating to State-owned art objects.

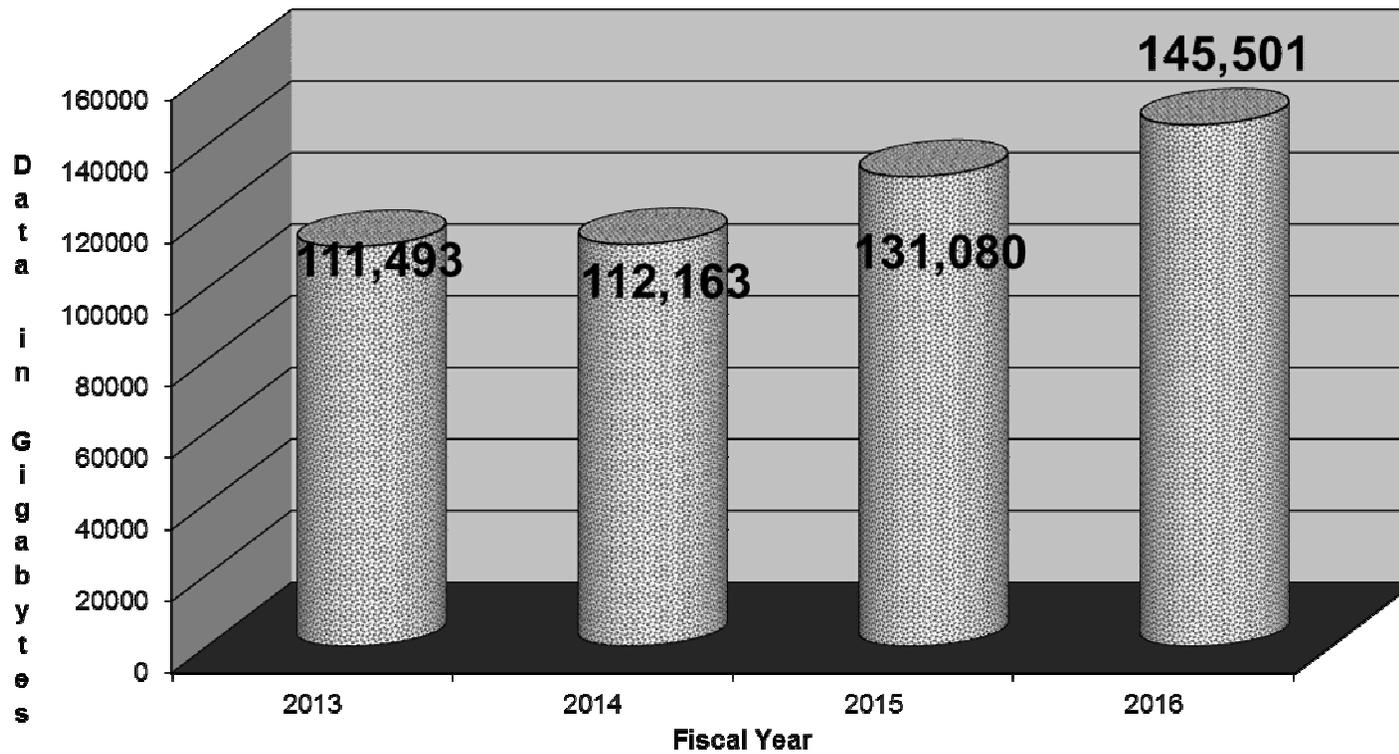
**Record Storage  
Goal 1  
Objective 1.1**



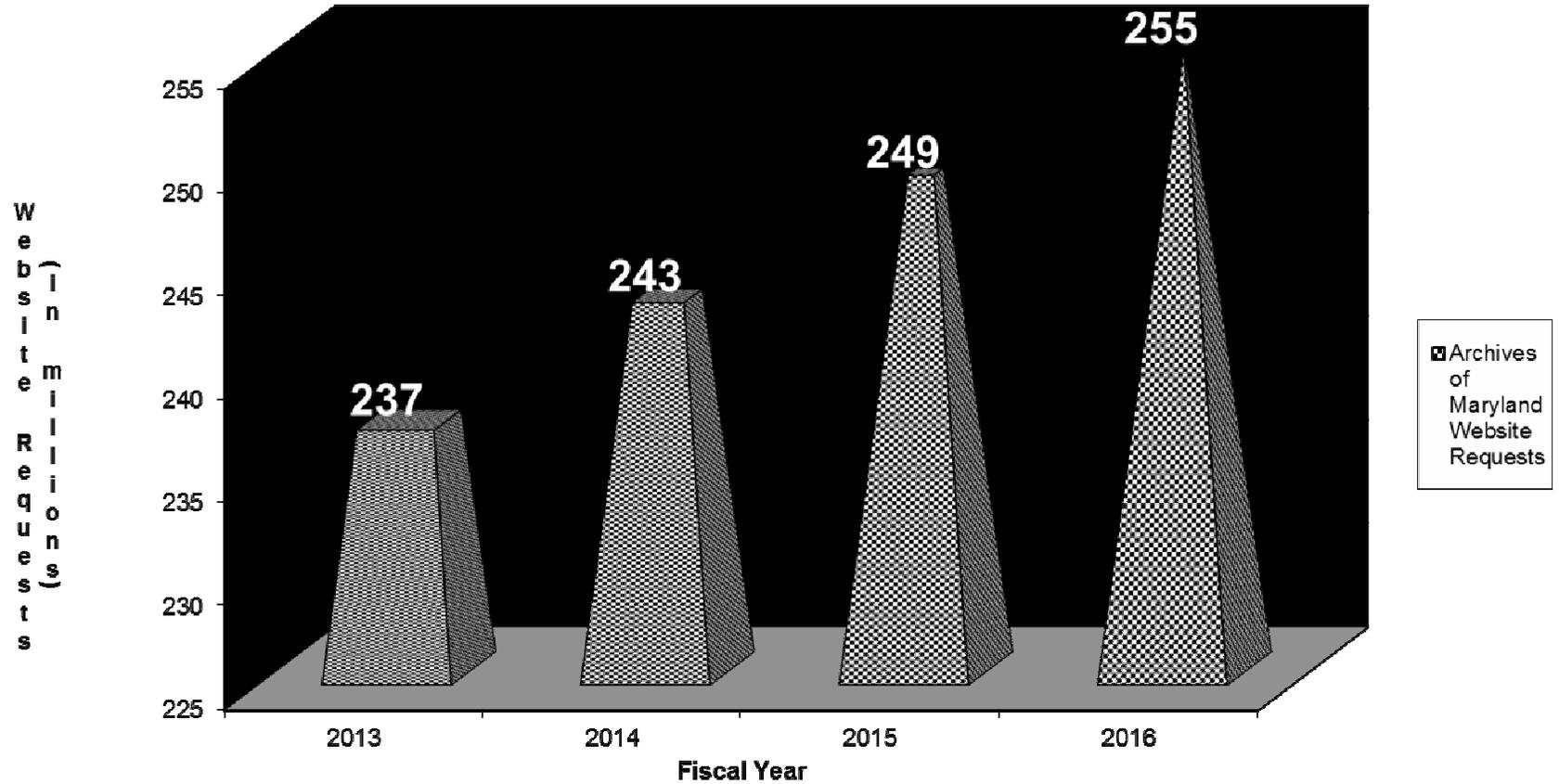
# Data Transferred via Web

## Goal 2

### Objective 2.1



**Number of Digital Files Delivered Online From Catalog Entries**  
**Goal 3**  
**Objective 3.2**



**STATE ARCHIVES**

**Governor Martin J. O'Malley**

**Timothy D. Baker  
Acting State Archivist  
& Commissioner of Land Patents  
(410) 260-6401**

**Counsel**  
(410) 946-5600

**Land Office**  
Jennifer L. Hafner  
(410) 260-6474

**Hall of Records Commission**  
Mary Ellen Barbera, Chair  
(410) 260-6401

**Commission on Artistic Property**  
Matthew P. Lalumia, Chair  
(410) 260-6445

**Timothy D. Baker  
Deputy State Archivist  
(410) 260-6402**

**Friends of the Archives**  
(410) 260-6401

**Reference & Research Advisory Committee**  
(410) 260-6435

**Administration**  
Nasrolah Rezvan  
(410) 260-6481

**Accounting & Personnel**  
Teresa D. Fawley  
(410) 260-6405

**Budget**  
Nasrolah Rezvan  
(410) 260-6481

**Executive Support**  
Rachel M. Frazier  
(410) 260-6401

**Maryland Advisory Board of  
National Historical Publications  
& Records Commission Support**  
Robert W. Schoeberlein  
(410) 260-6447

**Artistic Property  
& Public Outreach**  
Elaine Rice Bachmann  
(410) 260-6445

**Artistic Property & Exhibits**  
Alexander (Sasha) Lourie  
(410) 260-6418

**Special Collections**  
Robert W. Schoeberlein  
(410) 260-6447

**State House Interpretation**  
Elaine Rice Bachmann  
(410) 260-6445

**Conservation  
& Preservation**  
Vicki L. Lee  
(410) 260-6440

**State House Trust & Government  
House Trust Support**  
Elaine Rice Bachmann  
(410) 260-6445

**Appraisal & Description**  
Kathryn M. Baringer  
(410) 260-6467

**Description**  
(410) 260-6467

**Outreach**  
(410) 260-6467

**Records Retention &  
Disposition Schedules**  
Kathryn M. Baringer  
(410) 260-6467

**Records Transfer &  
Space Management**  
Joyce Phelps  
(410) 260-6448

**Digital Acquisition,  
Processing & Publication**  
Kevin J. Swanson  
(410) 260-6450

**Constituent & Interagency  
Services**  
S. Simms (410) 260-6430

**Digital Image Acquisition**  
Ray Connor  
(410) 260-6415

**Image Processing &  
Publication**  
Tina M. Howard  
(410) 260-6450

**Quality Assurance**  
Dawn Steeley (410) 260-6434

**Scanning Operations**  
Corey Lewis (410) 260-6455  
Joyce A. Riddle (410) 260-6426

**Government Information  
Services**  
Diane F. Evarrt  
(410) 260-6441

**Government Publications  
& Reports**  
Christine E. Alvey  
(410) 260-6438

**Library**  
Christine E. Alvey  
(410) 260-6438

**Maryland Manual &  
Maryland Manual On-Line**  
Diane F. Evarrt  
(410) 260-6441

**Information Systems  
Management**  
Wei Yang  
(410) 260-6462

**Deputy CIO**  
Reginald C. Shorter  
(410) 260-6456

**Electronic Archives**  
Betsy Bodziak  
(410) 260-6436

**IT Development**  
Nancy B. Sheads  
(410) 260-6446

**IT Support**  
Reginald C. Shorter  
(410) 260-6456

**Webmaster**  
Kara L. Carter  
(410) 260-6424

**Reference Services**  
Michael G. McCormick  
(410) 260-6442

**Mail Program**  
Christopher Schini  
(410) 260-6428

**Publication Rights**  
Christopher Schini  
(410) 260-6428

**Search Room**  
Michael G. McCormick  
(410) 260-6411

**Slavery's History & Legacy  
Commission Support**  
Christopher E. Haley  
(410) 260-6478

**Research & Student  
Outreach**  
Emily O. Squires  
(410) 260-6423

**Archives of Maryland**  
Jean B. Russo  
(410) 260-6443

**Commission on 19th Amendment  
Support** (410) 260-6443

**Documents for the Classroom**  
(410) 260-6443

**Internships, Volunteers, Grants,  
& Educational Outreach**  
Emily O. Squires  
(410) 260-6443

**Research**  
Jennifer L. Hafner  
(410) 260-6474

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**BUDGET ESTIMATES  
FISCAL YEAR 2016**

Executive Department  
State Archives & Hall of  
Records Commission  
D60A1000 Archives and  
Artistic Property

## **LEGAL MANDATES**

*State Archives.* The State Archives is an independent unit of State government within the Office of the Governor. The agency is subject to the advice and review of the Hall of Records Commission. In general, legal mandates of the State Archives provide for acquisition, custody, management, and control of State archives and artistic property; compilation, editing, and distribution of the *Maryland Manual*; the duties of the Hall of Records Commission; and responsibilities of the Commission on Artistic Property (Code State Government Article, secs. 2-1513(b), 3-404(b), 7-213(a), 9-1001 through 9-1027, 10-611 through 10-628, 10-631 through 10-634, 10-637 through 10-642, 10-701, and 10-702 of the *Annotated Code of Maryland*). In 1993, the State Archives Fund was established to create an endowment for the study of biography, geography, and history, and to promote the use of public record materials in the schools (Code State Government Article, sec. 9-1013).

Since 1976, the State Archives has provided staff support to the Maryland Advisory Board of the National Historical Publications and Records Commission (44 U.S. Code, Chapter 25, sec. 2505), and since March 2001 to the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland (Chapter 316, Acts of 2000; Code State Government Article, sec. 9-701). Also, since July 2013, the State Archives is staffing the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution (Chapter 603, Acts of 2013; Code State Government Article, sec. 9-3001).

The *Annotated Code of Maryland* specifies additional legal mandates of the State Archives in the Courts and Judicial Proceedings Article, sec. 2-205 (disposition of Circuit Court & District Court records), sec. 13-602 (membership on Oversight Committee on the Circuit Court Real Property Records Improvement Fund); Education Article, secs. 23-301 through 23-304 (depository in State Publications Depository & Distribution Program); Estates and Trusts Article, sec. 2-208(g) (prescribed standards for photographic copying of Orphans' Court records), sec. 2-209(c) (prescribed standards for probate records); Real Property Article, secs. 3-109 (electronic recordation of State Highway Administration plats), 3-303 (microfilm & other copies of county records), 3-304 (subdivision plats); State Government Article, sec. 7-104(e) (international & interstate agreements & compacts), 8-504 (personal information on websites), 9-701 (staff support for Commission to Coordinate the Study, Commemoration, & Impact of Slavery's History & Legacy in Maryland), 9-1007(b), 9-1013(b) (fee-setting authority); Public Safety Article, secs. 14-107 (6) (filing state of emergency proclamation or executive order), 14-108(b) (filing executive order authorizing emergency assistance to

another state); Art. 23A, sec. 17C (municipal charters & charter amendments); Art. 25, sec. 32A (county codes); Art. 25A, secs. 3B(3) (notification re: county charters), 7(b) (laws of charter counties); Art. 25B, secs. 7(b)(3) (notification re: county home rule status), 12(b) (laws of code counties); and Election Law Article, secs. 2-106(a) (records of boards of supervisors of elections), 13-341 (records of campaign contributions & expenditures). Also, *Maryland Rules*, in Rule 16-818 provides for the Archives' role in the disposition of court records.

Moreover, since June 2011, certain additional responsibilities have been assigned to the State Archivist with regard to procurement for MARC Service in State Finance and Procurement Article, secs. 12-501 through 12-511 (disclosure requirements regarding involvement in deportations); and Transportation Article, sec. 7-508.

In addition, the *Code of Maryland Agency Regulations (COMAR)* requires the State Archives to oversee particular responsibilities in four areas:

- 1) Certificates of Reservation and Land Patents (COMAR Title 14, subtitle 18, chapter 01)
- 2) Records Retention and Disposition Schedules (COMAR Title 14, subtitle 18, chapter 02)
- 3) Local Archives (COMAR Title 14, subtitle 18, chapter 03)
- 4) Archival Standards for Records on Microfilm (COMAR Title 14, subtitle 18, chapter 05)

*Land Patents.* As Commissioner of Land Patents, the State Archivist carries out the functions of the Commissioner of the Land Office and is responsible for issuing land patents and conducting court hearings under the provisions of Code Real Property Article, secs. 13-101 through 13-107, 13-201 through 13-206, 13-301 through 13-313, 13-401 through 13-413, 13-501 through 13-504; and Environment Article, sec. 16-402(b).

*Commission on Artistic Property.* As part of the State Archives, the Commission on Artistic Property is official custodian of all valuable paintings and other objects of decorative art owned by or loaned to the State (except those located in a State room of Government House). When the State acquired the Peabody Art Collection from the Peabody Institute on July 1, 1996, the Commission became official custodian of that collection as well (Chapter 331, Acts of 1995; Code State Government Article, secs. 9-1017 through 9-1019, 9-1021). The Commission is charged with keeping an accurate inventory of these valuable paintings and other decorative arts in all State buildings, and developing guidelines for temporary and permanent exhibits in the public areas of those buildings.

With the approval of the Governor, the Commission may accept gifts of money from any source (public or private) and, thereafter, administer and expend the funds according to the conditions and terms of the gift. With the approval of the Governor and State Archivist, the Commission also is empowered to receive and accept gifts and loans of paintings and other decorative arts.

The Commission consists of fifteen members. Eight are appointed by the State Archivist, with the approval of the Governor, and seven represent various cultural institutions. The State Archivist, with the approval of the Governor, names the chair (Code State Government Article, secs. 9-1016 through 9-1023).

*Commission to Coordinate the Study, Commemoration, & Impact of Slavery's History & Legacy in Maryland.* Authorized in 2000, the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland formed in March 2001 (Chapter 316, Acts of 2000).

Funds are targeted by the Commission to identify and maintain archival and library resources about the history and legacy of slavery; produce guides; and maintain on-line databases of relevant holdings, especially those not appropriately catalogued and documented. Historical sites in Maryland concerned with the history and legacy of slavery are identified by the Commission which monitors their preservation and development.

To support the preservation, cataloguing, and presentation of cultural resources relevant to the history and legacy of slavery in Maryland, the Commission networks or communicates for mutual assistance and support with museums, private collections, and cultural organizations, parks, and centers. In publicizing and seeking support for initiatives relating to the history and legacy of slavery (particularly those to benefit Maryland youth), the Commission works with grass-roots organizations, foundations, and government agencies.

The Commission also is charged with advising the State on how best to support programs and initiatives to commemorate the middle passage, slavery, indentured servitude, and the underground railroad. Additionally, it keeps the State informed of research on the lingering affects of slavery and its legacy, including their impact on crime and crime control.

To oversee and monitor the allocation of public resources to sites and undertakings related to the history and legacy of slavery in Maryland, the Commission works cooperatively with public and private tourist agencies and organizations. It also works to ensure a fair allocation of resources for African-American businesses and institutions.

The State Archivist serves as a member of the Commission, and the State Archives provides the Commission with staff support (Code State Government Article, sec. 9-701).

*Maryland Advisory Board of the National Historical Publications & Records Commission.* Appointed by the Governor, the Maryland Advisory Board of the National Historical Publications and Records Commission carries out the historical records program of the National Historical Publication and Records Commission. The program is a cooperative effort of the Commission, state records coordinators, state advisory boards,

and institutions and organizations throughout the country concerned with the records of the nation.

The Commission encourages government and private organizations to preserve and make available for use those records that further an appreciation and understanding of American history. In addition to supporting projects that directly relate to a body of records, the Commission also may support projects to promote cooperative efforts among institutions and organizations and improve the knowledge, performance, and professional skills of those who work with historical records.

The Board consists of at least seven members, including the State Historical Records Coordinator who serves as chair. Members serve three-year terms. The State Historical Records Coordinator is the State Archivist (44 U.S. Code, Chapter 25, sec. 2505).

*Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.* In July 2013, the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution was authorized (Chapter 603, Acts of 2013; Code State Government Article, sec. 9-3001). Ratified by two-thirds of the states in August 1920, the 19th Amendment gave women the right to vote in the United States.

The Commission, staffed by the State Archives, is to develop a plan for commemorating the events that occurred in Maryland connected to women's suffrage and the ratification of the Nineteenth Amendment to the U.S. Constitution. It also must assemble an inventory of sites in Maryland that are significant to the suffrage movement, and develop a strategy to encourage tourism related to the commemoration.

Despite a strong suffrage movement in the State, Maryland initially rejected the 19th Amendment on March 26, 1920 (Joint Resolution no. 2, Acts of 1920). By May 29, 1941, however, the General Assembly chose to ratify it (Joint Resolution no. 12, Acts of 1941). Further, with regard to the Maryland Constitution, the General Assembly in 1956 voted to amend the document to expand the franchise so that it would not be limited to those described as "white male" (Chapter 99, Acts of 1956, ratified by the voters, November 6, 1956).

Authorization for the Task Force extends through October 31, 2020.

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