



MARYLAND STATE ARCHIVES

Annual Report Fiscal Year 2017

Annual Report of the State Archivist to the Governor and General Assembly
(State Government Article, § 9-1007(d))

October 2017

Maryland State Archives
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STATE ARCHIVES

ANNUAL REPORT FY 2017

OVERVIEW



- *Hall of Records Commission Agenda, Nov 16, 2016*
- *Hall of Records Commission Agenda, Jun 06, 2017*

The State Archives was created in 1935 as the Hall of Records and reorganized under its present name in 1984 (Chapter 286, Acts of 1984). Upon that reorganization the Commission on Artistic Property was made part of the State Archives.

Edward C. Papenfuss State Archives Building, 350 Rowe Blvd., Annapolis, Maryland.

As Maryland's historical agency, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 through the beginning of this century. These records are described in the State Archives' Guide to Government Records. In manuscript, print, and electronic formats, they include colonial and State executive, legislative, and judicial records; county court, land, and probate records; publications and reports of State, county, and municipal governments; business records; records of religious bodies; and special collections of maps, newspapers, photographs, and private papers.

ADMINISTRATION

In July 1986, when the State Archives moved into its present building on Rowe Boulevard across from the Courts of Appeal, Administration was responsible for Accounting and Personnel. In July 2007, the Administration Department reorganized to oversee and manage three functions: Fiscal Affairs, Administration, and Personnel.

Administration

Policies and procedures established for the State Archives are continually reviewed by the Administration Unit.

Fiscal Affairs

The Fiscal Affairs Unit runs the day-to-day operations of accounting through the Statewide Accounting and Reporting System (RSTARS & ADPICS), as well as managing procurement and the inventory of fixed assets using the Department of General Services Inventory Manual and the State Fixed Assets Subsystem. The Unit oversees supplies and materials, timekeeping and payroll, and mandated financial reporting. In addition, the Unit helps prepare the agency's budget using the

Statewide Budget System (HOBO) and the agency's Managing for Results, for review and presentation to the Department of Budget and Management and the General Assembly.

Personnel

On October 14, 2015, the agency participated in the Statewide Human Resources—Shared Services as part of the Governor's initiative to consolidate all small agencies' Personnel Offices. The agency has successfully integrated the new payroll and timekeeping system (Workday) as a result of the Shared Services initiative.

ARTISTIC PROPERTY & PUBLIC OUTREACH

The Commission on Artistic Property is the official custodian of all valuable paintings and other decorative arts owned by or loaned to the State. It provides for the acquisition, location, proper care, custody, restoration, interpretation, and preservation of the state-owned art collection. The collection contains works of art and decorative arts that have either been commissioned by the state or acquired since the colonial period. Such works have been displayed and used in state buildings from the 17th century to the present day. In 1996, the Commission, on behalf of the State, assumed ownership of the art collection of the Peabody Institute, thereby expanding the collection to include works of art by European artists, including paintings, sculpture, textiles, and works on paper dating from the 16th century through the 19th century. In total, there are over 4,000 works of art in the state's collection.

The Commission consists of fifteen members. Eight members are appointed by the State Archivist with the approval of the Governor and seven serve ex officio. With the Governor's approval, the State Archivist names the chair (Code State Government Article, secs. [9-1016](#) through [9-1023](#)).

Major projects and priorities of the Commission Staff in FY17 included significant updates to the Collections Management Policy, clarification of the description of what constitutes Artistic Property, and identifying potential removals from the Artistic Property Inventory. These updates were reviewed and approved by the Artistic Property Commission and the office of the Attorney General.

Through the additional support of the General Assembly, Artistic Property was able to coordinate the loan, conservation, installation and interpretation of the monumental portraits of the six Lords Baltimore, Proprietors of the Colony of Maryland. APC staff coordinated with the State House Trust for necessary structural investigation and the development of a minimally-intrusive means of hanging the portraits in the rotunda and stairwell of the State House. A Maryland Day joint-session celebration included the Governor, Lt. Governor, and Senate President as speakers. The efforts of the Artistic Property Commission were recognized and the Commission received a Governor's Citation for this installation.

A long-term loan (and anticipated gifting) of a painting of *The Ark & the Dove* was added to the Senate Caucus Room, further enhancing interpretation at the State House.

A contemporary abstract-expressionist landscape painting by artist David Brewster, *Shafts of Carot*, was a gift to the APC. The work has been installed in the Reception Room of Government House.

The FY17 Conservation Appropriations of \$44,000 allowed us to conserve six objects:

- Drop Leaf Table, MSA SC 1545-3079, \$1,200
- Delegate Chair, MSA SC 1545-3430, \$105
- Clerk's Side Chair, MSA SC 1545-3438, \$90
- Canvas of Morris L. Radoff, MSA SC 1545-1208a, \$3,760
- Canvas of Charles I, MSA SC 1545-1099a, \$24,956
- Frame for Charles I, MSA SC 1545-1099b, \$24,999

Long-term preservation of collection items

- Exhibit Case for Ben Franklin, MSA SC 4680-20-0028, \$3,055
- Report for Peabody Tapestries, MSA SC 4680-30-03~05, \$150.00

Additional funds of \$14,080 (\$4,500 in FY17 plus pledges for FY18) from the Society of Colonial Wars in the State of Maryland are allowing the Commission to address both the canvas and frame of the State's 17th-century painting of our namesake, Queen Henrietta Maria. Having additional funding greatly extends what we are able to address.

Commission staff provided numerous special tours and public outreach in FY17, including State House by Candlelight, President's Day, Maryland Day, and the Anne Arundel County Tour of the Maryland House and Garden Pilgrimage. Staff supported events at Government House, including *An Evening for the Arts* and an event for The Foundation for the Preservation of Government House. Staff also attended Annapolis Preservation Roundtable meetings.

FY17 saw final decisions made regarding fit-out of the Rolling Run storage facility. Shelving, painting storage screens, and cabinets for small objects of art are to be installed in early FY18 and collections moved to this state-of-the-art facility.

Numerous gift agreements are in progress at the time of this writing; these collection additions will be reflected in the FY18 annual report. Included among these are three pieces of furniture for Government House, commissioned by the Government House Foundation from St. Michael's craftsmen McMartin & Beggins, of wood from the Wye Oak, struck by lightning in 2006.

Interpretive sculptures of Frederick Douglass and Harriet Tubman, for placement in the Old House of Delegates Chamber, will be additional priorities for FY18. Other exhibition updates are planned in various locations within the Annapolis Complex.

At present, \$50,000 has been appropriated to the Archives for conservation services for the art collection, and it is anticipated that paintings, frames, and furniture will be addressed and silver objects cleaned.

While conservation funding is crucial, it would also be helpful to have funds available for the maintenance of exhibits and for interpretation. Finding funds to keep things looking as they should is a challenge when we must reframe objects for display, or replace interpretive panels on public view due to damage, normal wear-and-tear, and changing display or interpretive priorities. Such funds could also be used to cover printing costs for the State House brochure that the Archives provides to highlight the history of the State House and the State's Art Collection.

SPECIAL COLLECTIONS

In 1935, Special Collections started as the Gift Collection and reorganized under its present name in 1986. In March 2005, it was placed under Artistic Property, Preservation, and Public Outreach (now Artistic Property and Public Outreach). In December 2014, Special Collections returned to being a separate department. In October 2015, the department was placed under the Deputy State Archivist. In January 2017, the department was combined with the Conservation unit under management of the Director of Special Collections.

The State Archives is authorized to collect public and private records and other materials relating to Maryland history from the earliest times. At the discretion of the State Archivist, the State Archives also may acquire collections of private records as permanent gifts (Code State Government Article, sec. 9-1010).

Special Collections supervises the care, preservation, accessioning, and description of private records. These are usually given to the State Archives by private donors and generally consist of newspapers, religious records, maps, photographs, personal letters, diaries, architectural plans, and other manuscript documents. Maps in the Archives collection, for example, date from 1565 to the present. They serve as an important resource for scientists, historians, and citizens interested in the Chesapeake watershed. Photographs illustrate a cross section of Maryland life and culture, including agriculture, architecture, family life, government, nautical and naval affairs, recreation, and sports. In addition, the State Archives has microfilmed the records of nearly 700 religious institutions of various denominations and more than 900 newspaper titles from across the State.

With the exception of the State-owned art collection, the Director of Special Collections, in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections. Offers of gifts of fine art are reviewed by the Director of Artistic Property and the State Archivist. Materials are accepted on the basis of their historical or cultural value, relevance to the holdings of the State Archives, their condition, and the Archives' capacity to provide for their proper storage and care. Materials may be placed on deposit if their contents are to be digitized as a reference collection at the State Archives, and the original materials returned to the owner.

In FY17, Special Collections continued to work with librarians at the University of Maryland, College Park, to contribute newspaper issues to the Library of Congress website *Chronicling America*. This partnership received a third round of grant funding from the National Digital Newspaper Program, which will provide the public with online access to newspapers from around the state, such as *The Democratic Messenger* (Snow Hill), *The Citizen* (Frederick), *The Midland Journal* (Rising Sun), and *The Evening Capital* (Annapolis). The current grant will also fund digitization of the *Maryland Suffrage News*, an important paper that supported women's efforts to achieve the right to vote.



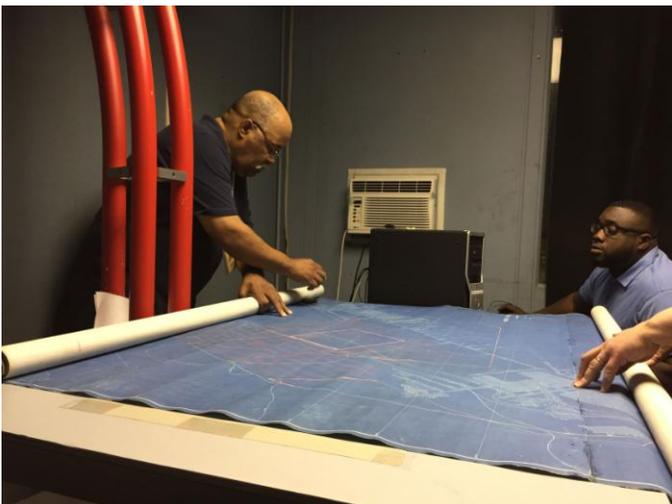
The department partners with state and local historians to exhibit collections that commemorate significant events. Special Collections worked with Historic Annapolis in April 2017 to display James Brice's ledger book of accounts and construction details for the 250th anniversary celebration of his home, one of the renowned examples of colonial architecture in the state capital. On July 6, 2017, Special Collections, Conservation, and Artistic Property staff exhibited a Maryland State Guard regimental flag of the 112th Machine Gun Battalion at the State House for a ceremony honoring the service of World War I veterans.

APPRAISAL & DESCRIPTION

In 1985, Appraisal and Description first organized under the name State and Local Records. Later it re-formed as Records Appraisal and Preservation, then as Appraisal and Preservation before restructuring under its present name in 1999.

The Appraisal and Description Department evaluates State, county and municipal records to determine their value for future agency operations and administrative, legal, and historical purposes. Records in the custody of the State Archives are received, processed and described by the Department. This involves maintaining finding aids and updating record locations, descriptions, and inventories, and continually adding entries for newly transferred records.

During FY17, the Appraisal and Description Department met its goal to complete a shelf read of all government records in our Annapolis facility. In this agency-wide effort, staff systematically compared the catalog of our holdings with the records on the shelf. This helped us identify discrepancies as well as discover collections in need of re-boxing or re-labeling. Our next step is to use the findings of the shelf read to improve the accuracy of our catalog and the quality of our storage.



Another major project in which the Appraisal and Description Department participated dealt with mining maps from the 19th and early 20th centuries. The Maryland State Archives partnered with the Abandoned Mine Land Division of the Maryland Department of the Environment, the Maryland Environmental Service, the Maryland Geological Service, and the U.S. Department of the Interior Office of Surface Mining to preserve and make accessible 128 mining maps. The work included cleaning, flattening, mending, and scanning the maps and creating new enclosures for the maps'

storage. These tasks involved staff from across the Archives, particularly drawing on the skills of the Appraisal and Description, Conservation and Preservation, and the Digital Acquisition, Processing, and Publication Departments. These images, which will be georeferenced by the Abandoned Mine Land Division, will be available through statewide enterprise GIS and the Maryland State Archives.

In the coming fiscal year, the Appraisal and Description Department will focus its resources on improving our program for electronic records. This effort will include the establishment of new forms and procedures for agencies transferring permanent electronic records to the Archives. It will also include the migration of electronic records already in our custody from CDs to a more reliable storage medium.

Records Retention & Disposal Schedules

The Department helps government agencies manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that are no longer needed for daily work, or to destroy records that have no further use. In Maryland, no government record may be destroyed without the approval of the State Archivist.

The Department advises agencies on the creation of records retention and disposal schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY17, the State Archivist approved 81 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of those records that have met their retention requirement and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destructions. During FY17, the State Archivist received 488 records disposal certificates.

Records Transfer & Space Management

During FY17, the Archives took on a number of permanent government record transfers from 45 government agencies, representing the following volume of records:

551 books
4,855 boxes
5,833 maps/plats

BALTIMORE CITY ARCHIVES

The Baltimore City Archives is the central repository for Baltimore City government records. The City Archives holds records of both permanent and non-permanent value. Non-permanent material is held for a designated time span until recycled or destroyed.

The City Bureau of Archives was created in 1927 as a function within the Baltimore City Department of Legislative Reference. In the late 1930s, employees from the Historical Records Survey of the Federal Works Progress Administration (WPA) began to describe and index municipal records. A subsequent, comprehensive survey of all municipal departments occurred in the 1950s.

Periods of reduced operational funding curtailed archival operations in the late twentieth century. Through a 2009 special agreement, the Maryland State Archives provided resources, with some initial financial support from the National Historical Publications and Records Commission, to revive and sustain the City Archives. Formerly housed at 2165 Druid Park Drive in Baltimore, the City Archives moved in 2008 to its present site, 2615 Mathews Street in the Waverly neighborhood.

Under memorandums of understanding with the City of Baltimore in 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives since 2009, assigning staff to the facility in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018.

Records Management

FY17 witnessed the continuation of outreach efforts through departmental and site visits. Meetings took place with the following departments: Health, Law, State's Attorney, Finance, and Public Works. We also visited the Department of Recreation and Parks to assist their staff as they revise their retention schedules and prepare their historical files for transfer.

In addition, transfers were made to the City Archives of some 1302 cubic feet of record material. The departments represented include Council Services, Law, State's Attorney, Legislative Services, Housing, Health, and Public Works. The bulk of our transfers continues to originate from the Public Works Department.

Historical Collections

Processing initiatives focused upon the administrative papers of the Office of Civil Rights and Wage Enforcement [BRG84]. Volunteers helped in the description and processing of this important collection. Holdings include a unique series of twenty-nine studies that document racial disparity in hiring and wages from 1959-1978. Important to Civil Rights researchers, these never published studies have been digitized and are now available to the public:
<http://guide.msa.maryland.gov/pages/series.aspx?ID=BRG84-1-3>

Outreach

We continue to publicize our holdings and build public support for our efforts. Our social media presence has expanded as we continue to feature images from the BCA holdings on our Facebook page.



In June we hosted the Prince Hall Masons, an African American fraternal lodge, to provide an overview of archival principles to assist them with its own archives. Jennifer Cruickshank, Conservation Department, advised the group on preservation matters.

Interns and Volunteers

In January, for the second year, we hosted a group Stevenson University student interns for three weeks and engaged them in general processing duties, such as organizing records and rehousing them. Under the guidance of Glenn Johnston, History Chair and University Archivist, and Robert Schoeberlein, the Acting

City Archivist, the students were taught the principles of archival science, document handling, and basic processing.

CONSERVATION & PRESERVATION

From the founding of the Hall of Records to the present day, the State Archives has been conserving and preserving Maryland's records. In the old Hall of Records building the work began in 1935 in the Repair Room, which re-formed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. In 1998, as Conservation, Restoration, and Preservation Services, it was placed under Artistic Property, Preservation, and Public Outreach. Renamed Preservation Services in 2001, it re-formed as a separate department under its present name in February 2014, and was placed under the Deputy State Archivist in October 2015. In January 2017, the department became part of the Department of Special Collections and Conservation.

Conservation and Preservation preserves and cares for archival records, maintains their physical integrity, and assures their longevity and accessibility. Moreover, it provides condition assessments and performs conservation treatments needed to prepare damaged materials for scanning, patron access, and exhibition. Conservation and Preservation works closely with other Archives departments to achieve the goal of long-term access to our records. This is especially true in working with the Digital Acquisition, Processing, and Publication Department to enable them to produce the best scanned images in keeping with national best practices. These procedures help individuals who are not able to use originals at the Archives, and they preserve the informational value of fragile manuscripts, maps, newspapers, and photographs.

Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of archives in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published books, government publications, maps, and newspapers. The Lab monitors environmental conditions in

temperature- and humidity-controlled storage areas and warehouses. When appropriate, conservation measures are used, including de-acidification and chelating, repair and restoration, polyester encapsulation, phased and other enclosures, and book conservation.

Preservation Outreach

The State Archives participated in the work of the Maryland Task Force to Initiate Preservation Planning in the 1990s, and assumed a leading role in promoting preservation to agencies, organizations, and individuals across the State. At that time, the Task Force designated the State Archives to coordinate public information, workshops, and low-cost conservation services. Today, these efforts continue through lectures, workshops, and webinars given around the State, the country, and online. The goal is to ensure preservation of significant collections of books and documents in Maryland government offices, libraries, museums, historical societies, private organizations, and private homes.

In FY17, the conservators were increasingly engaged in monitoring environmental conditions in records storage and evaluating the preservation status of records during building renovations both in Annapolis and at the Rolling Run facility. They monitored temperature and relative humidity in stack areas using data loggers and visually inspected records flagged by staff. They also trained archivists to recognize possible condition problems with records and to respond to records emergencies.



From January to July 2017, the Conservation Lab collaborated with the Appraisal Department on a grant project funded by the Maryland Department of the Environment to prepare abandoned mine maps for safe scanning. Conservators flattened maps with humidity or weight and conducted specialized treatments to repair tears and losses. They supervised staff efforts to surface-clean and mend maps needing more basic care. Conservators also assisted Digital Acquisition technicians with handling oversized and fragile maps during scanning. At the project's conclusion, conservators created improved storage containers for preservation housing of the maps.

Conservation staff contributed to research with colleagues from the Heritage Conservation Science Laboratory at Johns Hopkins University (JHU) on treating records using gamma irradiation. This method can be employed to treat severe damage caused by mold or pests. MSA conservators selected surrogate materials of media types commonly found in archival collections for study with the goal of quantifying effects of treatment on paper, leather, textiles, and photographic prints. MSA staff preserved a control set of the surrogate media and took photographs documenting the condition of both the control and irradiated sets. As the JHU scientists conduct more research, MSA's contributions to these laboratory

experiments will enable conservators across the country and world to make informed decisions about whether gamma irradiation will safely eradicate mold or pests on records without undue damage, including visible color changes and chemical changes to the originals.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATION

Digital Records

Digital Records originated as Appraisal and Preservation. When appraisal functions were assigned to Appraisal and Description, Acquisition and Preservation Services formed in May 1999. It restructured as Acquisition and Imaging Services in August 2003 and was renamed Digital Imaging and Acquisition in June 2005. It further reorganized as Digital Acquisition, Processing, and Publication in August 2007, and was placed under the Deputy State Archivist in October 2015. It was renamed Digital Records in June 2016.

The digital preservation and imaging services offered by the State Archives in Annapolis are managed, coordinated, and promoted by Digital Records. For imaging projects, this department also gives logistical and technical support, and assists in the development of standards and techniques used in such work.

Constituent & Interagency Services

Formed in December 2010, Constituent and Interagency Services was placed under Digital Acquisition, Processing, and Publication in January 2014. When that department was reformed as Digital Records in June 2016, Constituent and Interagency Services was made a separate department.

This office operates the Archives Help Desk. The department handles requests from the public for copies of records, and fulfills government agency requests for files and refiles records returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records (mdlandrec.net & plats.net). During FY17, Help Desk staff enrolled 42,421 new subscribers to mdlandrec.net. Staff also fielded 14,667 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 9,612 other inquiries relating to Archives records or services. Staff from this office processed 16,539 individual file requests from State and local agencies and returned 14,707 files returned by agencies to their assigned locations within the Archives. For the public, Constituent & Interagency Services staff provided copies of 5,885 files. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files that often run to hundreds of pages each.

GOVERNMENT INFORMATION SERVICES

Organized within the State Archives in 1986, Government Information Services assists Marylanders and their agencies of government with current and historical government information, which is continuously updated and revised.

Government Information Services is responsible for the Maryland Manual On-Line: A Guide to Maryland & Its Government, the Maryland Manual, Government Reports and Publications, and the Library of the State Archives. Monitoring many sources and conducting research in the public records, government publications, reports, and published materials of Maryland, the department offers a unique asset to Maryland citizens, government officials, and students of Maryland history and government.

Much of the descriptive work of Government Information Services originated with the Historical Records Survey in Maryland, begun in February 1936 as part of the Federal Writers Project. An independent unit of Federal Project No. 1, the Survey became a state project in September 1939, officially sponsored by the Hall of Records Commission. Describing the first inventory of county records, published by the Survey in 1937, James A. Robertson, Maryland's first State Archivist, noted that the manuscript materials report ". . . from which one can deduce the functions of those offices . . ." is also the first survey of much that exists in the county aside from government. It shows both the form of government of the county, and something of the development of that government, as well as something of the history of the county in its various ramifications." For Maryland citizens and public officials, Government Information Services continues to describe Maryland and its government.

The origins of Government Information Services begin in 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission and the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the Maryland Manual. In 1988, the Governor also asked that the State Archives assemble the information contained in the Organization of Maryland State Government, issued annually from 1988 to 1995. That information, covering the organizational structure, budgets, historical evolution, and mandated reports of government agencies, began to be incorporated into the Maryland Manual in 1989.

Maryland Manual On-Line

The Maryland Manual On-Line is a continuously updated guide to Maryland government. It presents an overview of the organizational structure and personnel of the executive, legislative, and judicial branches of Maryland State and county governments and describes the executive and legislative branches of Maryland municipal governments. Further, the Manual shows agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of government agencies.

Biographies of government officials appear in the Maryland Manual On-Line. These include State legislators, Constitutional officers, members of the Governor's staff, department secretaries, judges, university presidents, Maryland's Congressional delegation, federal judges, and certain other federal officials of Maryland. Biographies of local elected government officials, including county executives, county council members, county commissioners, state's attorneys, sheriffs, circuit court clerks, orphans' court judges, and registers of wills appear as well. Moreover, the Manual gives additional information on local government (county and municipal), intercounty, interagency, and interstate and federal agencies. The Manual also contains the State budget, the Constitution of Maryland, election returns (State and county), and historical lists of local officials. The Maryland at a Glance section offers condensed data on many Maryland subjects, such as State symbols, Maryland historical chronology (State and county), and Maryland government.

While Government Information Services has been fortunate indeed to have retained an excellent staff for several decades, for the last several years, but particularly throughout FY17, this division has suffered from the lack of a minimal staff, previous staff members having retired or been reassigned to other duties and not replaced. Although the State Archives Library has been successful using a dedicated volunteer, a retired librarian, to augment staff, Government Information Services as a whole has found, in recent years, that the quality of work done by interns and volunteers has markedly declined. Regular staff are needed to train in the vital work that informs Maryland's government and citizens, and provides the framework for the administration of Maryland archives in the future.

Government Publications, Reports, & Library

Government Information Services oversees Government Reports and Publications and the State Archives Library. Materials under these divisions are used by and serve the research needs of Archives staff, other Maryland government agencies, and the public. Print materials must be used in the State Archives Search Room, though many online materials are freely available on the Internet.

Government Publications & Reports.

The earliest State reports and publications trace to the 17th century, with the majority dating from the early 19th century to the present. They range from State constitutions, laws, and regulations to the reports of study commissions, task forces, and work groups, and include regular annual reports of major departments as well as unique studies or reports mandated by the General Assembly. Local government material also forms an important part of our holdings.

These State and local government reports and publications are made available for research at the State Archives in various formats, and whenever possible in electronic form through the *Maryland Manual On-Line*.

In FY17, to meet system security requirements, a new system for managing electronic Government Reports and Publications was designed, developed, tested, and put into operation. This better enables us to describe and make accessible these important documents.

Library.

Though present from the formation of the Hall of Records in 1935, the Library was formally organized in 1940. Today, the State Archives Library contains reference works that supplement Maryland government records preserved at the Archives. These include published records and sources on Maryland history, government, biography, geography, and natural resources; county, city and town histories; regional studies; the Chesapeake Bay; research guides; archives administration, conservation, and preservation; and family histories and genealogies.

In FY17, work to improve access to Library materials was completed by interns and Archives Conservation staff. For books and pamphlets housed in the public Search Room, certain frequently used volumes had their original protective enclosures and covers replaced, and others were repaired.

With the help of a skilled volunteer, a retired librarian who prepared catalog record entries, copies of Library books were culled from unaccessioned donations, catalogued, and retained as security copies. Any additional copies were kept should they be needed as replacements for accessioned material.

For electronic materials to be added to the Library, a new management system that meets security requirements needs to be devised, tested, and implemented.

INFORMATION SYSTEMS MANAGEMENT

Information Systems Management began in 1989 as Computer Services and reorganized under its current name in 1997. This department oversees Electronic Archives, Information Technology Development, and Information Technology Support for the State Archives. Moreover, the office helps other State agencies design and update their homepages for the web.

Electronic Archives.

At its September 1998 meeting, the Hall of Records Commission resolved that a program of Electronic Archives be created within the State Archives. The program coordinates and manages the development of a permanent archives of electronic records.

In accordance with the Archives' Information Technology Master Plan, Information Systems Management focuses on key initiatives in order to improve IT support services agency wide, enhance the user experience for our constituency using the agency's electronic resources, and plan, develop, and implement IT initiatives for the future. To this end, the Archives continues to work towards the development of a trusted digital repository to provide long-term management of the agency's digital assets arranged within a technical and organizational framework that is efficient, secure -- and most of all -- sustainable.

Achievements

In FY17, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited, and transferred daily to MSA's in-house production servers. Application, database, and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions, and other threats to data integrity. In addition to these ongoing efforts, Information Systems Management also exported 70 years of county images and was able to successfully transfer these images to the courts as backup.

During FY17, IT staff continued to redesign and test a digital repository for all instruments recorded and verified for inclusion in the land record volumes by the Clerk of the Circuit Court offices of Maryland's 23 counties and Baltimore City, and their related indices. IT staff solicited recommendations from the user community and by implementing upgrades to the code functionality and database infrastructure has allowed for more efficient and accurate searches of the Archives' mdlandrec.net system.

IT staff continued to implement improved workflows for the processing of photographs transferred electronically to the agency from the Governor's Press Office, allowing for more efficient transfer of photographs from the Governor's Office to the Press Office's website. IT staff also worked in partnership with Digital Maryland, a collaborative statewide digitization program headquartered at the Enoch Pratt Free Library/State Library Resource Center, on a multi-year project to provide wider distribution and access to photographs from the administrations of Governors William Donald Schaefer and Robert Ehrlich.

In conjunction with Reference and Administration staff, IT staff completed the movement of research inquiries from the agency's constituents into a service management system. As a result, research inquiries from the public are efficiently tracked and can be monitored through completion. IT staff also began to review and document workflows in various other departments with the goal of eventually retiring the legacy msaref.net system and migrating all workflow systems currently tracked in msaref.net into the agency's service management system.

Efforts by the IT staff during FY17 continued with the planning and building of the new data center at the Archives' Rolling Run facility. Once all physical components and telecommunications are in place at the new data center, the Recovery Data Center can be relocated from UMBC to Rolling Run. This relocation began in June 2017 and should be completed in FY18.

Also occurring in FY17 was the successful conversion of the Special Collections system, the Government Publications system, and the Registration system from their existing Cold Fusion platforms to .net applications. Included in these conversions were upgraded programming for new and enhanced functionality to all of the systems. New functionality included, but was not limited to, improved file management, improved reporting, and improved ability to accession data.

REFERENCE SERVICES

In 1935, Reference Services began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College. The Department reformed in May 2007 as Reference and Records Services, and became Reference Services again in 2009. It was placed under the Deputy State Archivist in October 2015.

Records are made accessible to the public and government agencies through the Search Room, by mail or telephone, and through electronic media. This department oversees the Search Room, and is responsible for the Mail Program, Publication Rights, and Records Services.

Public Search Room. Open Tuesday through Saturday, the Search Room is staffed by professional archivists to assist patrons. In FY17, 5,493 on-site visitors were assisted with their research and document needs. Electronic and mail reference services are available Monday through Friday. Also in FY17, Reference Department staff responded to 3,397 email requests for documents and information. In addition, electronic services and information, including comprehensive catalogues of the Archives' holdings, are accessible through the State Archives website.

Records are used for legal documentation, historical research, land title searches, geographical information, vital record research, and genealogy. The Archives staff offers limited research services, primarily providing researchers with assistance in the identification of sources. Copies of records can be produced on paper, as photographs, or as digital image files. Self-service copying is also available for many records in the Search Room.

RESEARCH, EDUCATION & STUDENT OUTREACH

Basic functions of the Research, Education and Outreach Department originated with a program focused on compiling the *Directory of Maryland Legislators, 1635-1789* (1974). Work continued with the Legislative History Project which culminated in *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, 2 vols. (1979, 1985). These functions continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, the Department reformed under its current name in 2005.

Using original documentary sources, Research, Education and Outreach works to interpret, preserve, and improve access to Maryland history through publication, educational activities, and public programming. The Department is committed to sharing the Archives' collections, resources, and professional knowledge with the community at large. Toward that end, Research, Education and Student Outreach has maintained and strengthened its programming in both public outreach and education during the past year. These efforts seek to ensure that both new and long-term patrons are aware of, understand, and appreciate the treasures within the State Archives' holdings and find the Archives staff professional and approachable. The goal is to make the Archives accessible for everyone.

Research, Education, and Outreach currently consists of three primary programs: the Study of the Legacy of Slavery in Maryland (Known as the Legacy of Slavery Program), the Land Office, and Educational Outreach.

Study of the Legacy of Slavery in Maryland

The main mission of the Legacy of Slavery Program is to provide direct, searchable access to primary documents that detail the history of African Americans in Maryland since the colony's founding in 1634. The program's work was initiated in March 2001, when the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland was authorized (Chapter 316, Acts of 2000). It continues today as a program of the Maryland State Archives Research Division.

This year, the program staff completed a detailed item-level processing of the Maryland State Archives Freedom Papers collections funded by a Documenting Democracy Grant from the National Historical Publications and Records Commission. The staff digitized and processed the manumission and certificate of freedom collections, ultimately creating an item level, name searchable inventory of approximately 111 record series, including 34 cubic feet of paper records and 43 reels of microfilm. Both the in-depth finding aid and the images of the original records have been published online

providing invaluable access to these significant series. During FY2017, staff also provided numerous outreach presentations on the use and content of these documents. In addition, the team published a well-followed weekly series on social media entitled #ManumissionMondays to highlight the newly processed record collections. Finally, in FY17, the Legacy of Slavery Program staff oversaw the successful opening of the Harriet Tubman Discovery Center and National Park in Cambridge in March after serving as principal consultants for over 10 years. To allow this vital work to continue, the program continues to seek funding opportunities and partnerships for FY17.

Land Office

The roots of the Land Office date to the seventeenth century, when Lord Baltimore established the agency to administer land grants in his Maryland colony. Following the American Revolution, the right to grant vacant (i.e., unclaimed) land became the responsibility of State government. In 1967, the State Archivist was designated the Commissioner of Land Patents and made responsible for issuing land patents and certificates of reservation and for conducting court hearings. Prior to this the Land Office had been a separate agency.

Today, virtually all land in Maryland has been patented. From time to time, however, some vacant parcels are found, generally the result of surveying or record-keeping errors. In June 2012, the most recent land patent issued by the State was awarded to the Baltimore Area Council of the Boy Scouts of America for 19 acres of land in Harford County.

The majority of the work that now comes before the Land Office consists of applications from the Department of Natural Resources for certificates of reservation of abandoned land (Code Real Property Article, secs. 13-101 through 13-504). In order to reserve abandoned land for public use it must be proven that no property taxes have been paid over the 20 years prior to the date of application and that the land has not been possessed by a person during this period. Prior to the issuance of a certificate of reservation, the Commissioner of Land Patents and his designated deputy must verify these claims. During FY17, the Deputy Commissioner of Land Patents did not receive any official patent applications, but did respond to many legal inquiries concerning land patents and land ownership matters from both government agencies, including the attorney general's office, and private individuals.

Educational Outreach

Educational Outreach provides public programming and learning opportunities both in the classroom and in the community at large.

Maryland Day

Partnering with the Four Rivers Heritage Area of Maryland, the Archives again participated in annual Maryland Day celebrations in March 2017 with the "Made in Maryland" theme. Maryland Day commemorates the formal founding of the colony of Maryland. Local heritage organizations and museums take the opportunity to share and generate excitement about Maryland history with the public. This year, the State Archives staff provided guided interpretation of the State House, highlighting the newly added portraits of the Lords Baltimore, and the Peter Egeli work depicting the landing of the colonists from the Ark and the Dove.

Brick Wall Sessions

Based on the continuing demand for the “break through your brick wall” sessions which debuted at the 2014 Family History Festival, Archives’ staff maintain this program as a stand-alone event. In FY17, the public had three opportunities throughout the year to sign up for special sessions with professional archivists and genealogists to discuss and attempt to overcome their greatest research obstacles. New this year, staff hosted a virtual brick wall session, providing an online genealogy help session and expanding this program’s reach to those who cannot visit the Archives in person.



Family History Festival

In October 2016, the staff hosted the third annual State Archives' Family History Festival. This free community event offered lectures on genealogy, history and archival research, demonstrations on caring for family papers and photos, workshops teaching participants how to use archival resources, and hands-on educational children's activities highlighting family history.

With over 200 visitors in attendance, the event was warmly received by both regular visitors and first time patrons.

Lunch and Learn

The Archives continued its brown bag seminar series to help educate guests on the collections and services of the Archives. This year, we offered new types of programming, such as documentary viewing focusing on movies based on archival resources. In FY18, we also hope to increase access to the series online through social media in order to expand the reach of the educational programming to guests who are unable to travel to the Archives to participate.

Workshops

In response to the popularity of the hands-on workshop sessions which debuted at the 2015 Family History Festival, staff developed and presented standalone workshops at the Archives in FY17. Joining our “Orientation to the Maryland State Archives” workshop, staff also produced a “Vital Records” workshop which provided both new and returning visitors with training on how to most effectively use our collections of marriage, birth and death records. In FY18, the Archives will launch a YouTube channel in order to provide this educational content online in a video library.

Internships

For over 40 years the Archives has hosted a student internship program. The program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives while bringing fresh insights to State Archives' existing programs. To host special, directed internships and to co-teach classes based on primary source material, the Archives staff has established and maintained partnerships with many schools and universities. Adding to this network in FY17, staff collaborated directly with the Anne Arundel County Public School System Department of Social

Studies on a teachers' workshop. Staff members also regularly present directly in the classroom and host students on field trips at all educational levels from kindergarten through postgraduate, emphasizing the importance and use of primary resources.

Additional Research Partnerships

The Research, Education and Outreach Department has continued the Maryland 400 project which involves the identification and exploration of the lives of Maryland's first combatants during the Revolutionary War. The soldiers of the Maryland 400 were members of the 1st Maryland Regiment, which took heavy casualties in New York at the Battle of Brooklyn in 1776. Their brave rearguard action allowed the rest of the Continental Army to escape destruction. While the military actions of the men at the battle are well known, their names, fate at the battle, and backgrounds have remained unexamined.

In FY17, the Archives staff received two grants from the Maryland Society of the Sons of the American Revolution to continue this project, in cooperation with the past supporters, including the Maryland Military Department, Washington College, the Maryland Military Historical Society, and the Moss Family Foundation. The team publishes the project's research findings in online biographical sketches as well as in a research blog featuring an online roster of all men known to have been in the battle. To date, the roster lists the names of approximately 900 out of a projected 1,000 soldiers who participated in the battle. In FY17, not only added biographies and primary source interpretation to the Archives' website, but also better organized the published resource material online to make it more easily accessible. The ongoing project provides interpretive analysis into the records being used to study the soldiers' lives. This program helps build a growing community of people interested in Maryland history and expands the reach of archives resources overall.

Research, Education and Outreach Department has also established a partnership with the University of Maryland iSchool and its Digital Cultural Innovation Center. The goal of the collaboration is to provide hands-on experience in the workplace for UMD students, as well as provide support to ongoing mission critical programs of the Archives. In FY18, the Research staff will co-teach a course with iSchool faculty.

Finally, the outreach staff makes an effort to participate in professional conferences and workshops to share information with the widest network possible, to grow professionally, and to learn from our colleagues. This year's highlights include our participation in the Association for State and Local History workshop at Gunston Hall, the annual Harriet Tubman Conference, the winter Mid-Atlantic Regional Archives Conference, and the National Council for Public History Conference.



Maryland State Archives

Hall of Records Commission Meeting

November 16, 2016, 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 16, 2016, 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/se14/000000/000044/hrcfall2016attendees1.pdf>

Opening Remarks/Special Announcements

Special Guests

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

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

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, June 14, 2016

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrcminutes_jun2016.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

June 22, 2016: Attorney Malcolm Gross discussed “The Trial of John Brown” at the Archives’ *Brown Bag Lunch and Learn* series.

June 29, 2016: Author Ross Kimmel spoke on “Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland” at the Archives’ *Brown Bag Lunch and Learn* series.

July 1, 2016: Workshop Series - “Using Vital Records at the Maryland State Archives.”

August 10, 2016: Filmmaker Mark Hildebrand spoke and screened his film, “Brookeville” at the Archives’ *Brown Bag Lunch and Learn* series.

September 14, 2016: Filmmaker Mark Hildebrand spoke and screened his film, “Anthem” at the Archives’ *Brown Bag Lunch and Learn* series.

September 21, 2016: Historian Susan Pearl spoke on “Steir-Peeters Painting Collection at Riversdale” at the Archives’ *Brown Bag Lunch and Learn* series.

October 1, 2016: The Archives hosted its Third Annual Family History Festival.

October 12, 2016: Professor Nicholas Creary and Bowie State University student Sydney Lawson spoke on their study of lynching in Maryland at the Archives’ *Brown Bag Lunch and Learn* series.

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/se14/000000/000044/hrc_schedules_11-16-2016.pdf

Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_disposal_11-16-2016\(1\).pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_disposal_11-16-2016(1).pdf)

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

State Archivist's Report

Chronology: staff activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_chronology_fall_2016.pdf

Budget

FY 2015

Budget Book Appropriation \$2,131,467 including 2% cut.

Converting 6 contractual FTEs to permanent status by eliminating 9 FTEs.

Reducing the number of contractual employees from 40.20 in FY 2014 to 24.20 in FY 2015.

FY 2016

Budget Book Appropriation \$2,551,862 including 1.72% cut and the second cut of 2.12% totaling 3.8%.

Converting 2.5 contractual FTEs to permanent status by eliminating 2.5 FTEs.

Over the target request was approved for operating cost of Rolling Run Drive Warehouse @ \$3.20/SqF:

Fuel and Utilities \$207,611

Contractual Services \$220,609

FY 2017

Budget Book Appropriation \$2,490,885 including 3.1% cut and the second cut is in process will be 3.65% totaling 6.75%.

Converting 6 contractual FTEs to permanent status by eliminating 9 FTEs.

Reducing the number of contractual employees from 24.2 in FY 2016 to 15.80 in FY 2017.

FY 2018

Budget Target \$5,493,000 to be cut by 3%.

The increase in the budget target for FY 2018 is as a result of the shifting the Archives Special Fund revenue to the General Fund Appropriation in the amount of \$3,000,000.

Request for converting 2.5 contractual FTEs by eliminating 4.5 FTEs.

This will reduce the number of contractual employees from 15.8 in FY 2017 to 6.8 in FY 2018.

Shifting the Archives Special Fund revenue to the General Fund Appropriation in the amount of 3,000,000 which it will be cut by \$90,000 (3%) .

After a budget reduction of 3% in the amount of \$75,000, the General Fund Budget for FY 2017 is \$2,490,885. As the General Fund Budget is only for the controlled sub-objects and a portion of staff salaries, the agency has had to shift the funding to the Archives Special Fund to cover the cut. The second cut in 2017, a 3.65% reduction of the budget book appropriation (including any amendments) in the amount of \$91,000, is being presented to BPW. The overall General Fund budget reduction thus far for FY 2017 will be 6.66%. The FY 2018 General Fund budget target, including \$3,000,000 to support mdlandrec, was \$5,493,000, from which the Archives had to offer the first cut of 3% in the amount of \$165,000. As this is an experience-based practice for the agency, to cover the cut, the agency had to shift the fund from the general to special fund to avoid reducing the needed number of staff.

In summary, the cumulative effect of budget cuts over a number of years has resulted in a situation in which the Archives is left with almost no discretionary spending. In other words, the budgeted funds remaining are mostly all in what are termed "controlled sub-objects." Examples include salaries, health insurance and rent. Since the controlled subobjects are essentially obligated funds, any further reductions will most likely result in the elimination of positions.

The overall General Fund budget reduction thus far for FY 2017 will be 6.66%. The FY 2018 budget target was cut by 3%. Across the board cuts in General Funds are made even more impactful by the decision last year to shift the funding source of the Archives from being predominantly Special Fund to General Fund.

Customer Service Initiatives

In keeping with the Governor's Executive Order concerning customer service, the Archives has begun a concerted effort to direct more resources to core functions and broaden and deepen the "Archives experience" by integrating staff activities across current departmental boundaries. Our high-level objectives are to better utilize static, and even decreasing staff resources to fulfill core agency functions – the "getting back to basics" objectives formulated by the State Archivist and documented in our agency MFR. These include:

1. Enhancing customer service, patron access to our collections, and the delivery of reference and research services generally.
2. Strengthening our appraisal, description, and records transfer efforts the better to address the myriad new challenges of our increasingly digital records environment.

These are the core missions of any government archives.

Of course, another motivation is to cross train staff to increase their knowledge and experience of all aspects of modern archives operations. This promotes staff members' professional development, adds variety to the workday, improves the agency's flexibility to assign staff as needs arise and shift, and trains up the next generation of archival managers.

Appraisal and Description

Records Management in County Public Schools and Throughout the State

2016 legislation (House Bill 1105, 2016 Laws of Maryland Ch. 132) directed the Public Access Ombudsman to investigate and report on the Howard County Public School System's (HCPSS) handling of public records requests from July 1, 2012 through December 31, 2015. In undertaking this investigation, the Public Access Ombudsman, Lisa Kershner, necessarily had to investigate HCPSS's record management practices. An agency cannot effectively comply with public record requests unless that agency has a thorough understanding of the nature and location of its records and documentation on the disposal of records -- both key elements of an effective records management program. To provide context, Ms. Kershner also sought a better understanding of the record management practices of Maryland county schools in general.

The State Archives assisted Ms. Kershner by providing a general overview of agency responsibilities for records management as defined in statute and regulation. We also presented a reporting of retention schedules for each county school system, a timeline of our communications and meetings with HCPSS, and a review of notable interactions with other county schools.

Ms. Kershner's investigation suggests that the Maryland county school systems generally are in compliance with Federal requirements regarding student records. However, our findings also show that in most cases Maryland school systems are not meeting State records management requirements. Of the 24 school systems, we found that 18 had no approved record retention schedule on file, four had very old schedules, and only two had relatively contemporary schedules. Our report also showed that, although on numerous occasions between 2010 through 2016 HCPSS requested and the Archives provided guidance on creating a records retention and disposal schedule, HCPSS never submitted a schedule draft for review. Our full report on records management in Maryland county school systems is available in [Appendix 1](#).

While this study focused on school systems, we think it is illustrative of the full spectrum of records management issues that bedevil many state and local government agencies in Maryland. The State Archives has long been aware of the challenges facing records management in Maryland, but this investigation shows these obstacles in stark relief. Some of what this exercise revealed:

- There is a lack of understanding on the part of many agencies that they have a responsibility to "have a program for the continual, economical, and efficient management of the records." As a result, this responsibility is often not met.
 - There is a general lack of documented agency records management procedures.
 - Where such procedures exist, they often have not been thoroughly vetted with the agency or properly reviewed and approved according to statute and regulation.
 - Records management efforts are often further stymied by staff turn-over.

- Often, as in the case of Howard County Public School System, in spite of considerable expenditure of time and resources by Archives and agency staff, there is no effective follow-through on the part of the agency to create documented, approved procedures. No follow-through also means that years can go by with the records scheduling process never being fully completed.
- Most agencies do not have a comprehensive inventory of the records they create or of the legacy records in the custody of the agency.
- Neither the Records Management Division nor the Archives has the resources for an active outreach program to help agencies fill this void.
 - The role of the Records Management Division and the Archives is to provide guidance and to advise agencies when they request assistance.
 - Records management activities are often only undertaken when there is a problem, such as a lack of physical storage space.
 - Over the course of many years and for many reasons, the records management program in Maryland has become reactive rather than proactive.
- Further complicating matters, many records management processes are outdated and not suited to dealing with the volume and format of records created today.
- Electronic records are not always considered in records management processes.
- Information lifecycle management is often neglected in systems development.
- There is almost always a big disconnect between those who manage paper and staff who manage electronic records.
- Often there are very few staff at agencies who have a thorough understanding of the content and organizational framework of the records.
- There does not exist an established method of inventory for electronic records and, ergo, an established procedure for transferring records of enduring value.
- Open data initiatives often ignore the issue of long-term preservation.

The unsatisfactory state of records management in Maryland provided the impetus for the Maryland State Archives (MSA) and the Department of General Services, Records Management Division (RMD) to make a number of recommendations to address these issues, many of which were incorporated into our 2014 Joint Chairmen's report response and which we have noted in previous Hall of Records Commission meetings. A full report on our overview of the obstacles and recommendations for records management in Maryland is available in [Appendix 2](#).

As with the current records management statutes, our recommendations place responsibility for records management in the hands of the agencies. Agencies that create records, rather than any centralized authority, are in the best position to know the nature of their records and their own administrative, fiscal, and legal requirements. For the Archives to fulfill its mission, it needs the agencies that create the records to provide sufficient information for the Archives to make educated recommendations on retention and exert intellectual control over records with permanent value that are transferred into the Archives custody.

Records Management Initiatives

As we reported at the last Hall of Records Commission meeting, MSA and RMD are revitalizing our relationship to address the challenges brought on by a general decline in the quality of records management practices across the state. Our first focus in this effort is a revision of the forms used in retention schedule

creation, a key element of any records management program. These forms are used to identify and describe all records an agency creates. The forms must contain information sufficient to allow MSA and RMD to make appraisal decisions which will determine how long those records need to be retained. Our goals in this effort to update forms are as follows:

- Combine the Inventory and Records Retention and Disposal Schedule forms into a single survey instrument to streamline completion
- Make the forms available electronically to make them easier to draft and revise, ideally automating the entire drafting and approval process
- Update language to be suitable for electronic as well as paper records
- Revise language to make it easier for agencies to understand what information is needed
- Update instructions and guidance to better assist agencies in form completion

We have drafted a new form and are now working on instructions and guidance. Records Management Division is also looking into the internal procedures necessary to formally update the forms.

The Archives also recommends that the legislature consider an initiative modeled after a recent change to the Public Information Act that would require agencies to designate an accountable staff person as liaison for the records management program. The PIA legislation (H.B. 874 - Ch. 266), to be codified as sec 4-503 of the General Provisions Article, requires each governmental unit that maintains public records to annually submit to the Office of the Attorney General the contact information for a representative whom a member of the public should contact to request a public record from the governmental unit. The Archives believes that establishing a similar role of records management liaison will help to streamline the scheduling process and improve overall the records management program.

Probate Processing Project

The Appraisal and Description Department is continuing its joint project with the Comptroller of Maryland, the Registers of Wills, and FamilySearch (a nonprofit family history organization) to rebox into archival storage, index to the document level, and scan probate records dating from 1642 to 1940. The goal of this project is to better preserve the original records and make the information more accessible to the public. We have recently completed work on Caroline County, which consisted of approximately 271 bound volumes and 170 cubic feet of loose papers.

Council of State Archivists

The Archives is expanding its participation with state archives across the nation by increasing our involvement with the Council of State Archivists (COSA). COSA is the national nonprofit association serving the country's 56 state and territorial archives by advancing their needs to stakeholders and the public. Tim Baker is serving on the COSA Board of Directors as Vice-President / President-Elect for the 2016-2019 term. Christian Skipper of the Appraisal and Description Department is serving on the Advocacy & Outreach sub-committee. This sub-committee is part of COSA's State Electronic Records Initiative (SERI).

Commission on Artistic Property

Welcome to New Staff

The Commission is delighted to welcome Catherine Rogers Arthur as Senior Curator and Director of Artistic Property. Catherine joined the Archives staff on October 19, after nearly 20 years at Homewood Museum, on the campus of Johns Hopkins University, where she served as Director and Curator of Collections. A graduate of the Winterthur Program in Early American Culture, Catherine possesses a wealth of knowledge in Maryland history, as well as decorative arts, building preservation, and historic interiors expertise. Her graduate thesis was on the Baltimore furniture company, Potthast Bros., Inc. 1892-1975, and was published in the annual journal *American Furniture* in 2000.

Her book *Homewood House*, co-authored with Cindy Kelly, was the 2005 recipient of the Maryland Historical Trust Heritage Book Award. In 2014, she was awarded and implemented a Save America's Treasures Grant for the restoration of Homewood's South Portico. Just prior to her departure, she implemented new paint analysis findings and a reproduction wallpaper project for three principal entertaining rooms. She also served as co-curator along with Lance Humphries on *A Winter's Residence: The Town House of Charles Carroll Jr. 1800-1816*, a new exhibition and publication.

Portraits of Lords Baltimore Update

Presently, all six portraits as well as their frames are undergoing conservation in preparation for their installation in the Maryland State House. The canvases are being treated by David Olin of Olin Conservation Studios; and the frames are being treated at Gold Leaf Studios, under the direction of Bill Adair. Planning is underway for the portraits of George Calvert, First Lord Baltimore and Cecil Calvert, Second Lord Baltimore, to be installed prior to the start of the Legislative Session in January 2017.



On the left is the frame for the portrait of Charles, 3rd Lord Baltimore; and on the right, a mold made of its cartouche, which will be replicated on two new frames being made for the portraits of Benedict Leonard, 4th Lord Baltimore, and Frederick, 6th Lord Baltimore.

Education, Outreach & Research



Family History Festival

The Maryland State Archives hosted its 3rd Annual Family History Festival on Saturday, October 1, 2016. Although the weather outside was dark and rainy, the staff of the Archives shone brightly while sharing our collections and professional knowledge with the 144 attendees. Our keynote speaker for the event was Mr. Chris Haley who shared his reflections on the legacy of the seminal work, *Roots*. Staff displayed an array of *Roots*-themed records and artifacts in a new search room exhibit to accompany

the remarks. Throughout the day, the Archives' staff led a newly designed behind-the-scenes tour that focused on the life of a permanent record as it moves through the Archives from retention schedule, transfer, preservation, containerization, digitization, storage and access. We also offered hands-on workshops including:

- ❖ Orientation to the Archives' Website
- ❖ How to Use the Guide to Government Records
- ❖ How to Use MDLANDREC
- ❖ How to Use Special Collections Guide to Newspapers and Church Records
- ❖ How to Handle and Preserve Family Photos.

Additionally, we presented several panel discussions throughout the day highlighting tips and tricks for more effective research by professional genealogists, archivists and historians. Presenters included Dr. Jean Russo, Dr. Clara Small, Christopher Smithson, and Terry Nelid.

We hosted exhibitors promoting statewide collections including:

- ❖ Digital Maryland
- ❖ Maryland Historical Records Advisory Board
- ❖ FamilySearch
- ❖ Maryland Genealogical Society
- ❖ African American Genealogical Societies of Maryland, and the
- ❖ Baltimore City Archives.

This year for the first time, we also worked with Maryland Humanities Council and the Anne Arundel County Public School System to feature youth National History Day projects. We were pleased to welcome seven outstanding Maryland students who attended to present their projects live, plus five additional students who shared their exhibit displays in our public search room during the Festival. The Archives would like to thank all our wonderful Festival sponsors including the Friends of the Maryland State Archives, The Crowley Company, Baltimore Tea and Coffee Company, Whole Foods, Ancestry, Hollinger Metal Edge, Systematic Filing, University Products, Grauls, Crab Town Curbs, and Wegmans. Thanks to our wonderful guests, speakers, students and staff, the program was an amazing success.

International Roots Festival



Chris Haley, Director of the Study of the Legacy of Slavery in Maryland, was invited as an honored guest and participant in the [International Roots Festival](#) in The Gambia, Africa, from May 6 through 13, 2016. During this trip, Chris had the opportunity to visit Juffureh, the homeland where his ancestor Kunta Kinte was captured and brought by the slave ship, *Lord Ligonier*, to Annapolis. He also visited Kunte Kinte Island, a pivotal site in the Africa / Europe slave trade, located in the Gambia River. During this trip, Chris spoke about the legacy of his family in both Africa and America and had the chance to experience Gambian culture. He participated in a traditional naming ceremony and was adopted by a Gambian family. Chris remains in contact with the Gambian ministers and officials to explore continued

heritage partnerships. This trip coincided with the 40th anniversary of the publication of the book, *Roots*, the 39th anniversary of the original television series, and the year that the television series was re-imagined by the History Channel. Chris shared his experiences in The Gambia and his reflections on *Roots* and his family legacy during the keynote address at the 3rd Annual Family History Festival.

Summer Internship Program



On June 1, 2016, the Archives welcomed the class of 2016 summer interns into our longstanding educational program. This year's students once again successfully participated in archival work across departments and received direct mentoring from our professional staff in all aspects of archival work including appraisal, records processing, digitization, collections management, reference services, electronic archives, conservation, and research. In addition to working alongside our staff, students attended a number of professional development presentations and field study opportunities throughout the summer, which included connections with the Banneker

Douglass Museum, Historic Annapolis, Historic London Town and Gardens, Maryland Historical Society, and Hammond Harwood House. We would like to thank internship sponsors Heritage Montgomery, St. John's College, and Washington College who helped provide direct funding for the program. It was certainly an overwhelmingly productive and positive summer for both students and staff. The final intern reports can be found at: <http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/intern2016summaries.pdf>

Workshop Series

On Friday, July 1, 2016, the Archives' staff debuted a new public workshop focused on vital records in our collections. Vital Records, including birth, death, and marriage records, are the most used and requested record groups by researchers in the Search Room. They are simply invaluable to genealogists and researchers, thus the workshop was completely full to capacity and very well received. We are continuing to

work on scripting out this material for our ongoing production of YouTube videos which we hope to begin posting online by the end of this calendar year.

Brick Wall Sessions

Our quarterly Brick Wall Sessions remain overwhelmingly popular, with each date offered filling up in advance. We held a summer session on August 13, and are making plans for the next virtual online session to be held this winter. We are very grateful for the continued support of local genealogists who volunteer their time to join Archives staff in working these events. Due to their popularity, and the fact that the majority of Brick Wall participants stay at the Archives to research for the entire day, we have included additional staffing on the days of these events to provide outstanding customer service in the Search Room to keep pace with heavier usage.



Brown Bag Lunch and Learn Series

The Brown Bag Lunch and Learn Series, inaugurated in January 2015, is still going strong with each event averaging approximately 30 attendees. In recent months, we have held numerous fascinating programs with a focus on the different ways Maryland's rich documentary record can be used to understand our shared history. In addition to talks, new this year, we also included documentary film viewings and discussions. Programs included diverse offerings such as: attorney Malcolm Gross's discussing the trial of John Brown; author Ross Kimmel speaking on slave freedom petitions; filmmaker Mark Hildebrand hosting a viewing of the film *Brookeville* to commemorate the anniversary of the War of 1812 and the viewing of the film *Anthem* to mark the anniversary of the Battle of Baltimore; historian Susan Pearl presenting the art history of the Steir-Peeters painting collection at Riversdale; and Professor Nicholas Creary and Bowie State University students discussing the history of lynching in Maryland. We hope to continue this popular program next year and will look for ways to keep the content fresh and engaging for our public.

Teacher Professional Development and Student Outreach

Archives' staff continued to work with the Anne Arundel County Public School System Social Studies Coordinator to provide consultation and materials for a high school level Maryland history course. The goal of this collaboration is a finished curriculum that can be shared statewide through the Maryland Department of Education. In addition, staff conducted numerous professional development opportunities for teachers including two sessions at the Reginald F. Lewis museum; the SEED school in Baltimore, and the most recent two for Anne Arundel elementary school teachers on October 5 and 6. These programs are essential for assisting teachers with seamlessly utilizing primary source materials in the classroom, and is particularly important with the new Common Core standards in Maryland.

Maryland 400

The Research Department will be concluding its current grant from the Maryland Society of the Sons of the American Revolution (SAR) this month. Staff has submitted a new grant proposal for additional funding to the SAR which, if approved, would allow us to continue work on the Maryland 400 project. A new \$10,000 award will allow Archives' staff member Owen Lourie to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment which fought in the Battle of Brooklyn. We are very grateful for the support of the

SAR and for the continuing partnership of project founder General James A. Adkins. In FY2016, staff added an additional one hundred biographies to the Archives' website, bringing the total of published soldier narratives to two hundred and twenty-five. For more updates, please continue to follow the project blog at: <https://msamaryland400.wordpress.com/>

Baltimore City Archives

Records management conducted four agency site visits/record appraisals and drafted six new retention schedules. Record transfers to the City Archives totaled 1,290 cubic feet of material.

Processing energies focused upon the continuing work on the Mayor Kurt L. Schmoke Papers (1987-1999). One hundred and twenty-nine boxes of correspondence and departmental reports, comprising five record series, have been described and placed within the online Guide to Government Records.

The Baltimore City Archives is participating as a research venue for National History Day. Ms. Nancy Perlman, former Head of Special Collections at the Loyola-Notre Dame Library, was recruited and now serves as our volunteer NHD coordinator. Our hope is to encourage Baltimore City high school students, as well as those from the counties, to use original source material. The City Archives has designated NHD "Open Saturdays" for research visits this Fall.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_transfers_11-16-2016.pdf

Special Collections:

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/special%20collection.html>

Additions to the state-owned art collection:

- Mold of the Maryland State Seal for the U.S.S. Maryland Silver service

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

Forthcoming Special Meetings of the Commission & Events of Interest

December 3, 2016: The annual holiday open house at Maryland's State House will feature vocal and instrumental performances as well as the opportunity to tour the historic chambers and view 24 decorated trees representing every county in Maryland. Programming will run from 6:00-9:00 pm.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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Maryland State Archives

Hall of Records Commission Meeting Minutes

November 16, 2016, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

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*

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

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

Ms. Ellen Robertson, *Department of General Services*

Special Guests

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

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

The Chair and Tim Baker welcomed the special guests to the meeting.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, June 14, 2016

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrcminutes_jun2016.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

June 22, 2016 Attorney Malcolm Gross discussed “The Trial of John Brown” at the Archives’ *Brown Bag Lunch and Learn* series.

June 29, 2016 Author Ross Kimmel spoke on “Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland” at the Archives’ *Brown Bag Lunch and Learn* series.

July 1, 2016 Workshop Series - “Using Vital Records at the Maryland State Archives.”

August 10, 2016 Filmmaker Mark Hildebrand spoke and screened his film, “Brookeville” at the Archives’ *Brown Bag Lunch and Learn* series.

September 14, 2016 Filmmaker Mark Hildebrand spoke and screened his film, “Anthem” at the Archives’ *Brown Bag Lunch and Learn* series.

September 21, 2016 Historian Susan Pearl spoke on “Steir-Peeters Painting Collection at Riversdale” at the Archives’ *Brown Bag Lunch and Learn* series.

October 1, 2016 The Archives hosted its Third Annual Family History Festival.

October 12, 2016 Professor Nicholas Creary and Bowie State University student Sydney Lawson spoke on their study of lynching in Maryland at the Archives’ *Brown Bag Lunch and Learn* series.

The Chair moved to approve the minutes as drafted and recognize the special meetings of the Commission. The motion was unanimously approved.

Records Retention & Disposal

Kathryn Baringer reported that since the last meeting of the Hall of Records Commission the Archives has approved 62 retention schedules. This includes 36 schedules from state agencies and 26 from county agencies, with an extensive schedule covering the records of the Washington Suburban Sanitary Commission (WSSC). The Baltimore City Archives received two new schedules from Baltimore City agencies. The Archives received 153 disposal certificates, 80 of which were submitted electronically.

Mr. Baker noted that WSSC, lacking the requisite records management expertise to complete the schedule on its own, had hired a private contractor. This resulted in one of the best written schedules Mr. Baker had seen in his fifteen years at the Archives, and is a testament to utilizing expertise in the private sector when it doesn’t exist in-house.

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_schedules_11-16-2016.pdf

Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_disposal_11-16-2016\(1\).pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_disposal_11-16-2016(1).pdf)

The Chair moved to approve the Records Retention Schedules and Disposal Certificates as presented. The motion was unanimously approved.

State Archivist's Report

Mr. Baker advised the members that the Archives will be undergoing a significant program of renovation and mold remediation for the next several months. Mr. Baker thanked Secretary Churchill and the Department of General Services for their quick and thorough response to the situation.

Chronology: staff activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_chronology_fall_2016.pdf

Elaine Bachmann called the Commission’s attention to the Mid-Atlantic Regional Archives Conference held in Annapolis the prior week. Several Archives’ staff members were closely involved in conference planning and

coordination and several staff participated as panelists. Ms. Bachmann thanked the Friends of the Maryland State Archives for their financial support of Archives' staff attendance at this important professional conference. Conference goers were also offered a tour of the Maryland State House.

Budget

Mr. Baker reported that the Archives biggest budget concern over the past several years has been to convert our contractual staff to permanent status while being mindful of the impact on the actual number of employees. There were 40.20 contractual employees in FY 2014, and by FY 2018 the Archives will have less than seven. In 2008 the Archives had 125 employees; it now has 75. Additionally, many senior staff are nearing retirement age. The Archives is working to ensure that junior staff have a career path here, with the seniority and experience they need to take over from departing managers.

Mr. Baker also reported that the Archives has received some General Fund support to pay for operational expenses at the Rolling Run warehouse. These expenses include gas, electric, maintenance contracts, pest control, and security, among others. He noted, however, that due to the warehouse's having been in a construction phase throughout the past year there is yet no certainty that the current \$3.00 per square foot budget will be sufficient to cover expenses once the facility is fully on-line.

Customer Service Initiatives

Kevin Swanson provided the Commission with background context on the Archives' current planning for the realities of reduced manning. He explained that at one time individual Archives staff had worn many hats, performing a wide variety of archival functions as needed. With the advent of digitization projects, such as mdlandrec and plats.net, staff by necessity became more specialized in their activities, creating "siloes" departments. Now the Archives anticipates a return to the earlier practice of making use of each staff member's skills and talents across departmental lines as needed. Both the Reference Department and the Appraisal & Description Department have already benefitted from the expertise of the skilled researchers of the Educational Outreach & Research Department, and we will continue to cross-train staff to fulfill a variety of core archival functions. This is in keeping with the Governor's Executive Order concerning customer service, as the Archives directs more resources to core functions and broadens and deepens the "Archives experience" by integrating staff activities across current departmental boundaries. Our high-level objectives are to better utilize static, and even decreasing, staff resources to fulfill core agency functions – the "getting back to basics" objectives formulated by the State Archivist and documented in our agency MFR. These include:

1. Enhancing customer service, patron access to our collections, and the delivery of reference and research services generally.
2. Strengthening our appraisal, description, and records transfer efforts the better to address the myriad new challenges of our increasingly digital records environment.

Of course, another motivation is to cross train staff to increase their knowledge and experience of all aspects of modern archives operations. This promotes staff members' professional development, adds variety to the workday, improves the agency's flexibility to assign staff as needs arise and shift, and trains up the next generation of archival managers.

Appraisal and Description

Records Management in County Public Schools and Throughout the State

2016 legislation (House Bill 1105, 2016 Laws of Maryland Ch. 132) directed the Public Access Ombudsman with the Office of the Attorney General to investigate and report on the Howard County Public School System's (HCPSS) handling of public records requests from July 1, 2012 through December 31, 2015. In undertaking this investigation, the Public Access Ombudsman, Lisa Kershner, necessarily had to investigate HCPSS's record management practices. An agency cannot effectively comply with public record requests unless that agency has a thorough understanding of the nature and location of its records and documentation on the disposal of records -- both key elements of an effective records management program. To provide context, Ms. Kershner also sought a better understanding of the record management practices of Maryland county schools in general.

Kathryn Baringer reported that the Archives assisted Ms. Kershner by providing a general overview of agency responsibilities for records management as defined in statute and regulation. The Archives also submitted a report on retention schedules for each county school system, a timeline of communications and meetings with HCPSS, and a review of notable interactions with other county schools.

Our findings showed that in most cases Maryland school systems are not meeting State records management requirements. Of the 24 school systems, the Archives found that 18 had no approved record retention schedule on file, four had old schedules, and only two had relatively contemporary schedules. Mr. Baker stated that this characterization of the school systems' compliance was perhaps too generous, as the two with more recent schedules had only targeted a very narrow scope of records and not the entire school system and the four with old schedules had very old schedules, dating back to the 1960s. Ms. Kershner's investigation suggests that the Maryland county school systems generally are in compliance with Federal requirements regarding student records.

Ms. Baringer stated that the Archives' report also showed that, despite numerous occasions between 2010 and 2016 in which HCPSS requested and the Archives provided guidance on creating a records retention and disposal schedule, HCPSS never submitted a draft schedule for review. Ms. Baringer invited the Commission to view the full report on records management in Maryland county school systems at [Appendix 1](#).

Ms. Baringer observed that, while this study focused on school systems, she believes that it is illustrative of the full spectrum of records management issues that bedevil many state and local government agencies in Maryland. The State Archives has long been aware of the challenges facing records management in Maryland, but this investigation shows these obstacles in stark relief. Some of what this exercise revealed:

- There is a lack of understanding on the part of many agencies that they have a responsibility to "have a program for the continual, economical, and efficient management of the records." As a result, this responsibility is often not met.
 - There is a general lack of documented agency records management procedures.
 - Where such procedures exist, they often have not been thoroughly vetted within the agency or properly reviewed and approved according to statute and regulation.³

- Records management efforts are often further stymied by staff turn-over.
- Often, as in the case of Howard County Public School System, in spite of considerable expenditure of time and resources by Archives and agency staff, there is no effective follow-through on the part of the agency to create documented, approved procedures. No follow-through also means that years can go by with the records scheduling process never being fully completed.
- Most agencies do not have a comprehensive inventory of the records they create or of the legacy records in the custody of the agency.
- Neither the Records Management Division nor the Archives has the resources for an active outreach program to help agencies fill this void.
 - The role of the Records Management Division and the Archives is to provide guidance and to advise agencies when they request assistance.
 - Records management activities are often only undertaken when there is a problem, such as a lack of physical storage space.
 - Over the course of many years and for many reasons, the records management program in Maryland has become reactive rather than proactive.
- Further complicating matters, many records management processes are outdated and not suited to dealing with the volume and format of records created today.
- Electronic records are not always considered in records management processes.
- Information lifecycle management is often neglected in systems development.
- There is almost always a big disconnect between those who manage paper and staff who manage electronic records.
- Often there are very few staff at agencies who have a thorough understanding of the content and organizational framework of the records.
- There does not exist an established method of inventory for electronic records and, ergo, an established procedure for transferring records of enduring value.
- Open data initiatives often ignore the issue of long-term preservation.

The unsatisfactory state of records management in Maryland provided the impetus for the Maryland State Archives and the Department of General Services, Records Management Division to make a number of recommendations to address these issues, many of which were incorporated into our 2014 Joint Chairmen's report response and which we have noted in previous Hall of Records Commission meetings. A full report on our overview of the obstacles and recommendations for records management in Maryland is available in [Appendix 2](#).

Consistent with existing law, Ms. Baringer emphasized the importance of placing responsibility for records management in the hands of the agencies. Agencies that create records, rather than any centralized authority, are in the best position to know the nature of their records and their own administrative, fiscal, and legal requirements. For the Archives to fulfill its mission, it needs the agencies that create the records to provide sufficient information for the Archives to make educated recommendations on retention and exert intellectual control over records with permanent value that are transferred into the Archives custody.

Records Management Initiatives

As reported at the last Hall of Records Commission meeting, MSA and RMD have revitalized their relationship to address the challenges brought on by a general decline in the quality of records management practices

across the state. Ms. Baringer acknowledged Michael Swygert of the Record Management Division for his role in this enhanced collaborative effort. She noted that the first focus in this effort is a revision of the forms used in retention schedule creation, a key element of any records management program. These forms are used to identify and describe all records an agency creates. The forms must contain information sufficient to allow MSA and RMD to make appraisal decisions which will determine how long those records need to be retained.

Ms. Baringer reported that a new form has been drafted and that the Archives is now working on instructions and guidance. The Records Management Division is also looking into the internal procedures necessary to formally update the forms.

Mr. Baker noted the frustration of Archives staff who met with and advised agency representatives on records scheduling only to find themselves several years later answering the same questions for a new set of representatives, with no action on the part of the agencies in between. Mr. Baker also noted that it was difficult for Archives staff to make informed recommendations to the agencies when their own representatives had so little insight into the scope and importance of agency records.

Mr. Baker reported that the Archives has recommended that the legislature consider an initiative modeled after a recent change to the Public Information Act that would require agencies to designate an accountable staff person as liaison for the records management program. The Archives believes that establishing such a role will help to streamline the scheduling process, provide accountability and continuity, and improve the records management program overall.

Probate Processing Project

Mr. Baker briefed the Commission on the Archives' continuing joint partnership with the Comptroller of Maryland, the Registers of Wills, and FamilySearch (a nonprofit family history organization) to rebox into archival storage, index to the document level, and scan probate records dating from 1642 to 1940. This manpower-intensive work finds from ten to twenty volunteers at the Archives each day preparing and scanning the records. With the financial support of the Comptroller and the volunteer effort, this project will better preserve the original records and make the information more accessible to the public. We have recently completed work on Caroline County, which consisted of approximately 271 bound volumes and 170 cubic feet of loose papers.

Commission on Artistic Property

Welcome to New Staff

Ms. Bachmann introduced Catherine Rogers Arthur as the new Senior Curator and Director of Artistic Property. Ms. Arthur joined the Archives staff on October 19, after nearly 20 years at Homewood Museum on the campus of Johns Hopkins University, where she served as Director and Curator of Collections. Ms. Bachmann also noted the tremendous work done by the Associate Curator and Collections Manager Chris Kintzel during the two-year period in which the Archives had no Senior Curator, thanking him for "keeping the ship afloat."

Ms. Bachmann also acknowledged the vital role of a succession of curators, including her predecessor Mimi Calver, who have all strived to raise the standard of care, preservation, and interpretation of the State art collection. She thanked President Miller for his support of the program at the State House and Matt Lalumia,

chairman of the Commission on Artistic Property, for his leadership in bringing the care and management of the collection up to a museum-quality standard.

Portraits of Lords Baltimore Update

Ms. Arthur reported that the project is well on its way to its goal of having the first two portraits installed in the State House by Session. Presently, all six portraits as well as their frames are undergoing conservation in preparation for their installation. The canvases are being treated by David Olin of Olin Conservation Studios; and the frames are being treated at Gold Leaf Studios under the direction of Bill Adair. Planning is underway for the portraits of George Calvert, First Lord Baltimore and Cecil Calvert, Second Lord Baltimore, to be installed prior to the start of the Legislative Session in January 2017.

Ms. Arthur noted the contributions of consulting engineers experienced in historic preservation, most notably Matthew J. Daw from Keast & Hood Structural Engineers, who are examining the architectural structure of the State House prior to installation to ensure minimal impact on the supporting walls.

President Miller emphasized the need to hang the portraits as expeditiously as possible, as many school children visited the State House daily and were currently only able to view unsatisfactory representations of the portraits. He also noted that important decisions concerning the installation of statues of Frederick Douglass and Harriet Tubman had yet to be made, but that the hanging of the portraits needed to be done first.

Education, Outreach & Research

Family History Festival

Emily Squires reported that the Archives has had a very busy six months. The Maryland State Archives hosted its 3rd Annual Family History Festival on Saturday, October 1, 2016, incorporating lessons learned from the first two festivals. Our keynote speaker for the event was Mr. Chris Haley who shared his reflections on the seminal work, *Roots*.

Mr. Haley, Director of the Study of the Legacy of Slavery in Maryland, was invited as an honored guest and participant in the [International Roots Festival](#) in The Gambia, Africa, from May 6 through 13, 2016. During this trip, he had the opportunity to visit Juffureh, the homeland where his ancestor Kunta Kinte was captured and brought by the slave ship, *Lord Ligonier*, to Annapolis. He also visited Kunte Kinte Island, a pivotal site in the Africa / Europe slave trade, located in the Gambia River. Ms. Squires noted that the theme of the Festival was "Exploring Your Roots," which gave all participants the opportunity to reflect on their own family's journey.

Ms. Squires said that she was particularly proud of a new addition to Festival events, the presentation of youth National History Day projects. The Archives was pleased to welcome seven outstanding Maryland students who attended to present their projects live, plus five additional students who shared their exhibit displays in the public search room during the Festival.

The Archives would like to thank Festival sponsors, which include the Friends of the Maryland State Archives, The Crowley Company, Baltimore Tea and Coffee Company, Whole Foods, Ancestry, Hollinger Metal Edge, Systematic Filing, University Products, Grauls, Crab Town Curbs, and Wegmans.

Summer Internship Program

Ms. Squires reported on the work of the class of 2016 summer interns. This year's students once again successfully participated in archival work across departments, receiving direct mentoring from professional staff in all aspects of archival work including appraisal, records processing, digitization, collections management, reference services, electronic archives, conservation, and research. Ms. Squires highlighted a project done in partnership with Heritage Montgomery and Fairhaven Church, an historically African-American church, in which an intern assisted in the collection, description, and digitization of family records belonging to church and community members. The records were safely returned to their owners and the digitized records made available online.

Workshop Series

Ms. Squires highlighted a talk given by Professor Nicholas Creary and Bowie State University student Sydney Lawson on the history of lynching in Maryland. She emphasized the fact that the presentation was researched at the Maryland State Archives and that our knowledge of the past depends on the preservation of newspapers and other records. Workshops also included documentary film viewings followed by discussions with the filmmakers, as the Archives marshals all of its resources to reach and engage a wider audience.

Teacher Professional Development and Student Outreach

Ms. Squires reported that Archives' staff continue to work with the Anne Arundel County Public School System Social Studies Coordinator to provide consultation and materials for a statewide Maryland history course at the high school level. Most students do not study Maryland history beyond the 4th Grade, and the goal of this collaboration is a finished curriculum that can be shared statewide through the Maryland Department of Education. In addition, staff conducted numerous professional development opportunities for teachers including two sessions at the Reginald F. Lewis museum; the SEED school in Baltimore and, most recently, two sessions for Anne Arundel elementary school teachers. These programs are essential for assisting teachers with seamlessly utilizing primary source materials in the classroom, and is particularly important with the new Common Core standards in Maryland.

Baltimore City Archives

Dr. Robert Schoberlein reported that the Baltimore City Archives is participating as a research venue for National History Day. Ms. Nancy Perlman, former Head of Special Collections at the Loyola-Notre Dame Library, was recruited and now serves as volunteer NHD coordinator. The goal is to encourage Baltimore City high school students, as well as those from the counties, to use original source material. This Fall, the City Archives will open on Saturdays to facilitate National History Day-related research visits.

President Miller commented that Baltimore City schools have been very slow to respond to additional history resources, noting that progress depends on motivated teachers and that home schoolers seemed more likely to move forward on these initiatives. Ms. Bachmann observed that homeschoolers often had more flexibility in their schedules whereas public schools were accountable to a rigid schedule. President Miller emphasized the need for archives and other organizations to make an extra effort to get their message out. He noted that we could expect to see a revolution in education in Maryland in the next few years spearheaded by the Commission on Innovation and Excellence in Education and led by Dr. William Kirwin. He cited the fallacy of expecting superior results while hiring and retaining mediocre teachers. Going forward the emphasis will be on

hiring the best teachers, paying them a professional salary, and prioritizing education over infrastructure. Chief Judge Barbera, recalling her own experience as a public school teacher in Baltimore City, agreed that student motivation and quality teaching are of utmost importance in educational outcomes.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/hrc_transfers_11-16-2016.pdf

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<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000044/special%20collection.html>

Additions to the state-owned art collection:

- Mold of the Maryland State Seal for the U.S.S. Maryland Silver service

The Chair's motion to approve the resolution of appreciation for all recent gifts was unanimously approved.

Forthcoming Special Meetings of the Commission & Events of Interest

December 3, 2016 Ms. Bachmann invited Commission members, family, and friends to attend the annual holiday open house at Maryland's State House. The open house will feature vocal and instrumental performances as well as the opportunity to tour the historic chambers and view 24 decorated trees representing every county in Maryland. Programming will run from 6:00-9:00 pm.

Old Business No old business

New Business No new business

Next meeting Upon the call of the Chair.

Adjournment The meeting was adjourned 1:30 pm

Mr. Timothy D. Baker
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Chronology of Staff Activities
June 14, 2016 - November 16, 2016

June 14, 2016: Tim Baker hosted the Spring 2016 Hall of Records Commission meeting at the Maryland State Archives in Annapolis.

June 14, 2016: Summer interns participated in a field study trip to the Maryland State House, Government House, and the Banneker-Douglass Museum.

June 15, 2016: Maria Day, Maya Davis, and Vicki Lee assessed records with Heritage Montgomery for our collaborative Pleasant View and Fairhaven church records digitization project.

June 16, 2016: Chris Haley gave a presentation at a *Transition to Freedom* meeting at the Banneker Douglass Museum.

June 17, 2016: Chris Haley was interviewed by Sheila Kast on NPR about African American History in Maryland.

June 18, 2016: Chris Haley presented *Roots 1977 v. Roots 2016: My View and Yours* at the Watkins Nature Center.

June 21 - 22, 2016: Maya Davis and Chris Haley gave a presentation at the National Parks Service Harriet Tubman Discovery Center Consultant and Grand Opening Planning Session.

June 21, 2016: Tim Baker, Kevin Swanson, Kathryn Baringer, V Joyce Phelps, and Christian Skipper met with State Highway Administration, Real Estate Division to provide guidance on retention schedule procedures.

June 21, 2016: Elaine Rice Bachmann provided a State House Tour for the Gross Family.

June 21, 2016: Corey Lewis participated as an instructor at a Digital Maryland Pre-Scanning workshop at the Community Center in Westminster.

June 21, 2016: Maria Day had a tour with archivists from Washington County Free Library and presented an evening talk on *Vintage Auto Travel in Maryland* to the Boonsboro Historical Society.

June 21 - 25, 2016: Chris Kintzel couriered the portrait bust of *Benjamin Franklin* (1706-1790) by Jean-Jacques Caffieri (1725-1792) for the exhibition *Versailles and the American Revolution* at the Palace of Versailles in France.

June 22, 2016: Lunch and Learn Program: Malcolm Gross gave a presentation on *The Trial of John Brown*.

June 22, 2016: Emily Oland Squires and Ryan Cox gave a presentation at a meeting of the Anne Arundel County Social Studies Curriculum group.

June 22, 2016: Nate Miller and Rachel Frazier hosted a student seminar on the role of Reference in the Archives.

June 23, 2016: Elaine Rice Bachmann participated in a program with Tom Mayes, Vice President and Senior Counsel for the National Trust, on "Why do old places matter?".

June 24, 2016: Maya Davis participated in the Georgetown University Diversity Initiative Program.

June 25, 2016: Corey Lewis participated in an Archival Processing Workshop at the Smithsonian Museum of American History.

June 29, 2016: Lunch and Learn Program: Ross Kimmel gave a presentation on *Freedom or Bondage: Slave Petitions in Colonial Maryland*.

June 29, 2016: Nancy Sheads hosted a student seminar on the role of Information Technology in the Archives.

June 30, 2016: Tim Baker, Kevin Swanson, Kathryn Baringer, and James Watson met with Prince George's County Circuit Court to discuss the disposition of records in court custody damaged by flooding.

July 1, 2016: Nate Miller, Rachel Frazier, and Emily Oland Squires presented a *Vital Records Workshop*.

July 5, 2016: Rachel Frazier presented an *Introduction to MDLANDREC Workshop* at the Queen Anne's County Public Library.

July 7, 2016: Ryan Cox and Emily Oland Squires met with Anne Arundel County Public School System Social Studies Coordinators for Maryland history course curriculum writing.

July 12, 2016: Emily Oland Squires hosted the staff of Historic London Town and Gardens for an overview of the Archives, a review of record materials, and an in-depth tour.

July 12, 2016: Legacy of Slavery staff participated in a roundtable discussion on *African American History in Annapolis* at the Hammond Harwood House.

July 12, 2016: Corey Lewis was an instructor for a Digital Maryland Pre-Scanning workshop at the Sandy Springs Museum in Sandy Springs.

July 12, 2016: Maria Day met with the Reisterstown United Methodist Church historian to receive church and cemetery records for a digitization and preservation project.

July 13, 2016: Joyce Phelps and Christian Skipper hosted a student seminar on the role of Appraisal in the Archives.

July 15, 2016: Summer interns participated in a field study trip to the Maryland Historical Society and the Rolling Run Warehouse.

July 15, 2016: Maya Davis, Maria Day, and Jenn Cruickshank visited the Fairhaven/Pleasant View Methodist Church to discuss the scanning and processing of church memoirs.

July 18, 2016: Emily Oland Squires hosted the staff of Historic Annapolis for an overview of the Archives, a review of record materials, and an in-depth tour.

July 19, 2016: Chris Haley and Maya Davis attended a Harriet Tubman Discovery Center Consultants meeting.

July 19, 2016: Conservator Jenn Cruickshank met with staff of Johns Hopkins University to collaborate on the Cellulose Acetate component of the Barrow Method, a once-popular conservation treatment. The Archives used the Barrow Method extensively and this research is important to the preservation of papers that received the treatment.

July 20, 2016: Summer interns participated in a field study trip to Historic London Town and Gardens.

July 21, 2016: Emily Huebner and Allison Seyler gave a Social Media Workshop at the Preservation Maryland Summer School.

July 21, 2016: Tim Baker, Elaine Rice Bachmann, Elizabeth Newell, and Emily Oland Squires conducted a site visit and consulted with Maryland Zoo Education Staff.

July 22, 2016: Maria Day and Allison Rein hosted a student seminar on the role of Special Collections in the Archives.

July 23, 2016: Emily Huebner presented a talk on ciphers and the Civil War papers of the Sands Collection for the Newcomer Houser Porch Program Series, Keedysville.

July 25, 2016: Legacy of Slavery staff met with faculty from Cornell University to consult on the *Freedom on the Move* project to create a universal online portal for slave runaway ads.

July 27, 2016: Ryan Cox and Allison Seyler gave a Teacher Professional Development Workshop at the Reginald F. Lewis Museum.

July 28, 2016: Kevin Swanson, Liz Coelho, Maria Day, and Kathryn Baringer visited PenMar Corporation at Fort Ritchie in Cascade to appraise records and provide guidance on the scheduling and transfer process.

July 29, 2016: Ryan Cox and Allison Seyler hosted a student seminar on the role of Research, Education and Outreach in the Archives.

July 29 – August 5, 2016: Jenn Cruickshank co-authored a poster on *Cellulose Acetate Lamination: Film Composition and Condition* at the Gordon Research Seminar and Conference: Scientific Methods in Cultural Heritage Research, Newry, ME.

August 2 - 6, 2016: Tim Baker attended the Council of State Archivist meeting in Atlanta, GA, in his capacity as Vice President/President-Elect of the organization.

August 3, 2016: Chris Haley consulted with National Park Service staff on record material regarding African American history at the Thomas Stone Historic Site.

August 3, 2016: Emily Oland Squires and Maria Day hosted Dr. Blair of UMBC for a site visit, internship program review, and tour of the Archives.

August 5, 2016: Emily Oland Squires hosted a student seminar on internships and future employment in the profession.

August 8, 2016: Summer interns gave their final project presentations at the Archives' General Staff Meeting.

August 8, 2016: Research Department and Legacy of Slavery staff attended a tour regarding *African American History at Hammond Harwood House* given by summer intern Chris Mielke.

August 10, 2016: Lunch and Learn Goes to the Movies - a screening of the documentary film *Brookeville* was presented along with a panel discussion with filmmaker Mark Hildebrand, and staff members Owen Lourie and Chris Haley.

August 11, 2016: Elaine Rice Bachmann attended a talk on *Reconstructing the Annapolis Tea Party: Re-examining the story of the Peggy Stewart* presented by Historic Annapolis intern James Sewry.

August 11 and 12, 2016: Tim Baker attended a meeting of the Advisory Council, University of Baltimore's Schaefer Center for Public Policy, for annual award ceremony planning.

August 12, 2016: Chris Haley met with Julien Jacques and Mackenzie Turner to discuss the Legacy of Slavery and Maryland and African American Heritage project partnership.

August 12, 2016: Archives staff hosted a public Brick Wall Session.

August 17, 2016: Maria Day and Corey Lewis met with a volunteer from Historical Society of Carroll County to discuss digitization of a privately-owned ledger.

August 18, 2016: Chris Haley met with Phebe McPherson to discuss the Legacy of Slavery and Maryland and African American Heritage project partnership.

August 19, 2016: Corey Lewis hosted and was an instructor for a Digital Maryland Pre-Scanning workshop at the Archives.

August 22, 2016: Owen Lourie presented on the Maryland 400 with author Patrick O'Donnell for Historic Annapolis in the Governor's Reception Room at the Maryland State House.

August 23, 2016: Allison Seyler and Emily Huebner hosted the staff of Hammond Harwood House for an overview of the Archives, a review of record materials, and an in-depth tour.

August 24, 2016: Maya Davis participated in the Wiley Bates Legacy Center Commemoration Planning meeting.

August 26, 2016: Chris Kintzel attended the Government House Foundation Board Meeting.

August 29, 2016: Chris Haley met with Benjamin Roberts, Honorable Minister of The Gambia, and Ida Jeng, Director, London Office, Gambian Tourism Board, for Kunta Kinte International Heritage Festival planning.

August 31, 2016: Emily Oland Squires represented the Archives at the Four Rivers Heritage Area Education Committee meeting.

September 2, 2016: Tim Baker, Elaine Rice Bachmann, and Mimi Calver toured the U.S. Capitol with associate curator of the Senate, Sasha Lourie, and made a site visit to Gold Leaf Studios with Bill Adair to examine frames for the portraits of the Lords Baltimore.

September 6, 2016: Chris Haley met with Mark Hildebrand regarding the development of an African American History mobile app.

September 6, 2016: Tim Baker, Elaine Rice Bachmann, Kevin Swanson, Christian Skipper, and Kathryn Baringer met with the Department of Human Resources to provide guidance on retention schedule creation.

September 7, 2016: Emily Oland Squires attended the Four Rivers Heritage Area Maryland Day Planning meeting.

September 9, 2016: Tim Baker, Elaine Rice Bachmann, Kevin Swanson, Christian Skipper, and Kathryn Baringer met with the Office of the Public Access Ombudsman to provide guidance on records management laws and practices.

September 12, 2016: Emily Oland Squires and Chris Haley were interviewed by Rhonda Wardlaw for City of Annapolis Television about the Family History Festival.

September 13, 2016: Tim Baker attended the Library Committee meeting at the Maryland Historical Society.

September 13, 2016: Chris Haley met with Will Thomas, University of Nebraska, regarding the Legacy of Slavery program.

September 13, 2016: Maria Day presented a talk on *Vintage Auto Travel in Maryland* for the Bowie Chapter of Daughters of the American Revolution at Bel Air Mansion, Bowie.

September 14, 2016: Lunch and Learn Goes to the Movies - a screening of the documentary film *Anthem* and a panel discussion with filmmaker Mark Hildebrand was presented.

September 15, 2016: Chris Haley hosted an Allegheny College of Maryland African American Literature Class at the Archives with Professor Lynn Bowman.

September 15, 2016: Elaine Rice Bachmann and Emily Oland Squires participated in a Four Rivers Heritage Area *Accessibility in Programming* workshop.

September 17, 2016: Chris Haley spoke at the National Parks Service Thomas Stone Historic Site during Constitution Day festivities.

September 17, 2016: Rachel Frazier presented a lecture at the Enoch Pratt Free Library in Baltimore on genealogy resources available through the State Archives.

September 19, 2016: Rachel Frazier presented a lecture on utilizing MdLandRec to the Carroll County Genealogical Society in Westminster.

September 19, 2016: Wei Yang attended a workshop on Designing Storage Architectures for Digital Collections at the Library of Congress.

September 21, 2016: Lunch and Learn - an art history talk on *The Stier-Peeters Collection of Riversdale* was presented by Susan Pearl.

September 22, 2016: Chris Haley participated in the Harriet Tubman Discovery Center Promotions and Marketing Consultants meeting.

September 23, 2016: Tim Baker hosted a meeting with the Deputy Chief of Staff to Governor Hogan, Tiffany Robinson, and staff, and gave them a tour of the Archives.

September 23, 2016: Ryan Cox gave a Teacher Development Workshop at The SEED School in Baltimore.

September 27, 2016: Tim Baker, Elaine Rice Bachmann, Kevin Swanson, Christopher Schini, and Kathryn Baringer met with Prince George's County Circuit Court administrators and the Honorable Sheila R. Tillerson Adams to review inventorying and transfer procedures.

September 29, 2016: Tim Baker gave a tour of the Rolling Run storage facility and a review of the renovations to Senator Guy Guzzone

October 1, 2016: The Archives held its Third Annual Family History Festival.

October 5 - 6, 2016: Ryan Cox and Emily Oland Squires hosted Anne Arundel County public school elementary teachers in a Professional Development Workshop.

October 6, 2016: Archives staff participated in #AskAnArchivist Day on social media.

October 6, 2016: Elaine Rice Bachmann attended a talk on *Charles Willson Peale and the Representation of American Liberty* given by Dr. M.N.S. Sellers at the Maryland Historical Society.

October 10, 2016: Archives staff participated in #ElectronicRecordsDay on social media.

October 12, 2016: Lunch and Learn - a talk on *Strange Fruit in the 'Free State': A History of Lynching in Maryland, 1854-1933* was presented by Dr. Nicholas Creary and his students James Copeland and Sydney Lawson.

October 12, 2016: Elaine Rice Bachmann attended the *Documenting our Architectural Past: The Legacy of Orlando Ridout V.* Lecture given by Willie Graham of Colonial Williamsburg in the Joint Hearing Room.

October 13, 2016: Elaine Rice Bachmann attended the book launch for *Elizabeth Patterson Bonaparte-Woman of Two Worlds* at the Maryland Historical Society.

October 16, 2016: Jenn Cruickshank collaborated with staff from Johns Hopkins University on the comparison of a range of sample materials like those found in archival collections, sent for

gamma irradiation to test vs. samples not sent. Ms. Cruickshank initiated the study and hosted the meeting at the Archives.

October 17, 2016: Maria Day presented a talk on *Vintage Auto Travel in Maryland* at the Washington County Free Library, Hagerstown.

October 20, 2016: Chris Haley attended the Harriet Tubman Discovery Center Grand Opening Event Consultant Team meeting.

October 25 - 27, 2016: Maria Day attended the Image Permanence Institute *Digital Print Preservation* workshop at Rochester Institute of Technology, Rochester, NY.

October 26, 2016: Emily Oland Squires hosted the Four Rivers Heritage Area Education Committee meeting at the Archives.

October 27, 2016: Chris Haley participated in a Harriet Tubman Discovery Center Consultants Planning meeting.

October 28, 2016: Chris Haley gave the Keynote address at the Maryland NAACP Annual Dinner.

October 28, 2016: Wei Yang attended the Daly Technology Showcase at BWI.

November 1, 2016: Tim Baker attended the benefit and exhibit, *Do It Now: A Celebration of the Legacy of William Donald Schaefer*, to benefit the William Donald Schaefer Center at the University of Baltimore, Martin's West.

November 2, 2016: Rachel Frazier presented a lecture on utilizing MdLandRec at the New Carrollton Municipal Center.

November 2, 2016: Wei Yang attended 2016 Red Hat Government Symposium in Arlington, VA.

November 3 - 5, 2016: Tim Baker and Elaine Bachmann moderated a panel "Building History: Using Archival Resources to Interpret Historic Sites and Material Culture" at the Mid-Atlantic Regional Archives Conference, Annapolis. Staff members Chris Haley, Rachel Frazier, and Jessica Douglas also participated on panels and Maria Day and Allison Rein were members of the conference organization committee.

November 5, 2016: Ryan Cox presented a Teacher Professional Development Workshop on *Maryland and Reconstruction* at the Reginald F. Lewis Museum.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 6/14/2016**

Anne Arundel Community College, Administrative Services

Rec.: 4/28/2016 Appr.: 8/26/2016 RM Sch. #:2782 MSA S1468-3969 Supersedes: 1909, 1914, 1915

Anne Arundel Community College, Admissions and Enrollment Development

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2787 MSA S1468-3963 Supersedes: 1918

Anne Arundel Community College, Bookstore

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2789 MSA S1468-3964 Supersedes: 1916

Anne Arundel Community College, Business Office

Rec.: 4/28/2016 Appr.: 8/9/2016 RM Sch. #:2781 MSA S1468-3966 Supersedes: 1908, 1910, 1911

Anne Arundel Community College, Continuing Education

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2784 MSA S1468-3960 Supersedes: 1927

Anne Arundel Community College, Counseling, Advising, and Retention Services

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2786 MSA S1468-3962 Supersedes: 1919

Anne Arundel Community College, Financial Aid Office

Rec.: 4/28/2016 Appr.: 8/9/2016 RM Sch. #:2788 MSA S1468-3967 Supersedes: 1920

Anne Arundel Community College, Human Resources

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2779 MSA S1468-3957 Supersedes: 1907, 2098

Anne Arundel Community College, Institutional Advancement / Foundation

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2775 MSA S1468-3953 Supersedes: 1925

Anne Arundel Community College, President's Office

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2774 MSA S1468-3952 Supersedes: 1902, 1903

Anne Arundel Community College, Public Relations and Market

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2783 MSA S1468-3959 Supersedes: 1906

Anne Arundel Community College, Public Safety and Police

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2785 MSA S1468-3961 Supersedes: 1912

Anne Arundel Community College, Registrar / Records and Registration / Enrollment Services

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2780 MSA S1468-3958 Supersedes: 1932

Anne Arundel Community College, Vice President for Learning

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2776 MSA S1468-3954 Supersedes: 1926, 1928

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Anne Arundel Community College, Vice President of Learner Support Services

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2778 MSA S1468-3956 Supersedes: 1905, 1913, 1917, 1921, 1922, 1923, 1924

Anne Arundel Community College, Vice President of Learning Resources Management

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2777 MSA S1468-3955 Supersedes: 1904

Anne Arundel County Department of Detention Facilities

Rec.: 4/7/2016 Appr.: 6/16/2016 RM Sch. #:C1350 MSA S1521-1363 Supersedes: C1006

Anne Arundel County Office of Administrative Hearings

Rec.: 4/29/2016 Appr.: 8/9/2016 RM Sch. #:C1356 MSA S1521-1372 Supersedes: None

Anne Arundel County Office of Budget

Rec.: 5/13/2016 Appr.: 6/28/2016 RM Sch. #:C1360 MSA S1521-1367 Supersedes: C1003

Anne Arundel County Police Department

Rec.: 7/16/2014 Appr.: 7/25/2016 RM Sch. #:C1263 MSA S1521-1369 Supersedes: c1004, c1004A1

Anne Arundel County Sheiff's Office

Rec.: 4/13/2016 Appr.: 7/25/2016 RM Sch. #:c1355 MSA S1521-1371 Supersedes: None

Baltimore County Department of Public Works, Survey Division

Rec.: 8/24/2012 Appr.: 7/25/2016 RM Sch. #:C1195 MSA S1521-1368 Supersedes: None

Board of Trustees for the Charles County Library

Rec.: 5/5/2016 Appr.: 6/28/2016 RM Sch. #:C1359 MSA S1521-1366 Supersedes: None

Calvert County Board of County Commissioners

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:c1364 MSA S1521-1374 Supersedes: None

Calvert County, Community Resources

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1297 MSA S1521-1355 Supersedes: None

Calvert County, Community Resources, Family Network

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1299 MSA S1521-1356 Supersedes: None

Calvert County, Community Resources, Office on Aging

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:C1300 MSA S1521-1375 Supersedes: None

Calvert County, Community Resources, Transportation Services

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1301 MSA S1521-1357 Supersedes: None

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Calvert County, County Administrator

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:C1302 MSA S1521-1376 Supersedes: None

Calvert County, Personnel

Rec.: 9/30/2015 Appr.: 6/16/2016 RM Sch. #:C1309 MSA S1521-1365 Supersedes: None

Calvert County, Public Safety

Rec.: 9/30/2015 Appr.: 6/16/2016 RM Sch. #:C1310 MSA S1521-1361 Supersedes: None

Calvert County, Public Safety, 911 Communications Control Center

Rec.: 9/30/2015 Appr.: 8/18/2016 RM Sch. #:C1312 MSA S1521-1373 Supersedes: None

Calvert County, Public Safety, Fire Alarm Reduction Unit

Rec.: 9/30/2015 Appr.: 6/9/2016 RM Sch. #:C1311 MSA S1521-1358 Supersedes: None

County Commissioners for Calvert County, General Services

Rec.: 9/30/2015 Appr.: 7/25/2016 RM Sch. #:C1308 MSA S1521-1370 Supersedes: None

Department of Public Safety and Correctional Services (DPSCS), Office of the Secretary / Grants, Policy and Statistics

Rec.: 7/15/2016 Appr.: 8/9/2016 RM Sch. #:2802 MSA S1468-3968 Supersedes: None

Department of State Police

Rec.: 3/12/2015 Appr.: 6/3/2016 RM Sch. #:1209-A-41 MSA S1468-3946 Supersedes: 1209-A-40

Governor's Office of Crime Control and Prevention (GOCCP)

Rec.: 5/20/2016 Appr.: 5/26/2016 RM Sch. #:2797 MSA S1468-3945 Supersedes: None

Maryland 529 Board

Rec.: 8/17/2016 Appr.: 9/12/2016 RM Sch. #:2322A10 MSA S1468-3970 Supersedes: None

Maryland Department of Housing and Community Development, Office of the Secretary Human Resources

Rec.: 7/8/2016 Appr.: 9/21/2016 RM Sch. #:2801 MSA S1468-3972 Supersedes: 1216

Maryland Department of the Environment), Land Management Administration, Resource Management Program

Rec.: 5/5/2016 Appr.: 6/28/2016 RM Sch. #:2792 MSA S1468-3965 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Lead Poisoning Prevention Program

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2742 MSA S1468-3941 Supersedes: 2504

Maryland Department of the Environment, Land Management Administration, Mining Program

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2739 MSA S1468-3939 Supersedes: None

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Maryland Department of the Environment, Land Management Administration, Mining Program, Bureau of Mines

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2743 MSA S1468-3942 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Mining Program, Coal

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2744 MSA S1468-3944 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Technical Services and Operations Program, Freedom of Information Act (FOIA)

Rec.: 10/29/2015 Appr.: 5/18/2016 RM Sch. #:2741 MSA S1468-3940 Supersedes: 2501

Maryland Department of the Environment, Land Management Administration, Technical Services and Operations Program

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2733 MSA S1468-3938 Supersedes: 2467

Maryland Department of the Environment, Science Services Administration (SSA), Director's Office

Rec.: 2/8/2016 Appr.: 5/18/2016 RM Sch. #:2757 MSA S1468-3943 Supersedes: 2439

Maryland Department of the Environment, Water Management Administration, Compliance Program

Rec.: 4/24/2015 Appr.: 6/28/2016 RM Sch. #:2710 MSA S1468-3950 Supersedes: 2527, 2528, 2531

Maryland Institute for Emergency Medical Services Systems

Rec.: 5/20/2016 Appr.: 6/8/2016 RM Sch. #:2793 MSA S1468-3947 Supersedes: None

Registers of Wills and Orphans' Courts

Rec.: 9/28/2016 Appr.: 9/30/2016 RM Sch. #:2807 MSA S1468-3973 Supersedes: 2687

St. Mary's County Department of Public Works and Transportation, Administration, Highways, Transportation, Building Services and Solid Waste and Recycling

Rec.: 10/10/2014 Appr.: 6/16/2016 RM Sch. #:C1268 MSA S1521-1360 Supersedes: None

St. Mary's County Government, Department of Land Use and Growth Management, Planning and Engineering Records

Rec.: 6/3/2014 Appr.: 6/16/2016 RM Sch. #:C1261 MSA S1521-1364 Supersedes: None

St. Mary's County Government, Department of Recreation and Parks

Rec.: 2/22/2016 Appr.: 5/24/2016 RM Sch. #:C1341 MSA S1521-1353 Supersedes: None

St. Mary's County Government, Finance

Rec.: 2/1/2016 Appr.: 6/16/2016 RM Sch. #:C1337 MSA S1521-1362 Supersedes: None

St. Mary's County Government, Finance, Administration

Rec.: 2/1/2016 Appr.: 6/9/2016 RM Sch. #:C1338 MSA S1521-1359 Supersedes: None

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St. Mary's County Government, Finance, Procurement

Rec.: 2/1/2016 Appr.: 5/26/2016 RM Sch. #:C1340 MSA S1521-1354 Supersedes: None

St. Mary's County Government, Land Use and Growth Management, general administration records

Rec.: 6/3/2014 Appr.: 5/24/2016 RM Sch. #:C1260 MSA S1521-1352 Supersedes: None

State Highway Administration Office of Structures

Rec.: 5/30/2016 Appr.: 6/16/2016 RM Sch. #:2799 MSA S1468-3949 Supersedes: 1819

University of Maryland Dental School

Rec.: 5/30/2016 Appr.: 6/16/2016 RM Sch. #:2798 MSA S1468-3948 Supersedes: 810

Washington Suburban Sanitary Commission, Office of the CIO

Rec.: 1/11/2016 Appr.: 9/9/2016 RM Sch. #:2669 MSA S1468-3971 Supersedes: None

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 6/14/2016**

Baltimore City Department of Public Works, Informal Conferences
Schedule Number 2080

Baltimore City Department of Public Works, Adjustment Documents
Schedule Number 2081

Retention Schedule Summary

State agency schedules approved - 36
County agency schedules approved - 26
Municipal agency schedules approved - 0
Total number of State Archives schedules approved - 62

Total number of Baltimore City Archives schedules approved - 2

Images of all approved State Archives schedules are available online at
http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html

Disposal Certificate Summary
Total number of electronic certificates - 80
Total number of paper certificates - 73
Total number of certificates - 155
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

**Maryland State Archives
Electronic Disposal Certificates Approved
Since Hall of Records Meeting
On 6/14/2016**

Date Approved	Agency	Certificate Number
5/3/2016	Carroll County Detention Center	SE55-3982
5/3/2016	Carroll County Detention Center	SE55-3983
5/3/2016	Charles County Government	SE55-3984
5/5/2016	Montgomery County Circuit Court	SE55-3985
5/13/2016	Queen Anne's County Circuit Court Clerk of Court	SE55-3990
5/13/2016	Worcester County Circuit Court Criminal Department	SE55-3991
5/13/2016	Montgomery County Circuit Court	SE55-3992
5/16/2016	Carroll County Detention Center	SE55-3993
5/19/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3996
5/19/2016	Maryland Office of the Attorney General Educational Affairs	SE55-3997
5/19/2016	Maryland Department of Business and Economic Development Office of Human Resources	SE55-3998
5/24/2016	Anne Arundel County Community College Document Services/Records Retention	SE55-3999
5/24/2016	Maryland Department of Agriculture Fiscal Services	SE55-4000
5/25/2016	Carroll County Detention Center	SE55-4001
5/26/2016	Carroll County Detention Center	SE55-4003
5/26/2016	Carroll County Detention Center	SE55-4004
6/7/2016	Maryland Office of the Attorney General Maryland Port Administration	SE55-4006
6/7/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4007
6/7/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4008
6/7/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4009
6/8/2016	Carroll County Detention Center	SE55-4010
6/8/2016	Carroll County Detention Center	SE55-4011
6/8/2016	Carroll County Circuit Court	SE55-4012
6/14/2016	Maryland Office of the Attorney General Maryland Port Administration	SE55-4014
6/15/2016	Queen Anne's County Circuit Court	SE55-4015
6/16/2016	Town of Walkersville Government	SE55-4016

6/21/2016	Carroll County Detention Center	SE55-4017
6/21/2016	Prince George's County Circuit Court	SE55-4018
6/21/2016	Prince George's County Circuit Court	SE55-4019
6/27/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4020
6/27/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4021
6/28/2016	Carroll County Detention Center	SE55-4022
6/30/2016	Maryland State Police Planning and Research	SE55-4023
6/30/2016	Maryland State Ethics Commission	SE55-4024
6/30/2016	Maryland State Police Planning and Research	SE55-4025
7/6/2016	Carroll County Circuit Court	SE55-4027
7/7/2016	Charles County Government	SE55-4031
7/8/2016	Prince George's County Circuit Court	SE55-4032
7/8/2016	Prince George's County Circuit Court	SE55-4033
7/8/2016	Prince George's County Circuit Court	SE55-4034
7/13/2016	Maryland State Police Office of the State Fire Marshal Lower Eastern Region	SE55-4038
7/15/2016	Howard County Register of Wills	SE55-4039
7/18/2016	Carroll County Detention Center	SE55-4040
7/18/2016	Howard County Circuit Court Civil Department	SE55-4041
7/18/2016	Washington County Register of Wills	SE55-4042
7/25/2016	Prince George's County Circuit Court	SE55-4052
7/27/2016	Carroll County Detention Center	SE55-4053
8/9/2016	Howard County Circuit Court Civil Department	SE55-4062
8/9/2016	Carroll County Circuit Court	SE55-4063
8/9/2016	Maryland Office of the Attorney General Maryland Port Administration	SE55-4064
8/15/2016	Maryland Department of Agriculture Purchasing Office	SE55-4070
8/16/2016	Maryland Public Television Procurement	SE55-4071
8/16/2016	Maryland Public Television Procurement	SE55-4072
8/16/2016	Carroll County Detention Center	SE55-4078
8/17/2016	Carroll County Detention Center	SE55-4079
8/17/2016	Carroll County Detention Center	SE55-4080
8/17/2016	Carroll County Detention Center	SE55-4081
8/18/2016	Anne Arundel County Community College Document	SE55-4086
8/19/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4089
8/19/2016	Calvert County Circuit Court Juvenile	SE55-4090
8/19/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4091
8/25/2016	Maryland Department of Business and Economic Development Office of Admin. & Tech/Human Resources	SE55-4097
9/1/2016	Carroll County Detention Center	SE55-4098
9/8/2016	Maryland Department of Agriculture Weights & Measures	SE55-4101
9/9/2016	Charles County Government	SE55-4102
9/13/2016	Carroll County Detention Center	SE55-4103
9/14/2016	Charles County Circuit Court	SE55-4107

9/14/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4108
9/14/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4109
9/14/2016	Howard Circuit Court Juvenile	SE55-4110
9/16/2016	Carroll County Detention Center	SE55-4111
9/16/2016	Carroll County Detention Center	SE55-4112
9/20/2016	Maryland Transportation Authority	SE55-4133
9/21/2016	Maryland Department of Agriculture Pesticide Regulation	SE55-4134
9/21/2016	Maryland Public Television Procurement	SE55-4135
9/21/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4136
9/28/2016	Maryland Department of Agriculture State Chemist Section	SE55-4141
9/28/2016	Carroll County Detention Center	SE55-4142
9/30/2016	City of Cumberland	SE55-4143
10/3/2016	Maryland Department of Human Resources Division of Administrative Operations - Risk Management	SE55-4144

Maryland State Archives
Paper Disposal Certificates Approved
Since Hall of Records Meeting
On 6/14/2016

Date Approved	Agency	Certificate Number
4/25/2016	Maryland Transportation Authority, Fleet Department	SE55-3986
5/11/2016	District Court 6 Montgomery County	SE55-3987
5/10/2016	District Court 6 Montgomery County	SE55-3988
5/11/2016	District Court 4 Calvert County	SE55-3989
3/31/2016	Wicomico County Recreation, Parks and Tourism	SE55-3994
5/5/2016	St. Mary's County Government Office of the County Attorney	SE55-3995
5/18/2016	District Court 1 Baltimore City	SE55-4002
5/26/2016	District Court 7 Anne Arundel County	SE55-4005
06/08/2016, 06/10/2016	District Court 12 Garrett County	SE55-4013
6/28/2016	Baltimore City Circuit Court	SE55-4026
7/5/2016	District Court 3 Cecil County	SE55-4028
7/5/2016	District Court 3 Cecil County	SE55-4029
7/5/2016	District Court 3 Cecil County	SE55-4030
5/31/2016	Maryland Department of State Police	SE55-4035
7/5/2016	District Court 3 Cecil County	SE55-4036
06/28/2016, 07/06/2016	Baltimore City Circuit Court	SE55-4037
7/18/2016	District Court 10 Carroll County	SE55-4043
7/18/2016	District Court 10 Carroll County	SE55-4044
7/18/2016	District Court 12 Garrett County	SE55-4045
7/18/2016	District Court 4 Charles County	SE55-4046
7/18/2016	District Court 4 Charles County	SE55-4047
7/18/2016	District Court 4 Charles County	SE55-4048
7/18/2016	District Court 4 Charles County	SE55-4049
7/18/2016	District Court 4 Charles County	SE55-4050
6/17/2015	Maryland State Police Barrack "L" Forestville (61)	SE55-4051
7/25/2016	District Court 7 Anne Arundel County	SE55-4054
7/25/2016	Baltimore County Circuit Court	SE55-4055
7/25/2016	District Court 10 Carroll County	SE55-4056
7/25/2016	District Court 10 Carroll County	SE55-4057
7/25/2016	District Court 10 Carroll County	SE55-4058
7/25/2016	District Court 7 Anne Arundel County	SE55-4059
7/25/2016	District Court 7 Anne Arundel County	SE55-4060
6/27/2016	Maryland Transportation Authority, HWN Administrative	SE55-4061
8/9/2016	District Court 4 Charles County	SE55-4065

8/9/2016	District Court 4 Charles County	SE55-4066
8/9/2016	District Court 7 Anne Arundel County	SE55-4067
8/9/2016	District Court 4 St. Mary's County	SE55-4068
8/9/2016	District Court 4 Calvert County	SE55-4069
7/6/2016	St. Mary's County Government, Recreation and Parks, Administration	SE55-4082
8/18/2016	District Court 4 Charles County	SE55-4092
8/18/2016	District Court 4 Calvert County	SE55-4093
8/18/2016	District Court 9 Harford County	SE55-4094
8/18/2016	District Court 9 Harford County	SE55-4095
8/18/2016	Baltimore City Circuit Court	SE55-4096
8/29/2016	District Court 12 Allegany County	SE55-4099
8/29/2016	District Court 1 Baltimore City	SE55-4100
9/12/2016	District Court 3 Kent County	SE55-4104
9/12/2016	District Court 3 Kent County	SE55-4105
9/12/2016	District Court 3 Kent County	SE55-4106
9/16/2016	District Court 3 Caroline County	SE55-4113
9/16/2016	District Court 3 Caroline County	SE55-4114
9/16/2016	District Court 3 Caroline County	SE55-4115
9/16/2016	District Court 3 Queen Anne's County	SE55-4116
9/16/2016	District Court 3 Queen Anne's County	SE55-4117
9/16/2016	District Court 4 St. Mary's County	SE55-4118
9/16/2016	District Court 4 St. Mary's County	SE55-4119
9/16/2016	District Court 4 St. Mary's County	SE55-4120
9/16/2016	District Court 4 St. Mary's County	SE55-4121
9/16/2016	District Court 4 St. Mary's County	SE55-4122
9/16/2016	District Court 4 St. Mary's County	SE55-4123
9/16/2016	District Court 4 St. Mary's County	SE55-4124
9/16/2016	District Court 4 St. Mary's County	SE55-4125
9/16/2016	District Court 4 St. Mary's County	SE55-4126
9/16/2016	District Court 4 St. Mary's County	SE55-4127
9/16/2016	District Court 4 St. Mary's County	SE55-4128
9/16/2016	District Court 4 St. Mary's County	SE55-4129
8/4/2016	St. Mary's County Government Recreation and Parks	SE55-4130
8/31/2016	St. Mary's County Government, Department of Public Works and Transportation, Administration	SE55-4131
8/10/2016	Department of Human Resources, Baltimore County Department of Social Services	SE55-4132
8/26/2016	Rockville Police Department, Administrative Services Bureau	SE55-4137
9/21/2016	District Court 3 Kent County	SE55-4138
9/21/2016	District Court 3 Queen Anne's County	SE55-4139
9/21/2016	District Court 3 Queen Anne's County	SE55-4140

Maryland State Archives
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DEPARTMENT OF HEALTH AND MENTAL HYGIENE DIVISION OF VITAL
RECORDS

(Death Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/2/2016	T1890	08/03/2016	0.1 CSE

DEPARTMENT OF NATURAL RESOURCES CRITICAL AREA COMMISSION FOR
THE CHESAPEAKE & ATLANTIC COASTAL BAYS

(Project File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2016	T4199	2009	7 Boxes, 16.8 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T2048		44 Maps/Plats, 2.2 CSE
7/29/2016	T2048		112 Maps/Plats, 5.6 CSE
8/31/2016	T2048		37 Maps/Plats, 1.85 CSE

GOVERNOR

(Executive Orders)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/18/2016	T5061	2001-2014	2 Boxes, 4.8 CSE

GOVERNOR LEGISLATIVE OFFICE

(Department Legislation)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/18/2016	T4875	2015-2016	3 Boxes, 7.2 CSE

(Duplicate Vetoes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/18/2016	T4877	2016	2.4 CSE

Maryland State Archives
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MARYLAND GEOLOGICAL SURVEY

(Aerial Photographs)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/25/2016	T5053	1938-1957	70 Boxes, 168 CSE

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1896	2016	2 Maps/Plats, 0.1 CSE
7/29/2016	T1896	2016	4 Maps/Plats, 0.2 CSE
8/31/2016	T1896	2016	5 Maps/Plats, 0.25 CSE
9/30/2016	T1896	2016	5 Maps/Plats, 0.25 CSE

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1897	2016	44 Maps/Plats, 2.2 CSE
7/29/2016	T1897	2016	76 Maps/Plats, 3.8 CSE
8/31/2016	T1897	2016	39 Maps/Plats, 1.95 CSE
9/30/2016	T1897	2016	50 Maps/Plats, 2.5 CSE

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1898	2016	35 Maps/Plats, 1.75 CSE
7/29/2016	T1898	2016	26 Maps/Plats, 1.3 CSE
8/31/2016	T1898	2016	8 Maps/Plats, 0.4 CSE
9/30/2016	T1898	2016	5 Maps/Plats, 0.25 CSE

BALTIMORE COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/14/2016	T697	2003	181 Boxes, 434.4 CSE

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BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1899	2016	32 Maps/Plats, 1.6 CSE
8/31/2016	T1899	2016	13 Maps/Plats, 0.65 CSE
9/30/2016	T1899	2016	16 Maps/Plats, 0.8 CSE

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1900	2016	9 Maps/Plats, 0.45 CSE
8/31/2016	T1900	2016	20 Maps/Plats
9/30/2016	T1900	2016	8 Maps/Plats, 0.4 CSE

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/30/2016	T1901	2016	17 Maps/Plats, 0.85 CSE

Maryland State Archives
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CAROLINE COUNTY REGISTER OF WILLS

(Administration Key)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T4753	1959-1996	4 Volumes, 5.32 CSE
6/7/2016	T4753	1969-1998	3 Volumes, 3.99 CSE

(Audit Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T5047	1980-2009	2.4 CSE

(Claims Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T2882	1969-1998	3 Volumes, 3.99 CSE

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T2888	1959-1969	23 Boxes, 55.2 CSE

(Orphans Court Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T5046	2009-2015	2.4 CSE

(Wills Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T4757	1938-1994	16 Volumes, 21.28 CSE

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1902	2016	21 Maps/Plats, 1.05 CSE
7/29/2016	T1902	2016	18 Maps/Plats, 0.9 CSE
8/31/2016	T1902	2016	18 Maps/Plats, 0.9 CSE
9/30/2016	T1902	2016	4 Maps/Plats, 0.2 CSE

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CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/29/2016	T1903	2016	17 Maps/Plats, 0.85 CSE

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1904	2016	44 Maps/Plats, 2.2 CSE
8/31/2016	T1904	2016	15 Maps/Plats, 0.75 CSE

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/29/2016	T1905	2016	5 Maps/Plats, 0.25 CSE
8/31/2016	T1905	2016	4 Maps/Plats, 0.2 CSE
9/30/2016	T1905	2016	6 Maps/Plats, 0.3 CSE

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1906	2016	65 Maps/Plats, 3.25 CSE
7/29/2016	T1906	2016	33 Maps/Plats, 1.65 CSE
8/31/2016	T1906	2016	50 Maps/Plats, 2.5 CSE
9/30/2016	T1906	2016	61 Maps/Plats, 3.05 CSE

FREDERICK COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/14/2016	T92	1986-2014	190 Boxes, 456 CSE

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/14/2016	T3528	1994-2015	2 Boxes, 4.8 CSE

Maryland State Archives
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GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1907	2016	20 Maps/Plats
8/31/2016	T1907	2016	13 Maps/Plats, 0.65 CSE
9/30/2016	T1907	2016	9 Maps/Plats, 0.45 CSE

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1908	2016	30 Maps/Plats, 1.5 CSE
7/29/2016	T1908	2016	30 Maps/Plats, 1.5 CSE
8/31/2016	T1908	2016	4 Maps/Plats, 0.2 CSE
9/30/2016	T1908	2016	22 Maps/Plats, 1.1 CSE

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T2466	2016	40 Maps/Plats, 2 CSE
7/29/2016	T2466	2016	32 Maps/Plats, 1.6 CSE
8/31/2016	T2466	2016	33 Maps/Plats, 1.65 CSE

HOWARD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Howard)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2016	T1909	2016	33 Maps/Plats, 1.65 CSE

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T2186	2016	5 Maps/Plats, 0.25 CSE
8/31/2016	T2186	2016	10 Maps/Plats, 0.5 CSE

Maryland State Archives
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MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1911	2016	105 Maps/Plats, 5.25 CSE
7/29/2016	T1911	2016	18 Maps/Plats, 0.9 CSE
8/31/2016	T1911	2016	35 Maps/Plats, 1.75 CSE
9/30/2016	T1911	2016	14 Maps/Plats, 0.7 CSE

MONTGOMERY COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T416	2001-2015	197 Boxes, 472.8 CSE

(Wills for Safekeeping)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/7/2016	T4982	2012-2015	3 Boxes, 7.2 CSE

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1912	2016	57 Maps/Plats, 2.85 CSE
7/29/2016	T1912	2016	28 Maps/Plats, 1.4 CSE
8/31/2016	T1912	2016	32 Maps/Plats, 1.6 CSE
9/30/2016	T1912	2016	23 Maps/Plats, 1.15 CSE

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1913	2016	7 Maps/Plats, 0.35 CSE
8/31/2016	T1913	2016	15 Maps/Plats, 0.75 CSE
9/30/2016	T1913	2016	14 Maps/Plats, 0.7 CSE

Maryland State Archives
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QUEEN ANNE'S COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/14/2016	T3690	1967-1994	70 Boxes, 168 CSE

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1915	2016	10 Maps/Plats, 0.5 CSE
8/31/2016	T1915	2016	7 Maps/Plats, 0.35 CSE

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1914	2016	22 Maps/Plats, 1.1 CSE
7/29/2016	T1914	2016	11 Maps/Plats, 0.55 CSE
8/31/2016	T1914	2016	13 Maps/Plats, 0.65 CSE
9/30/2016	T1914	2016	18 Maps/Plats, 0.9 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1916	2016	10 Maps/Plats, 0.5 CSE
7/29/2016	T1916	2016	18 Maps/Plats, 0.9 CSE
8/31/2016	T1916	2016	23 Maps/Plats, 1.15 CSE
9/30/2016	T1916	2016	28 Maps/Plats, 1.4 CSE

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1917	2016	27 Maps/Plats, 1.35 CSE
7/29/2016	T1917	2016	9 Maps/Plats, 0.45 CSE
8/31/2016	T1917	2016	15 Maps/Plats, 0.75 CSE
9/30/2016	T1917	2016	38 Maps/Plats, 1.9 CSE

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WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1918	2016	8 Maps/Plats, 0.4 CSE
7/29/2016	T1918	2016	12 Maps/Plats, 0.6 CSE
8/31/2016	T1918	2016	7 Maps/Plats, 0.35 CSE
9/30/2016	T1918	2016	46 Maps/Plats, 2.3 CSE

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2016	T1919	2016	21 Maps/Plats, 1.05 CSE
7/29/2016	T1919	2016	24 Maps/Plats, 1.2 CSE
8/31/2016	T1919	2016	23 Maps/Plats, 1.15 CSE
9/30/2016	T1919	2016	8 Maps/Plats, 0.4 CSE

Total CSE (clam shell equivalents) added:	1,936.83
Total number of volumes added:	26.00
Total number of boxes added:	751.00
Total number of maps/plats added:	1,996.00
Total number of CDs added:	0.00

**Maryland State Archives
Special Collections
Received Since Last Hall of Records Commission Meeting**

<u>MSA SC 6171</u>	Anne Arundel County Community Action Agency Collection
<u>MSA SC 6172</u>	Maryland Federalist Cruise Committee Collection
<u>MSA SC 6173</u>	Ben Bialek Collection
<u>MSA SC 6174</u>	Governor's Press Office Collection
<u>MSA SC 6175</u>	Public Library of Union County, North Carolina Collection
<u>MSA SC 6176</u>	Helen Hubbard Lawton Family Collection
<u>MSA SC 6177</u>	PenMar Fort Ritchie Collection
<u>MSA SC 6178</u>	Lieutenant Governor Christopher C. Cox Collection
<u>MSA SC 6179</u>	Abandoned Mine Land Division Collection
<u>MSA SC 6180</u>	Dyer Family Collection
<u>MSA SC 6181</u>	Critical Area Commission Collection
<u>MSA SC 6182</u>	Frederick A. Hoffman Country House Collection
<u>MSA SC 6183</u>	Alexander Armstrong, III Collection
<u>MSA SC 6184</u>	Senator Fred L. Wineland Collection

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Maryland State Archives Hall of Records Commission Meeting

June 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



Maryland State Archives Hall of Records Commission Meeting

June 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

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

Opening Remarks/Special Announcements

Special Guests

Ms. Faye Matthews, Deputy *State Court Administrator*

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

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 16, 2016

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrcminutes_nov2016.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

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

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

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

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

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

Proposed Action by the Commission: motion to approve the minutes (as amended, if amended), and recognition of the special meetings of the Commission as defined by standing resolution.

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_schedules_6june2017.pdf

Disposal Certificates:

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

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

State Archivist's Report

Chronology of staff activities since the last meeting

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

2017 MD General Assembly - Legislation

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

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

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

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

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

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

Strategic Planning

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

MSA CORE ARCHIVAL BUSINESS PROCESSES Organizational Structure Used for Strategic Planning

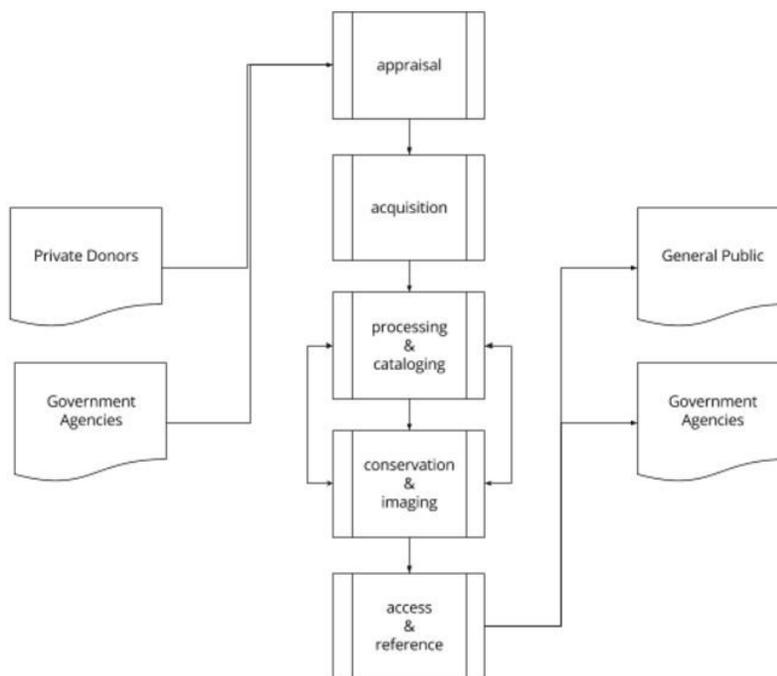


Figure 1. Core Archival Business Processes

Remediation Project

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

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

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

Appraisal and Description

Records Management Initiative Update

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

Shelf Read Completion

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

Probate Project Update

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

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

Mining Map Scanning Project



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

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

Department of Vital Records Scanning Project

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

Web Archiving

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

Commission on Artistic Property

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

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

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

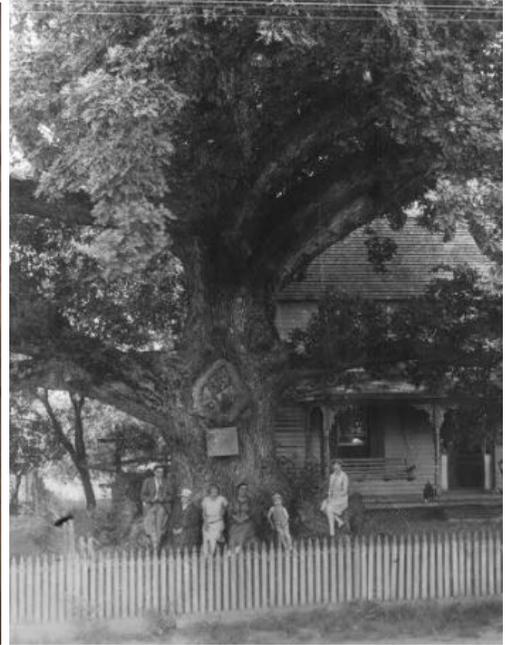
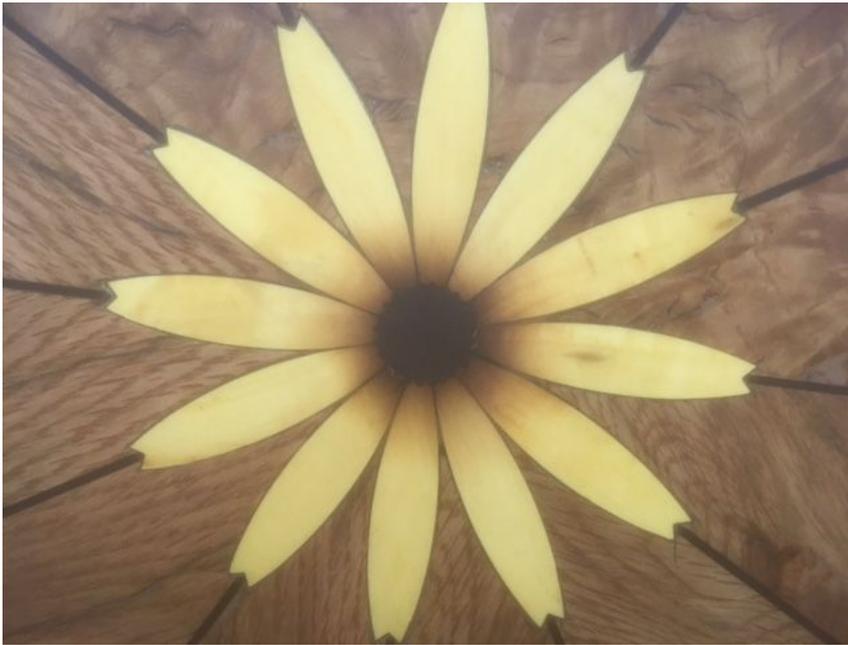
A revised Collections Management Policy was approved at the Fall 2016 meeting of the Commission on Artistic Property. One change made provision for the removal of objects from the inventory of artistic property. The Commission is reviewing a large group of items for removal that do not meet the standards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

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

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



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



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

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

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

Reference

The Rules and Regulations for Search Room use have been revised to specifically address issues with the incidental yet problematic abuse of computer resources by patrons. The rules can be found at: <http://guide.mdsa.net/pages/viewer.aspx?page=rules>

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

Education, Outreach & Research

NHPRC “Documenting Democracy” Freedom Records Project

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

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

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

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

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

Dominion Foundation Grant to the Legacy of Slavery Program

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

Maryland Day 2017

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



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

Brick Wall Sessions

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

Maryland 400

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

History Day

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

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

Social Media

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

Baltimore City Archives

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

Recent Gifts, Deposits, & Acquisitions

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

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

Special Collections:

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

Additions to State Art Collection:

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

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

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

Forthcoming Special Meetings of the Commission & Events of Interest

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

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

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

Hall of Records Commission Meeting Minutes DRAFT

June 6, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

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

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

Disposal Certificates:

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

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

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 18th and 19th centuries, Eastern Shore craftsmen McMartin & Beggins, are creating hand-made furniture for Government House. A center table and two

sideboard tables are being made. They will incorporate wood from the historic Wye Oak, which fell in 2002. Both will be completed and installed in the Drawing Room later this year.

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

A new layer of interpretation will also be added to the 19th-century Old House of Delegates Chamber with the inclusion of sculptural figures of Frederick Douglass and Harriet Tubman. 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 200th 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

Special Collections:

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.

Mr. Timothy D. Baker
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Chronology of Staff Activities
November 16, 2016 - June 5, 2017

November 16, 2016: Tim Baker hosted the Fall 2016 Hall of Records Commission meeting at the Maryland State Archives in Annapolis.

November 17, 2016: Emily Oland Squires attended a meeting of the Four Rivers Maryland Day Planning Committee.

November 17, 2016: Tim Baker and Megan Craynon attended a meeting of the Historic Maryland Newspapers Project Advisory Board.

November 30, 2016: Tim Baker, Maya Davis, Catherine Rogers Arthur, and Chris Kintzel attended the dedication of a plaque commemorating Theodore Johnson.

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

December 7, 2016: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

December 9, 2016: Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel attended the fall meeting of the Maryland Commission on Artistic Property.

December 12, 2016: Tim Baker attended the Preserving Electronic Government Information (PEGI) Summit in Washington, DC.

December 13, 2016: Catherine Rogers Arthur and Chris Kintzel provided State House Guide training in the Old Senate Chamber.

December 13, 2016: Elaine Rice Bachmann attended a meeting of the Interdisciplinary Life Sciences Building (ILSB) Public Art Project Committee at University of Maryland, Baltimore County.

December 15, 2016: Tim Baker and Rob Schoberlein hosted a delegation of archivists from Afghanistan, and Elaine Rice Bachmann gave them a tour of the State House. The visit was coordinated by the World Trade Center Institute.

December 19, 2016: Maria Day gave a presentation on "Vintage Auto Travel in Maryland" to the Frederick Chapter of the Daughters of the American Revolution.

January 9, 2017: Corey Lewis gave a presentation to the Genealogy Club in Edgewater titled "Don't Leave It in the Attic: An Introduction to Digitization."

January 13, 2017: Ryan Cox and Liz Coelho participated in the Martin Luther King Jr. Day of Service event at the Banneker-Douglass Museum.

January 18, 2017: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

January 20, 2017: Tim Baker participated in a meeting of the Task Force to Study Recording Deeds for Victims of Domestic Violence.

January 23, 2017: Wei Yang attended the IT Advisory Committee meeting.

January 24, 2017: Kevin Swanson participated in a meeting with members of the Task Force to Study Recording Deeds for Victims of Domestic Violence to formulate a list of public records other than land records created at the time of purchase or sale of a home.

January 25, 2017: Elaine Rice Bachmann, and Catherine Rogers Arthur attended the Annapolis Preservation Roundtable lecture and luncheon.

January 25, 2017: James Watson met with representatives from the Town of Berlin on retention schedule creation.

January 27, 2017: Tim Baker, Wei Yang, and Kevin Swanson attended the FileNet ECM Demonstration at the Washington Suburban Sanitary Commission.

February 1, 2017: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

February 1, 2017: Ryan Cox and Elizabeth Newell attended the Governor's State of the State address.

February 1, 2017: V Joyce Phelps and Christian Skipper met with representatives from Queen Anne's County Circuit Court to discuss record retention and disposal.

February 3, 2017: Christian Skipper had a teleconference with a representative from the Department of Health and Mental Hygiene on retention schedule creation.

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

February 6, 2017: Elaine Rice Bachmann participated as a panel member for Johns Hopkins University Museums and Society career event.

February 7, 2017: Tim Baker and Kevin Swanson participated in a meeting of the Task Force to Study Recording Deeds for Victims of Domestic Violence.

February 7, 2017: Chris Haley was interviewed by the Evening Capital on the subject of “How to Find Your Black Ancestors.”

February 8, 2017: Ryan Cox presented a talk on “The History of Slavery in Maryland” as part of the Civil War Lecture Series at the Glenwood 50+ Center in Cooksville.

February 8, 2017: Chris Haley visited the National Museum of American History to review Maryland-related African American material with Jesse Buggs, Grant Manager for the city of Bowie.

February 9, 2017: Maria Day met with Lisa Robbins of Historic Annapolis to view James Brice’s account book for an upcoming exhibit loan.

February 15, 2017: Kathryn Baringer met with representatives from Morgan State University on retention schedule creation.

February 16, 2017: Maria Day presented a talk on “Vintage Auto Travel in Maryland” to the Caritas Society of St. John’s College in Annapolis.

February 17, 2017: Kathryn Baringer and Maria Day had a conference call with a representative from the Office of the Comptroller on record retention and disposal.

February 20, 2017: Catherine Rogers Arthur attended the annual ceremony honoring George Washington’s birthday in the Old Senate Chamber.

February 21, 2017: Chris Haley gave a presentation on “The Local Legacy of Slavery in Maryland” at the United States Citizenship and Immigration Services field office in Baltimore.

February 21, 2017: Tim Baker and Emily Oland Squires met with Michael Kurtz, Keith Marzullo, Richard Marciano, and Larry Liff of the University of Maryland Information School to discuss collaborative efforts.

February 22, 2017: Emily Oland Squires toured the Ruth Starr Rose exhibit at the Mitchell Gallery at St. John’s College in Annapolis and attended an internship recruitment event as the Archives’ representative.

February 22, 2017: Elaine Rice Bachmann attended a meeting of the Interdisciplinary Life Sciences Building (ILSB) Public Art Selection Committee at the University of Maryland Baltimore County.

February 23, 2017: Chris Kintzel provided a tour of the State House to a group from the Antiques Forum of the Colonial Williamsburg Foundation.

February 24, 2017: Chris Haley met with staff of Chase-Lloyd House to discuss Black History Month projects.

February 24, 2017: Maria Day met with representatives of the Annapolis Police Department concerning the archiving of their historic photographs.

February 27, 2017: Chris Haley gave a presentation to the 4th Graders of Hillsmere Elementary School.

March 1, 2017: Elaine Rice Bachmann gave a presentation to Rho Kappa members at Severna Park High School.

March 2, 2017: Owen Lourie met with Ben Peters of the Ellicott Mills Middle School regarding the Maryland 400 project.

March 3, 2017: Tim Baker and Elaine Rice Bachmann met with Secretary of Appointments Chris Cavey.

March 6, 2017: Emily Oland Squires and Nancy Sheads presented the Strategic Planning Kickoff to the Archives' staff.

March 7, 2017: Owen Lourie spoke at a meeting of the Cross Bottony Chapter of the Daughters of the American Revolution.

March 8, 2017: Jean Russo gave a talk on 18th-century domestic life for Historic Annapolis at the William Paca House and Garden.

March 9, 2017: Tim Baker attended the Society of Senates Past dinner at the Miller Senate Building.

March 10 - 12, 2017: Chris Haley participated in the Harriet Tubman Underground Railroad Visitor Center Opening weekend ceremonies.

March 13, 2017: Elaine Rice Bachmann attended a luncheon meeting with the First Lady and the Government House Foundation Board.

March 15, 2017: Maria Day presented a talk on "Vintage Auto Travel in Maryland" to the Maryland Society of The Dames of the Court of Honor in Howard County.

March 15, 2017: Wei Yang attended the Advisory Board Meeting for 2017 Maryland Digital Government Summit.

March 16, 2017: Michael McCormick and Rachel Frazier hosted fifteen members of the Charles County chapter of the Daughters of the American Revolution, providing them with a two-hour orientation presentation followed by research in the Search Room.

March 16, 2017: Elaine Rice Bachmann and Chris Kintzel provided a tour of the State House and Government House to the Severna Park Elementary School 5th Grade class.

March 22, 2017: Elaine Rice Bachmann presented the First Citizens Award in the Senate Chamber, Maryland State House.

March 22, 2017: Wei Yang attended a meeting of the Maryland Digital Government Summit Advisory Board.

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 24, 2017: The Archives hosted a Maryland Day Made in Maryland workshop detailing how to use birth records in the Archives' collections.

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

March 27 - 31, 2017: Reginald Shorter attended Netapp Training.

March 28, 2017: Tim Baker, Kevin Swanson, Kathryn Baringer, and Christian Skipper met with Queen Anne's County Circuit Court Clerk Scott MacGlashan and his staff to discuss records-related issues.

March 29, 2017: Elaine Rice Bachmann participated on the artist selection panel for public art being commissioned for the Interdisciplinary Life Sciences Building at the University of Maryland Baltimore Campus (UMBC).

March 31, 2017: Chris Haley moderated the African American Experience panel at the Annapolis Film Festival.

March 31, 2017: Chris Haley conducted a Question and Answer session for the DC-based documentary "Check It!" at Ashbury Church.

April 3, 2017: Owen Lourie gave a presentation on “The Maryland 400” at the South County Senior Center in Edgewater.

April 4, 2017: Tim Baker participated in a meeting of the Government Operations Committee Workgroup.

April 6, 2017: Megan Craynon and Maria Day met with historians from St Mark's United Methodist Church, Hanover, to consult on protecting records and potential additions to MSA SC2389.

April 6 - 7, 2017: Maria Day, Megan Craynon, Mimi Calver, and Elaine Rice Bachmann represented the Archives at James Brice House 250th Anniversary events.

April 10, 2017: James Watson, Maria Day, Corey Lewis, Tyrone Jones, Jennifer Cruickshank, and Camille DiMarco presented information on the mine map grant project report and processes to Michael Herzberger from Maryland Department of the Environment.

April 11, 2017: Tim Baker, Elaine Rice Bachmann and Catherine Rogers Arthur attended the bill signing for Senate Bill 148, *Procurement Exemption for the Care of Fine and Decorative Arts*.

April 11, 2017: Wei Yang attended the Forcepoint Cybersecurity Leadership Forum.

April 12, 2017: The Archives hosted a meeting of the Friends of the Archives.

April 13, 2017: Maria Day participated in a panel on "The WPA in Maryland: Collections, Projects, and Possibilities" at the Society for History in the Federal Government Conference, held at the National Archives.

April 13, 2017: Wei Yang attended the 2017 Digital Communications Summit.

April 17, 2017: Maria Day meet with the Community Action Agency of Anne Arundel County.

April 18, 2017: Tim Baker and Kevin Swanson attended a meeting of the Task Force to Study Recording Deeds for Victims of Domestic Violence.

April 18, 2017: Ryan Cox gave a presentation on Maryland History to the 4th Graders of Calvary Baptist Church Academy in Glen Burnie.

April 19, 2017: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

April 19 - 22, 2017: Owen Lourie attended the National Council of Public History annual conference in Indianapolis.

April 19, 2017: Wei Yang attended the IT Advisory Committee meeting.

April 20, 2017: Tim Baker and Elaine Rice Bachmann met with Port Discovery Children's Museum staff to discuss the development of an exhibit master plan.

April 23, 2017: Tim Baker attended a meeting of the Board of Directors of the Council of State Archivists in Washington, D.C.

April 25, 2017: Christian Skipper and Joe Leizear attended the Society of American Archivists' workshop "Describing Archives: A Content Standard (DACS)."

April 27, 2017: Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel attended a reception for the Government House Foundation at Government House.

April 28, 2017: Jennifer Cruickshank gave a presentation on records preservation at the County Clerk's Conference held in Westminster.

April 28, 2017: Elaine Rice Bachmann and Catherine Rogers Arthur attended a meeting of the Society of Winterthur Fellows in Baltimore.

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.

April 29, 2017: Emily Oland Squires and Ryan Cox served as judges during the Maryland History Day competition held at the University of Maryland, College Park.

May 1, 2017: Rachel Frazier gave a presentation on the use of MdLandRec.net in conducting family research at the South County Senior Center in Edgewater.

May 2, 2017: Christian Skipper participated as a presenter in the "Archive-It Advanced Training Webinar: Access to Web Archives."

May 3, 2017: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

May 4, 2017: Elaine Rice Bachmann provided a tour of the State House to Severna Park Middle School 8th Graders.

May 4, 2017: Christian Skipper gave a presentation on records management issues at a meeting of the Association of Registers of Wills

May 10, 2017: Catherine Rogers Arthur, Chris Kintzel, Tim Baker, and Elaine Rice Bachmann attended the semi-annual meeting of the Maryland Commission on Artistic Property.

May 18, 2017: Megan Craynon attended a conference on Best Practices for Objects Preservation at Bryn Mawr College.

May 25, 2017: Elaine Rice Bachmann attended the Winterthur Thesis presentations with the Board of the Society of Winterthur Fellows. Former Archives' staff member Michelle Fitzgerald presented on Governor Robert Eden inventory research.

May 28 - June 2, 2017: Maria Day and Jenn Cruickshank attended the American Institute for Conservation's annual meeting on in Chicago.

May 31, 2017: Ryan Cox acted as a judge for the Fifth Grade Simulated Congressional Hearing at Talbot Springs Elementary School.

May 31, 2017: Elaine Rice Bachmann acted as a judge for the Simulated Congressional Hearings at Severna Park Elementary School.

June 5, 2017: Maria Day presented a talk on "Vintage Auto Travel in Maryland" at the South County Senior Center in Edgewater.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 11/16/2016**

Aberdeen Police Department, Accreditation Section

Rec.: 2/17/2017 Appr.: 3/15/2017 RM Sch. #:M389 MSA S1522-382 Supersedes: None

Aberdeen Police Department, Records Section

Rec.: 2/17/2017 Appr.: 3/13/2017 RM Sch. #:M390 MSA S1522-383 Supersedes: None

Anne Arundel County Central Services, Central Garage

Rec.: 1/11/2017 Appr.: 3/13/2017 RM Sch. #:C1396 MSA S1521-1403 Supersedes: c927

Anne Arundel County Central Services, Facilities Management

Rec.: 1/11/2017 Appr.: 2/28/2017 RM Sch. #:C1398 MSA S1521-1401 Supersedes: C926

Anne Arundel County Council

Rec.: 7/15/2016 Appr.: 1/3/2017 RM Sch. #:C1365 MSA S1521-1387 Supersedes: c938

Anne Arundel County Department of Public Works, Bureau of Highways, Traffic Engineering #1306

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1380 MSA S1521-1397 Supersedes: C973

Anne Arundel County Department of Public Works, Bureau of Highways, Administration #1308, #1314, #1315

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1377 MSA S1521-1395 Supersedes: C986, C987

Anne Arundel County Department of Public Works, Director's Office - #1301

Rec.: 9/15/2016 Appr.: 1/23/2017 RM Sch. #:C1385 MSA S1521-1389 Supersedes: C969

Anne Arundel County Department of Public Works, Director's Office, Personnel

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1386 MSA S1521-1400 Supersedes: C972

Anne Arundel County Department of Public Works, Highways, Infrastructure Management #1313, #4603

Rec.: 9/15/2016 Appr.: 1/23/2017 RM Sch. #:C1378 MSA S1521-1390 Supersedes: C983

Anne Arundel County Department of Public Works, Highways, Road Operations Districts #1310, #1311, #1312

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1379 MSA S1521-1396 Supersedes: C777

Anne Arundel County Department of Public Works, Highways, Traffic Maintenance #1306

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1381 MSA S1521-1398 Supersedes: C988

Anne Arundel County Department of Public Works, Waste Management

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1383 MSA S1521-1399 Supersedes: C965

Anne Arundel County Ethics Commission

Rec.: 4/4/2016 Appr.: 10/17/2016 RM Sch. #:C1353 MSA S1521-1382 Supersedes: None

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Anne Arundel County Office of Law

Rec.: 7/15/2016 Appr.: 11/28/2016 RM Sch. #:C1366 MSA S1521-1385 Supersedes: None

Anne Arundel County Police Department, Animal Control Division

Rec.: 4/4/2016 Appr.: 10/17/2016 RM Sch. #:C1346 MSA S1521-1381 Supersedes: None

Anne Arundel County, Aging and Disabilities

Rec.: 4/4/2016 Appr.: 1/4/2017 RM Sch. #:C1354 MSA S1521-1388 Supersedes: None

Calvert County, Technology Services, Network

Rec.: 9/30/2015 Appr.: 11/28/2016 RM Sch. #:C1323 MSA S1521-1384 Supersedes: None

City of College Park, Administration

Rec.: 7/17/2015 Appr.: 2/10/2017 RM Sch. #:M363 MSA S1522-378 Supersedes: None

County Commissioners of Calvert County, Finance and Budget, Purchasing

Rec.: 9/30/2015 Appr.: 1/30/2017 RM Sch. #:C1306 MSA S1521-1391 Supersedes: None

County Commissioners of Calvert County, Public Safety, Emergency Management and Safety

Rec.: 9/30/2015 Appr.: 2/14/2017 RM Sch. #:C1313 MSA S1521-1393 Supersedes: None

County Commissioners of Calvert County, Public Safety, Fire / Rescue / EMS

Rec.: 9/30/2015 Appr.: 2/14/2017 RM Sch. #:C1314 MSA S1521-1394 Supersedes: None

County Commissioners of Calvert County, Public Works, Engineering

Rec.: 9/30/2015 Appr.: 12/20/2016 RM Sch. #:C1315 MSA S1521-1386 Supersedes: None

County Commissioners of Calvert County, Public Works, Fleet Maintenance

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1316 MSA S1521-1378 Supersedes: None

County Commissioners of Calvert County, Public Works, Highway

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1317 MSA S1521-1379 Supersedes: None

County Commissioners of Calvert County, Public Works, Solid Waste

Rec.: 9/30/2015 Appr.: 11/14/2016 RM Sch. #:C1318 MSA S1521-1383 Supersedes: None

County Commissioners of Calvert County, Public Works, Water and Sewage

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1319 MSA S1521-1380 Supersedes: None

Department of Commerce, Division of Administration and Technology, Information and Technology Management

Rec.: 3/8/2016 Appr.: 2/10/2017 RM Sch. #:2770 MSA S1468-3982 Supersedes: None

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Department of Commerce, Office of the Secretary

Rec.: 3/3/2016 Appr.: 2/10/2017 RM Sch. #:2764 MSA S1468-3981 Supersedes: 2578

Department of Natural Resources, Land Resources, Maryland Environmental Trust

Rec.: 9/8/2016 Appr.: 3/31/2017 RM Sch. #:2804 MSA S1468-3986 Supersedes: 2390

Department of the Environment, Science Services Administration, TMDL Technical Development Program

Rec.: 2/17/2017 Appr.: 3/13/2017 RM Sch. #:2816 MSA S1468-3985 Supersedes: 2611

Howard County Government, Recreation and Parks

Rec.: 12/20/2016 Appr.: 3/7/2017 RM Sch. #:C1392 MSA S1521-1402 Supersedes: C1086

Maryland Department of Natural Resources, Human Resources, Payroll

Rec.: 12/2/2016 Appr.: 2/23/2017 RM Sch. #:2809 MSA S1468-3983 Supersedes: None

Maryland Department of the Environment, Land Management Administration / Technical Services and Operations Program, Hazardous Waste / CHS

Rec.: 5/5/2016 Appr.: 1/4/2017 RM Sch. #:2790 MSA S1468-3977 Supersedes: 2463

Maryland Department of the Environment, Land Management Administration, Oil Control Program

Rec.: 10/29/2015 Appr.: 11/15/2016 RM Sch. #:2735 MSA S1468-3974 Supersedes: 2188

Maryland Department of the Environment, Land Management Administration, Resource Management Program, Biosolids Division

Rec.: 5/5/2016 Appr.: 11/28/2016 RM Sch. #:2805 MSA S1468-3975 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Resource Management Program, Waste Diversion Division

Rec.: 10/29/2015 Appr.: 1/4/2017 RM Sch. #:2738 MSA S1468-3976 Supersedes: None

Maryland Department of Transportation Maryland Port Administration

Rec.: 12/20/2016 Appr.: 1/4/2017 RM Sch. #:2671A MSA S1468-3979 Supersedes: None

Maryland Department of Transportation, State Highway Administration, Office of Real Estate

Rec.: 9/8/2016 Appr.: 1/4/2017 RM Sch. #:2803 MSA S1468-3978 Supersedes: 311

Office of the Public Access Ombudsman

Rec.: 12/2/2016 Appr.: 1/23/2017 RM Sch. #:2810 MSA S1468-3980 Supersedes: None

Somerset County Sheriff's Office

Rec.: 6/21/2016 Appr.: 2/10/2017 RM Sch. #:C1363 MSA S1521-1392 Supersedes: None

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Town of North East, Finance and Administration, Accounting

Rec.: 1/11/2017 Appr.: 2/10/2017 RM Sch. #:M388 MSA S1522-381 Supersedes: None

Town of North East, Finance and Administration, Risk Management

Rec.: 5/13/2016 Appr.: 2/10/2017 RM Sch. #:M376 MSA S1522-379 Supersedes: None

Town of Washington Grove

Rec.: 7/25/2016 Appr.: 2/10/2017 RM Sch. #:M386 MSA S1522-380 Supersedes: None

Retention Schedule Summary

State agency schedules approved - 12

County agency schedules approved - 26

Municipal agency schedules approved - 6

Total number of State Archives schedules approved - 44

Images of all approved State Archives schedules are available online at

http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html

Disposal Certificate Summary
Total number of electronic certificates - 221
Total number of paper certificates - 74
Total number of certificates - 295
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Electronic Disposal Certificates Approved Since Hall of Records Meeting On 11/16/2016</p>		
Date Approved	Agency	Certificate Number
10/7/2016	Maryland State Police Office of the State Fire Marshal Western	SE55-4145
10/11/2016	Calvert County Circuit Court Civil	SE55-4146
10/11/2016	Calvert County Circuit Court Jury	SE55-4147
10/11/2016	Montgomery County Circuit Court	SE55-4148
10/11/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4149
10/11/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4150
10/11/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4151
10/12/2016	Carroll County Detention Center	SE55-4153
10/12/2016	Maryland Institute for Emergency Medical Services Systems	SE55-4154
10/14/2016	City of Frederick Police Department Office of the Chief of	SE55-4156
10/17/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4157
10/17/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4159
10/17/2016	Carroll County Detention Center	SE55-4160
10/20/2016	City of Cumberland City Clerk	SE55-4162
10/25/2016	Carroll County Detention Center	SE55-4166
10/25/2016	Maryland Office of the Attorney General Maryland Port	SE55-4167
10/26/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4168
10/26/2016	Calvert County Circuit Court	SE55-4169
10/26/2016	Cecil County Circuit Court	SE55-4170
10/27/2016	Maryland Department of Health and Mental Hygiene Labs	SE55-4171
10/27/2016	Maryland Department of Health and Mental Hygiene Allegany	SE55-4172
10/27/2016	Maryland Department of Health and Mental Hygiene OIG	SE55-4173
10/27/2016	Maryland Department of Health and Mental Hygiene Allegany	SE55-4174
10/27/2016	Maryland Department of Health and Mental Hygiene Dorchester Co. Health Dept.	SE55-4175
10/27/2016	Maryland Department of Health and Mental Hygiene Central	SE55-4176
10/27/2016	Maryland Department of Health and Mental Hygiene Dorchester	SE55-4177

10/27/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4178
10/27/2016	Maryland Department of Health and Mental Hygiene Howard	SE55-4179
10/27/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4180
10/27/2016	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4181
10/27/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4182
10/27/2016	Maryland Department of Health and Mental Hygiene Harford	SE55-4183
10/27/2016	Maryland Department of Health and Mental Hygiene Queen	SE55-4184
10/27/2016	Maryland Department of Health and Mental Hygiene PHPA	SE55-4185
10/27/2016	Maryland Department of Health and Mental Hygiene Queen	SE55-4186
10/27/2016	Maryland Department of Health and Mental Hygiene	SE55-4187
10/28/2016	Maryland Department of Health and Mental Hygiene Queen	SE55-4188
10/28/2016	Maryland Department of Health and Mental Hygiene Carroll	SE55-4189
10/28/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4190
10/28/2016	Maryland Department of Health and Mental Hygiene OES	SE55-4191
10/28/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-4192
10/28/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-4193
10/28/2016	Maryland Department of Health and Mental Hygiene General	SE55-4194
10/28/2016	Maryland Department of Health and Mental Hygiene Queen	SE55-4195
10/28/2016	Maryland Department of Health and Mental Hygiene Harford	SE55-4196
10/28/2016	Maryland Department of Health and Mental Hygiene Howard	SE55-4197
10/28/2016	Maryland Department of Health and Mental Hygiene Labs	SE55-4198
10/28/2016	Maryland Department of Health and Mental Hygiene Allegany	SE55-4199
10/28/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4200
10/28/2016	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4201
10/28/2016	Maryland Department of Health and Mental Hygiene Labs	SE55-4202
10/28/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4203
10/28/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4204
10/28/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4205
10/28/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-4206
10/28/2016	Carroll County Detention Center	SE55-4207
11/2/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-4208
11/4/2016	Maryland Department of Health and Mental Hygiene Dorchestor	SE55-4209
11/7/2016	Baltimore County Circuit Court Judicial Records	SE55-4210
11/9/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-4211
11/14/2016	Prince George's County Circuit Court	SE55-4212
11/14/2016	Harford County Circuit Court Juvenile Division	SE55-4213
11/14/2016	Howard Circuit Court Juvenile/Criminal	SE55-4214
11/15/2016	Maryland Department of Health and Mental Hygiene Allegany	SE55-4215
11/15/2016	Maryland Department of Health and Mental Hygiene Allegany	SE55-4216
11/15/2016	Anne Arundel Circuit Court Land Records	SE55-4217
11/15/2016	Maryland Institute for Emergency Medical Services Systems	SE55-4218

11/18/2016	Maryland Office of the Attorney General Maryland Port	SE55-4232
11/18/2016	Maryland Department of Health and Mental Hygiene Dorchester	SE55-4233
11/18/2016	Maryland Department of Health and Mental Hygiene Alleghany	SE55-4234
11/22/2016	City of Cumberland City Clerk	SE55-4237
11/28/2016	Maryland Department of Public Safety & Correctional Services	SE55-4240
11/29/2016	City of Cumberland City Clerk	SE55-4241
12/1/2016	Maryland Department of Health and Mental Hygiene Queen	SE55-4244
12/1/2016	Maryland Department of Health and Mental Hygiene Howard	SE55-4245
12/1/2016	Maryland Department of Health and Mental Hygiene Alleghany	SE55-4246
12/1/2016	Maryland Department of Health and Mental Hygiene Alleghany	SE55-4247
12/2/2016	Maryland Department of Health and Mental Hygiene Dorchester	SE55-4248
12/2/2016	Carroll County Detention Center	SE55-4249
12/5/2016	Montgomery County Circuit Court	SE55-4250
12/5/2016	Montgomery County Circuit Court	SE55-4251
12/5/2016	Montgomery County Circuit Court	SE55-4252
12/5/2016	Montgomery County Circuit Court	SE55-4253
12/5/2016	Montgomery County Circuit Court	SE55-4254
12/5/2016	Montgomery County Circuit Court	SE55-4255
12/7/2016	Montgomery County Circuit Court	SE55-4256
12/7/2016	Montgomery County Circuit Court	SE55-4257
12/7/2016	City of Cumberland City Clerk	SE55-4258
12/8/2016	Maryland Office of the Attorney General Maryland Port Administration	SE55-4259
12/12/2016	City of Cumberland	SE55-4260
12/12/2016	Carroll County Detention Center	SE55-4261
12/14/2016	Howard County Circuit Court Criminal / Juvenile	SE55-4262
12/14/2016	Maryland Public Television Procurement	SE55-4263
12/19/2016	Anne Arundel County Community College Document Services/Records Retention	SE55-4264
12/22/2016	Carroll County Detention Center	SE55-4277
12/23/2016	Maryland Department of Health and Mental Hygiene CSD	SE55-4279
12/23/2016	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4280
12/23/2016	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4281
12/23/2016	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4282
12/28/2016	Maryland State Police Special Operations Division	SE55-4283
1/3/2017	City of Cumberland City Clerk	SE55-4299
1/4/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4302
1/4/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4303
1/5/2017	Carroll County Sheriff's Office	SE55-4304

1/6/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4305
1/9/2017	Carroll County Detention Center	SE55-4306
1/10/2017	City of Cumberland City Clerk	SE55-4307
1/10/2017	City of Cumberland City Clerk	SE55-4308
1/12/2017	City of Cumberland Finance - Utility Billing	SE55-4309
1/12/2017	City of Cumberland City Clerk	SE55-4310
1/12/2017	Harford County Circuit Court Licensing	SE55-4311
1/13/2017	City of Cumberland City Clerk	SE55-4312
1/17/2017	Carroll County Detention Center	SE55-4313
1/17/2017	Carroll County Detention Center	SE55-4314
1/18/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4315
1/18/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4316
1/18/2017	City of Cumberland City Clerk	SE55-4317
1/20/2017	Washington County Register of Wills	SE55-4318
1/20/2017	Montgomery County Circuit Court	SE55-4319
1/20/2017	Montgomery County Circuit Court	SE55-4320
1/20/2017	City of Cumberland	SE55-4323
1/23/2017	Prince George's County Circuit Court	SE55-4324
1/23/2017	Prince George's County Circuit Court	SE55-4325
1/23/2017	Prince George's County Circuit Court	SE55-4326
1/23/2017	Prince George's County Circuit Court	SE55-4327
1/23/2017	Prince George's County Circuit Court	SE55-4328
1/23/2017	Prince George's County Circuit Court	SE55-4329
1/23/2017	Carroll County Circuit Court	SE55-4330
1/23/2017	Prince George's County Circuit Court	SE55-4331
1/24/2017	Carroll County Detention Center	SE55-4332
1/25/2017	Carroll County Detention Center	SE55-4333
1/30/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4335
1/30/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4336
1/31/2017	Carroll County Detention Center	SE55-4337
2/1/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4338
2/2/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4339
2/6/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4342
2/6/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4343
2/7/2017	Montgomery County Government HHS/COMMUNICABLE DISEASE & EPIDEMIOLOGY	SE55-4344
2/8/2017	Charles County Government	SE55-4346

2/8/2017	Maryland Department of Health and Mental Hygiene Allegany Co. Health Dept.	SE55-4347
2/8/2017	Maryland Department of Health and Mental Hygiene Allegany Co. Health Dept.	SE55-4348
2/8/2017	Maryland Department of Health and Mental Hygiene Allegany Co. Health Dept.	SE55-4349
2/9/2017	Montgomery County Government Health & Human Services/Fiscal Management	SE55-4350
2/10/2017	Carroll County Detention Center	SE55-4351
2/10/2017	Maryland State Police Office of Media Communications	SE55-4352
2/13/2017	Calvert County Circuit Court Juvenile	SE55-4357
2/14/2017	Washington County Circuit Court	SE55-4358
2/14/2017	Carroll County Circuit Court	SE55-4359
2/14/2017	Washington County Circuit Court	SE55-4360
2/14/2017	Maryland Department of Agriculture Purchasing Office	SE55-4361
2/15/2017	Prince George's County Circuit Court	SE55-4362
2/17/2017	Carroll County Detention Center	SE55-4363
2/21/2017	Prince George's County Circuit Court	SE55-4364
2/21/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4365
2/23/2017	Maryland Department of Business and Economic Development Budget and Finance	SE55-4371
2/24/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4372
2/28/2017	Carroll County Detention Center	SE55-4373
2/28/2017	Maryland Department of Business and Economic Development Administration & Technology - Human Resources	SE55-4374
3/2/2017	Carroll County Detention Center	SE55-4381
3/7/2017	Maryland State Police Special Operations Division	SE55-4382
3/9/2017	Maryland State Police Office of the State Fire Marshal Western Region	SE55-4383
3/9/2017	Maryland Energy Administration	SE55-4385
3/10/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4386
3/10/2017	Prince George's County Circuit Court Records Management	SE55-4387
3/10/2017	Prince George's County Circuit Court	SE55-4388
3/10/2017	Carroll County Detention Center	SE55-4389
3/20/2017	Maryland Transportation Authority	SE55-4390
3/20/2017	Maryland Transportation Authority	SE55-4391
3/20/2017	Maryland Transportation Authority	SE55-4392
3/21/2017	Charles County Government	SE55-4393
3/21/2017	Charles County Government	SE55-4394
3/22/2017	City of Cumberland City Clerk	SE55-4395
3/22/2017	Carroll County Detention Center	SE55-4396
3/27/2017	St. Mary's County Detention Center	SE55-4399

3/28/2017	Carroll County Detention Center	SE55-4400
3/29/2017	Carroll County Detention Center	SE55-4401
3/31/2017	Maryland State Ethics Commission	SE55-4402
4/5/2017	Charles County Government	SE55-4405
4/5/2017	Charles County Government	SE55-4406
4/6/2017	Prince George's County Circuit Court	SE55-4407
4/11/2017	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-4408
4/12/2017	Maryland State Police Barrack D Bel Air	SE55-4414
4/12/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4415
4/13/2017	Washington County Circuit Court	SE55-4416
4/14/2017	Maryland Department of Health and Mental Hygiene DDA	SE55-4417
4/14/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4418
4/14/2017	Maryland Department of Health and Mental Hygiene	SE55-4419
4/14/2017	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4420
4/14/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4421
4/14/2017	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-4422
4/14/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4423
4/14/2017	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-4424
4/14/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4425
4/14/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4426
4/14/2017	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-4427
4/14/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4428
4/17/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4429
4/17/2017	Maryland Department of Health and Mental Hygiene Kent County Health Department	SE55-4430
4/17/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4431
4/17/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4432
4/17/2017	Maryland Department of Health and Mental Hygiene	SE55-4433
4/17/2017	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4434
4/17/2017	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4435

4/17/2017	Maryland Department of Health and Mental Hygiene Cecil County Health Department	SE55-4436
4/17/2017	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4437
4/17/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4438
4/17/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4439
4/17/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4440
4/17/2017	Maryland Department of Agriculture Maryland Agricultural Water Quality Cost-Share Program (MACS)	SE55-4441
4/17/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4442
4/17/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4443
4/17/2017	Maryland Department of Health and Mental Hygiene General Accounting	SE55-4444
4/17/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4445
4/17/2017	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4446
4/17/2017	Maryland Department of Health and Mental Hygiene	SE55-4447
4/17/2017	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4448
4/18/2017	Carroll County Detention Center	SE55-4449
4/18/2017	Maryland State Police Central Records Division	SE55-4450
4/18/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4451
4/19/2017	Maryland Department of Health and Mental Hygiene	SE55-4452

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 11/16/2016

Date Approved	Agency	Certificate Number
10/5/2016	Charles County Public Library	SE55-4161
10/17/2016	District Court 1 Baltimore City	SE55-4163
10/17/2016	District Court 5 Prince George's County	SE55-4164
10/17/2016	District Court 3 Caroline County	SE55-4165
11/14/2016	District Court 4 Calvert County	SE55-4219
11/14/2016	District Court 12 Allegany County	SE55-4220
11/14/2016	District Court 12 Allegany County	SE55-4221
10/18/2016	St. Mary's County Government, Office of the County	SE55-4222
10/20/2016	City of Westminster, Finance	SE55-4223
10/11/2016	City of Westminster, Human Resources	SE55-4224
10/24/2016	St. Mary's County Government, Office of the County	SE55-4225
10/21/2016	St. Mary's County Government, Office of the County	SE55-4226
11/14/2016	District Court 9 Harford County	SE55-4227
11/14/2016	District Court 9 Harford County	SE55-4228
11/14/2016	District Court 9 Harford County	SE55-4229
11/15/2016	District Court 9 Harford County	SE55-4230
11/15/2016	District Court 9 Harford County	SE55-4231
11/15/2016	District Court 12 Allegany County	SE55-4235
11/15/2016	District Court 12 Allegany County	SE55-4236
10/4/2016	Charles County Sheriff's Office, Corrections	SE55-4238
11/9/2016	St. Mary's County Government, Office of the County	SE55-4239
11/28/2016	District Court 5 Prince George's County	SE55-4242
11/28/2016	University of Maryland, Police	SE55-4243
12/6/2016	St. Mary's County Government, Recreation and Parks, Parks Division	SE55-4265
12/20/2016	Anne Arundel County Circuit Court	SE55-4266
12/20/2016	District Court 12 Allegany County	SE55-4267
12/20/2016	District Court 3 Cecil County	SE55-4268
12/20/2016	District Court 3 Cecil County	SE55-4269
12/20/2016	District Court 3 Cecil County	SE55-4270
12/20/2016	District Court 3 Cecil County	SE55-4271
12/20/2016	District Court 12 Allegany County	SE55-4272
12/20/2016	District Court 3 Talbot County	SE55-4273
12/20/2016	District Court 3 Talbot County	SE55-4274
12/20/2016	District Court 3 Talbot County	SE55-4275
12/20/2016	District Court 3 Talbot County	SE55-4276
12/20/2016	Maryland State Archives	SE55-4278
10/28/2016	Anne Arundel County Detention Center, Administration	SE55-4294

10/31/2016	Anne Arundel County Detention Center, Administration	SE55-4295
11/9/2016	Anne Arundel County Detention Center, Administration	SE55-4296
11/14/2016	Anne Arundel County Detention Center, Administration	SE55-4297
12/12/2016	City of Salisbury	SE55-4298
1/3/2017	District Court 12 Allegany County	SE55-4300
1/3/2017	District Court 1 Baltimore City	SE55-4301
11/01/2016,	Charles County Sheriff's Office	SE55-4321
1/5/2017	Charles County Sheriff's Office	SE55-4322
1/23/2017	District Court 4 Commissioner's Office	SE55-4334
1/30/2017	District Court 5 Prince George's County	SE55-4340
1/30/2017	District Court 9 Harford County	SE55-4341
01/04/2017,	County Commissioners for Calvert County, Personnel	SE55-4345
2/10/2017	District Court 7 Anne Arundel County	SE55-4353
2/10/2017	District Court Headquarters, Operations	SE55-4354
2/10/2017	Baltimore City Circuit Court	SE55-4355
2/10/2017	District Court 12 Allegany County	SE55-4356
2/14/2017	District Court 12 Allegany County	SE55-4366
2/14/2017	District Court 12 Allegany County	SE55-4367
1/31/2017	County Commissioners for Calvert County, Personnel	SE55-4368
2/14/2017	District Court 10 Howard County	SE55-4369
2/14/2017	District Court 12 Allegany County	SE55-4370
2/23/2017	Dorchester County Circuit Court	SE55-4375
2/23/2017	District Court 11 Frederick County	SE55-4376
2/23/2017	District Court 8 Baltimore County	SE55-4377
2/23/2017	District Court 8 Baltimore County	SE55-4378
2/28/2017	District Court Headquarters	SE55-4379
2/28/2017	District Court 12 Allegany County	SE55-4380
1/5/2017	Montgomery County Register of Wills	SE55-4384
3/22/2017	District Court 7 Anne Arundel County	SE55-4397
3/22/2017	District Court 12 Garrett County	SE55-4398
3/10/2017	Department of Public Safety and Correctional Services	SE55-4403
02/10/2017,	St. Mary's County Government, Department of Recreation	SE55-4404
03/06/2017,	and Parks, Administration	
4/6/2017	District Court Headquarters, AA-DCTPC-TR (Operations)	SE55-4409
4/6/2017	District Court 8 Baltimore County	SE55-4410
4/6/2017	District Court 10 Howard County	SE55-4411
4/6/2017	District Court 3 Caroline County	SE55-4412
4/6/2017	District Court 5 Prince George's County	SE55-4413

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DEPARTMENT OF AGRICULTURE SOIL CONSERVATION COMMITTEE
(Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2017	T199	1982-2012	6 Boxes, 14.4 CSE

DEPARTMENT OF GENERAL SERVICES REAL ESTATE DIVISION
(Land Acquisitions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/18/2017	T1565	1981-2010	45 Boxes, 108 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION
(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T2048		26 Maps/Plats, 1.3 CSE
12/30/2016	T2048		15 Maps/Plats, 0.75 CSE
1/31/2017	T2048		13 Maps/Plats, 0.65 CSE
2/28/2017	T2048		11 Maps/Plats, 0.55 CSE
3/31/2017	T2048		19 Maps/Plats, 0.95 CSE
4/28/2017	T2048		13 Maps/Plats, 0.65 CSE
4/28/2017	T2048		13 Maps/Plats
5/31/2017	T2048		34 Maps/Plats, 1.7 CSE

GENERAL ASSEMBLY
(Laws, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T1833	2013-2016	6 Boxes, 14.4 CSE

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GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T290	2016	13 Boxes, 31.2 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T291	2016	3 Boxes, 7.2 CSE

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/4/2017	T293	2016	11 Boxes, 26.4 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/4/2017	T294	2016	4 Boxes, 9.6 CSE

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T857	2016	9 Boxes, 21.6 CSE

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PENMAR DEVELOPMENT CORPORATION

(Financial Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2017	T5076	2013-2015	3 Boxes, 7.2 CSE

(Meeting Packets)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2017	T5074	1995-2017	9 Boxes, 21.6 CSE

(Redevelopment Plans)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2017	T5077	1997-2016	2.4 CSE

Board Member Reference Manual)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2017	T5075	1997-2017	2.4 CSE

REGIONAL PLANNING COUNCIL

(Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/28/2017	T2047	1955-2010	12 Boxes, 28.8 CSE

SUBSEQUENT INJURY FUND BOARD

(General File and Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/15/2017	T3278	2011-2014	4 Boxes, 9.6 CSE

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1896	2016	3 Maps/Plats, 0.15 CSE
1/31/2017	T1896	2017	5 Maps/Plats, 0.2 CSE
2/28/2017	T1896	2017	3 Maps/Plats, 0.15 CSE
3/31/2017	T1896	2017	6 Maps/Plats, 0.3 CSE

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ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1897	2016	33 Maps/Plats, 1.65 CSE
12/30/2016	T1897	2016	19 Maps/Plats, 0.95 CSE
1/31/2017	T1897	2017	37 Maps/Plats, 1.85 CSE
2/28/2017	T1897	2017	24 Maps/Plats, 1.2 CSE
3/31/2017	T1897	2017	62 Maps/Plats, 3.1 CSE
4/28/2017	T1897	2017	63 Maps/Plats, 3.15 CSE
5/31/2017	T1897	2017	105 Maps/Plats, 4.3 CSE

ANNE ARUNDEL COUNTY REGISTER OF WILLS

(Administration Dockets)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T5065	1970-1979	5 Volumes, 6.65 CSE

(Claims Dockets)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T5066	1991-2007	6 Volumes, 7.98 CSE

(Estate Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T3151	1979-1997	19 Volumes, 25.27 CSE

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T72	2009-2014	468 Boxes, 1123.2 CSE

(Guardian Bonds and Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T1185	1963-1980	1 Volumes, 1.33 CSE

(Inheritance Tax Record, Co-Tenancy)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T3154	1970-1998	6 Volumes, 7.98 CSE

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(Life Estate Remainderman)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T5068	1949-1997	2 Volumes, 2.66 CSE

(Small Estate Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T3155	1965, 1976-1979, 1981-1997	16 Volumes, 21.28 CSE

(Test Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T1187		1 Volumes, 1.33 CSE

(Voucher Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T2558	1963-1991	3 Volumes, 3.99 CSE

(Wills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T2559	1970-1979	22 Volumes, 29.26 CSE

(Wills, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/13/2016	T5067	1875-1997	10 Volumes, 13.3 CSE

BALTIMORE CITY CIRCUIT COURT

(Civil Papers, Equity and Law)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/18/2017	T2691	2003	538 Boxes, 1291.2 CSE

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BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1898	2016	3 Maps/Plats, 0.15 CSE
1/31/2017	T1898	2017	18 Maps/Plats, 0.9 CSE
2/28/2017	T1898	2017	53 Maps/Plats, 2.65 CSE
3/31/2017	T1898	2017	7 Maps/Plats, 0.35 CSE
4/28/2017	T1898	2017	17 Maps/Plats, 0.85 CSE
5/31/2017	T1898	2017	14 Maps/Plats, 0.7 CSE

BALTIMORE CITY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/17/2017	T1018	2005-2006	131 Boxes, 314.4 CSE

BALTIMORE COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2016	T697	2004	180 Boxes, 432 CSE

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1899	2016	8 Maps/Plats, 0.4 CSE
1/31/2017	T1899	2017	26 Maps/Plats, 1.3 CSE
2/28/2017	T1899	2017	5 Maps/Plats, 0.25 CSE
4/28/2017	T1899	2017	20 Maps/Plats
5/31/2017	T1899	2017	12 Maps/Plats, 0.6 CSE

BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/30/2017	T679	2006-2007	100 Boxes, 240 CSE

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CALVERT COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/2/2016	T1338	1999-2000	94 Boxes, 225.6 CSE

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/2/2016	T4657	1992-2003	170 Boxes, 408 CSE

(Equity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/2/2016	T4468	1964-1975	17 Boxes, 40.8 CSE

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/2/2016	T3600	2000-2003	29 Boxes, 69.60001 CSE

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1900	2016	14 Maps/Plats, 0.7 CSE
12/30/2016	T1900	2016	2 Maps/Plats, 0.1 CSE
2/28/2017	T1900	2017	17 Maps/Plats, 0.85 CSE
4/28/2017	T1900	2017	9 Maps/Plats, 0.45 CSE

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1901	2016	8 Maps/Plats, 0.4 CSE
1/31/2017	T1901	2017	13 Maps/Plats, 0.65 CSE
3/31/2017	T1901	2017	16 Maps/Plats, 0.8 CSE
4/28/2017	T1901	2017	9 Maps/Plats, 0.45 CSE

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CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1902	2016	12 Maps/Plats, 0.6 CSE
1/31/2017	T1902	2017	26 Maps/Plats, 1.3 CSE
2/28/2017	T1902	2017	8 Maps/Plats, 0.4 CSE
3/31/2017	T1902	2017	5 Maps/Plats, 0.25 CSE
4/28/2017	T1902	2017	21 Maps/Plats, 1.05 CSE
5/31/2017	T1902	2017	10 Maps/Plats, 0.5 CSE

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2017	T1903	2017	23 Maps/Plats, 1.15 CSE
2/28/2017	T1903	2017	4 Maps/Plats, 0.2 CSE
3/31/2017	T1903	2017	4 Maps/Plats, 0.2 CSE
4/28/2017	T1903	2017	7 Maps/Plats, 0.35 CSE
5/31/2017	T1903	2017	5 Maps/Plats, 0.25 CSE

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2017	T1904	2017	52 Maps/Plats, 2.6 CSE
2/28/2017	T1904	2017	22 Maps/Plats, 1.1 CSE
4/28/2017	T1904	2017	13 Maps/Plats, 0.65 CSE

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DORCHESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1905	2016	6 Maps/Plats, 0.3 CSE
12/30/2016	T1905	2016	3 Maps/Plats, 0.15 CSE
1/31/2017	T1905	2017	11 Maps/Plats, 0.55 CSE
2/28/2017	T1905	2017	7 Maps/Plats, 0.35 CSE
3/31/2017	T1905	2017	4 Maps/Plats, 0.2 CSE
4/28/2017	T1905	2017	9 Maps/Plats, 0.45 CSE
5/31/2017	T1905	2017	9 Maps/Plats, 0.45 CSE

FREDERICK COUNTY CIRCUIT COURT
(Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/24/2017	T4947	1763-1768	1 Volumes, 1.33 CSE

FREDERICK COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1906	2016	69 Maps/Plats, 3.45 CSE
12/30/2016	T1906	2016	39 Maps/Plats, 1.95 CSE
1/31/2017	T1906	2017	82 Maps/Plats, 4.1 CSE
2/28/2017	T1906	2017	54 Maps/Plats, 2.7 CSE
3/31/2017	T1906	2017	65 Maps/Plats, 3.25 CSE
4/28/2017	T1906	2017	24 Maps/Plats, 1.2 CSE
5/31/2017	T1906	2017	57 Maps/Plats, 2.85 CSE

GARRETT COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1907	2016	10 Maps/Plats, 0.5 CSE
12/30/2016	T1907	2016	9 Maps/Plats, 0.45 CSE
3/31/2017	T1907	2017	8 Maps/Plats, 0.4 CSE
4/28/2017	T1907	2017	7 Maps/Plats, 0.35 CSE

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HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1908	2016	29 Maps/Plats, 1.45 CSE
12/30/2016	T1908	2016	21 Maps/Plats, 1.05 CSE
1/31/2017	T1908	2017	28 Maps/Plats, 1.4 CSE
2/28/2017	T1908	2017	24 Maps/Plats, 1.2 CSE
3/31/2017	T1908	2017	28 Maps/Plats, 1.4 CSE
4/28/2017	T1908	2017	19 Maps/Plats, 0.95 CSE
5/31/2017	T1908	2017	20 Maps/Plats

HARFORD COUNTY REGISTER OF WILLS

(Administration Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5091	1801-1974	39 Volumes, 51.87 CSE

(Administration Bonds)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T1710	1791-1820	1 Volumes, 1.33 CSE

(Administration Key)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5099	1774-1913	7 Volumes, 9.31 CSE

(Administration Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5090	1969-1983	94 Volumes, 125.02 CSE

(Claims Docket Resident and Non Resident)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5108	1970-1999	2 Volumes, 2.66 CSE

(Claims Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T1711	1989-1998	1 Volumes, 1.33 CSE

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(Distributions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5107	1802-1928	6 Volumes, 7.98 CSE

(Estate Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5093	1913-1998	24 Volumes, 31.92 CSE

(Estate Docket, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5104	1913-1930	2 Volumes, 2.66 CSE

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T2757	1992-2014	37 Boxes, 88.8 CSE

(General Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5103	1903-1906	4 Volumes, 5.32 CSE

(General Entries)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5092	1828-1950	27 Volumes, 34.58 CSE

(Guardian Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T1715	1902-1997	1 Volumes, 1.33 CSE

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5081	1924-1997	7 Boxes, 16.8 CSE

(Indenture Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5101	1864-1913	1 Volumes, 1.33 CSE

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(Indentures and Remunerations)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5082	1801-1865	2 Boxes, 4.8 CSE

(Inventories)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T1717	1777-1932	32 Volumes, 42.56 CSE

(Joint Account Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5098	1951-1960	1 Volumes, 1.33 CSE

(Joint Tenancy Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5106	1960-1969	3 Volumes, 3.99 CSE

(Minors Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5105	1941-1990	1 Volumes, 1.33 CSE

(Orphans Court Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5100	1718-1908	3 Volumes, 3.99 CSE

(Sales)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5095	1777-1946	15 Volumes, 19.95 CSE

(Sales, Personal Property)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5097	1946-1969	3 Volumes, 3.99 CSE

(Sales, Real Estate)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5096	1868-1971	6 Volumes, 7.98 CSE

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(Small Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5080	1951-1970	4 Boxes, 9.6 CSE

(Tax Record, State Collateral Inheritance)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5102	1902-1912	1 Volumes, 1.33 CSE

(Will Filed Not Probated)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5079	1876-1998	22 Boxes, 52.8 CSE

(Wills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T5094	1774-1974	47 Volumes, 62.51 CSE

(Wills, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2017	T2812	1817-1998	44 Boxes, 105.6 CSE

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T2466	2016	18 Maps/Plats, 0.9 CSE
12/30/2016	T2466	2016	44 Maps/Plats, 2.2 CSE
1/31/2017	T2466	2017	56 Maps/Plats, 2.8 CSE
2/28/2017	T2466	2017	27 Maps/Plats, 1.35 CSE
3/31/2017	T2466	2017	27 Maps/Plats, 1.35 CSE
4/28/2017	T2466	2017	33 Maps/Plats, 1.65 CSE
5/31/2017	T2466	2017	45 Maps/Plats, 2.25 CSE

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KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T2186	2016	5 Maps/Plats, 0.25 CSE
12/30/2016	T2186	2016	5 Maps/Plats, 0.25 CSE
1/31/2017	T2186	2017	6 Maps/Plats, 0.3 CSE
2/28/2017	T2186	2017	5 Maps/Plats, 0.25 CSE
3/31/2017	T2186	2017	7 Maps/Plats, 0.35 CSE
4/28/2017	T2186	2017	8 Maps/Plats, 0.4 CSE
5/31/2017	T2186	2017	2 Maps/Plats, 0.1 CSE

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MONTGOMERY COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T945	1989-1991	1349 Boxes, 3237.6 CSE

(Criminal Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T5084	1952-1975	43 Volumes, 57.19 CSE

(Equity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T415	1982-1984	50 Boxes, 120 CSE

(Jury Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T3592	2004-2010	30 Boxes, 72 CSE

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T2352	1983-1993	237 Boxes, 568.8 CSE

(Recognizance Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T5083	1956-1971	4 Volumes, 5.32 CSE

(Termination of Parental Rights)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T5078	1997-2016	83 Boxes, 199.2 CSE

(URESAs Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2017	T2385	1975-1992	216 Boxes, 518.4 CSE

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MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1911	2016	8 Maps/Plats, 0.4 CSE
12/30/2016	T1911	2016	47 Maps/Plats, 2.35 CSE
1/31/2017	T1911	2017	124 Maps/Plats, 6.2 CSE
2/28/2017	T1911	2017	19 Maps/Plats, 0.95 CSE
3/31/2017	T1911	2017	25 Maps/Plats, 1.25 CSE
4/28/2017	T1911	2017	14 Maps/Plats, 0.7 CSE
5/31/2017	T1911	2017	22 Maps/Plats, 1.1 CSE

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1912	2016	79 Maps/Plats, 3.95 CSE
1/31/2017	T1912	2017	20 Maps/Plats
2/28/2017	T1912	2017	58 Maps/Plats, 2.9 CSE
3/31/2017	T1912	2017	106 Maps/Plats, 5.3 CSE
5/31/2017	T1912	2017	72 Maps/Plats, 3.6 CSE

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QUEEN ANNE'S COUNTY CIRCUIT COURT

(Adoption Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/21/2017	T5088	1947-1999	3 Volumes, 3.99 CSE

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/27/2017	T5087	1947-2003	13 Boxes, 31.2 CSE

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/27/2017	T4825	1984-1999	156 Boxes, 374.4 CSE

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/27/2017	T5086	1964-1999	34 Boxes, 81.60001 CSE

(Termination of Parental Rights)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/27/2017	T5085	1998-2005	2 Boxes, 4.8 CSE

(Test Books)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/21/2017	T5089	1860-1981	6 Volumes, 7.98 CSE

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1913	2016	31 Maps/Plats, 1.55 CSE
12/30/2016	T1913	2016	20 Maps/Plats
1/31/2017	T1913	2017	8 Maps/Plats, 0.4 CSE
2/28/2017	T1913	2017	5 Maps/Plats, 0.25 CSE
3/31/2017	T1913	2017	6 Maps/Plats, 0.3 CSE
4/28/2017	T1913	2017	17 Maps/Plats, 0.85 CSE
5/31/2017	T1913	2017	0.05 CSE

Maryland State Archives
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SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2016	T1915	2016	0.05 CSE
2/28/2017	T1915	2017	6 Maps/Plats, 0.3 CSE
3/31/2017	T1915	2017	6 Maps/Plats, 0.3 CSE
4/28/2017	T1915	2017	3 Maps/Plats, 0.15 CSE
5/31/2017	T1915	2017	6 Maps/Plats, 0.3 CSE

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1914	2016	14 Maps/Plats, 0.7 CSE
12/30/2016	T1914	2016	19 Maps/Plats, 0.95 CSE
1/31/2017	T1914	2017	8 Maps/Plats, 0.4 CSE
2/28/2017	T1914	2017	25 Maps/Plats, 0.55 CSE
3/31/2017	T1914	2017	22 Maps/Plats, 1.1 CSE
4/28/2017	T1914	2017	21 Maps/Plats, 1.05 CSE
5/31/2017	T1914	2017	6 Maps/Plats, 0.3 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1916	2016	21 Maps/Plats, 1.05 CSE
12/30/2016	T1916	2016	9 Maps/Plats, 0.45 CSE
1/31/2017	T1916	2017	31 Maps/Plats, 1.55 CSE
2/28/2017	T1916	2017	20 Maps/Plats
3/31/2017	T1916	2017	17 Maps/Plats, 0.85 CSE
4/28/2017	T1916	2017	16 Maps/Plats, 0.8 CSE
5/31/2017	T1916	2017	14 Maps/Plats, 0.7 CSE

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/16/2017

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1917	2016	30 Maps/Plats, 1.5 CSE
12/30/2016	T1917	2016	49 Maps/Plats, 2.45 CSE
1/31/2017	T1917	2017	12 Maps/Plats, 0.6 CSE
2/28/2017	T1917	2017	12 Maps/Plats, 0.6 CSE
3/30/2017	T1917	2017	44 Maps/Plats, 2.2 CSE
5/31/2017	T1917	2017	26 Maps/Plats, 1.3 CSE

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1918	2016	14 Maps/Plats, 0.7 CSE
12/30/2016	T1918	2016	5 Maps/Plats, 0.25 CSE
1/31/2017	T1918	2017	9 Maps/Plats, 0.45 CSE
2/28/2017	T1918	2017	10 Maps/Plats, 0.5 CSE
3/31/2017	T1918	2017	41 Maps/Plats, 2.05 CSE
4/28/2017	T1918	2017	12 Maps/Plats, 0.6 CSE
5/31/2017	T1918	2017	57 Maps/Plats, 2.85 CSE

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2016	T1919	2016	8 Maps/Plats, 0.4 CSE
12/30/2016	T1919	2016	4 Maps/Plats, 0.2 CSE
1/31/2017	T1919	2017	44 Maps/Plats, 2.2 CSE
2/28/2017	T1919	2017	21 Maps/Plats, 1.05 CSE
3/31/2017	T1919	2017	7 Maps/Plats, 0.35 CSE
4/28/2017	T1919	2017	15 Maps/Plats, 0.75 CSE
5/31/2017	T1919	2017	15 Maps/Plats, 0.75 CSE

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/16/2017

WORCESTER COUNTY REGISTER OF WILLS

(Administration Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T4231	1853-1921	12 Volumes, 15.96 CSE

(Court Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T4214	1852-1921	18 Volumes, 23.94 CSE

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T2546	1973-2003	195 Boxes, 468 CSE

(Guardianship Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T5072	1846-1879	2 Volumes, 2.66 CSE

(Inventories)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T4218	1848-1920	24 Volumes, 31.92 CSE

(Joint and Co-Tenancy Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T5073	1964-1993	3 Volumes, 3.99 CSE

(Wills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/25/2017	T4221	1851-1916	4 Volumes, 5.32 CSE

Total CSE (clam shell equivalents) added:	11,272.83
Total number of volumes added:	532.00
Total number of boxes added:	4,335.00
Total number of maps/plats added:	3,299.00
Total number of CDs added:	0.00

**Maryland State Archives
Special Collections
Received Since Last Hall of Records Commission Meeting**

<u>MSA SC 6153</u>	Historic Sotterley Plat Collection
<u>MSA SC 6154</u>	Donald P. Hutchinson Collection
<u>MSA SC 6155</u>	Helen Szablya Collection
<u>MSA SC 6156</u>	International Roots Festival Collection
<u>MSA SC 6157</u>	Lins Collection
<u>MSA SC 6158</u>	Pleasant View and Fairhaven Church Collection
<u>MSA SC 6159</u>	Odden Collection
<u>MSA SC 6160</u>	Margaret Mentzer Collection
<u>MSA SC 6161</u>	Southern High School Veterans Oral History Project
<u>MSA SC 6162</u>	Queen Anne's County Circuit Court Collection
<u>MSA SC 6163</u>	Campaign 42 Pamphlet Collection
<u>MSA SC 6164</u>	Macedonia Baptist Church, Bethesda, Collection
<u>MSA SC 6165</u>	Eshelman War of 1812 Research Collection
<u>MSA SC 6166</u>	Historical Society of Carroll County Collection
<u>MSA SC 6167</u>	Robert Millbank Collection
<u>MSA SC 6168</u>	Neavitt United Methodist Church Collection
<u>MSA SC 6169</u>	Frank Dunbaugh Collection
<u>MSA SC 6170</u>	Betsy Machen Palmer Collection

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**Maryland Commission on Artistic Property
Semi-Annual Meeting**

**Maryland State House
State House Caucus Room
Annapolis, MD**

December 09, 2016 at 10:30 am

Meeting Minutes [DRAFT] Approved on 5/10/2017

Attendees:

Commission Members:

Matthew P. Lalumia, Esq., Chairman
Julia Marciari-Alexander, The Walters Art Museum, Director
Phil Cantelon, CEO, History Associates, Inc.
Alan Fern, Director, The National Portrait Gallery, Retired
Rebecca Massie Lane, Director, Washington County Museum of Fine Arts
Mark Letzer, President and CEO, Maryland Historical Society
Julia Madden, Board member, Maryland Citizens for the Arts
Susan Perrin, Susan Perrin Art Consulting
Joseph Ruzicka, Art Appraiser, Department of the Treasury
Winston Tabb, The Johns Hopkins University (representing Fred Bronstein, The Peabody Institute)

Special Guests:

Jeremy McCoy, Office of the Attorney General of Maryland
Jacqueline O'Regan, Curator of Cultural Properties, The Johns Hopkins University
Melanie Harwood, Senior Registrar, The Baltimore Museum of Art

Archives' Staff:

Timothy D. Baker, State Archivist
Elaine Rice Bachmann, Deputy State Archivist
Catherine Rogers Arthur, Director and Senior Curator
Christopher Kintzel, Associate Curator and Collections Manager

The meeting was called to order at 10:35 AM by the chairman.

Opening Remarks:

Mr. Lalumia commented how nice the State House looked today and encouraged the members to spend more time looking at the exhibits. He also welcomed the new ex-officio members to the Commission and said that later in the meeting Elaine will formally introduce the new Senior Curator and Director, Catherine Rogers Arthur, to the group.

The minutes of the previous meeting held on May 19, 2016 were approved by the Commission.

Ms. Bachmann announced that the State House Office of Interpretation hosted the annual State House by candlelight event last weekend.

Recent and Upcoming Loans:

Mr. Kintzel gave an update on the most recent outgoing loans: (manuscripts from the Peabody Art Collection to the Johns Hopkins University) and the upcoming loans of *Portrait of Madame J*, (St. Louis Museum of Art, February 12 through May 7, 2017), *Legion of Honor*, (Fine Arts Museums of San Francisco, June 24 through September 25, 2017) and *Waiting an Answer* (Bowdoin College Museum of Art, June 22 to October 28, 2018)

State Archivist Report:

Mr. Baker stated that the Commission staff is seeking an exemption from the State's procurement laws when it comes to caring for the state-owned art collection. He stated that contracting for art conservation services is very different from other state contracts such as janitorial services, and telecommunication and computer products. He stated that Maryland Historical Trust and the Department of General Services have been successful when using their exemption from the State's procurement laws when it goes to the care and preservation of historic structures.

Mr. Baker gave a status update on the construction project at the Rolling Run warehouse. He stated that by Christmas the work will be substantially complete and that a future meeting of the Commission should be held there. Mr. Lalumia said that the Commission will happily accept this offer and asked if all operations will move to Rolling Run. Ms. Bachmann, stated that the staff will plan to move many the long-term loans of the Peabody Art Collection at the various Baltimore institutions to the new facility. Mr. Baker stated that some works of art will still remain in art storage in Annapolis. Ms. Madden asked if there will be offices there. Mr. Baker replied that there will be work space and workstations to allow for flexible use, but that the APC office will remain in Annapolis. Ms. Bachmann stated that there will be an observation room for the inspection of various works of art by conservators and patrons. Ms. Harwood asked when will you be done with all of the art storage. Mr. Cantelon asked when is the occupancy permit planned. Mr. Baker informed the Commission that the majority of the inspections have taken place. Ms. Madden asked about the security presence and system at the warehouse.

Mr. Lalumia stated that the completion of this new facility is a landmark event for all concerned.

Deputy State Archivist Report:

Ms. Bachmann formally introduced Catherine Rogers Arthur to the Commission members.

Ms. Bachmann discussed the on-going issues of the Taney statue. Ms. Madden said that the question of the removal of two controversial statues in Baltimore City has already been presented to Mayor Pugh. Ms. Bachmann explained the State House Master Plan and the State House Trust's plan to place new sculptures of Frederick Douglass and Harriet Tubman in the Old House of Delegates Chamber. She said that

these statues would enable visitors to interact with them in the same way as with the statue of George Washington in the Old Senate Chamber. She continued that the structural integrity of the floors in the Old House Chamber is not as secure as that of the Old Senate Chamber (which has steel I-beams) and that this project will require investigations into load-bearing capabilities and what alternative materials could be used to cast the sculptures.

Mr. Lalumia advised the staff to think through the historical interpretation of the two statues; he observed that Frederick Douglass and Harriet Tubman were never there and doesn't want visitors to assume they were there. Mr. Ruzicka asked if we would have to move the sculpture of Admiral Schley. Ms. Madden asked if there was a difference between memorials and sculptures. Ms. Marciari-Alexander stated that she was confident that the staff would create a suitable interpretation.

Director's Report:

Ms. Arthur discussed with the Commission the installation plan for the six portraits of the Lords of Baltimore to be displayed in the Maryland State House. She stated that the goal at this time is to have Lords 1 through 4 installed before the start of the 2017 legislative session and two more during session. She also elaborated on the plan to remove plaster from the walls of the rotunda area to properly identify the mortar joints. Ms. Marciari-Alexander commented on the importance of the portrait of Cecil Calvert, Second Lord Baltimore and its depiction of a slave. Mr. Lalumia asked if the portraits were still planned to be a ten year loan.

Ms. Arthur indicated that the Memorandum of Understanding (MOU) between APC and The Pratt provided for a ten-year loan, but that staff would of course be delighted if they were to remain longer. The MOU also calls for the creation of high-quality framed canvas prints that will be installed at the Pratt once their construction progress permits. At the conclusion of the loan of the original portraits, these reproductions would be available for use in the State House. Ms. Arthur shared the idea to revisit and update the conservation wish list and update the brochure as well as establish a goal to develop an acquisition budget so that the APC could look to increase its collections.

Associate Curator's Report:

Mr. Kintzel discussed the current conservation projects supported by funds from the legislature for FY 2017 which include: a portrait of Morris Radoff, a table that was part of the original furnishings of the old Hall of Records building, and two caned armchairs from the Old House of Delegates Chamber. Mr. Kintzel showcased the recent donation of a cast silver Maryland State Seal from the original mold of the U.S.S. Maryland Silver Service. Mr. Cantelon asked how much money was requested from the legislature last year; Mr Baker responded that the Commission received \$45,000 for art conservation purposes in FY 2017.

Old Business:

Updates to the Collections Management Policy/Inventory Control Manual were discussed. Particular attention was called to the section on Removals from the Collection and special circumstances that relate to The Peabody Art Collection that would require a

heightened threshold of review if a removal from this part of the State's Collections was ever contemplated.

Mr. Lalumia asked for a motion to approve the revisions to the CMP be made. Mr. Cantelon made the motion for approval, which was seconded by Ms. Perrin and unanimously approved by the voting members of the Commission. Mr. Tabb abstained.

New Business:

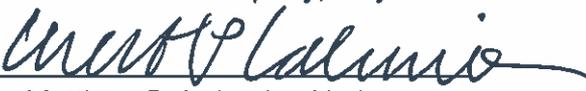
The issue of the Commission's authority regarding its accession policy was discussed.

Mr. Cantelon asked how the staff deal with gifts with restrictions and if we report inventory findings every year. Ms. Arthur explained that Mr. Kintzel conducts a complete inventory of the collection on an annual basis. Very few collections objects are restricted gifts, and those that are have not been problematic to manage. As new gifts are considered, APC avoids the acceptance of restrictions as much as possible. Mr. Lalumia noted the role of the Board of Public Works. Mr. Lalumia discussed the opinion of the Attorney General and raised the question whether the commission has sufficient authority to accession objects into the state-owned art collection. Mr. McCoy explained in light of the current law the difference between a regulation and a policy. It is the opinion of the office of the Attorney General that: "...we believe that the Commission may adopt a collections management policy without following the procedures for promulgating formal regulations because such a policy, 'concerns only the internal management of the unit' and 'does not affect directly the rights of the public or the procedures available to the public.'" SG§ 10-101 (g)(2). The office of the Attorney General concluded that the Commission has the authority to remove objects from its inventory but that it does not and cannot relinquish State ownership.

Ms. Marciari-Alexander informed the Commission that Barbara Fegley is retiring and wanted to recognize her many contributions to the Commission over the years as a representative from the Walters Art Museum.

The meeting was adjourned at 12:30 PM.

Approved by the Commission on Artistic Property, May 10 2017


Matthew P. Lalumia, Chairman


Christopher J. Kintzel, Associate Curator/Collections Manager



**Maryland Commission on Artistic Property
*Semi-Annual Meeting***

**Maryland State House
State House Caucus Room
Annapolis, MD**

May 10, 2017 at 10:30 am

Meeting Minutes DRAFT

Attendees:

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Alan Fern, Director, The National Portrait Gallery, Retired

Sammi Hoi, President, Maryland Institute College of Art

Mark Letzer, President and CEO, Maryland Historical Society

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Ben Simons, Academy Art Museum

Winston Tabb, The Johns Hopkins University (representing Fred Bronstein, The Peabody Institute)

Archives' Staff:

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Director and Senior Curator

Christopher Kintzel, Associate Curator and Collections Manager

The meeting was called to order at 10:38 AM by the chairman.

Opening Remarks:

Mr. Lalumia, welcomed and introduced new ex officio member Ben Simons to the group. Mr. Lalumia stated that the fall meeting will be held at the new facility in Woodlawn, Maryland and emphasized that having this new space is a big moment for the staff and the history of the Commission.

Mr. Cantelon made a motion to approve the minutes from the previous meeting of the Commission on December 09, 2016, which was seconded by Mr. Fern. The approved minutes were signed by the Chairman and the Associate Curator/Collections Manager.

Mr. Baker and Ms. Rice Bachmann presented to Mr. Lalumia a framed print of *Lady with a Fan* (MSA SC 4680-10-223) by Thomas Dewing in recognition of Mr. Lalumia's 20 years of service as chairman for the Maryland Commission on Artistic Property.

Ms. Rice Bachmann commented on staff activities since the last meeting and highlighted the black-tie foundation meeting at Government House. She also announced the publication of a book celebrating the 150th anniversary of the groundbreaking for Government House, to be published in the spring of 2018.

Recent and Upcoming Loans:

Mr. Kintzel gave an update on the current as well as future outgoing loans. Ms. Arthur spoke about the incoming loans on display in the State House, the *Ark and the Dove* by Peter Egeli and the six portraits of the Lords Baltimore.

State Archivist Report:

Mr. Baker discussed the recent approval of the legislation (Senate Bill 148, *Procurement Exemption for the Fine and Decorative Arts*) to exempt the Artistic Property Commission from State procurement requirements for expenditures related to the care of the state-owned art collection and incoming loans. He stated that the standard service contract does not work for conservation and art handling projects and is not appropriate for this type of work.

Deputy State Archivist Report:

Ms. Rice Bachmann reported on the State House Master plan to interpret four centuries of Maryland history. The interpretation of the Old Treasury Building (OTB), and making it accessible to the public, is the last phase of the plan yet to be implemented. Ms. Rice Bachmann stated that there is interest in moving this project into the capital budget process but this has not yet occurred. Ms. Rice Bachmann also expressed the staff's desire to start a modest appropriations budget to help with continued maintenance of the interpretive elements at the State House.

Ms. Rice Bachmann updated the Commission on the continuing debate concerning the statue of Roger Brooke Taney on the grounds of the State House. There are plans for the installation of statues of Frederick Douglass and Harriet Tubman inside the Old House of Delegates Chamber

which will help to further interpret 19th-century Maryland history and balance the presence of the Taney statue.

Discussion took place amongst the members and staff concerning the type of statues and whether or not the statues should be placed in the Old House Chamber or elsewhere.

Director's Report:

Ms. Arthur informed the Commission in more detail about the Lords Baltimore installation process and how the project was completed in time for a celebration on Maryland Day. She also stated that the Artistic Property Staff received a Governor's Citation for the project as did Enoch Pratt Library and Senate President Thomas V. "Mike" Miller.

Ms. Arthur also updated the Commission on the ongoing conservation project to properly date the portrait of *Queen Henrietta Maria* (MSA SC 1545-1100), purported to have been done by the studio of Anthony van Dyck.

Ms. Arthur announced the donation of the portrait of former state senator Gwendolyn Britt and the addition of two colonial revival display cases by C.F. Meislahn & Co. of Baltimore. Ms. Arthur also announced a loan of objects from the Ridout family. The objects are intended as a future gift, and the family is investigating the tax ramifications of the various ways to make the gift. Mollie Ridout is in the process of readying her father's house for sale, and the family needs to determine whether it is best for the gift to come from him, his estate, or from Mollie.

Associate Curator's Report:

Mr. Kintzel talked about the on-going progress of fitting out the art storage areas at the Rolling Run facility, an upcoming conservation project for the tapestry *Triumph of Scipio: The Triumphal Carriage* (MSA SC 4680-30-0003), as well as plans to build a new exhibit case to display the portrait bust of Benjamin Franklin (MSA SC 4680-20-0029) in the Archives Room of the State House.

Old Business:

An update of the HVAC system to resolve mold issues at the Archives building was discussed. The Commission was informed that new carpeting and a very thorough cleaning of the Search Room had taken place, and that there was the possibility that a new roof might be installed.

New Business:

Mr. Kintzel presented to the Commission the curatorial plan to remove 623 objects from the inventory of the state-owned art collection. A discussion amongst the staff and members about the items on the list took place. Mr. Baker announced that none of the 623 objects would be officially disposed off and that the objects not transferred to Special Collections would be tracked on a separate internal MSA inventory for several legislative audits. The members of the Commission praised the staff for all of their hard work on this important project. The

Commission approved the curatorial recommendations to remove the 623 objects from the inventory of the state-owned art collection.

Mr. Lalumia stated that he received a very gracious letter from Simmie Knox announcing his resignation as a public member of the Commission.

Mr. Lalumia expressed his desire to increase the public's awareness of the state-owned collection (traveling exhibition). The members and staff discussed potential ideas and options for making this plan come to fruition.

Adjournment:

The meeting was adjourned at 12:21 PM.

Approved by the Commission on Artistic Property, November 28, 2017

Matthew P. Lalumia, Chairman

Christopher J. Kintzel, Associate Curator/Collections Manager

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