



# Maryland State Archives

## Annual Report Fiscal Year 2023

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

Elaine Rice Bachmann  
State Archivist and Commissioner of Land Patents

August 2023

Maryland State Archives  
350 Rowe Boulevard · Annapolis, MD 21401  
410-260-6400 · <http://msa.maryland.gov>

This Page Left Blank

Hon. Wes Moore  
Governor  
Hon. Aruna Miller  
Lt. Governor  
Elaine Rice Bachmann  
State Archivist and  
Commissioner of Land Patents  
Mark Letzer  
Chairman, Maryland Commission  
on Artistic Property



Hall of Records Commission:  
Hon. Matthew J. Fader, Chair  
Katie Caljean  
Robert L. Caret, Ph.D.  
Atif Chaundry, J.D.  
Ronald Daniels, L.L.M., J.D.  
Nora Demleitner, L.L.M., J.D.  
Hon. Dereck E. Davis  
Hon. William C. Ferguson IV  
Hon. Brooke E. Lierman  
Hon. Samuel I. Rosenberg  
David Wilson, Ed.D.

August 30, 2023

The Honorable Wes Moore  
Governor

The Honorable Bill Ferguson  
Senate President

The Honorable Adrienne A. Jones  
House Speaker

Dear Governor Moore, Senate President Ferguson, and House Speaker Jones:

The Maryland State Archives is pleased to submit this annual report for Fiscal Year 2023 as required by State Government Article, § 9-1007(d). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

The agendas and minutes from the two Hall of Records Commission meetings held within the fiscal year are included, as are the agendas of the meetings of the Artistic Property Commission. Further information about the Hall of Records Commission and documents from past meetings may be found at:

<http://guide.msa.maryland.gov/pages/series.aspx?ID=se14>

Sincerely,

Elaine Rice Bachmann  
State Archivist  
and Commissioner of Land Patents

This Page Left Blank



## Table of Contents

Agency Organization & Overview of Activities . . . . .	1
Hall of Records Commission Meeting of November 10, 2022	
Agenda . . . . .	25
Minutes . . . . .	43
Chronology of Staff Events . . . . .	47
Records Retention Schedules . . . . .	59
Disposal Certificate Approvals . . . . .	65
Records Received . . . . .	71
Special Collections Received . . . . .	100
Hall of Records Commission Meeting of June 8, 2023	
Agenda . . . . .	103
Minutes . . . . .	125
Chronology of Staff Activities . . . . .	129
Records Retention Schedules . . . . .	144
Disposal Certificate Approvals . . . . .	150
Records Received . . . . .	161
Special Collections Received . . . . .	181
Maryland Commission on Artistic Property Meeting of December 1, 2022	
Agenda . . . . .	183
Maryland Commission on Artistic Property Meeting of June 6, 2023	
Agenda . . . . .	185

This Page Left Blank

# STATE ARCHIVES

## ANNUAL REPORT FY 2023

---

### OVERVIEW



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.

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. They are in manuscript, print, and electronic formats, and 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.

### ARCHIVES OUTREACH

*The Clamshell*, a quarterly newsletter that connects the Archives with friends and stakeholders, can be found at: <https://msa.maryland.gov/msa/homepage/html/clamshell-newsletter.html>

### 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*

The Administration Unit provides comprehensive accounting, procurement, budget administration, and human resources support in compliance with all applicable state laws, regulations, and policies in support of the Archives' operations and overall mission. The Director of Administration is the Fair Practices Officer for the Archives.

---

#### *Fiscal Administration*

The Fiscal Administration Unit provides guidance to Archives' senior management on fiscal and budgetary matters. The staff tracks and monitors expenditures, processes accounts payables

and receivables, maintains employee leave and payroll records, deposits cash receipts, and compiles and submits all mandated financial reports. The Unit manages inventory control including fixed assets, supplies, and materials in accordance with state inventory standards. The unit manages travel services and oversees fleet services.

The Procurement Unit obtains all necessary supplies, materials, and services required by the Archives to fulfill its mission in accordance with all applicable state procurement laws and regulations. The unit is also responsible for contract and grant administration.

Fiscal Administration staff develop the Operating Budget and Managing for Results submissions annually and evaluate, manage, and make budget recommendations based on the needs of the Archives throughout the year.

---

### *Personnel*

All human resources functions are currently assigned to the Maryland Department of Budget and Management's Personnel Unit, under the guidance of the Archives' Director of Administration. Administration staff analyze the current workforce and determine the strategy to prepare for future staffing needs. Workforce planning analyzes current staff assignments to recommend training and development and initiate staff recruitments to meet succession planning needs.

---

### *Fair Practices Office*

The Fair Practices Office leads the Equal Opportunity Officer and Americans with Disabilities Act Coordinator to administer and enforce the state and federal equal opportunity laws and policies and to assist in the building of a well-diversified workforce for the Archives' employees and applicants.

---

## 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, on behalf of the state, the Commission 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.

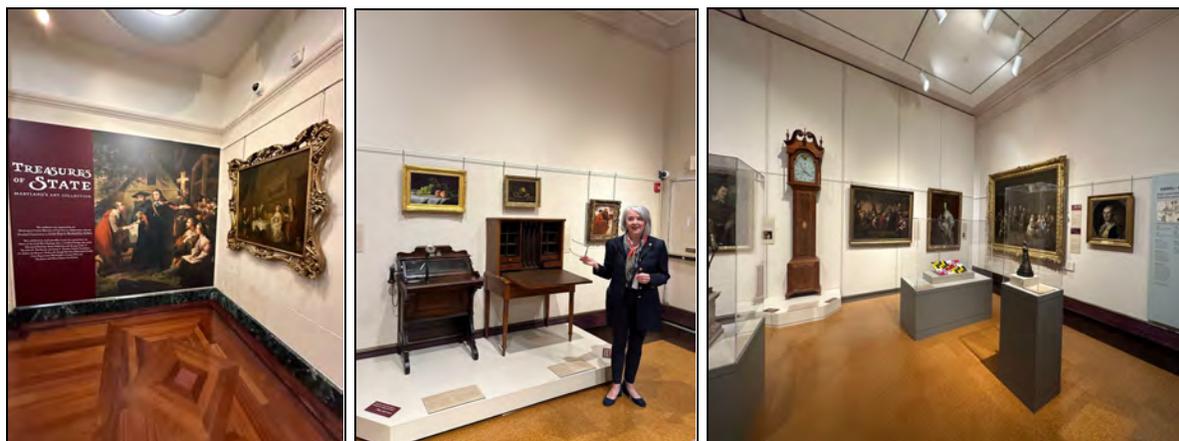
The Commission consists of fifteen members. Eight members are appointed by the State Archivist with the approval of the Governor and seven serve ex officio. With the Governor's approval, the State Archivist names the chair (Code State Government Article, secs. 9-1016 through 9-1023).

### *Overview and Highlights*

FY2023 was a busy and exciting year for the Artistic Property Commission. In December we celebrated the retirement of Chairman Matt Lalumia. He was presented with a Governor's Citation recognizing his twenty-eight years of service leading the Commission. Mark Letzer, former ex officio on the Commission, representing the Maryland Center for History and Culture, was appointed Chairman by Governor Larry Hogan.

On January 5, at the start of the new legislative session, two new portraits, *Thurgood Marshall* by Ernest Shaw and Comptroller Peter Franchot's official state portrait, were unveiled and accessioned into the state-owned art collection.

After more than three years of planning, the special exhibition, *Treasures of State: Maryland's Art Collection* opened at the Washington County Museum of Fine Arts, on June 24, 2023. Over 100 people enjoyed an opening reception held on June 22.. An exhibition catalog, co-written by the Archives and the WCMFA, was edited by Mimi Calver and designed by Michele Danoff of Graphics by Design.. Elaine Rice Bachmann gave opening remarks at the reception and Chris Kintzel provided a tour of highlights of the exhibition. Both Elaine and Chris provided training to docents at the museum the following day.



---

### *Gifts and Deaccessions*

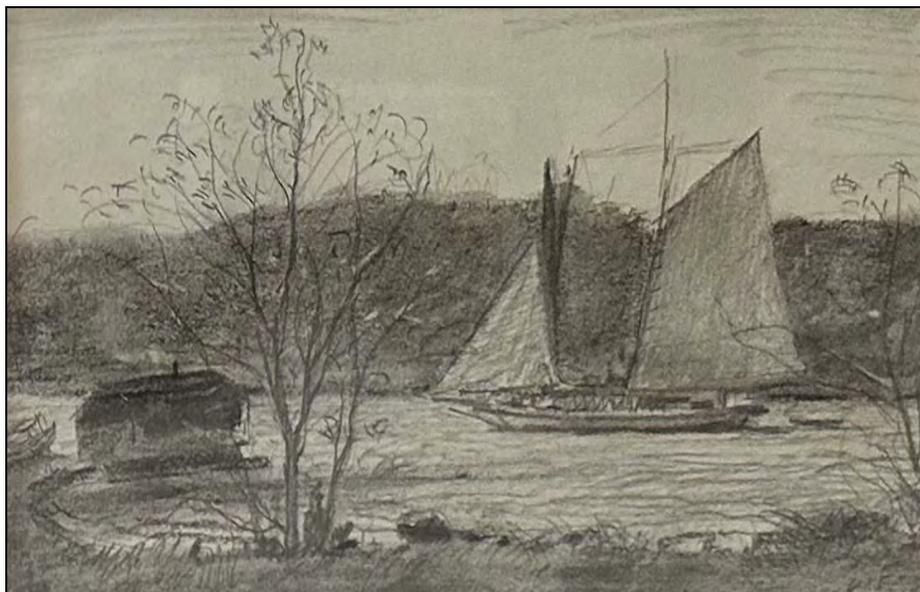
The Commission was very pleased to be supported through the Hogan Administration by the Foundation for the Preservation of Government House of Maryland, Inc. At the close of the administration, the Foundation officially gifted five pieces of furniture along with the official portraits of Governor Larry Hogan and First Lady Yumi Hogan to the Maryland Commission on Artistic Property. First Lady Yumi Hogan also donated one of her mixed media works of art.

- MSA SC 1545-3491
  - Center table

- Oak (Wye oak), 2017
  - Gifted from the Foundation for the Preservation of Government House of Maryland Inc. 12/09/2023
  
- MSA SC 1545-3492
  - *Sideboard table* (1 of 2)
  - Walnut, 2017
  - Gifted from the Foundation for the Preservation of Government House of Maryland Inc. 12/09/2023
  
- MSA SC 1545-3493
  - *Sideboard table* (1 of 2)
  - Walnut, 2017
  - Gifted from the Foundation for the Preservation of Government House of Maryland Inc. 12/09/2023
  
- MSA SC 1545-3531
  - *Early Morning Backyard 2*
  - Sumi Ink on Rice Paper, 2014-2019
  - Donated by Yumi Hogan
  
- MSA SC 1545-3532
  - *Mary Ellen Barbera*
  - Oil on canvas, 2020
  - Transferred from the Maryland Judiciary
  
- MSA SC 1545-3533
  - *Pembroke Table* (Baltimore)
  - Mahogany, c.1820
  - Gifted from the Foundation for the Preservation of Government House of Maryland Inc. 12/09/2023
  
- MSA SC 1545-3534
  - *Tilt Stand (Baltimore)*
  - Mahogany, c. 1815
  - Gifted from the Foundation for the Preservation of Government House of Maryland Inc. 12/09/2023
  
- MSA SC 1545-3535
  - Silver Sugar Caster
  - Sterling silver, c.1894-1908
  - Transferred from the Department of General Services/Government House staff. 12/01/2022

- MSA SC 1545-3536
  - *Portrait of Comptroller Peter Franchot*
  - Oil on canvas, 2022
  - Transferred from the Office of the Comptroller 01/05/2023
  
- MSA SC 1545-3537
  - *Portrait of Thurgood Marshall*
  - Oil on board, 2022
  - Donated by the Friends of the Maryland State Archives
  
- MSA SC 1545-3538
  - *Harriet Tubman*
  - Charcoal Drawing, 2021
  - Donated by William Krawczewicz
  
- MSA SC 1545-3539
  - *Underground Railroad*
  - Charcoal Drawing, 2016
  - Donated by William Krawczewicz
  
- MSA SC 1545-3540
  - *Woman With a Scarf*
  - Charcoal Drawing, 2016
  - Donated by William Krawczewicz
  
- MSA SC 1545-3541
  - *Iron Bull*
  - Ink on illustration board, 1999
  - Donated by William Krawczewicz
  
- MSA SC 1545-3542
  - *Old Woman*
  - Pen and Ink on illustration board, 1995
  - Donated by William Krawczewicz
  
- MSA SC 1545-3543
  - *Spring Symphony III*
  - Mixed media, 2012
  - Donated by Yumi Hogan

- MSA SC 1545-3544
  - *Harbor View, Baltimore*
  - Graphite on paper, 1941
  - Donated by Steven Scott
  
- MSA SC 1545-3545
  - *Sailboat on River, Baltimore*
  - Graphite on paper, 1940
  - Donated by Steven Scott
  
- MSA SC 1545-3546
  - *Red Flag #1*
  - Watercolor on paper, 1988
  - Donated by Steven Scott
  
- MSA SC 1545-3547
  - *Red Flag #2*
  - Watercolor on paper, 1988
  - Donated by Steven Scott
  
- MSA SC 1545-0803/0804/0805/0806
  - Printing Office Sconces
  - Pewter, 1983
  - Removed from inventory, 06/06/2023 by APC Commission



*Sailboat on River, Baltimore, 1940*



*Red Flag #1, 1988*



*Red Flag #2, 1988*



*Spring Symphony III, 2012*

---

**Conservation projects:**

*George Washington* by Charles Willson Peale (1741-1827) MSA SC 1545-10-79

*Fowl by Stable Door* by Theophile Victor Emile Lemmens (1821-1867) MSA SC 4680-10-110

*Fowl by Well* by Theophile Victor Emile Lemmens (1821-1867) MSA SC 4680-10-146

*Tench Tilghman Dressing Box* by Garnesson, Palais-Royal, Paris MSA SC 1545-3529

*Drop Leaf Table*, by Unknown maker MSA SC 1545-3079

*Winter Sunset*, (Frame Only) MSA SC 4680-10-49

*George Washington* by James House (1775-1835), after Gilbert Stuart (1755-1828) MSA SC 4680-10-35

*Howard County Roast platter (USS MD Silver)* by Samuel Kirk & Sons (1815-1979) MSA SC 1545-0933

*Telephone Desk, "Annapolis 1"*. Attributed to the Chesapeake & Potomac Telephone Co. MSA SC 1545-3511

---

## SPECIAL COLLECTIONS, CONSERVATION & LIBRARY SERVICES

In 1935, Special Collections and Conservation started as the Gift Collection and reorganized as Special Collections in 1986. In March 2005, Special Collections was placed under Artistic Property, Preservation, and Public Outreach (now Artistic Property & Exhibits). In December 2014, Special Collections returned to being a separate department. In October 2015, the department was placed under the Deputy State Archivist and, in December 2016, Conservation and Preservation merged with Special Collections to form Special Collections and Conservation. In March 2022, the Library and Government Publications were reorganized to become part of the department under the new name Special Collections, Conservation, and Library Services.

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. Microfilm images of the religious records and newspaper holdings have been digitized for preservation and access.

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.

Special Collections supports the Reference archivists, responding to patrons' in-depth questions related to special collections materials.

Whenever there are significant transitions in State government, the Special Collections archivists and conservators are consulted on gifted objects that have been collected by public officials during their tenures. In December 2022, Governor Larry Hogan and First Lady Yumi Hogan invited archivists to review the many celebratory gifts received during the Hogan Administration. In January, the Archives also received two transfers from Lt. Governor Lloyd Rutherford's office. Staff reviewed inventories for artwork, plaques, awards, and memorabilia that reflect the history and culture of Maryland, especially for items which represented communities or highlighted the Hogans' public service and major events which occurred during Governor Hogan's tenure. With the Administration's final approval, these objects were transferred to the Archives and the Conservation team assisted the Special Collections department in describing and re-housing the donations. The Archives will focus on Lt. Governor Rutherford's donations in FY2024.



Outreach to Indigenous communities throughout the state by Special Collections archivists has progressed well in FY2023. In October 2022, the much-anticipated *Mayis* web portal for Indigenous records launched at an open house event in the Archives' public search room. Representatives of a number of Indigenous communities, state agencies, and nonprofit organizations met with members of the public, who watched a demonstration of the portal's search tool functions to locate Indigenous records online. There was extensive media coverage in *The Capital Gazette*, as well as an illustrated article in *The Washington Post*. The *Mayis* portal has focused deserved attention on Indigenous communities of the past, and the Archives will document the Indigenous communities of Maryland today in the next phase of the project.

The Indigenous Peoples' Program team responded to a community preservation request from The Cedarville Band of Piscataway, and will partner with the Accokeek Foundation to help volunteers from the Cedarville community preserve photographs, documents, and cultural artifacts through training and professional archival assistance. Archivists are working with the website development and database teams to redesign the *Mayis* website to better reflect today's Indigenous communities, and Reference staff are meeting with groups to provide education on accessing our resources and conducting research.



The Indigenous Peoples' Program's focus through the end of FY2024 will be to complete work funded by a Maryland Heritage Areas Authority grant to support outreach and educational expansion of the website with Heritage Area partners in the Heart of Chesapeake Country (Dorchester County) and Beach to Bay (Somerset, Wicomico, Worcester Counties) on the Eastern Shore. The grant has enabled the team to hire contractual staff. UMBC Summer intern, Autumn Powell (Diné and Naahilii), is working to continue efforts to index personal, tribal, and geographic data from

the Archives' collections to expand the number of historical records accessible online. Drew Shuptar-Rayvis (Pocomoke Indian Nation), works as Oral Historian and Research Consultant, conducting field work to record the personal stories and lifeways of Tribal Elders and other Traditional Knowledge Keepers. The audio recordings donated to the Archives' Special Collections will be transcribed and preserved as part of the grant project and will be included on the *Mayis* website.

On-going community outreach with neighborhood associations, historical societies, and nonprofit organizations has been the collecting focus over the course of FY2023. This Spring, the Church Hill Cemetery Association requested assistance with preserving their cemetery's earliest burial lot books. Conservator Camille DiMarco prepared books for scanning by flattening curled edges and mending some pages. The Church Hill records are being made accessible to the public, and the Association will partner with Digital Maryland to make crowd-sourced transcriptions of the volumes. The Archives is working with the traditionally African American community of Venice Beach, located on Annapolis Neck in Anne Arundel County, to preserve their history.

A set of copperplate illustrations were perhaps the most unique format for donations during this year. The metal plates were photo-mechanically printed to illustrate books published by Maryland historian Swepson Earle. Our collections care team, led by conservator Camille DiMarco, identified 133 copperplate photo negatives and described them for the Special Collections catalog. All plates were then re-housed in flat storage containers. Interns assisted in the challenging task of comparing the copper plates with printed images found in three different editions of Earle's book, *The Chesapeake Bay Country*, including the volume published for the state bicentennial in 1934.

---

### *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 & 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 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 archival material in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published books, government publications, maps, and newspapers. The conservators monitor 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.

The Imaging Services team recently focused on using the Archives' new camera system to create optimal scans from glass plate negatives. Conservator Jennifer Cruickshank analyzed the thickness and condition of the glass plates, expediting the Imaging Technicians' work by presorting negatives by size, by medium (if not glass), condition, and density. Many of the glass plates are not precisely standard sizes because photographers used many types of glass as image carriers. Several carriers were fabricated in-house to accommodate plates larger than today's film standard of 4x5" inches.

State Park officials contacted Special Collections about 56 blueprints and plans from the 1950s depicting plans for Sandy Point State Park in Anne Arundel County. These showed initial ideas for layout and building plans, documenting some of the segregated portions of the park. Conservators treated the blueprint drawings, some very oversized, in preparation for digitization. Treatments include mending torn areas using heat-set tissue. A flat-iron was used as well as light humidification to help flatten the wrinkled areas. Assistance in completing this project was provided by a field study student and summer interns, giving them experience in preserving history from the start to end. The drawings from this collection have been successfully digitized, and color images will be made available for researchers.

A current ongoing mission is to improve storage in the MSA's Map Room, where oversized materials have been located since the opening of the Rowe Boulevard building in 1985. Conservator Camille DiMarco volunteered to lead a collections care team to assess the whole of this large storage room and to plan future space management. Current projects include identifying collections and re-packaging and labeling them for easy identification. Conservators and summer interns are conducting a shelf read and clearly labeling the flat file drawers. Many rolled items are undergoing identification and better storage solutions. The State Archivist will be given a recommendation on collections care projects that will further improve drawer and shelf storage for oversized plats, blueprints, and architectural drawings. Once approved, the collections care team will implement oversized collections care through FY2024.

Conservators supported the Special Collections department in processing and preserving assorted Maryland newspapers recently added to our holdings, sorting, identifying, labeling and containerizing editions. Our largest donation work in FY2023 was from St. Mary's County, a gift from the late Mr. Frank Tippett of Leonardtown, a long-time volunteer at the St. Mary's County Historical Society. Several titles from this region were received, with publication dates covering 1860-1980's.

### *Preservation Outreach*

The 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 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.

Outreach to communities and organizations in need of conservator advice and preservation treatments remains a top priority for conservators. In Spring of 2023, Conservator Jennifer Cruickshank assessed the condition of The Afro Charities archival records which had been housed in non-archival settings. Photographs and newspapers had become bonded from water and/or moisture, and Archives' staff assisted with treatments and provided guidance on identifying and remediating water and mold issues.

The Archives' conservators will continue to assist nonprofit organizations with the care of records as part of our agency's partnership with communities who do not have expertise in records preservation locally.

---

### *Government Publications, Reports, & Library*

Special Collections and Library 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, 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 a dedicated online catalog and in the Maryland Manual On-Line.

Government Reports and Publications accessioned in FY2023 include 314 in print and 151 in electronic format.

Government Reports and Publications continue to be produced in increasing numbers digitally, rather than in print. Due in part to this trend, the statistics reflect a higher number of electronic accessions for FY2023.

Due to an ever increasing number of specialized reference inquiries and project demands on the Librarian, the usual end of calendar year print accessioning of government publications has not yet happened for CY2022, causing the print accessions number to be lower than would otherwise be expected.

---

### *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.

The Librarian's work in FY2023 focused primarily on accessioning historian John McGrain's extensive library into the Archives for permanent public access and preservation. This work began in FY2022, and as a result of this large acquisition, the Library accession report shows inflated total numbers from what is typical.

McGrain Library: 722

MSA regular accessions: 327

Total number of accessions: 1049

In addition to the significant accessioning work done by the Librarian, of both Government Reports and Publications and Library material, numerous special research projects have consulted with the Librarian, drawing valuable aid for sister government entities as well as the general public.

---

### 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.

---

### *Records Retention & Disposition 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 disposition 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. In FY2023, the State Archivist approved 144 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of records that have met their retention requirements 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 destruction. During FY2023, the State Archivist received 453 records disposal certificates.

---

#### *Records Transfer & Space Management*

During FY2023, the Archives took on permanent government record transfers of 169 record series from 57 government agencies, representing the following volume:

4,010 boxes  
3,177 volumes  
6,964 maps/plats  
958 digital files

---

## RECORDS AND ACCESS

In June 2016, Records and Access was created as Records and Reference under the Deputy State Archivist. In May 2017, it adopted its present name. Records and Access oversees two departments: Constituent and Interagency Services and Digital Acquisition, Processing, and Publication.

The primary function of the Department is to coordinate agency resources to enhance the delivery of reference services to government agencies and the public through identification and transfer of permanent record series to the Archives, comprehensive cataloging of Archives' holdings, digitization of most-requested record series to enhance staff ability to respond quickly to record requests and coordination of necessary staff resources.

---

## 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 Records and Access, 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, fulfills government agency requests for files, and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records found on [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). During

FY2023 staff fielded 8,848 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 7,006 other inquiries relating to Archives records or services. Staff from this office refiled and processed 5,176 individual file requests from state and local agencies and refiled over 8,000 files returned by agencies in their assigned locations within the Archives. Constituent and Interagency Services staff provided copies of 6,273 files to the public. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

Department staff also processed 598 Expungement Orders and conducted over 1,187 criminal background checks for various federal, state, and local law enforcement agencies.

---

## DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

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

The digital preservation and imaging services offered by the Archives are managed, coordinated, and promoted by the Digital Acquisition, Processing, and Publication Department. This department gives technical support for imaging projects and develops standards and techniques used in such work.

In FY2023 the Archives generated 5,117,730 images from both paper and microfilm sources. This increase of over 500,000 images from the prior year was due in part to the digitization work done for several large scale scanning projects. These projects included the scanning of material for the Maryland Lynching Commission and the Department of Legislative Services. Additionally, this year included the digitization of the Maryland State Archives' card catalog. The goal of this project was to provide online access to what was a variety of indexes that had been available only within the Archives' Search Room.

---

## GOVERNMENT INFORMATION SERVICES

Organized within the State Archives in 1986, Government Information Services provides Marylanders and their agencies of government with current and historical government information, which is continuously updated and revised. Through the *Maryland Manual On-Line*, Government Information Services shows the form of the government that we as Maryland citizens have created. That government is a dynamic, ever-changing resource with which to address significant public issues and solve or resolve common public problems.

Government Information Services is responsible for the *Maryland Manual On-Line: A Guide to Maryland & Its Government*. 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.

Origins of Government Information Services began in 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission. That same year, the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the *Maryland Manual*. Over time, information from the department of information found its way into the *Maryland Manual*.

In 1988, the Governor also asked the State Archives to assemble certain governmental information, particularly agency organizational charts, for the Executive Branch of government. Thereafter, the State Archives annually prepared for the Governor the *Organization of Maryland State Government* from 1988 to 1995. That information included organizational structure, organizational charts, budgets, historical evolution, and mandated reports of government agencies. It began to be incorporated into the *Maryland Manual* in 1989, and expanded to include the Legislative and Judicial Branches of government as well.

---

#### *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. It also 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 are presented 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 also appear.

Additional information on local government (county & municipal), intercounty, interagency, and interstate and federal agencies is set forth in the *Manual*. And, its contents present the state budget, the Constitution of Maryland, election returns (state & county), and historical lists of local officials. Further, the *Manual's* "Maryland at a Glance" section highlights many Maryland subjects, ranging from State Symbols, Maryland Historical Chronology (state & county), and Government to Arts, Sciences, and Literature.

Through the *Archives of Maryland Online*, editions of the *Maryland Manual* from 1885 through 2006 are accessible along with annual capturings since 1997 of the *Maryland Manual On-Line* website.

Corrections, updates, and additions for the *Maryland Manual On-Line* may be submitted to [mdmanual@maryland.gov](mailto:mdmanual@maryland.gov).

---

## 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 and provides software applications and tools to assist the Archives in achieving its goals. Moreover, the office helps other state agencies design and support their own network and web services.

---

### *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 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.

---

## RESEARCH, EDUCATION, OUTREACH, & REFERENCE SERVICES

The basic research functions of Research, Outreach, and Reference Services began with the research needed to compile the *Directory of Maryland Legislators, 1635-1789*, issued by the Hall of Records Commission in 1974, and continued with the Legislative History Project's work leading to *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, sponsored by the Hall of Records Commission (vol. 1, 1979; vol. 2, 1985). Biographical research at the State Archives 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, it re-formed as Research and Student Outreach in 2005. In October 2015, Research was placed under the Deputy State Archivist. It reorganized as Research, Education, and Outreach in July 2016, and as Research, Education, Outreach, and Reference Services in August 2018. The Division was located under the Assistant State Archivist in 2022.

Using original documentary sources, Research, Education, Outreach, and Reference Services works to interpret, preserve, and improve access to Maryland history through publication, education, and outreach. The department is committed to sharing its collections, resources, and professional knowledge with the community at large. Its goal is to ensure that both long-term and new users are aware of and appreciate the treasures within the State Archives' holdings, as well as find the Archives staff knowledgeable and approachable. The overriding goal is to make

the Archives accessible for everyone through timely, courteous customer service and community-based educational outreach designed to teach stakeholders how to most efficiently use our collections.

### *Reference Services*

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 in 1935. 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 and joined Research, Education, Outreach, and Reference Services in August 2018.

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

Open Tuesday through Friday and the first Saturday of the month, the Search Room is staffed by professional archivists to assist patrons. Electronic and mail reference services are available Monday through Friday. In addition, electronic services and information (including comprehensive catalogs of the Archives' holdings) are accessible through the Archives' website.

The Reference department's online services have remained at the high levels achieved during the pandemic, while more people have also begun to return in-person visitation. For patrons who print self-service copies from our scanned materials on computers, we now provide free copies up through the first twenty pages. Recouping the amount of staff time needed to process receipts for only a few printed pages created both a cost savings for the agency and a customer benefit which also fits into our mission of providing superior public service.

In the new fiscal year, we look forward to new furniture replacements, streamlined lobby programs, and improved research guides, along with the installation of ADA-compliant furniture in our Search Room. This upgrade replaces forty-year-old furniture with tables and chairs that provide larger workspaces per patron and better sight lines for staff supervising the safe handling of records, meeting the Society of American Archivists' best practices.

In the coming fiscal year, we will also continue working with our Information Technology and Fiscal Administration departments in streamlining and improving the programs used in our lobby to simplify and speed up patron experiences as they sign in to our Search Room, meet security needs, pay for orders, and sign out. Our staff will also continue improving research guides with newly designed webpages for more intuitive and user-friendly collections access for newer researchers, furthering our goals of customer service and equity.

---

### *Legacy of Slavery in Maryland*

The primary mission of the *Legacy of Slavery in Maryland Program* is to provide direct, searchable access to primary documents on its website (<http://slavery.msa.maryland.gov>), detailing the history of African Americans since Maryland's founding in 1634.

In FY2023, the Legacy of Slavery Program continued to handle numerous research, consultation, and outreach responsibilities over the course of the year. Manned primarily by

Legacy of Slavery Director Chris Haley, the Legacy of Slavery Program participated in several initiatives such as consulting and providing descriptive articles of archival record series, including slave statistics and chattel records, for the international Enslaved.org project. Enslaved.org's goal is to identify intellectually and electronically join the various institutions worldwide which study and provide online resources on slavery. The Maryland State Archives' collections are now featured in this virtual portal through the work of the Legacy of Slavery team. The staff also collaborated with the University of Maryland's iSchool on *Conversations with the Past*, a grant project and publication which electronically captured and demographically cataloged findings from thousands of domestic traffic ads mined by the Legacy of Slavery team. The iSchool and Archives' staff guided students in applying Computational Archival Science (CAS) in analyzing the data and identifying patterns and historical trends among the state's collections.



In early spring, following an extensive search process, the Legacy of Slavery program hired former intern, Hannah Lane, to its permanent research staff. Having interned in the summer of 2018, Hannah gained subsequent work experience as a member of the Maryland Center for History and Culture; Enoch Pratt Free Library African American Department; and Moving History, African American Dance History program.

In addition, the Legacy of Slavery Program welcomed interns from Bowie State University, George Mason University, and the University of Maryland College Park who worked on, respectively: 18th Century runaway ads; Governor (General File) related to lynching; and 20th century Maryland Penitentiary records. Mr. Haley also served as mentor to Zoe Smith in the Archives' second year in collaboration with the Maryland Public Service Scholars Mentorship Connection.

Finally, the Program maintains a corps of volunteers who meet weekly and mine data from scanned record material for inclusion into the Legacy of Slavery website and data search. Results of the volunteer and student work is published online on the Maryland State Archives website in the form of new database tables and case studies.

---

### *Maryland Lynching Truth and Reconciliation Commission*

In 2019, a bill was introduced by Delegate Joseline Pena-Melnyk to establish the Maryland Lynching Truth and Reconciliation Commission to conduct research on individuals who were victims of mob violence. The bill received overwhelming support in both the Senate and House of the Maryland General Assembly and was voted into law.

The Commission is an 18-member body that has representation from cultural heritage institutions across the state, including the Archives, and four public members who were selected to serve based on their expertise. Christopher Haley represents the Maryland State Archives on this Commission. The members of the Commission undertake research on lynchings that occurred between 1854 through 1933, and hold public hearings in the counties where an incident of lynching occurred.

The Archives' Legacy of Slavery in Maryland program assists the Commission in identifying records in the state's collection that document incidents of mob violence. Much of what is known

to date about the lynchings that occurred in Maryland has come from local newspaper accounts that were compiled for an earlier Archives' project, *Judge Lynch's Court*, where 40 individuals who were the victims of mob violence are listed with biographical data. Since that effort, which began at the turn of the 21st century, more information has been uncovered by historians and groups such as Bryan Stevenson's Equal Justice Initiative and the Maryland Lynching Memorial Project. This statewide focus has led Archives' staff to prioritize the identification of collections that will assist the Commission in documenting incidents of racial terror violence for both digitization and research, as well as for accessibility to the public. Staff is also working to compile and archive the Commission's own records, including those research materials donated by the public regarding the history of lynchings in Maryland, making them a permanent state collection.

In FY2023, the Maryland Lynching Truth and Reconciliation Commission continued to hold virtual public meetings which were shared online every second Monday of the month through the website maintained by the Archives. With the sunset date of the Commission extended until June 2026 and imminent public hearings in the coming months, meetings focus on the logistics of producing such gatherings in tandem with local county coalitions, public officials, and private citizens, as well as engaging individuals in discussing the sociological and historical impact of race based lynchings in Maryland.

During FY2023 the Commission successfully planned, organized and held three public hearings in Anne Arundel (October 8), Wicomico (October 22), and Somerset (November 5). All were attended by local officials and private citizens, some of whom were descendants of both victims and perpetrators, who shared poignant and serious reflections on the lasting effects of race based lynchings. In January, the Commission held a member retreat at Bowie State University. Attended by special guest Delegate Jennifer White (Baltimore County, Dist. 10), the agenda featured reassessment of Commission goals, accomplishments, and reflections on the importance of its work. The fiscal year also included the resignation of longtime Commission project manager, Stephanie Thompson, who oversaw the planning of the hearings. The new fiscal year will include the hiring of her successor, whose main focus will likely be planning the next phase of public hearings. Based on the counties in which lynchings occurred, there are 14 hearings remaining to be completed. The Archives will continue its effort to support the Commission by gathering records, archiving materials such as new research and testimony, updating the website, and planning programming to address trauma brought about by racial violence.

For more information and to register to attend any meeting or hearing, please use the Commission website maintained by the Archives.

---

### *Finding the Maryland 400*

During the Revolutionary War, the Maryland 400 were part of the First Maryland Regiment which repeatedly charged a numerically superior British force during the Battle of Brooklyn (also called the Battle of Long Island) on August 27, 1776. Led by Major Mordecai Gist, these troops sustained heavy casualties but their persistence allowed General Washington to save the American army. The heroic stand of the "Maryland 400" held back the British Army, allowing the majority of the American forces to escape. (<https://msamaryland400.com/>)

In partnership with the Maryland Society of the Sons of the American Revolution, Archives staff identify and explore the lives of those members of the First Maryland Regiment who held the

line, using primary and secondary sources to reveal more about their lives, their military service, and their communities.

In FY2023, Project Archivist and lead researcher, Owen Lourie traveled to Camden, South Carolina for the reinterment of Maryland soldiers of the Maryland 400 killed at the Battle of



Camden. Mr. Lourie gave a talk during the ceremonies about the men and their significance to the Revolution, Maryland, and the birth of the nation. In conjunction with the Maryland 250 Commission, the Maryland State Archives is planning a publication based on Finding the Maryland 400 to tell the stories of all of the approximately 1,000 soldiers on the Old Line in time for the United States Semiquincentennial celebrations in 2026.

---

#### *Educational and Student Outreach*

Educational and Student Outreach began as Educational Outreach and reformed by its current name in July 2016. In the classroom, Educational and Student Outreach provides outreach and learning opportunities for all communities of students, from middle school to graduate level. Educational partnerships and co-teaching collaborations were conducted with the Bowie State University, University of Maryland College Park, St. John's College, Washington College, and Wayne State University. In addition, the program manages and coordinates the student internship program both during the summer and throughout the academic year. The program also maintains a partnership with the Enoch Pratt Free Library and the Maryland Four Centuries project to produce a year-long series of free, online Lunch and Learn programs in which guest speakers discuss the importance of primary resources, archival research, and the preservation of Maryland's heritage.



In FY2023, the Archives hosted nineteen summer interns from high schools, colleges, and universities throughout the state, as well as several field study, STEM, alternative spring break participants, and community service interns throughout the academic year. Students worked directly with staff mentors on assignments such as cataloging and description, providing public access to collections, art handling, imaging services, order fulfillment, computer programming, document conservation and historical research. This long standing program represents an almost fifty year commitment of

the agency to support the growth and development of new professionals in the fields of archives, library science, information studies, art history, museum studies, records management, preservation studies, and conservation. All departments participate in hosting interns and student volunteers and the agency benefits from their enthusiasm, new educational insights, and generational perspective. In FY2024, the Archives looks forward to collaborating with the Department of Service and Public Innovation by hosting and providing mentorship to students with the SERVE program.

In addition to our internship program, the Education and Outreach department also hosted school field trips, provided classroom speakers, maintained our Documents for the Classroom packets online for students, provided documentary sources for scholars and educators, assisted with curriculum drafting, participated in career day programs, provided judging for history and civics days, and co-taught college level courses on Archival Studies.

Finally, Archives' staff conducted 123 educational outreach programs in FY2023 including lectures, webinars, in-person workshops, class participation and training.

---

### *Land Office*

The roots of the Land Office date back to the seventeenth century, when Lord Baltimore established the agency to administer land grants in his Maryland colony.

All land now included within the borders of the State of Maryland was granted to Cecilius Calvert, 2nd Lord Baltimore, in 1632. In 1680, the Proprietor established a Land Office and four years later the Land Council, which was authorized to hear and determine all matters relating to land. Four years later, when Maryland became a crown colony, the Land Office closed. In 1715, after a long contest with the Governor, Council, Secretary, and General Assembly, the Lord Proprietor emerged with his rights restored and the Land Office reopened. After the Revolution the state assumed control of the Land Office, and the right to grant vacant (i.e. unclaimed) land became the responsibility of the state government (Chapter 15, Acts of Feb. sess. 1777).

From 1781 until 1841, two land offices functioned in Maryland: a Land Office for the Western Shore and another for the Eastern Shore. The Constitution of 1851 created the Office of the Commissioner of the Land Office.

The Hall of Records became responsible for the functions of the Land Office and its collections in 1965. By constitutional amendment, the office of Commissioner of the Land Office was abolished in 1966 (Chapter 489, Acts of 1966, ratified Nov. 8, 1966). Functions and responsibilities of the Commissioner were then transferred to the Hall of Records on January 25, 1967 (Chapter 488, Acts of 1966). The Records Management Division (then a part of the Hall of Records) took charge of recording and filing plats. When the Division was separated from the Hall of Records in 1975, plats and other Land Office records became the responsibility of the Hall of Records and, after its formation in 1984, the State Archives.

Designated Commissioner of Land Patents in 1967, the State Archivist is responsible for issuing land patents and certificates of reservation and for conducting court hearings (Chapter 355, Acts of 1967). Prior to 1967, the Land Office was a separate agency. In performing Land Office duties, the State Archivist acts independently of the duties imposed as State Archivist (Code Real Property Article, secs. 13-101 through 13-504).

The Archives did not receive any land patent applications or certificate of reservation applications in FY2023.

---

## BALTIMORE CITY ARCHIVES

The City Archives is the central repository for Baltimore City government records. It holds material of both permanent and non-permanent value, with non-permanent records being held for a designated time period until either recycled or destroyed. Electronic records do not fall under its management and oversight.

In 1927, the City Bureau of Archives was created as a unit of the Baltimore City Department of Legislative Reference, to which it still reports today. In the late 1930s, Historical Records Survey staff of the Federal Works Progress Administration (WPA) first began to describe, index, and organize the permanent records for enhanced access. A subsequent, comprehensive survey of all the municipal departments in the 1950s uncovered additional material.

The City's attention to its own archives has been cyclical in nature. Reduced operational funding curtailed its operations starting in the 1980s. A slow decline ensued. Through a 2009 special agreement, the Maryland State Archives began to revive and sustain the City Archives, even supplying staff there in 2010. Efforts to bring its holdings into an online catalog benefited from financial support from the National Historical Publications and Records Commission.

Under subsequent memorandums of understanding with the City, the State Archives has continued to support the administration of the City Archives. A consolidated agreement took effect on June 30, 2013, extending the State Archives' presence there until July 1, 2018. An extension was negotiated in May of 2018, which continued the current administration arrangement until June 30, 2023. A new five-year extension to June 2028 is expected to be finalized in August 2023.

The City Archives reports directly to the City Department of Legislative Reference. In FY2023, new department leadership has brought the Archives a high level of attention and support. These improvements have ranged from various building upgrades, such as a new security system, to the bulk purchases of archival supplies. However, beyond the unprecedented

financial support, the overall interest in our mission is most noteworthy. Regular Archives-focused management meetings occur every two weeks and are geared to problem solving, needs assessment, and long-range planning.

---

#### *Record Management Activities*

Seven records transfers, comprising 396 cubic feet of material, took place in FY2023. The agencies represented in the transfers include the Planning Department, Office of Council Services, Office of Equity and Civil Rights, Health Department, Office of State's Attorney, Employee Retirement System, and the Department of Housing and Community Development.

The City Archives destroyed 394 cubic feet of non-permanent material. A new City budget line item earmarked for records destruction marks this event as the first time since 2009 that State funds were not used for this activity.

Two revised retention schedules for the Office of the Comptroller have been adopted. No other retention schedules were finalized in FY2023.

---

#### *Reference Services*

The City Archives remains open by appointment only, fifteen hours per week. Additional public hours will be added in FY2024. In FY2023, the staff responded to 211 inquiries via phone and email. Additionally, the city records management officer has responded to weekly requests for records to be pulled and/or scanned, mostly for the Office of State's Attorney. The Archives has hosted 155 in-person visits for research, including many out-of-state and non-US researchers. City employees, students and professors, family historians, and members of the public continue to make up the majority of our user base.

---

#### *Processing Initiatives*

The City Archives received its most significant historical collection in several years in the fall of 2022 with the transfer of academic records from Baltimore's Western High School. Western is the oldest operating public all-girls high school in the United States (1844), and is the third-oldest public high school in the State of Maryland. The records consist mostly of bound volumes of prospective student entrance examinations and student graduation examinations, dating from 1852 to 1898. This material, unique among Maryland's archival repositories, will prove a significant source for women's history and the history of education.

This material is currently being cataloged, and the Archives plans to widely publicize these records to the broader community on social media and listservs when fully processed.

---

#### *Outreach*

The City Archives partnered with the non-profit Baltimore Heritage for the 2023 Bmore Unconference (also known as the Baltimore Unconference.) This annual event is geared to people who care about public history and historic preservation in and around Baltimore. Jeni Spamer represents the Archives on the organizing committee and has attended several planning meetings.

The City Archives has a long established connection to the Maryland Center for History and Culture. Rob Schoeberlein chairs the library committee and sits on the publications committee. He also serves on the board of trustees.



# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**November 10, 2022 2:00 p.m.**

**Via Teleconference**

---

### ***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

Old Business

New Business

Next Meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting

November 10, 2022 2:00 p.m.

Via Teleconference

---

### ***Agenda with Details***

#### **Call to Order by Chair**

Attendees:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_attendees\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_attendees_fall_2022.pdf)

#### **Opening Remarks / Special Announcements**

Introduction of new member, Ms. Katie Caljean, President and CEO of the Maryland Center for History and Culture.

Introduction of new designees:

Mr. Alex Butler, designee of the Comptroller of Maryland

Ms. Katie Carey, designee of the President, Johns Hopkins University.

#### **Reports & Minutes of Previous Meetings**

Hall of Records Commission Meeting Minutes, June 16, 2022:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_minutes\\_spring\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_minutes_spring_2022.pdf)

#### **Special Meetings, Advisory Boards, and Celebratory Events Held**

**July 14:** The Archives hosted a Lunch and Learn presentation given by Ranger Vince Vaise on *Frederick Douglass and the Emancipation and Freedmans Memorial, Washington, DC*.

**August 8:** The Archives' 2022 interns gave presentations on the work and projects they had accomplished over the course of the summer.

**August 11:** The Archives hosted a Lunch and Learn presentation by Chris Haley on *The Haley Family and the Centennial Celebration of Alex Haley's Birth*.

**September 22:** Elaine Rice Bachmann gave remarks at the unveiling of former Chief Judge Mary Ellen Barbera’s official portrait. Judge Barbera served as the chairman of the Hall of Records Commission for thirteen years.

**October 13:** Megan Craynon and Maria Day gave a Lunch and Learn presentation on *Researching Indigenous People in the Collections of the Maryland State Archives*.

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

## **Records Retention & Disposal**

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_schedules\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_schedules_fall_2022.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_disposals\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_disposals_fall_2022.pdf)

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

## **State Archivist's Report**



- Appointment of Assistant State Archivists
- Workforce Planning and Budget Outlook
- Transition Planning

**Chronology of staff activities since the last meeting:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_chronology\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_chronology_fall_2022.pdf)

## Commission on Artistic Property

### **Old Treasury Building**

In August the State House Trust approved plans to include stabilization and restoration of the Old Treasury Building, the oldest public building in Annapolis dating to 1735. This restoration will allow for the future installation of exhibits that will provide an interpretive bridge between the establishment of Maryland's first capital at St. Mary's City in 1634, and the move of the capital to Annapolis in 1695.

- The move of the Maryland State Capitol from St. Mary's to Annapolis in 1695 including the shift from a proprietary colony run by the Lords Baltimore and appointed royal governors to its emergence as a state with a democratic government
- Early Annapolis town planning with State Circle at the heart of the town
- The history of the building, which was originally known as "The Paper Currency Office" for issuing bills of credit, currency, the office of the Treasurer making it the center of commerce for the colony/state

A report on the existing conditions at the Old Treasury Building can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_otb\\_existing\\_conditions.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_otb_existing_conditions.pdf)

The Archives' proposal for the interpretation of the Old Treasury Building can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_otb\\_proposal.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_otb_proposal.pdf)

### **Gifts**

In June two items entered the Artistic Property Collection, a portrait of Charles Carroll Barrister by Florence Mackubin, offered for purchase by a private collector, It was funded by a descendant of the artist by way of the Friends of the Maryland State Archives. [MSA SC 1545-3530] The state art collection holds more works by Mackubin, an important early 20th century Maryland woman artist, than any other repository. This brings the number of her paintings in our collection to thirteen. Florence Mackubin painted more Maryland governors than any other single artist with a total of seven. (Leonard Calvert, Sir Robert Eden, Edward Lloyd, Lloyd Lowndes, Charles Ridgely, Thomas Swann, and Levin Winder)

[https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc\\_website/apcartists\\_artist\\_mackubin.html](https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc_website/apcartists_artist_mackubin.html)



An important French brass-mounted mahogany dressing box ca. 1780 engraved "T. Tilghman" was given to the collection. It contains an extraordinary number of dressing accouterments such as a Sheffield plate shaving basin, ivory handled straight razors, a shaving brush, a silver pipkin for making hot chocolate, a French porcelain chocolate cup and saucer. It includes many bottles - for spirits and/or colognes, tumblers, an eye wash cup, a nail brush, etc. [MSA SC 1545-352].

In July, First Lady Yumi Hogan donated to the Artistic Property Commission one of her own works of art, *Winter in Backyard 2* (Sumi ink on rice paper, 2019). [MSC SC 1545-3531].



The portrait of Chief Judge *Mary Ellen Barbera* (b.1951) by Danni (Diana) G. Dawson was transferred from the Maryland Judiciary to the Artistic Property Commission on September 22, 2022. [MSA SC 1545-3532].



### **Conservation**

Archives funding was allocated for the conservation of the following paintings and frames from the Peabody Art Collection:

#### *Beach Scene*

By Samuel Colman

MSA SC 4680-10-0012

#### *Winter Sunset*

By Hugh Bolton Jones

MSA SC 4680-10-0049

*A Quiet Morning*  
By Hugh Bolton Jones  
MSA SC 4680-10-0047

*Night Scene Conflagration on a Lake*  
By Jacque Antoine Volaire  
MSA SC 4680-10-0047

*One Who Can Read*  
By Thomas Hovenden  
MSA SC 4680-10-0037

### **Approved Loan requests**

Mary Cassat's *Portrait of Madame J* [MSA SC 468010-0010] on loan to the Art Gallery of Ontario. The exhibition is entitled "Cassatt – McNicoll" and the dates of the exhibition are June 3 to October 1, 2023

Mary Cassat's *Portrait of Madame J* [MSA SC 468010-0010] on loan to the Philadelphia Museum of Art, The exhibition is entitled "Mary Cassat at Work" and the dates of the exhibition are April 17 - August 04, 2024.

### **Constituent & Interagency Services**

Constituent and Interagency Services operates the Archives Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records (mdlandrec.net & plats.net). Thus far in FY2023, staff have fielded 2,134 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 1,669 other inquiries relating to Archives records or services. Staff from this office processed 1,142 individual file returns to State and local agencies, and have refiled 554 records so far this fiscal year. For the public, 1,507 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files, often running to hundreds of pages each. Our Criminal Research team also conducted over 470 criminal background checks for various federal, state, and local law enforcement agencies.

### **Digital Acquisition, Processing and Publication**

#### **Production Overview**



Over the course of FY2022, the Digital Acquisition, Processing and Publication Department generated over 4.5 million images (3,029,265 from microfilm and 1,526,325 from traditional paper sources). As of the end of September, FY2023, the department has generated 1,394,944 images (1,124,940 from microfilm and 270,004 from traditional paper sources).

As part of the department's digitization efforts, the digital holdings of the Archives have been further expanded. At the start of the pandemic, the need to provide access to our most requested collections was prioritized. As of the end of September 2022, the department has digitized and made available online 170 record series for public access outside of the Archives. An

additional 62 record series have also been digitized and made available internally in our Searchroom. The response from the public has been very positive as the Archives continues this process.

### **Aerial Photograph Mapping Service Project**

The Archives has been working with the Environmental Protection Agency (EPA) and the Maryland Environmental Service (MES) to improve access to historic aerial photography, dating from the late 1930's to the 1980's and covering over 14,000 digitized photographs. For this project, the Archives provided the EPA and MES with scans of mosaic index maps in the custody of the Archives. The EPA took these images and used them to generate data layers based on the decade the images used to create the maps were taken. The EPA then created a rough georeference for each frame documented in the index maps. The Archives provided MES with any metadata associated with these individual frames and the location of the scanned versions of them within the Archives's permanent archival repository. With this information, in conjunction with the georeferenced index maps, a user of the mapping service will be able to research these aerial photographs in their relation to modern day satellite imagery. The patron will also be able to click on a link for a specific frame and be redirected to the scanned version of that frame at the Archives. This new mapping service should be available for public access by the end of the calendar year.

### **Scharf Grant Scanning Project**

Beginning in October 2021, DAPP staff and volunteers began digitizing the contents of S1005 (Scharf Collection) as part of a NHPRC grant. As each box of material is prepared by the Conservation and Appraisal Departments, the contents are digitized at a document level and uploaded to the Archives' permanent electronic repository. Over 57,000 images have been generated over the course of the project as of the end of September, 2022.

### **Crowd-Sourcing**

At the beginning of 2022, the Archives acquired a new document scanner (Bookeye 5 by Image Access) for use in the Searchroom. While one of the main purposes for the placement of the scanner is to allow visitors to scan documents they are researching, the scanner will also be used by volunteers to digitize targeted record collections (crowd-sourcing).

The first series being digitized is S512 (Chancery Papers, Chancery Court). Chancery cases, more commonly known as Equity, include bills of complaint, petitions, answers, testimony, trustees reports, exhibits, and plats. The cases are evaluated prior to scanning to ensure that those which don't require conservation treatment are worked on first. Those that do require treatment are flagged to be scanned at a later date. As of the end of September 2022, 30 cases have been scanned and uploaded to the permanent electronic repository.

### **Appraisal and Description**

#### **Scharf Grant Project**

In the spring of 2021, the Archives was awarded a \$50,056 National Historical Publications and Records Commission (NHPRC) grant to improve accessibility to the Scharf Collection. This collection of forty linear feet of government records was compiled by John Thomas Scharf, an American historian, author, politician, and lawyer from Baltimore. These records date from 1650 through 1909 and include military, executive, economic trade, tax, land, marriage, court, and estate records, and provide important historic insights into Maryland during the colonial period through the early republic.

Primary work on this project started October 1, 2021, and ended September 30, 2022. Requiring the cooperation of the Appraisal and Description; Conservation and Preservation; and Digital Acquisition, Processing, & Publication departments, the project workflow included:

- Identification of records
- Arrangement of records to improve access and understanding
- Conservation necessary to stabilize records for digitization
- Digitization
- Image processing
- Catalog updates for better descriptions and context
- Image upload for online access

Thanks to this grant, digital images of this collection are now available online. (Further details on the digitization portion of this project are available in the Digital Acquisition, Processing and Publication section of this agenda.) Nearly 100 previously uncataloged items were discovered and added to the catalog. Hundreds of catalog entries have also been enhanced, corrected, updated, and provided with cross-references to associated record material. Finally, around 2,000 items received conservation treatment. The product of this grant project is accessible online at:

MARYLAND STATE PAPERS (Scharf Collection) MSA S1005  
(<http://guide.msa.maryland.gov/pages/series.aspx?id=S1005>)

The Archives expanded on the grant project by improving the finding aid for this collection, online at:

MARYLAND STATE PAPERS (Scharf Collection, finding aid) MSA SE168  
(<http://guide.msa.maryland.gov/pages/series.aspx?ID=SE168>).

### **Record Transfers: Office of the Governor**

At the end of a governor's administration, an imperative responsibility of the State Archives is to preserve the records of permanent value created by that administration. To allow sufficient time for the review and transfer process, the Maryland State Archives started conversations with the Office of the Governor earlier this year, working with representatives from the Office of the Governor on the tasks of:

- Identification - What records have been created?
- Appraisal - Which records have permanent value?
- Gaining intellectual control - What is the purpose of records and how are they organized? Gaining this understanding of the records ensures that the Archives is able to find any specific record and provide appropriate access to it.
- Transfer - How will these records, both paper and digital, physically change custody from the Office of the Governor to the State Archives?
- Access - What access restrictions laws apply to these records?

This process of preserving gubernatorial records of permanent value extends beyond the Office of the Governor and the State Archives. In reviewing the work of the Governor's Office, staff found that many of the Governor's initiatives were necessarily intermingled with the work of various Maryland constitutional offices, agencies, and departments. As a result, the Office of the Governor has communicated with these units to ensure that they are also transferring to the Archives records of permanent value related to the work of the Office of the Governor.

Additionally, since the vast majority of the Governor’s records are digital, we are working with the Maryland Department of Information Technology to ensure an efficient, accurate transfer of records.

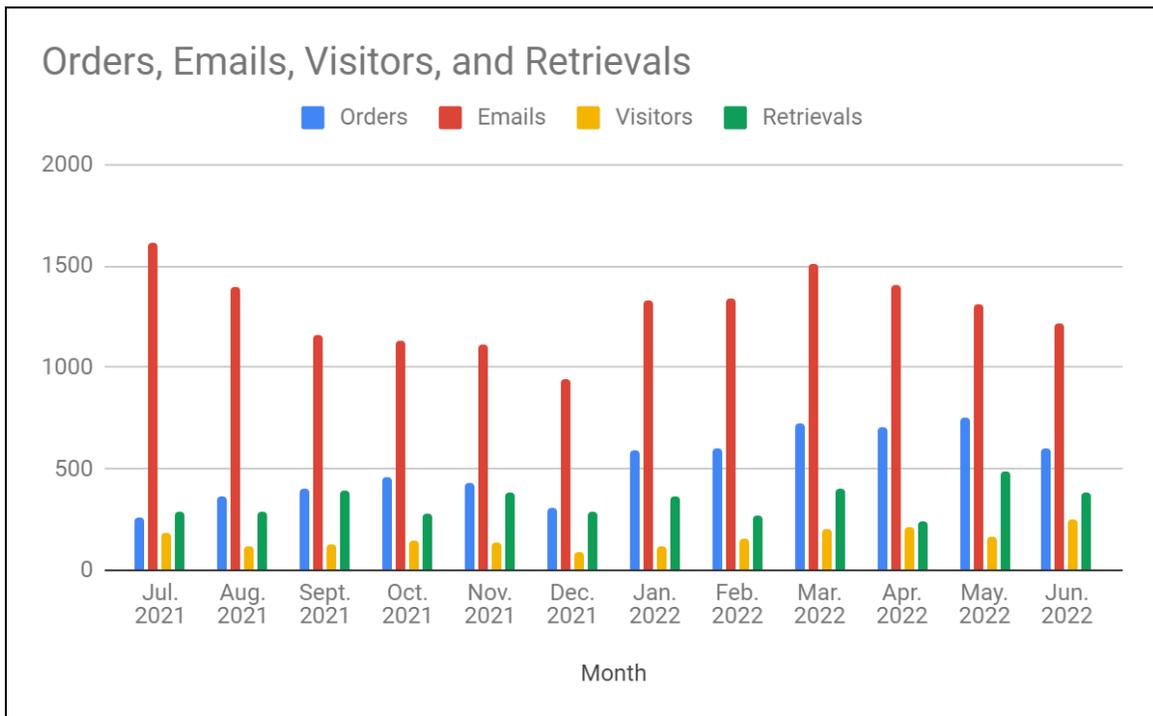
**Research, Education, Outreach, and Reference Services**

**Reference Services**

Staff continue to welcome both appointments and walk-ins for in-person service in our public search room, and the Reference Services team remains focused on improvements to customer experience, research guides, and orders processing. The Reference Department team continues the training program for our two new archivist trainees and also has extended the tenure of our summer intern through the fiscal year. Training new archives professionals is a vital part of continuing our tradition of excellence, allowing staff to mentor creative, enthusiastic, engaged, and public-minded staff members, who assist with keeping down turnaround times and addressing staff turnover. Training includes in-person, phone, and email reference consultations, order fulfillment, finding aid updates, outreach through presentations and social media, and reception desk duties, as well as attendance at professional conferences such as the Society of American Archivists and the Mid-Atlantic Regional Archives Conference for best practice review.

The department continues to see a high number of orders and emails, needs we can meet through the assistance of new staff members. We do not expect to see these numbers return to pre-pandemic levels. After answering 283 emails in July 2019, 1284 emails in July 2020, and 1613 emails in July 2021, we have seen a leveling off at 1235 emails in July 2022. Many of these are in-depth reference questions and longer communications with patrons to determine their needs.

Our full Fiscal Year 2022 metrics are as follows for reference services:



Month	Orders	Emails	Visitors	Retrievals
Jul. 2021	256	1613	180	292
Aug. 2021	361	1398	120	290
Sept. 2021	402	1161	123	397
Oct. 2021	458	1133	142	282
Nov. 2021	427	1110	136	380
Dec. 2021	305	939	88	284
Jan. 2022	592	1328	122	362
Feb. 2022	599	1337	156	271
Mar. 2022	720	1514	206	404
Apr. 2022	707	1404	215	238
May. 2022	753	1313	168	489
Jun. 2022	599	1215	251	379

### Research

The Archives continues to serve on and provide support to the Maryland Lynching Truth and Reconciliation Commission. This fall the Commission held three public, regional hearings in Anne Arundel, Wicomico and Somerset Counties which examined eleven incidents of lynching in the state and the life stories of the eleven victims. Each hearing encouraged the participants, both in person and viewing remotely, to say the names of the men in remembrance. They are John Simms, George Briscoe, Wright Smith, Henry Davis, King Johnson of Anne Arundel County; Garfield King and Matthew Williams of Wicomico County; and Isaac Kemp, William Andrews, James Reed, and George Armwood of Somerset County. The hearings also included expert witness testimony from law enforcement, records managers, elected officials, and the media, as well as providing time for public comment.



Chris Haley, Director of the Study of the Legacy of Slavery in Maryland and Commissioner, moderated the Anne Arundel County hearing on October 8th, also serving as a liaison between the Commission and the local memorial coalition called Connecting the Dots. Along with many researchers, community leaders, and Commissioners, State Archivist Elaine Rice Bachmann gave testimony at the Anne Arundel County hearing on the vital importance of the archival record. The last known lynching in Maryland, of George Armwood, occurred in 1933, two years before the Archives was created as a state agency in 1935. Given the paucity of government records documenting lynching cases, the State Archivist emphasized the critical responsibility of

the Archives to preserve and make accessible all extant records and the Commission to leave behind records documenting its work and resultant findings for future generations.

Narrative biographies for the victims can be accessed on the Archives' Legacy of Slavery website at: [http://slavery.msa.maryland.gov/html/casestudies/judge\\_lynch.html](http://slavery.msa.maryland.gov/html/casestudies/judge_lynch.html), and the public can view the recordings of the hearings on the Commission's YouTube page at: <https://msa.maryland.gov/lynching-truth-reconciliation/public-hearings.html>. Additional information can be found on the Commission's website at <https://msa.maryland.gov/lynching-truth-reconciliation/index.html> which is maintained by the Archives' Legacy of Slavery and Information Technology staff.

## Education

Staff co-taught three graduate classes for the University of Maryland on historical research methods. Rachel Frazier, Chris Haley and Emily Oland Squires presented to the students of these three, separate classes on archival resources, finding aids, the Archives' website and catalog use, and gave guidance on primary resources to be used in research. After the sessions, each student made individual appointments to work in the search room on their class assignments. These sessions not only helped to educate the students on how to conduct research in archival resources on historic preservation and African American history, but also highlighted the overall importance of archives and the permanent record.



In addition to co-teaching courses, the Archives also hosted their traditional summer internship program from June through August. Interns worked onsite full time this summer after two years of remote and hybrid internships, returning to the building for hands-on experience in Conservation, Reference, Research, Appraisal, Information Technology, Imaging Services, and Special Collections.

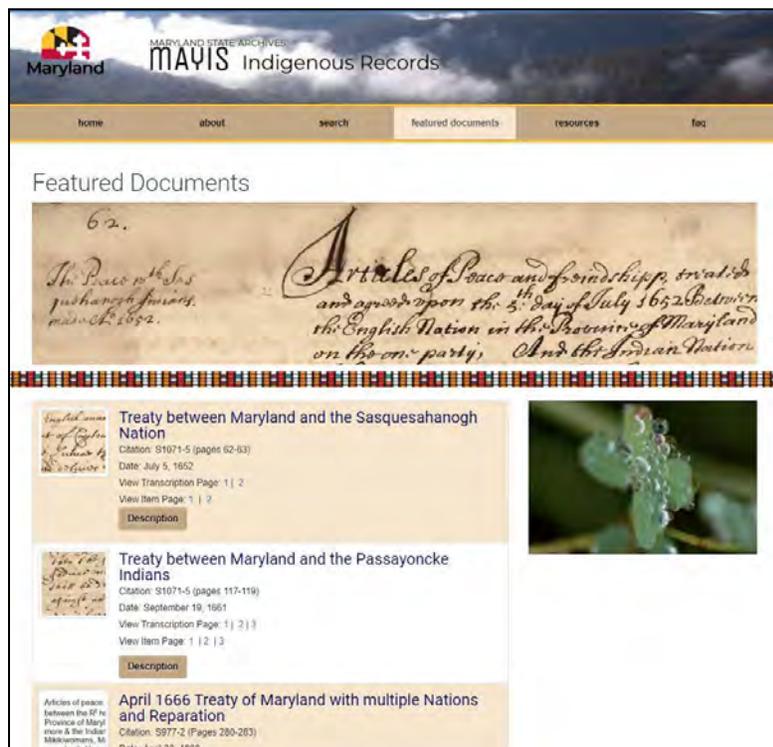
For more details on our summer interns' activities, please see their final

reports as published in the Summer Edition of the Archives' newsletter, *The Clamshell*: <https://msa.maryland.gov/msa/homepage/html/pdf/summer2022clamshell.pdf>

## Outreach

### Mayis Indigenous Records Website Release

<https://mayis.msa.maryland.gov/Pages/Browse.aspx>



On October 10, 2022, the Archives launched a website to provide easier access to its Indigenous records. The purpose of the site is to spotlight the Indigenous communities, people, place-names, and events recorded in the Archives' collections. The archivists who oversaw website development asked for naming submissions from Tribal partners, and selected the word *Mayis*, meaning "path." The word "mayis" comes from the Renape dialect, one of the Native languages historically spoken on the Delmarva Peninsula.

The Archives' team listened to the needs of Indigenous community members as they developed the *Mayis* website. Tribal researchers expressed significant challenges

to finding records relating to Indigenous Peoples because their words were written phonetically and with many different spellings. They also hoped that young people – and especially students with Indigenous heritage – might learn more about people like themselves in Maryland social studies classrooms. Additionally, Tribal representatives spoke of the importance of the archival record, underscoring its importance in the survival of today's Tribal communities.

Maria Day and Megan Craynon of Special Collections worked remotely in 2020-2021 with eight intern archivists to collect the data from Archives of Maryland Online volumes. The team collected data from the indices and record volumes, including all spelling variations of Indigenous words and names. Database specialists Chris Lindsay and Ashleigh Kern, supervised by Frank Patnaude, Jr. and Wei Yang, took the team's requirements and developed browse and search tools that display the indexed words and their spelling variations together in the results. Webmaster Nicole Saini designed the logo, homepage, featured documents gallery, resources, and the entire look and feel of the new site, highlighting Native flora and fauna of the Chesapeake region. Archives' staff working on this project spent many months collaborating on all aspects in support of the website's launch.

### Indigenous Peoples' Day Pop-up Exhibit and Open House

The Archives hosted a public open house in honor of Indigenous Peoples' Day and the *Mayis* website launch on Monday, October 10, 2022 from 10:00 am to 2:00 pm. Over thirty members of the public, educators, and representatives from Tribal communities came to celebrate with us. Archivists demonstrated the features of the website and created a pop-up exhibit of records relating to Tribal Peoples of the region. The exhibit included original record volumes containing Maryland treaties with the Susquehannocks and Piscataway; a land record of Zaccaya and

Pangaye Manors; and a 1678 proclamation by officials protecting the Indian town of Askiminokonson as Native territory. Visitors also saw John Smith's map, *Virginia* (1612), which preserves some regional Indigenous place-names, and a beaded Maryland flag (2008) by Cherokee artist Bearclaw from the Maryland Commission on Artistic Property.



Staff were especially honored by the visit of Chief Norris Howard, Cheryl Doughty, and Philip Goldsborough of the Pocomoke Indian Nation. The Pocomoke representatives shared stories about their history and research in the Archives' collections, and presented bundles to Archives staff representing their appreciation for our partnership in recent months. The bundles included items traditional to the Pocomoke: corn kernels, beach shell, Turkey feather, and wampum bead tied together in cloth.

### **Lunch and Learn**

Several days after the *Mayis* website launch, Maria Day and Megan Craynon gave a presentation, *Researching Indigenous People in the Collections of the Maryland State Archives*, as part of the Lunch and Learn series co-sponsored by the Enoch Pratt Free Library, The Maryland Four Centuries Project and the Archives. Day and Craynon discussed the development of the Archives' Indigenous records project in dialogue with Tribal researchers and demonstrated the website's features. They also spoke about the project's future expansion and the preservation of twenty-first century Indigenous voices as part of the *Mayis* site, in association with support from a grant from Maryland Heritage Areas Authority.

### **MHAA Grant announcement**

On July 14, 2022 the Maryland Heritage Areas Authority (MHAA) announced that the Archives will receive a FY2023 grant of \$50,000 to support the next phase of the project to spotlight the history and culture of Indigenous communities in Maryland. The grant, awarded to create an Indigenous Archive Project for the Eastern Shore of Maryland, will fund oral history interviews with members of Indigenous communities based in the Heart of Chesapeake Country (Dorchester County) and Beach to Bay (Somerset, Wicomico, and Worcester Counties) Heritage Areas. The recording of oral history interviews is important as it will amplify 21st-century Indigenous voices and provide resources about Tribal cultures that the Archives' collections currently lack.

Additionally, the grant will support the Archives' partnership with the Maryland State Department of Education to offer two K-12 teacher workshops to introduce educators to Elders from Indigenous communities, as well as to the primary documents in the *Mayis* website and other sites with Native connections in the heritage areas. Teachers will then be able to collaborate on writing lesson plans and developing curricula that meet the state standards for teaching about Indigenous Peoples. The *Mayis* website will serve as a host for lesson plans developed through the workshops.

### **Special Collections, Conservation and Library Services**

All members of the department are collaborating on continued work to provide access to collections donated by the estate of Baltimore County historian John McGrain. Librarian Christine Alvey and library volunteer Betty Gosnell, continue to accession Mr. McGrain's rare books, pamphlets, and other materials for the Archives' Library. Under Camille DiMarco's direction, conservation interns and volunteers have worked on covering the books to prepare them for shelving. In recent months, Mr. McGrain's estate donated additional photographic and research materials, many of them documentation of Mr. McGrain's specialist subjects: mills and industrial sites, especially in Baltimore City and County. Megan Craynon worked with intern Elsa Risgin to do a preliminary sort of additions to the McGrain Collection (MSA SC 4300), which include photographic mediums such as slides, negatives, and prints, as well as research notes and related material. A more detailed cataloging will take place in the future. The Archives is grateful to Mr. McGrain's heirs for ensuring that these important materials were delivered to us for preservation and researchers' use.

Washington College's archives recently donated seventeen docket books listing court cases from 1818-1826. The books are associated with Judge Ezekiel Forman Chambers' early career as a practicing attorney in Cecil and Queen Anne's counties. Research and Reference Archivist Owen Lourie has compared the dockets with court records from the same time period and believes the books are private dockets created for Chambers by court clerks (probably at his own expense) to help the attorney keep track of the many cases he argued in the different courts. This collection may provide legal historians with insights into the practice of law in early 19th-century Maryland. The college has another set of similar Chambers dockets from 1822-1830 that will be transferred to the Archives in the near future.

Special Collections Summer Intern Rasha Dakheel worked closely with Conservator Camille DiMarco to inventory and rehouse colonial currency from the Willard Mumford Collection. This is a remarkable numismatic series (MSA SC 6244-3) of printed bills from the colonies of Maryland, Pennsylvania, New Jersey and others from 1760-1779. Bills printed in Annapolis by Jonas and Anne Catharine Green are of special significance to our holdings. The collection also includes a 1776 United States Lottery ticket and a ticket for Baltimore's Washington Monument Lottery in 1813. The collection is now beautifully rehoused in an archival binder with sealed mylar sleeves so that the bills can be viewed on both sides while remaining attached to their support. Full cataloging information will soon be available online for researchers of this interesting collection..

Conservator Camille DiMarco is currently cataloging a set of nearly 150 copper printing plates mounted on wood blocks, used to illustrate author Swepson Earle's (1879-1943) book *The Chesapeake Bay Country*, first published in 1923. The printing plates come primarily from the 1934 edition, published to celebrate Maryland's tercentenary. The plates are photo negative images created by a photo-mechanical process that was common to book illustrations in the time period. They feature architectural and landscape subjects from the Chesapeake region in Maryland and Virginia. The collection is both interesting as documentation of past book printing

processes and for the author's viewpoints about the history, architecture, and culture of the region a century ago.

Conservator Jennifer Cruickshank is supporting a Baltimore City Archives' digitization project of Baltimore City Parks Commission and Department of Recreation and Parks annual reports from 1852-1974. Many of the volumes include fold-out maps on thin paper that have become fragile with age and use. She is working closely with Imaging Archivist Tyrone Jones to prepare the volumes for best image capture, mending maps that have torn or separated from their volumes and consulting on maps that will be stored in flat files to protect them from further damage.



In September, the Conservation team was called in to consult for the Department of General Services (DGS) after their team made a unique discovery during the Maryland State House exterior preservation project. The DGS managers contacted the Archives concerning a business card dating from 1879 and found on top of one of the balustrade posts, under the metal ball finial. The business card had weathered and suffered losses making it difficult to read the full name of the owner. The legible text advertises a Baltimore company specializing in "Maryland Turning, Sawing, and Moulding Works." The balustrade post was moved into the Old Treasury Building where Jennifer Cruickshank was able to release the tacks holding the card in place. A DGS videographer recorded the process of removing the card and is now visiting the Archives to record segments of the card's surface cleaning and aqueous treatment followed by mending. Ultimately, the business card will be digitized and a facsimile printed to return into place by an objects conservator working on the balustrade. The post will be re-installed in its original place. The Archives will retain the original card and documentation in its State House Renovation Collection.

## **Baltimore City Archives**

### **Records Management Program** (Gerald A. Roberts, City Records Management Officer)

The drafting of new and the modification of existing retention schedules has been a priority since the previous Hall of Records Commission meeting. New schedules for the Office of the Inspector General and for the Civilian Review Board have been finalized. An ongoing review of the 540 retention schedules assigned to the Department of Housing and Community Development has been initiated and progresses well.

Meetings, virtual or in-person, took place with the following City departments: Department of Housing and Community Development, Office of The Comptroller, Office of Equity and Civil Rights (formerly known as the Office of Civil Rights and Wage Enforcement) and Office of the Inspector General.

Three records transfers, comprising 159 cubic feet of material, took place. The agencies represented in the transfers include the Planning Department, Office of Council Services, and the Office of Equity and Civil Rights.

The City Archives destroyed 394 cubic feet of non-permanent material in June. A new City budget line item earmarked for records destruction marks this event as the first time since 2009 that State funds were not used for this activity.

### **Reference services and outreach**

The City Archives remains open by appointment only, fifteen hours per week. Since June, the staff of two archivists have responded to sixty-seven research requests via phone and email; additionally, the city records management officer has responded to twenty-three requests for records to be pulled and/or scanned. The Archives has hosted fifty-seven in-person visits for research, including several out of state researchers. City employees, students and professors, genealogists, and members of the public continue to make up our user base.

A renewed social media presence continued with weekly Facebook/Instagram posts. These have increased our Facebook reach by 86% over the prior period, with a 52% increase in Instagram reach, gaining the Archives 208 new followers across both platforms. The most enthusiastic responses come from “Then and Now” posts as well as “Behind the Scenes” posts about working in the archives. For Archives Month in October, we posted our first “reel” and participated in #AskAnArchivist day. Hundreds of likes and dozens of shares resulted from these features. These have also generated potential volunteer interest.

### **Appraisal, processing and cataloging**

While select small special collections have been processed, emphasis has been on correcting and improving existing descriptions for collections as well as planning for future priorities. This work is often motivated by research inquiries and records requests, wherein staff notes errors or inconsistencies and takes the initiative to update descriptions. Multiple processing and re-processing proposals have been identified as potential intern projects, such as improving the description of our “City Slides” collection and sorting proper locations for early tax records. Some user requests have fueled this re-processing, as well as digitization and conservation requests. For example, a user requested to view bound volumes of early Parks Commission reports, which were never microfilmed or digitized, and staff discovered the volumes to have very brittle and crumbling paper. Research indicated that very few institutions maintain copies of these early reports, which resulted in the decision to pursue conservation and digitization of the run. A similar conclusion was reached with Jones Falls Commission materials related to the 1868 flood, as well as early Health Department reports.

Volunteers routinely assist the Archives with general processing and cataloging. Several volunteers have come forward since the last report. Many have prior library or archives experience. Nancy Perlman, former Head of Special Collections at Loyola Notre Dame Library, and Kathleen Morrison, MLIS, work with us to make collections accessible. Both Perlman and Morrison had been assisting us prior to the COVID-19 closure. Esther Read, adjunct professor at the University of Maryland Baltimore County, joined us recently as a new volunteer and is tasked with processing a sizable Fells Point-related family collection.

The research effort of the Laurel Cemetery Project continues within the searchroom as well as online. Donna Hollie and Noreen Goodson, professional family historians, are undertaking the ongoing task of scouring Baltimore City death certificates for any individuals buried at this historic (though now defunct) African American cemetery.

### **Digital access and technology**

In August, BCA submitted a proposal to the State Archives’ IT department to improve our online presence by reducing dependence upon an outdated public access platform that hosts many series of BCA’s digitized microfilm. The platform has functional “bugs,” though for many series it is the only option for public access. Consequently, we are responding to multiple user complaints. With the support of the State Archivist, we began working with IT to find a better option for the public to access these digital records. This will likely be a gradual process

involving increased use of the State Archives's newer access platform and/or direct links to PDFs. Discussions are underway to determine the best path forward for all.

Our proposal also includes a refreshed website for BCA. The city requests that our site be more clearly branded as a city department, and several improvements to the site's appearance and functionality are sought. Once again, we are communicating with the State Archives' and Baltimore City's IT departments to determine the most effective route to pursue this goal. As part of this, the State Archives has proposed creating a BCA-branded section of the Guide to Government Records.

One of our in-house software programs, BCA Inventory, underwent a thorough evaluation and update through the efforts of an IT summer intern, who made changes, added useful functions with BCA staff guidance, and corrected bugs. The new version should be rolled out by the end of 2022.

Since June, BCA has received two new scanners, one from the city and one from the state. Search Room staff have worked with the State Archives' digital processing staff to learn how to produce, store, and link images in BCA record series, so that small orders can be scanned, delivered, and provided online without leaving the building.

To solve the issue of the lack of internet connectivity in BCA's warehouse, a hotspot was delivered by the State Archives for use with laptops to allow data entry to be performed at the shelf. However, firewall updates prevent our computers from directly connecting to certain State Archives domains, including our own website, and require use of Remote Desktop to allow full access to our own records. The question of network connectivity on our site has been raised as a point of potential future negotiation between city and state.

### **Outreach**

The Archives hosted Linda Noel, Associate Professor, Department of History, Geography, and Museum Studies, Morgan State University, and her ten students in October. The students visited BCA to gain an overview of the records and to identify future research projects.

### **Recent Gifts, Deposits, & Acquisitions**

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_records\\_received\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_records_received_fall_2022.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_special\\_collections\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_special_collections_fall_2022.pdf)

Government Reports and Publications Accessions:

[https://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.htm](https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.htm)

Library Accessions:

<https://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

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

**Old Business**

**New Business**

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

**Adjournment**

---

Ms. Elaine Rice Bachmann

State Archivist and Commissioner of Land Patents

Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401

(410) 260-6402 - email: [elaine.bachmann@maryland.gov](mailto:elaine.bachmann@maryland.gov)

© Copyright [Maryland State Archives](#)



# Maryland State Archives

## Hall of Records Commission Meeting Minutes

November 10, 2022 2:00 p.m.

Via Teleconference

---

### **Agenda with Details**

**Call to Order by Chair** - The meeting was called to order at 2:02.

#### Attendees:

The Honorable Matthew J. Fader, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Dr. Richard Bell, *designee of the Chancellor, University System of Maryland*

Ms. Cissy Blasi, *representative of the Treasurer of Maryland*

Mr. Alex Butler, *designee of the Comptroller of Maryland*

Ms. Katie Caljean, *President and CEO of the Maryland Center for History and Culture*

Ms. Katie Carey, *representative of the President, Johns Hopkins University*

Mr. Ellington Churchill, *Secretary, Department of General Services*

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

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

Mr. Mark B. Letzer, *Executive Chairman of the Maryland Center for History and Culture*

Mr. Devin Neil, *representative of the Secretary of the Department of General Services*

Ms. Ellen Robertson, *designee of the Secretary of the Department of General Services*

The Honorable Samuel I. "Sandy" Rosenberg, *House of Delegates*

### **Opening Remarks / Special Announcements**

State Archivist Elaine Rice Bachmann introduced a new member of the Commission, Ms. Katie Caljean, President and CEO of the Maryland Center for History and Culture. Ms. Rice Bachmann also welcomed Mr. Alex Butler, designee of the Comptroller of Maryland and Ms. Katie Carey, designee of the President, Johns Hopkins University.

### **Reports & Minutes of Previous Meetings**

Hall of Records Commission Meeting Minutes, June 16, 2022:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_minutes\\_spring\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_minutes_spring_2022.pdf)

## **Special Meetings, Advisory Boards, and Celebratory Events Held**

Ms. Rice Bachmann encouraged all members and their designees and representatives to attend events held throughout the year.

**Secretary Churchill moved that the Minutes be approved and the special meetings of the Commission be recognized and the motion was unanimously approved.**

## **Records Retention & Disposal**

Kathryn Baringer, Director of the Department of Appraisal and Description, reported the approval of 68 retention schedules since the last meeting of the Commission, 63 from state agencies, three from county agencies and two from municipalities. A number of the state retention schedules were submitted by the Department of Health, which is in the process of updating schedules so that the agency will have the option to save records in a digital format. The Archives received 161 disposal certificates, of which 109 were sent digitally and 52 were submitted as paper.

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_schedules\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_schedules_fall_2022.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_disposals\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_disposals_fall_2022.pdf)

**Ms. Dixon moved to approve the records retention schedules and disposal schedules, seconded by Secretary Churchill. The motion was unanimously approved.**

## **State Archivist's Report**

Ms. Rice Bachmann introduced the newly appointed Assistant State Archivists, Emily Oland Squires and Corey Lewis.

She thanked Teresa Fawley, Director of Fiscal Administration, and the staff of the Department of Budget and Management, for their collaboration in filling several vacancies that had been unfilled for several years. These new hires have relieved several stress points in Archives operations. A remaining stress point is the need for an additional position dedicated to assisting with federally-mandated background checks. The Archives currently has only one staff member assigned full time to that effort, and with the two-day turnaround time required for these background checks, it is imperative that an additional person be assigned to this important task.

Ms. Rice Bachmann also thanked Secretary Churchill and the Department of General Services for addressing several building maintenance and safety issues, including repaving the loading dock area and replacing the building's HVAC air handling units.

She also noted that John Telan, Deputy Director of Fiscal Administration, was working closely with the Department of Budget and Management to adjust cost estimates for replacement of IT

equipment and software. The cost of these resources has gone up significantly since the estimate's original submission.

Catherine Arthur, Senior Curator and Director, Maryland Commission on Artistic Property, thanked the Department of General Services for their ongoing project to restore the State House dome. She also noted that DGS had agreed to incorporate the stabilization and restoration of the Old Treasury Building into that project, one of the final elements in the 2007 Visitor Experience Master Plan.

Ms. Arthur also thanked Mark Letzer of the Maryland Center for History and Culture for that organization's partnership on Maryland Day and in conjunction with the State House 250th, to display in the Committee Room Tench Tilghman's original Revolutionary War uniform and a high-quality modern reproduction. These items stood alongside Tilghman's swords and spurs and the great Charles Willson Peale painting of *Washington, Lafayette, and Tilghman at Yorktown*.

### **Appraisal and Description**

Kathryn Baringer thanked the Office of the Governor for their work in preparing Governor Hogan's permanent records for transfer to the Archives at the end of his tenure. This project involved the identification of records of permanent value, the creation of indexes to ensure accessibility to the records once they are housed at the Archives, determination of applicable restrictions on record series, appropriate formatting in the case of digital records, and the logistics of transporting the records to the Archives.

Ms. Baringer particularly noted the Office of the Governor's proactive outreach to the Maryland constitutional offices, agencies, and departments whose records document the many initiatives of the Hogan administration, ensuring that these permanent records, too, will be transferred to the Archives.

Ms. Baringer also praised the work of the Department of Information Technology staff in preparing for the transfer of the Hogan administration's digital records, as the bulk of the records transferred will be in digital format.

### **Research, Education, Outreach, and Reference Services**

Emily Oland Squires reported on a successful Summer Internship program for 2022. She thanked the Washington College C.V. Starr Center, St. John's College Annapolis, the Maryland Institute for Innovative Computing, the Governor's Scholars Program, and the National Historical Publications and Records Commission for providing funding in support of the internship program.

### **Special Collections, Conservation and Library Services**

Maria Day, Director of Special Collections, Conservation and Library Services, thanked the Archives IT staff for their role in the creation of the *Mais* indigenous records website. Database specialists Chris Lindsay and Ashleign Kerns, and webmaster Nicole Saini, played significant roles in the development of this resource, which launched on October 10, 2022. Ms. Day also thanked the Maryland Heritage Areas Authority for a recent \$50,000 grant which will be used to expand the website.

## **Baltimore City Archives**

Ms. Rice Bachmann praised the efforts of Baltimore City Archives staff, and particularly that of Jeni Spamer, in working closely with Ben Guthorn, the City of Baltimore's Acting Director of Legislative Reference, in developing a partnership with City government.

Secretary Churchill commended conservator Jennifer Cruickshank for her efforts in preserving an artifact found in the State House dome during its exterior renovation. The Department of General Services contacted the Archives concerning a business card dating from 1879 and found on top of one of the balustrade posts, under the metal ball finial. The balustrade post was moved into the Old Treasury Building where Ms. Cruickshank was able to release the tacks holding the card in place. A DGS videographer recorded the process of removing the card, and this can be viewed at <https://www.facebook.com/watch/?v=836404444345078>

## **Recent Gifts, Deposits, & Acquisitions**

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_records\\_received\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_records_received_fall_2022.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc\\_special\\_collections\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000056/hrc_special_collections_fall_2022.pdf)

Government Reports and Publications Accessions:

[https://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.htm](https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.htm)

Library Accessions:

<https://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

**Mr. Letzer moved to recognize the recent gifts, deposits and acquisitions, seconded by Ms. Dixon. The motion was unanimously approved.**

## **Old Business**

## **New Business**

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

**Adjournment** - The meeting adjourned at 3:03

---

Ms. Elaine Rice Bachmann  
State Archivist and Commissioner of Land Patents  
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401  
(410) 260-6402 - email: [elaine.bachmann@maryland.gov](mailto:elaine.bachmann@maryland.gov)  
© Copyright [Maryland State Archives](#)

Chronology of Staff Activities  
June 16, 2022 - November 9, 2022

**June 16:** The Archives hosted a virtual meeting of the Hall of Records Commission.

**June 16:** Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session Records Management 101 Part 3.

**June 20:** Megan Craynon participated in a Prince George's County Library System panel discussion on *Examining and Interpreting Native and Indigenous Heritage*.

**June 21:** Elaine Rice Bachmann attended a 21st Century Club luncheon meeting featuring a presentation by the United Black Clergy of Anne Arundel County.

**June 21:** Maria Day represented the Archives at a Celebration of Life for former Maryland Attorney General Stephen H. Sachs.

**June 21:** Chris Haley represented the Maryland Lynching Truth and Reconciliation Commission at a meeting with Connecting the Dots Anne Arundel County Lynching Coalition.

**June 22:** Maria Day presented on *Researching Indigenous Records* to teachers from Bmore Me, Baltimore County Public Schools.

**June 22:** Elaine Rice Bachmann recorded a *Delaware State of the Arts* podcast about the exhibition at Winterthur, *Jacqueline Kennedy and H.F. du Pont: From Winterthur to the White House*.

**June 22:** Elaine Rice Bachmann co-chaired a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**June 23:** Maria Day and Elaine Rice Bachmann visited Queen Anne's County Historic Courthouse to review a collection of newspapers with former Clerk Scott MacGlashan.

**June 23:** Chris Haley represented the Archives at a meeting of the Maryland Public Service Scholars Mentorship Connection in support of the agency's MPSS Intern, Zoe Smith.

**June 23:** Chris Haley represented the Archives at a meeting of the Anne Arundel County Maryland Lynching Truth and Reconciliation Public Hearing Workgroup.

**June 23:** Chris Haley represented the Archives at a meeting of the Maryland Lynching Truth and Reconciliation Research Workgroup.

**June 23:** Emily Oland Squires, Megan Craynon, and Christopher Schini attended the Reparative Descriptions in Cataloging Seminar at the National Archives.

**June 24:** Catherine Arthur, Chris Kintzel, and Elaine Rice Bachmann met with Andy Ryan to discuss his donation of Tench Tilghman's campaign dressing box.

**June 28:** Chris Haley represented the Archives at a meeting of the Annapolis City Dock Cultural Legacy Work Group.

**June 28:** Jeni Spamer attended a Baltimore Unconference planning meeting on behalf of the Baltimore City Archives.

**June 29:** Maria Day and Megan Craynon met with the Sachs family and provided a tour of the Rolling Run facility.

**June 29:** The Summer Intern group participated in a field trip to Historic Annapolis Museum, Paca House, Brice House, and Hogshead Tavern historic sites.

**July 1:** Kathryn Baringer, Maria Day, and Elaine Rice Bachmann met with Diane Hutchins regarding Maryland Zoo records.

**July 1:** Chris Haley served as a consultant at a planning meeting of the B&O Railroad Museum on their Underground Railroad exhibit.

**July 5:** Catherine Arthur provided a State House tour to Secretary of State John C. Wobensmith and his guest, Minister Jing Quan of the People's Republic of China.

**July 5:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**July 6 - 7:** Kathryn Baringer participated on an interview panel for the DGS Records Management Specialist position.

**July 6:** Emily Oland Squires and Chris Haley provided research instruction and assistance to a University of Maryland graduate class in archival studies.

**July 6:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**July 7:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Interpretive Themes Committee.

**July 7:** The Summer Interns participated in a field trip to the Maryland State House.

**July 7:** Catherine Arthur and Elaine Rice Bachmann attended a 21st Century Club social.

**July 7:** Jennifer Cruickshank presented a preservation and records handling workshop to Prince Hall Grand Lodge volunteers.

**July 11:** Elaine Rice Bachmann, Emily Oland Squires, and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**July 12:** Chris Haley met with Professor Ezra Greenspan, a faculty member of Southern Methodist University, to discuss the Legacy of Slavery program and share resources on the enslaved population of Maryland.

**July 12:** Chris Haley represented the Archives at a meeting of the Annapolis City Dock Cultural Legacy Work Group.

**July 12:** Chris Haley represented the Archives at an African American Leadership Caucus meeting at the Wiley Bates Legacy Center.

**July 13:** Catherine Arthur and Elaine Rice Bachmann met with Catherine Kelly of the Military Department regarding inaugural logistics.

**July 14:** The Archives hosted a Lunch and Learn presentation given by National Parks Service Chief of Visitor Services Vince Vaise and Park Ranger Kevin Bryant on *Frederick Douglass and the Emancipation and Freedman's Memorial, Washington, DC*.

**July 15:** Chris Haley represented the Archives at a planning meeting of the Anne Arundel County Maryland Lynching Truth and Reconciliation Commission Public Hearing Workgroup.

**July 16:** Chris Haley represented the Maryland Lynching Truth and Reconciliation Commission at a meeting of the Prince George's County Lynching Memorial Project Collation.

**July 18:** Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

**July 19:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**July 20:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Coordinating Council.

**July 20:** Chris Kintzel, Catherine Arthur, and Elaine Rice Bachmann attended a luncheon at Government House hosted by First Lady Yumi Hogan.

**July 20:** Chris Haley represented the Archives at a planning meeting of the Anne Arundel County Maryland Lynching Truth and Reconciliation Commission Public Hearing Workgroup.

**July 21:** Elaine Rice Bachmann gave a presentation on the exhibition she guest-curated, *Jacqueline Kennedy and H. F. du Pont: From Winterthur to the White House*, for the White House History Happy Hour, presented virtually by the The White House Historical Association.

**July 21:** Emily Oland Squires represented the Archives at a meeting of Chesapeake Crossroads at Hammond-Harwood House for an exhibit overview.

**July 21:** Chris Haley attended a Summer Scholars Institute Final Presentation given by Enslaved.org.

**July 25:** Staff received training in CPR/AED/First Aid from the Chesapeake Employers' Insurance Company.

**July 26:** Chris Haley attended a meeting of the Riversdale House Museum Diversity and Inclusion Focus Group.

**July 26:** Catherine Arthur and Elaine Rice Bachmann met with House Speaker Adrienne Jones regarding the interpretive proposal for the Old Treasury Building.

**July 26:** Rob Schoeberlein chaired a meeting of the Maryland Center for History and Culture Library Committee.

**July 27:** Elaine Rice Bachmann co-chaired a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**July 27:** Wei Yang participated in a Nutanix Live Bootcamp to update new features, functions, and roadmaps of the Nutanix virtual architecture platform.

**July 28:** Catherine Arthur, Chris Kintzel, and Elaine Rice Bachmann attended a meeting concerning the Old Treasury Building's restoration.

**August 1:** Tina Howard, Chris Schini, and Kathryn Baringer visited the Wicomico County Circuit Court to review and label books in anticipation of their transfer to the Archives.

**August 1:** Jeni Spamer attended a Baltimore Unconference planning meeting on behalf of the Baltimore City Archives.

**August 2:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**August 3:** James Watson and Corey Lewis attended a meeting of the Geospatial PDF Working Group.

**August 4:** Elaine Rice Bachmann attended a meeting of the Council of State Archivists.

**August 4:** Chris Haley represented the Archives at a meeting of the Maryland Public Service Scholars Mentorship Connection in support of the agency's MPSS Intern, Zoe Smith.

**August 8:** Staff attended the presentation of Summer Intern project reports.

**August 8:** Chris Haley, Emily Oland Squires, and Elaine Rice Bachmann attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**August 10:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**August 10:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

**August 11:** The Archives hosted a Lunch and Learn presentation by Chris Haley on *The Haley Family and the Centennial Celebration of Alex Haley's Birth*.

**August 11:** Chris Haley represented the Archives at the Governor's Public Service Scholars Program final presentation in support of intern Zoe Smith.

**August 11:** Chris Haley represented the Archives at a meeting of the Maryland Lynching Truth and Reconciliation Research Workgroup.

**August 11:** Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session Records Management 101 Part 1.

**August 12:** Corey Lewis attended the Elktonia-Carr's Beach Signing Ceremony. The ceremony completed the land acquisition of a 5.17-acre waterfront parcel important to Black history, culture, and heritage in Annapolis.

**August 12:** Chris Haley met with Matt LaRoche of the Maryland Lynching Memorial Project about the Miller Grant Project.

**August 15:** Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

**August 16:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**August 16:** Chris Schini, Kathryn Baringer, Jenn Cruickshank, and Elaine Rice Bachmann met with Captain Sung-in Park of the Army Archives Management Group of the National Archives, Republic of Korea.

**August 17:** Corey Lewis gave a presentation to the Turner Station Community on digitization issues.

**August 18:** Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session Records Management 101 Part 2.

**August 18:** Chris Haley represented the Archives at the Maryland Department of Planning Creating Equitable and Sustainable Urban Heritage Tourism program.

**August 20:** Chris Haley represented the Maryland Lynching Truth and Reconciliation Commission at a meeting of the Prince George's County Lynching Memorial Project Collation.

**August 22:** Maria Day presented at the Howard County Public School System's Professional Learning Day on *Mayis*, the Archives' Indigenous Records search tool which guides users to primary sources.

**August 23:** Chris Haley attended the International Day for the Remembrance of the Slave Trade and its Abolition commemoration at City Dock.

**August 24:** Elaine Rice Bachmann co-chaired a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**August 25:** Corey Lewis, Teresa Fawley, Emily Oland Squires, and Elaine Rice Bachmann met with Senator Sarah Elfreth and provided a tour of the Archives.

**August 25:** Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session Records Management 101 Part 3.

**August 25:** Chris Haley attended the Maryland Public Television premiere of documentaries on Harriett Tubman and Frederick Douglass at Bowie State University, representing both the Archives and the Maryland Lynching Truth and Reconciliation Commission.

**August 26 - 27:** Darby Nisbett attended the Society of American Archivists Annual Conference.

**August 31:** Chris Haley attended a meeting of the Harriet Tubman Initiatives Working Group.

**August 31:** The Archives hosted a group of Ukrainian nationals through the Rada Next Generation Program initiative. This program helps instill confidence and hope in Ukraine's younger generation by establishing greater collaboration with the international community that supports Ukraine. Tours and information exchange were led by Emily Oland Squires, Corey Lewis, and Christopher Schini.

**September 1:** Elaine Rice Bachmann attended the proclamation event to dedicate September as International Underground Railroad Month and the kick-off of Underground Railroad Month in Maryland at the Banneker-Douglass Museum.

**September 6:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**September 6:** Emily Oland Squires attended Washington College's C.V. Starr Center Explore America Internship Program final presentation in support of intern Kitri Post.

**September 7:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**September 7:** Chris Haley attended a meeting of the Annapolis City Dock Cultural Legacy Work Group.

**September 7:** Chris Haley met with Professor Griffin Brunk regarding Maryland manumissions.

**September 7:** Chris Haley represented the Archives at a planning meeting of the Anne Arundel County Maryland Lynching Truth and Reconciliation Commission Public Hearing Workgroup.

**September 7:** Chris Haley represented the Archives at a meeting of the *Echoes of the Enslaved* Project at Enslaved.org.

**September 8:** The Archives hosted a Lunch and Learn presentation by Amanda Shores Davis of Flag House Museum on *The Story of the Star Spangled Banner*.

**September 8:** Jeni Spamer attended a Baltimore Unconference planning meeting on behalf of the Baltimore City Archives.

**September 12:** Elaine Rice Bachmann, Chris Haley, and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**September 13:** Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, and Kathryn Baringer hosted the Maryland State Courts Administrator and Deputy Administrator for a tour and information exchange.

**September 14:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

**September 14:** Wei Yang attended a Nutanix Essentials 2022 event.

**September 15 - 16:** Chris Haley represented the Archives at planning meetings of the Anne Arundel County Maryland Lynching Truth and Reconciliation Commission Public Hearing Workgroup.

**September 16:** Elaine Rice Bachmann co-chaired a meeting of the Council of State Archivists IDEA (Inclusion, Diversity, Equity and Access) Committee.

**September 16:** Elaine Rice Bachmann, Emily Oland Squires, and Corey Lewis hosted a group from the FamilySearch organization for a tour of the Archives and an information exchange regarding the volunteer program.

**September 16:** Maria Day attended the *Digital Scholarship in Museum Partnership* exhibit at Washington College.

**September 17:** Catherine Arthur provided a tour of the State House to Congressman Ed Case.

**September 19:** Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Research and Logistics Joint Committee.

**September 19:** Jenn Cruickshank, Camille DiMarco, and Chris Kintzel examined and retrieved a historic business card found in the State House dome during maintenance work.

**September 20:** Chris Haley represented the Archives at the preview and press event for the B&O Railroad Museum's *Underground Railroad* exhibit, for which he served as a consultant.

**September 20:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**September 21:** Catherine Arthur provided a tour of the State House to members of the National Capital Area Garden Club.

**September 22:** James Watson, Camille DiMarco, Jennifer Cruickshank and Maria Day met with the Laurel Historical Society's Executive Director to discuss a digitization project.

**September 22:** Elaine Rice Bachmann gave remarks at the unveiling of former Chief Judge Mary Ellen Barbera's official portrait at the Maryland Court of Appeals.

**September 23:** Jeni Spamer and Claire Lattin attended the Baltimore Historic Unconference.

**September 26 - 28:** Chris Schini attended the Council of State Archives/Best Practices Exchange in Nashville.

**September 26:** Rob Schoeberlein and Jeni Spamer appraised historic records at Baltimore's Western High School. The volumes comprised female student work from 1852-1893.

**September 28:** Elaine Rice Bachmann, as a member of the Maryland Public Art Commission, attended the Public Art Semi-Finalist Presentations & Final Interviews for the Performing Arts Center at St. Mary's College of Maryland.

**September 28:** Elaine Rice Bachmann co-chaired a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**September 28:** Rachel Frazier gave a research orientation to a University of Maryland graduate school class.

**September 28:** Rob Schoeberlein participated in a meeting of the Maryland Center for History and Culture Board of Trustees. The Board discussed staff transitions and overall changes.

**October 1:** Owen Lourie's article "Maryland's Jews, Military Service, and the American Revolutionary Era: The Case of Elias Pollock," was published in the 2022 issue of *The Journal of Southern Jewish History*.

**October 3:** Maria Day presented an update on the Indigenous Records project at a meeting of the Maryland Commission on Indian Affairs.

**October 4:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**October 4:** James Watson participated on a Data Preservation Advisory Panel for the Maryland Geological Survey.

**October 5:** Chris Haley was interviewed by Sheila Kast of WYPR for the B&O *Underground Railroad* exhibit.

**October 6:** Elaine Rice Bachmann participated in the Council of State Archivists' monthly call.

**October 6:** Wei Yang participated in the Fortinet Baltimore Fresh Event

**October 6:** Catherine Arthur and Chris Kintzel provided tours of the State House to participants in the 2022 National Organization of Black Elected Legislators (NOBEL) Women's Conference.

**October 8:** Elaine Rice Bachmann testified at, Chris Haley moderated, and Emily Oland Squires attended the Anne Arundel County Maryland Lynching Truth and Reconciliation Commission public hearing in the Annapolis City Council chamber.

**October 10:** Elaine Rice Bachmann, Megan Craynon, Maria Day and staff hosted an Indigenous Peoples' Day Pop-Up Exhibition to introduce the *Mayis Indigenous Records* website.

**October 11:** Jeni Spamer attended a Baltimore Unconference de-briefing meeting.

**October 12:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

**October 12:** Chris Haley represented the Archives at the US Navy Founders Day Birthday Celebration as a guest of the U.S. Naval Academy's Superintendent's Office and the Commandant's Office.

**October 13:** Emily Oland Squires attended the Racial Equity Institute's Racial Equity Leadership Training Program.

**October 13:** Wei Yang attended a DALY Technology Showcase.

**October 13:** Megan Craynon and Maria Day gave a Lunch and Learn presentation on *Researching Indigenous People in the Collections of the Maryland State Archives*.

**October 14:** Corey Lewis attended a meeting of the Best Practices Exchange 2023 Program Committee.

**October 17:** Elaine Rice Bachmann, Emily Oland Squires, and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Committee.

**October 18:** Elaine Rice Bachmann gave remarks at the Joint Conference of Clerks of Court, Court Administrators, and District Administrative Clerks in Ocean City.

**October 18:** Rob Schoeberlein participated in a Maryland Center for History and Culture Board of Trustees special workshop.

**October 18:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

**October 19 - 22:** Jeni Spamer, Maria Day, Megan Craynon, Chris Schini, and Danielle Smith attended the Mid-Atlantic Regional Archives Conference annual meeting in College Park.

**October 19:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Coordinating Council.

**October 19:** Rachel Frazier gave a Lunch and Learn presentation on *Hidden Maryland: Halloween*.

**October 19:** Rob Schoeberlein participated in a meeting of the Maryland Center for History and Culture Publications Committee.

**October 20:** Emily Oland Squires attended the University of Maryland's Digital Literacy Summit.

**October 20:** Chris Haley attended a meeting of the Chesapeake Crossroads African American Preservation Committee.

**October 20:** Owen Lourie gave a presentation on the *Rainbow Book Digitization Project* to members of the Society of the Cincinnati.

**October 22:** Chris Haley and Emily Oland Squires attended the Lower Eastern Shore/Wicomico County Maryland Lynching Truth and Reconciliation Commission public hearing.

**October 22:** Catherine Arthur provided a tour of the State House to a group of Austrian nationals.

**October 22:** Rob Schoeberlein attended the business meeting of the Mid-Atlantic Regional Archives Conference where he was awarded the Arline Custer Memorial Award for his Maryland Historical Magazine article *When Harry Met Elsey: Madness, Power, and Justice in Federal-Era Baltimore*.

**October 24:** Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research and Logistics Committee.

**October 25:** Rachel Frazier gave an encore presentation of *Hidden Maryland: Halloween* to members of the Montgomery County Historical Society.

**October 25:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Interpretive Themes Work Group.

**October 25:** Rob Schoeberlein participated in a meeting of the Maryland Center for History and Culture Library Committee.

**October 26:** Elaine Rice Bachmann attended a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**October 26:** Rob Schoeberlein and Jeni Spamer provided a research overview of the Baltimore City Archives and a tour of the facility to Morgan State University students.

**November 3:** Elaine Rice Bachmann participated in the Council of State Archivists' monthly call.

**November 5:** Chris Haley and Emily Oland Squires attended the Somerset County Maryland Lynching Truth and Reconciliation Commission public hearing.

**November 8:** IT staff provided backup system management in support of Gubernatorial Election Day.

**November 9:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

**November 9:** Wei Yang attended a Dell Tech Tour event, a fully immersive 50-product showcase enabling customers to experience Dell's latest Client and Infrastructure solutions.

**November 9:** Dante Morrison attended the Veteran-Owned Small Business Appreciation Luncheon in recognition of the Archives exceeding statewide VSBE goals.

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/16/2022**

**Attorney General, Office of the Public Access Ombudsman**

Rec.: 7/14/2022 Appr.: 8/8/2022 RM Sch. #:2998 MSA S1468-4159 Supersedes: 2810

---

**City of Bowie Police Department, Fiscal Records**

Rec.: 7/29/2022 Appr.: 8/22/2022 RM Sch. #:M496 MSA S1522-429 Supersedes: None

---

**City of Frederick Sustainability Department**

Rec.: 4/13/2022 Appr.: 5/31/2022 RM Sch. #:M463 MSA S1522-428 Supersedes: None

---

**Comptroller of Maryland, Information Technology Division**

Rec.: 12/13/2021 Appr.: 6/14/2022 RM Sch. #:2978 MSA S1468-4151 Supersedes: None

---

**Comptroller of Maryland, Office of Administration and Finance**

Rec.: 11/24/2021 Appr.: 6/14/2022 RM Sch. #:2981 MSA S1468-4153 Supersedes: 2599

---

**Comptroller of Maryland, Office of Risk Management**

Rec.: 11/24/2021 Appr.: 6/14/2022 RM Sch. #:2979 MSA S1468-4152 Supersedes: None

---

**Comptroller of Maryland, Taxpayer Services Division, Branch Operations**

Rec.: 7/26/2021 Appr.: 6/14/2022 RM Sch. #:2965 MSA S1468-4150 Supersedes: None

---

**Department of Health, MDH Residential Facilities**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2345A MSA S1468-4178 Supersedes: Amends 2345

---

**Department of Health, Board of Nursing**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2723A MSA S1468-4186 Supersedes: Amends 2723

---

**Department of Health, Central Services Division**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2675A MSA S1468-4201 Supersedes: Amends 2675

---

**Department of Health, Developmental Disabilities Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2376A MSA S1468-4168 Supersedes: Amends 2376

---

**Department of Health, General Services Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2335A MSA S1468-4177 Supersedes: Amends 2335

---

**Department of Health, Mental Hygiene Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2470A MSA S1468-4169 Supersedes: Amends 2470

---

**Department of Health, Office of Appointments and Executive Nominations**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2698A MSA S1468-4185 Supersedes: Amends 2698

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/16/2022**

**Department of Health, Office of Eligibility Services**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2627A MSA S1468-4173 Supersedes: Amends 2627

---

**Department of Health, Office of Equal Opportunity Programs**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2691A MSA S1468-4184 Supersedes: Amends 2691

---

**Department of Health, Office of Finance**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2482A MSA S1468-4171 Supersedes: Amends 2482

---

**Department of Health, Office of Government Affairs**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2348A MSA S1468-4179 Supersedes: Amends 2348

---

**Department of Health, Office of Human Resources**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2601A MSA S1468-4182 Supersedes: Amends 2601

---

**Department Of Health, Office of Planning**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2481A MSA S1468-4170 Supersedes: Amends 2481

---

**Department of Health, Office of Regulation and Policy Coordination**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2609A MSA S1468-4183 Supersedes: Amends 2609

---

**Department Of Health, Office of the Inspector General**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2333A2 MSA S1468-4176 Supersedes: Amends 2333A1

---

**Department of Health, OPASS - Office of Procurement and Support Services**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2408A MSA S1468-4181 Supersedes: Amends 2408

---

**Department of Health, OSOP-Systems Operations and Pharmacy**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2428A2 MSA S1468-4172 Supersedes: Amends 2428A1

---

**Department of Health, Prevention and Health Promotion Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2728A1 MSA S1468-4175 Supersedes: Amends 2728

---

**Department of Health, Volunteer Services Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2353A MSA S1468-4180 Supersedes: Amends 2353

---

**Frederick County Government (FCG) Planning and Permitting**

Rec.: 4/19/2022 Appr.: 9/20/2022 RM Sch. #:C1527 MSA S1521-1513 Supersedes: None

---

**Frederick County Government (FCG), Water and Sewer Utilities Division**

Rec.: 8/30/2022 Appr.: 9/20/2022 RM Sch. #:C1532 MSA S1521-1514 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/16/2022**

**Frederick County Government, Office of Economic Development (OED) and Frederick County Workforce Services**

Rec.: 8/30/2022 Appr.: 9/20/2022 RM Sch. #:C1533 MSA S1521-1515 Supersedes: None

---

**Maryland Department of Health, All Hospital Centers**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1656A MSA S1468-4189 Supersedes: Amends 1656

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1657A MSA S1468-4190 Supersedes: Amends 1657

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1687A MSA S1468-4191 Supersedes: Amends 1687

---

**Maryland Department of Health, Center for HIV Prevention and Health Services. (Same Division/Unit Name as Schedule #'s 608, 608A, 787, 787A, 800A, 800A2, 800B, 800B1)**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1396A2 MSA S1468-4202 Supersedes: Amends 1396A1

---

**Maryland Department of Health, Clifton T. Perkins Hospital**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:428A MSA S1468-4204 Supersedes: Amends 428

---

**Maryland Department of Health, Deer's Head Hospital Center**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:819A MSA S1468-4208 Supersedes: Amends 819

---

**Maryland Department of Health, Financial Management Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2369A MSA S1468-4167 Supersedes: Amends 2369

---

**Maryland Department of Health, Fiscal Services Administration**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2332A MSA S1468-4200 Supersedes: Amends 2332

---

**Maryland Department of Health, Health Choice**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2101A MSA S1468-4194 Supersedes: Amends 2101

---

**Maryland Department of Health, Hospital Management Information System (HMIS)**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1273A MSA S1468-4188 Supersedes: Amends 1273

---

**Maryland Department of Health, Local health Departments**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:834A MSA S1468-4162 Supersedes: Amends 834

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:842A MSA S1468-4209 Supersedes: Amends 842

---

**Maryland Department of Health, Maryland Health Care Commission**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2110A MSA S1468-4164 Supersedes: Amends 2110

---

**Maryland Department of Health, Maryland State Anatomy Board**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:682A MSA S1468-4206 Supersedes: Amends 682

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/16/2022**

**Maryland Department of Health, Medicaid Long Term Services and Supports (LTSS)**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2228A1 MSA S1468-4165 Supersedes: Amends 2228

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2229A MSA S1468-4166 Supersedes: Amends 2229

---

**Maryland Department of Health, OEPR- Office of Emergency Preparedness and Response**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2329A MSA S1468-4199 Supersedes: Amends 2329

---

**Maryland Department of Health, Office of Communications**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:198A MSA S1468-4203 Supersedes: Amends 198

---

**Maryland Department of Health, Office of Enterprise Technology**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2099A MSA S1468-4193 Supersedes: Amends 2099

---

**Maryland Department of Health, Office of Facilities Management and Development**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2020A3 MSA S1468-4192 Supersedes: Amends 2020A1

---

**Maryland Department of Health, Office of Finance**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2106A MSA S1468-4212 Supersedes: Amends 2106

---

**Maryland Department of Health, Office of Planning and Finance**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2327A MSA S1468-4198 Supersedes: Amends 2327

---

**Maryland Department of Health, Office of Regulation and Policy Coordination**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2307A MSA S1468-4196 Supersedes: Amends 2307

---

**Maryland Department of Health, Office of the Chief Medical Examiner**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:689A MSA S1468-4207 Supersedes: Amends 689

---

**Maryland Department of Health, Office of the Secretary**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2301A MSA S1468-4195 Supersedes: Amends 2301

---

**Maryland Department of Health, OSOP-Pharmacy Program**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2725A MSA S1468-4174 Supersedes: Amends 2725

---

**Maryland Department of Health, Resident Grievance System**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1199A MSA S1468-4187 Supersedes: Amends 1199

---

**Maryland Department of Health, Spring Grove Hospital Center**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:618A MSA S1468-4205 Supersedes: Amends 618

---

**Maryland Department of Health, State Health Services Cost Review Commission**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1124A MSA S1468-4210 Supersedes: Amends 1124

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/16/2022**

**Maryland Department of Health, Vital Statistics Administration**

Rec.: 8/25/2022 Appr.: 9/21/2022 RM Sch. #:2103A MSA S1468-4163 Supersedes: Amends 2103

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:1148A MSA S1468-4211 Supersedes: Amends 1148

---

**Maryland Department of Health, Maryland Board of Nursing**

Rec.: 8/30/2022 Appr.: 9/21/2022 RM Sch. #:2319A MSA S1468-4197 Supersedes: Amends 2319

---

**Maryland State Police Executive Protection Services (33)**

Rec.: 5/6/2022 Appr.: 7/5/2022 RM Sch. #:971-33-2 MSA S1468-4154 Supersedes: 971-33-1

---

**Maryland State Police Planning and Research**

Rec.: 4/26/2022 Appr.: 7/26/2022 RM Sch. #:971-02-1A MSA S1468-4155 Supersedes: 971-2-1

---

**Maryland State Police, Criminal Intelligence Section (68)**

Rec.: 7/14/2022 Appr.: 7/28/2022 RM Sch. #:971-68-4 MSA S1468-4157 Supersedes: 971-68-3

---

**Maryland State Police, Education and Training Division (19)**

Rec.: 7/14/2022 Appr.: 7/28/2022 RM Sch. #:971-19-1A MSA S1468-4156 Supersedes: 971-19-1

---

**Maryland State Police, Legislative Security Section**

Rec.: 7/19/2022 Appr.: 7/28/2022 RM Sch. #:971-38-4 MSA S1468-4158 Supersedes: 971-38-3

---

**Maryland State Police, Strategic Planning Command (SPC)**

Rec.: 8/30/2022 Appr.: 9/2/2022 RM Sch. #:971-35-2 MSA S1468-4161 Supersedes: 971-35-1A1

---

**Office of the Public Defender, Headquarters and District Offices**

Rec.: 7/29/2022 Appr.: 8/22/2022 RM Sch. #:2758A MSA S1468-4160 Supersedes: None

---

**Retention Schedule Summary**

State agency schedules approved - 63

County agency schedules approved - 3

Municipal agency schedules approved - 2

Total number of State Archives schedules approved - 68

Images of all approved State Archives schedules are available online at

[https://msa.maryland.gov/msa/intromsa/html/record\\_mgmt1/approved\\_schedules.html](https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules.html)

<b>Disposal Certificate Summary</b>
Total number of digital certificates - 109
Total number of paper certificates - 52
Total number of certificates - 161
Images of disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

<p style="text-align: center;"><b>Maryland State Archives</b>  <b>Digital Disposal Certificates Approved</b>  <b>Since Hall of Records Meeting</b>  <b>6/16/2022</b></p>		
<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
5/25/2022	Maryland Department of the Environment	SE55-6596
5/25/2022	Maryland Department of the Environment WSA - Compliance Program	SE55-6597
5/25/2022	Maryland Department of Transportation Maryland State Highway - Office of Traffic Safety	SE55-6598
5/26/2022	Howard Circuit Court Civil	SE55-6602
5/26/2022	Howard Circuit Court Civil	SE55-6603
5/27/2022	Salisbury Government INTERNAL SERVICES - PROCUREMENT	SE55-6604
5/27/2022	Salisbury Government CITY CLERK	SE55-6605
6/1/2022	City of Annapolis Finance Office	SE55-6608
6/9/2022	Kent County Circuit Court	SE55-6609
6/14/2022	Howard County Circuit Court	SE55-6610
6/14/2022	Anne Arundel County Detention Center	SE55-6611
6/14/2022	Carroll County Circuit Court	SE55-6612
6/14/2022	Maryland Department of the Environment ARA - Asbestos Division	SE55-6613
6/15/2022	Baltimore County Circuit Court	SE55-6614
6/16/2022	City of Cumberland City Clerk	SE55-6616
6/17/2022	Anne Arundel County Detention Center	SE55-6617
6/17/2022	Howard County Circuit Court	SE55-6618
6/18/2022	Carroll County Detention Center	SE55-6619
6/21/2022	Maryland State Police Legislative Security Section	SE55-6620
6/22/2022	Maryland Department of Commerce	SE55-6621
6/24/2022	City of Cumberland	SE55-6623
6/24/2022	Salisbury Government Public Works - Engineering	SE55-6624
6/24/2022	Salisbury Government HUMAN RESOURCES	SE55-6625
6/24/2022	Salisbury Government Clerk's Office	SE55-6626
6/24/2022	Salisbury Government INTERNAL SVCS - PROCUREMENT	SE55-6627
6/24/2022	Salisbury Government PUBLIC WORKS - ZOO	SE55-6628

6/24/2022	Salisbury Government Public Works - RM	SE55-6629
6/24/2022	Salisbury Government PUBLIC WORKS - OPERATIONS	SE55-6630
6/27/2022	Frederick Police Department Professional Services Division	SE55-6631
6/27/2022	Maryland Department of the Environment ARA - Asbestos Division	SE55-6632
6/28/2022	Baltimore City Archives	SE55-6633
6/30/2022	Howard County Circuit Court	SE55-6635
6/30/2022	Howard County Circuit Court	SE55-6636
6/30/2022	Salisbury Government FINANCE	SE55-6637
6/30/2022	Salisbury Government FINANCE	SE55-6638
7/1/2022	Salisbury Government FINANCE	SE55-6639
7/1/2022	Salisbury Government SPD-RECORDS	SE55-6640
7/1/2022	Salisbury Government SPD-WARRANT CONTROL	SE55-6641
7/1/2022	Salisbury Government SPD-CID	SE55-6642
7/1/2022	Salisbury Government SPD-TRAINING/RECRUITMENT	SE55-6643
7/1/2022	Salisbury Government Mayor's Office-Grants	SE55-6644
7/1/2022	Salisbury Government Mayor's Office	SE55-6645
7/1/2022	Salisbury Government CITY SOLICITOR	SE55-6646
7/1/2022	Salisbury Government PROCUREMENT	SE55-6647
7/1/2022	Salisbury Government FINANCE	SE55-6648
7/1/2022	Salisbury Government Mayor's Office-Grants	SE55-6649
7/5/2022	Salisbury Government FIELD OPERATIONS	SE55-6650
7/6/2022	City of Cumberland City Clerk	SE55-6651
7/11/2022	Baltimore City Circuit Court Civil	SE55-6652
7/11/2022	Maryland Department of Transportation Maryland Transportation Authority - Engineering & Construction	SE55-6653
7/11/2022	Maryland Department of Transportation Maryland Transportation Authority - Commercial Vehicle Unit - JFK	SE55-6654
7/11/2022	Maryland Department of Transportation Maryland Transportation Authority - Finance	SE55-6655
7/12/2022	Garrett Circuit Court	SE55-6656
7/15/2022	County Commissioners of Calvert County County Attorney	SE55-6658
7/19/2022	Baltimore County Circuit Court	SE55-6659
7/19/2022	St. Mary's County Circuit Court	SE55-6670
7/20/2022	Maryland Office of Public Defender Administration	SE55-6671
7/21/2022	Anne Arundel County Detention Center	SE55-6678
7/22/2022	Baltimore County Circuit Court	SE55-6679
7/25/2022	Maryland State Police CTAU	SE55-6680
8/1/2022	Maryland State Police (02) Planning & Research Division	SE55-6681
8/1/2022	Carroll County Detention Center	SE55-6682
8/1/2022	Taneytown Government	SE55-6683
8/1/2022	Carroll County Detention Center	SE55-6684
8/1/2022	Garrett Circuit Court	SE55-6685
8/1/2022	Carroll County Detention Center	SE55-6686

8/1/2022	Carroll County Detention Center	SE55-6687
8/2/2022	City of Frederick Police Department	SE55-6688
8/5/2022	Maryland Department of Agriculture Purchasing Office	SE55-6690
8/9/2022	City of College Park Administration	SE55-6691
8/9/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6709
8/9/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6710
8/9/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6711
8/9/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6712
8/9/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6713
8/9/2022	Maryland Department of Agriculture Nutrient Management	SE55-6714
8/10/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6715
8/10/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6716
8/10/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6717
8/10/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6718
8/18/2022	Anne Arundel County Detention Center	SE55-6723
8/18/2022	Howard County Circuit Court	SE55-6724
8/18/2022	County Commissioners of Calvert County County Attorney	SE55-6725
8/18/2022	Howard County Circuit Court	SE55-6726
8/18/2022	Howard County Circuit Court	SE55-6727
8/22/2022	Salisbury Government Police Department	SE55-6728
8/22/2022	Salisbury Government Public Works - Engineering	SE55-6729
8/22/2022	Salisbury Government PROCUREMENT	SE55-6730
8/22/2022	Salisbury Government HUMAN RESOURCES	SE55-6731
8/22/2022	Salisbury Government HCDD	SE55-6732
8/22/2022	Salisbury Government Clerk's Office	SE55-6733
8/23/2022	Maryland Department of Health Carroll County Health Department	SE55-6734
8/23/2022	Maryland Department of Health Frederick County Health Department	SE55-6735
8/23/2022	Maryland Department of Health PHPA - TB Program	SE55-6736
8/23/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6737
8/23/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6738
8/23/2022	Carroll County Detention Center	SE55-6739

8/24/2022	Salisbury Government Public Works - WWTP	SE55-6740
8/24/2022	Salisbury Government Public Works - Engineering	SE55-6741
8/29/2022	Anne Arundel County Community College Document Services/Records Retention	SE55-6742
8/30/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6744
8/30/2022	Chevy Chase Village Government	SE55-6745
8/31/2022	Carroll County Detention Center	SE55-6746
9/1/2022	Maryland State Police Barrack M JFK Memorial Highway	SE55-6747
9/1/2022	City of Cumberland City Clerk	SE55-6748
9/1/2022	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-6749
9/6/2022	Maryland State Police Grants Management Section	SE55-6750
9/16/2022	Carroll County Detention Center	SE55-6754
9/23/2022	Baltimore County Circuit Court	SE55-6756

Maryland State Archives  
 Paper Disposal Certificates Approved  
 Since Hall of Records Meeting  
 On 6/16/2022

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
5/11/2022	District Court 3 Cecil County	SE55-6599
5/4/2022	Maryland State Archives on behalf of Maryland Commission for Celebration 2000	SE55-6600
2/2/2022	Baltimore County Public Schools, Student Records	SE55-6601
5/17/2022	District Court 3 Cecil County	SE55-6606
5/17/2022	District Court 3 Cecil County	SE55-6607
6/9/2022	Anne Arundel County Detention Center, Administration	SE55-6615
6/16/2022	Anne Arundel County Detention Center, Administration	SE55-6622
6/23/2022	Anne Arundel County Detention Center, Administration	SE55-6634
6/24/2022	Department of Human Services, Baltimore County Social Service	SE55-6657
1/13/2022	St. Mary's County, Office of the County Attorney	SE55-6660
4/28/2022	St. Mary's County Government, Office of the County Attorney	SE55-6661
4/20/2022	Charles County Department of Planning and Growth Management	SE55-6662
4/14/2022	Frederick County Circuit Court	SE55-6663
5/18/2022	District Court 3 Queen Anne's County	SE55-6665
5/18/2022	District Court 3 Queen Anne's County	SE55-6666
5/18/2022	District Court 3 Queen Anne's County	SE55-6667
5/18/2022	District Court 3 Queen Anne's County	SE55-6668
5/18/2022	District Court 3 Queen Anne's County	SE55-6669
7/8/2022	Anne Arundel County Detention Center, Administration	SE55-6672
6/15/2022	District Court 3 Talbot County	SE55-6673
6/15/2022	District Court 3 Talbot County	SE55-6674
6/15/2022	District Court 3 Talbot County	SE55-6675
6/15/2022	District Court 3 Talbot County	SE55-6676
6/15/2022	District Court 3 Talbot County	SE55-6677
7/26/2022	Somerset County Circuit Court	SE55-6689
6/7/2022	District Court 12 Garrett County	SE55-6692
6/15/2022	District Court 12 Garrett County	SE55-6693
6/21/2022	District Court 12 Garrett County	SE55-6694
7/7/2022	District Court 12 Allegany County	SE55-6695
6/15/2022	District Court 12 Garrett County	SE55-6696
6/21/2022	District Court 12 Garrett County	SE55-6697
6/7/2022	District Court 12 Garrett County	SE55-6698
5/25/2022	District Court 3 Kent County	SE55-6699

5/25/2022	District Court 3 Kent County	SE55-6700
5/25/2022	District Court 3 Kent County	SE55-6701
5/25/2022	District Court 3 Kent County	SE55-6702
5/25/2022	District Court 3 Kent County	SE55-6703
5/25/2022	District Court 3 Kent County	SE55-6704
7/7/2022	District Court 12 Allegany County	SE55-6705
7/21/2022	District Court 6 Montgomery County	SE55-6706
7/14/2022	District Court 6 Montgomery County	SE55-6707
7/27/2022	St. Mary's County, Office of the County Attorney	SE55-6708
8/10/2022	City of Rockville Police Department, Administrative Bureau	SE55-6719
2/24/2022	Anne Arundel County Circuit Court	SE55-6720
2/24/2022	Anne Arundel County Circuit Court	SE55-6721
8/8/2022	District Court 2 Somerset County	SE55-6722
8/19/2022	Anne Arundel County Detention Center, Administration	SE55-6743
8/24/2022	Department of Human Services, Baltimore County Social Service	SE55-6751
9/1/2022	Maryland State Archives, Special Collections	SE55-6752
9/7/2022	Wicomico County Circuit Court	SE55-6753
7/28/2022	Maryland Department of Health, Allegany County Health Department, Dental	SE55-6755
9/22/2022	Anne Arundel County Detention Center, Administration	SE55-6757

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

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

(Project File, State and Federal)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/22/2022	T5391	1998-2016	5 Boxes

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>
5/31/2022	T2048		3 Maps/Plats
6/30/2022	T2048		80 Maps/Plats
8/31/2022	T2048		218 Maps/Plats

MARYLAND STATE ARCHIVES

(Accounting Administration File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/6/2022	T1363	2011-2022	9 Boxes
9/22/2022	T1363	2013-2021	10 Boxes

MARYLAND STATE COMMISSION ON CRIMINAL SENTENCING POLICY

(Annual Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2022	TE48	2019-2021	3 PDFs

(Maryland Sentencing Guidelines Data  
Codebook)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/9/2022	TE49	2020-2022	1 xlsx

SECRETARY OF STATE

(Vetoed Bills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/27/2022	T2669	2022	1 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

SUBSEQUENT INJURY FUND BOARD

(General File and Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/1/2022	T3278	2015-2019	5 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1896	2022	3 Maps/Plats
6/30/2022	T1896	2022	7 Maps/Plats
7/29/2022	T1896	2022	6 Maps/Plats
8/31/2022	T1896	2022	2 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/15/2022	T1067	1992-1996, 2000-2001, 2005, 2010	200 Boxes
8/23/2022	T1067	1991-2005	154 Boxes

(Marriage Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/23/2022	T5394	1999-2013	46 Boxes

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>
5/31/2022	T1897	2022	59 Maps/Plats
6/30/2022	T1897	2022	17 Maps/Plats
7/29/2022	T1897	2015-2022	781 Maps/Plats
8/31/2022	T1897	2022	41 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

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>
5/31/2022	T1898	2022	6 Maps/Plats
7/29/2022	T1898	2022	20 Maps/Plats

BALTIMORE COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T1232	2007-2012, 2014	3 Boxes

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T697	1983-1998	129 Boxes

(Equity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T696	1979-1984, 1988	5 Boxes

(Land Records, Corporation Grantee Index, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/1/2022	T3852	1922-1992	101 Volumes

(Land Records, Corporation Grantor Index, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/1/2022	T3853	1922-1992	100 Volumes

(Land Records, Grantee Index, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/1/2022	T3854	1922-2005	539 Volumes

(Land Records, Grantor Index, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/1/2022	T3855	1922-2005	515 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Land Records, Index, Original)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/1/2022	T3856	1851-1921	53 Volumes

**(Marriage Applications)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T5406	1999-2004	11 Boxes

**(Marriage Certificates)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T5405	1993-2004	20 Boxes

**(Marriage Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/16/2022	T1234	1993-1999	7 Boxes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Baltimore)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1899	2022	19 Maps/Plats
6/30/2022	T1899	2022	5 Maps/Plats
7/29/2022	T1899	2022	14 Maps/Plats
8/31/2022	T1899	2022	9 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/28/2022	T679	2005-2012	151 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/28/2022	T1203	2005-2010	1 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/28/2022	T5194	2014-2015	6 Boxes

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1900	2022	3 Maps/Plats
6/30/2022	T1900	2022	5 Maps/Plats
7/29/2022	T1900	2022	23 Maps/Plats
8/31/2022	T1900	2022	36 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1901	2022	5 Maps/Plats
6/30/2022	T1901	2022	14 Maps/Plats
7/29/2022	T1901	2022	3 Maps/Plats
8/31/2022	T1901	2022	11 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1902	2022	11 Maps/Plats
6/30/2022	T1902	2002	6 Maps/Plats
7/29/2022	T1902	2022	59 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1903	2022	7 Maps/Plats
6/30/2022	T1903	2022	2 Maps/Plats
7/30/2022	T1903	2022	4 Maps/Plats
8/31/2022	T1903	31	4 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1904	2022	42 Maps/Plats
6/30/2022	T1904	2022	16 Maps/Plats
7/29/2022	T1904	2022	33 Maps/Plats
8/31/2022	T1904	2022	42 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

CUMBERLAND CITY CLERK

(Annual Department Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5393	1926-2018	2 Boxes

(Orders)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5398	1910-2005	12 Boxes

(Ordinances)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5402	1874-2009	15 Boxes

(Petitions for Referendum)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5399	1957-1990	2 Boxes

(Petitions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5400	1918-2007	4 Boxes

(Resolutions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/30/2022	T5401	1910-2011	4 Boxes

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1905	2022	11 Maps/Plats
6/30/2022	T1905	2022	11 Maps/Plats
7/29/2022	T1905	2022	20 Maps/Plats
8/31/2022	T1905	2022	29 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

FREDERICK COUNTY CIRCUIT COURT

(Marriage Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/19/2022	TE140	1909-1910	343 TIFs

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1906	2022	66 Maps/Plats
6/30/2022	T1906	2022	58 Maps/Plats
7/29/2022	T1906	2022	29 Maps/Plats
8/31/2022	T1906	2022	68 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1907	2022	8 Maps/Plats
6/30/2022	T1907	2022	6 Maps/Plats
7/29/2022	T1907	2022	8 Maps/Plats
8/31/2022	T1907	2022	15 Maps/Plats

GARRETT COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/23/2022	T1521	1941-2002	159 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/23/2022	T3249	1968-1998	1 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

HARFORD COUNTY CIRCUIT COURT

(Civil Papers, Equity and Law)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/10/2022	T3710	2005-2008	6 Boxes

(Criminal Appeals)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/27/2022	T2248	1980, 2003	2 Boxes

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1908	2022	8 Maps/Plats
6/30/2022	T1908	2022	25 Maps/Plats
7/29/2022	T1908	2022	42 Maps/Plats
8/31/2022	T1908	2022	12 Maps/Plats

HARFORD COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/17/2022	T2757	1992-2016	20 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/17/2022	T5392	2014-2018	21 Boxes
8/17/2022	T5392	2014-2018	2 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

HOWARD COUNTY CIRCUIT COURT

(Financing Record, Debtor Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2022	T5404	1964-2005	16 Volumes

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T2466	2022	30 Maps/Plats
6/30/2022	T2466	2022	19 Maps/Plats
7/29/2022	T2466	2022	14 Maps/Plats
8/31/2022	T2466	2022	34 Maps/Plats

(Test Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2022	T3381	2000-2010	3 Volumes

KENT COUNTY CIRCUIT COURT

(Agency Corporation Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5345	1899-1974	1 Boxes

(Agency Corporation Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5336	1947-1991	2 Volumes

(Audit Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5357	1904-1948	1 Boxes

(Bond Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5337	1885-2002	8 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Chattel Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5348	1961-1965	1 Boxes

**(Chattel Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5341	1959-1961	2 Volumes

**(Chattel Records, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5340	1900-1965	2 Volumes

**(Commissions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5335	1899 - 1978	1 Boxes

**(Court Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5312	1830-1864, 1871-1963	65 Boxes

**(Divorce Decrees)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5371	1908-1925	1 Volumes

**(Dockets)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5356	1815-1969	76 Volumes

**(Election Return Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5314	1901-1902	1 Boxes

**(Equity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5311	1869 - 1939	1 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Equity Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5338	1853-1998	86 Volumes

**(Financing Statements, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5365	1964-2006	6 Volumes

**(Index Card Cabinet)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5374		5 Boxes

**(Judgment Record, Other Courts and Agencies)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5372	1965-1990	2 Volumes

**(Judgments, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5332	1842-1974	5 Volumes

**(Judgments, Other Courts and Agencies)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5358	1912-1992	1 Boxes

**(Jury and Grand Jury Listing)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5364	1916-2002	2 Boxes

**(Jury Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5353	4/1916-4/1946	1 Volumes

**(Land Records, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5349	1656-1956	11 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Lien Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5359	1901- 1999	2 Boxes

**(Marriage License and Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5351	1864-1949	8 Boxes

**(Marriage, Waivers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5352	12/23/1953- 11/19/1956	1 Volumes

**(Mechanics Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5360	1885-1963	2 Volumes

**(Medical Certificates)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5347	1894-1917	1 Boxes

**(Midwives Register)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5344	1912-1943	1 Volumes

**(Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5330	1952-1992	4 Volumes

**(Naturalization Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5342	1912-1928	2 Volumes

**(Naturalization Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5346	1895-1948	1 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Notice of Sale)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5350	1849-1990	2 Volumes

**(Oath and Test Books)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5331	1858-1956	6 Volumes

**(Original Land Record Instruments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5319	1916, 1940-1956, 1964-1965	21 Boxes

**(Physicians and Surgeons Register)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5343	1893-1974	1 Volumes

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T2186	2022	3 Maps/Plats
6/30/2022	T2186	2022	5 Maps/Plats
7/29/2022	T2186	2022	13 Maps/Plats
8/31/2022	T2186	2022	9 Maps/Plats

**(Plats and Maps from Land Records, Aperture Cards)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5363		2 Boxes

**(Police Justice Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5373	1927-1930	1 Volumes

**(Rules of Court)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5369	1807-1961	1 Volumes, 1 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Sanitary District Lien Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5370	1975-1987	1 Volumes

**(Stallion Lien Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5361	1907-1913	1 Volumes

**(State Roads Commission Land Acquisition Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5339	1958-1978	1 Boxes

**(Stet Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5362	1869-1943	2 Boxes

**(Tongers and Crabbers License Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5354	1963-1968	2 Volumes

**(Trial Magistrate Motor Vehicle Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5355	1955-1970	25 Volumes

**(Trust Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5366	1951-1954	1 Volumes

**(Trustee Release Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5334	1907-1951	1 Boxes

**(Trustee Release Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2022	T5333	1903-1980	4 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

MONTGOMERY COUNTY CIRCUIT COURT

**(Adoption Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2022	T2482	2011-2016	46 Boxes

**(Civil Papers, Family)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2022	T5189	1999	91 Boxes

**(District Court Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/31/2022	T5403	1972-1993	159 Volumes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Montgomery)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1911	2022	19 Maps/Plats
6/30/2022	T1911	2022	32 Maps/Plats
7/29/2022	T1911	2022	11 Maps/Plats
8/31/2022	T1911	2022	38 Maps/Plats

MONTGOMERY COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/2/2022	T416	2002-2014	12 Boxes

**(Wills and Codicils)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/2/2022	T5163	2015-2021	80 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

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>
5/31/2022	T1912	2022	32 Maps/Plats
6/30/2022	T1912	2022	33 Maps/Plats
7/29/2022	T1912	2022	54 Maps/Plats
8/31/2022	T1912	2022	55 Maps/Plats

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>
5/31/2022	T1913	2022	26 Maps/Plats
6/30/2022	T1913	2022	24 Maps/Plats
7/29/2022	T1913	2022	39 Maps/Plats
8/31/2022	T1913	2022	15 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1915	2022	5 Maps/Plats
6/30/2022	T1915	2022	3 Maps/Plats
8/31/2022	T1915	2022	4 Maps/Plats

ST. MARY'S COUNTY 457(b) GOVERNANCE COMMITTEE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE66	2021	3 PDFs

ST. MARY'S COUNTY AGRICULTURE, SEAFOOD, AND FORESTRY COMMISSION

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE70	2001	2 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY AIRPORT ADVISORY COMMITTEE  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE67	2001	10 PDFs

ST. MARY'S COUNTY ALCOHOL BEVERAGE BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/25/2022	TE68	2001	12 PDFs

ST. MARY'S COUNTY ANIMAL CONTROL ADVISORY BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE69	2001	5 PDFs

ST. MARY'S COUNTY BOARD OF APPEALS  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE72	2021	10 PDFs

ST. MARY'S COUNTY BOARD OF TRUSTEES MUSEUM DIVISION  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE73	2001	6 PDFs

ST. MARY'S COUNTY BUILDING CODE BOARD OF APPEALS  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE71	2001	1 PDF

ST. MARY'S COUNTY COMMISSION FOR WOMEN  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE75	2001	11 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY COMMISSION ON AGING

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE76	2001	10 PDFs

ST. MARY'S COUNTY COMMISSION ON PEOPLE WITH DISABILITIES

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE78	2001	7 PDFs

ST. MARY'S COUNTY COMMISSION ON THE ENVIRONMENT

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE77	2001	10 PDFs

ST. MARY'S COUNTY COMMISSIONERS

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE20	2001	38 PDFs

**(News Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE26	2021	318 PDFs

**(Ordinances)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE27	2021	25 PDFs

**(Resolutions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE29	2021	31 PDFs, 15 TIFFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY County Administrator  
(Outgoing Correspondence)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE100	2021	5 PDFs

ST. MARY'S COUNTY ELECTRICAL EXAMINERS BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE81	2001	11 PDFs

ST. MARY'S COUNTY EMERGENCY SERVICES BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE82	2001	5 PDFs

ST. MARY'S COUNTY ETHICS COMMISSION  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE80	2001	4 PDFs

ST. MARY'S COUNTY FAMILY VIOLENCE COORDINATING COUNCIL  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE83	2001	3 PDFs

ST. MARY'S COUNTY HAZARD MITIGATION PLANNING BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE84	2001	3 PDFs

ST. MARY'S COUNTY HISTORIC PRESERVATION COMMISSION  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE85	2001	10 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY LENGTH OF SERVICE AWARD PROGRAM  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE88	2001	5 PDFs

ST. MARY'S COUNTY LOCAL MANAGEMENT BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE87	2001	8 PDFs

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>
5/31/2022	T1914	2022	20 Maps/Plats
6/30/2022	T1914	2022	21 Maps/Plats
7/29/2022	T1914	2022	14 Maps/Plats
8/31/2022	T1914	2022	5 Maps/Plats

ST. MARY'S COUNTY PLANNING COMMISSION  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE90	2001	21 PDFs

ST. MARY'S COUNTY PLUMBING AND FUEL GAS ADVISORY BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE120	2021	1 PDF

ST. MARY'S COUNTY RECREATION AND PARKS BOARD  
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE92	2021	8 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY REDISTRICTING BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/21/2022	TE121	2021	17 PDFs

ST. MARY'S COUNTY RETIREE BENEFIT TRUST

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE91	2021	6 PDFs

ST. MARY'S COUNTY SHERIFF'S OFFICE RETIREMENT PLAN

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE93	2021	9 PDFs

ST. MARY'S COUNTY SOCIAL SERVICES BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE94	2021	5 PDFs

ST. MARY'S COUNTY SOLAR TASK FORCE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE95	2021	4 PDFs

ST. MARY'S COUNTY TRANSPORTATION ADVISORY COMMITTEE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE96	2021	5 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

ST. MARY'S COUNTY WICOMICO SHORES GOLF COURSE ADVISORY  
COMMITTEE

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE97	2021	5 PDFs

ST. MARY'S COUNTY YOUTH ADVISORY COMMISSION

**(Meeting Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/24/2022	TE98	2021	2 PDFs

TALBOT COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Talbot)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1916	2022	23 Maps/Plats
6/30/2022	T1916	2022	41 Maps/Plats
7/29/2022	T1916	2022	37 Maps/Plats
8/31/2022	T1916	2022	25 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Washington)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1917	2022	27 Maps/Plats
6/30/2022	T1917	2022	41 Maps/Plats
7/29/2022	T1917	2022	11 Maps/Plats
8/31/2022	T1917	2022	20 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

WASHINGTON COUNTY REGISTER OF WILLS

**(Claims Against Decedents Estates Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5024	1965-1999	1 Volumes

**(Guardian Accounts)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5407	1852-1970	23 Volumes

**(Guardian Accounts, Wards and Minors)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5411	1785-1893	1 Volumes

**(Guardian and Ward Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5409	1776-1927	2 Volumes

**(Guardian Bonds)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5408	1873-1970	2 Volumes

**(Guardianship Proceedings)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5410	1970-2000	1 Volumes

**(Proceedings Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2022	T5015	1946-1997	20 Volumes

WICOMICO COUNTY CIRCUIT COURT

**(Agency Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE122	1940-1985	2 PDFs
8/4/2022	T5376	1940-1985	2 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Chancery and Judicial Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE114	1937-1974	2 PDFs

**(Chancery Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/22/2022	TE123	1969-1997	11 PDFs

**(Chancery Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE115	1897-1903, 1932-1934, 1697-1974	9 PDFs

**(Civil Action Judgment Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE124	1984-1997	26 PDFs
8/3/2022	T5378	1984-1997	26 Volumes

**(Civil Action Support Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE125	1994-1997	2 PDFs
8/3/2022	T5379	1994-1997	2 Volumes

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/26/2022	T4774	1994-2002	1 Boxes

**(Corporation Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5380	1873-1982	36 Volumes
9/26/2022	T5380	1982-1993	18 Volumes

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE126	1968-1980	33 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Decrees and Judgments - U.S. District Court)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE127	1915-1971	2 PDFs

**(District Court Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5382	1972-2007	51 Volumes

**(Divorce Decrees)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE128	1991-2007	10 PDFs

**(Election Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T4260	1982-2018	1 Volumes

**(Equity Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T4264	1969-1997	11 Volumes

**(Federal Tax Lien Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T4269	1935-2016	3 Volumes

**(Federal Tax Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5395	1998-2007	3 Volumes

**(Federal Tax Liens, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE108	1975-2016	2 PDFs

**(Homeowners Association Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE130	1988-2020	50 PDFs

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Hospital Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5383	1952-2003	2 Volumes

**(Judgment Docket, Other Courts and Agencies)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE136	1980-1997	2 PDFs

**(Judgment Docket, Other Courts and Agencies)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5385	1980-1997	2 Volumes

**(Judgment Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE134	1959-1985	9 PDFs
8/3/2022	T4278	1959-1985	9 Volumes

**(Land Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T1692	1941-2004	1988 Volumes

**(Land Records, Photostats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5384	1867-1941	120 Volumes

**(Marriage Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE131	1998-2010	34 PDFs

**(Notice of Sale Requests)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5387	1981-2019	7 Volumes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 6/16/2022

**(Ordinances, County)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5381	1982-2019	3 Volumes

**(Ordinances, Municipal)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/4/2022	T5377	1974-2019	4 Volumes

**(Paternity Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE132	1964-1997	18 PDFs
8/3/2022	T5386	1964-1997	19 Volumes

**(Paternity Docket, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE133	1993-1997	1 PDF

**(Plats from Land Records, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE129	1867-1976	2 PDFs

**(State Tax Lien Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE113	1996-2007	15 PDFs
8/3/2022	T5388	1996-2007	15 Volumes

**(Trust Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/15/2022	TE135	1980-2006	2 PDFs
8/3/2022	T5389	1980-2006	1 Volumes

**WICOMICO COUNTY CIRCUIT COURT**

**(Decrees and Judgments - U.S. District Court)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/3/2022	T5390	1915-1971	1 Volumes

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting  
 on 6/16/2022

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1918	2022	56 Maps/Plats
6/30/2022	T1918	2022	11 Maps/Plats
7/29/2022	T1918	2022	20 Maps/Plats
8/31/2022	T1918	2022	52 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2022	T1919	2022	26 Maps/Plats
6/30/2022	T1919	2022	46 Maps/Plats
7/29/2022	T1919	2022	34 Maps/Plats
8/31/2022	T1919	2022	17 Maps/Plats

Total number of volumes added:	4,117.00
Total number of boxes added:	1,362.00
Total number of maps/plats added:	3,096.00
Total number of CDs added:	0.00
Total number of PDFs added:	871.00
Total number of TIFs/TIFFs added:	358.00
Total number of spreadsheets added:	1.00
Total number of volumes transferred through mdlandrec.net (June-Sept)	4,134.00

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 6338</a>	Wasserman Collection
<a href="#">MSA SC 6339</a>	Talbot County Tax List Collection
<a href="#">MSA SC 6340</a>	Clifton Farm Collection
<a href="#">MSA SC 6341</a>	Landmarks & Legacy Queen Annes' County Collection
<a href="#">MSA SC 6342</a>	Silver Spring Standard Collection
<a href="#">MSA SC 6343</a>	F. Garner Ranney, Jr. Collection
<a href="#">MSA SC 6344</a>	Ezekiel Forman Chambers Collection
<a href="#">MSA SC 6345</a>	Northwest Star
<a href="#">MSA SC 6346</a>	Montgomery History Gazette Newspapers Collection
<a href="#">MSA SC 6347</a>	Greenbelt Homes, Inc. PGCMLS Collection
<a href="#">MSA SC 6348</a>	Mount Airy Gazette Collection
<a href="#">MSA SC 6349</a>	Swepson Earle Illustration Collection

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

This Page Left Blank



# Maryland State Archives

## Hall of Records Commission Meeting

June 8, 2023 2:00 p.m.

Via Teleconference

---

### ***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

Old Business

New Business

Next Meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting

June 8, 2023 at 2:00 p.m.

Via Teleconference

---

### ***Agenda with Details***

#### **Call to Order by Chair**

Attendees:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/attendees\\_spring\\_2023.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/attendees_spring_2023.pdf)

#### **Opening Remarks / Special Announcements**

#### **Reports & Minutes of Previous Meetings**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/hrc\\_meeting\\_minutes\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/hrc_meeting_minutes_fall_2022.pdf)

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

#### **Records Retention & Disposal**

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record\\_schedules.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record_schedules.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record\\_disposals.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record_disposals.pdf)

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

## **State Archivist's Report**

**Maryland Legal History Center.** Introduction to the Center which is in the early planning stages. Archives is committed to supporting the Supreme Court in developing interpretive exhibits.

**Public Information Act records requests.** Reclaim the Records, a not-for-profit organization which files FOIA and PIA requests for genealogical-related records in the custody of state agencies, has filed several requests for vital records indexes and bulk downloads of the records themselves from the Maryland State Archives.

After consultation with our legal counsel the Archives has provided death indexes, birth records through 1922, and marriage records through 2013. Marriage records between the years 1989 and 2004 were excluded because they contain social security numbers, and Reclaim the Records declined to pay for the required masking of the SSNs. In addition to concerns about the potential use of information on records for fraudulent purposes, the Archives is concerned that the records will become disassociated from their indexes and historical context, may not reflect any corrections made to the original records, and may be mistaken for legally sufficient documents as they lack the Archives' seal of certification and are now permanently estranged from the Archives' custodianship.

The Maryland State Archives is among the most prolific of the state archives in digitizing records and making them available online. Over 302 million images can now be viewed at no cost on our website.

### **Chronology of staff activities since the last meeting:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/chronology\\_spring\\_2023.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/chronology_spring_2023.pdf)

## **Commission on Artistic Property**

One of the Hogan Administration's final actions was a cause for celebration. The Foundation for the Preservation of Government House of Maryland, Inc. officially gifted five pieces of furniture and the Hogan's official portraits to the Maryland Commission on Artistic Property.

In addition to these gifts, the Commission also celebrated the work of Chairman Matt Lalumia upon his retirement. He was presented with an official Governor's Citation recognizing his twenty-eight years of service as a member of the Commission. State Archivist Elaine Rice Bachmann and staff presented a signed photograph of Government House by Medford Camby to First Lady Yumi Hogan in recognition of her dedication to the arts community and her enthusiastic support of the state-owned art collection.



**Special Loan Exhibition of State-Owned Art Collection:**

Final plans are progressing for the *Treasures of State: Maryland's Art Collection* traveling exhibition at the Washington County Museum. The exhibition will open on June 22, 2023 with a total of sixty works of art from the state-owned art collection.

**Accessions/Gifts/Transfers Highlights**

Throughout the 2023 Legislative Session, staff of the Artistic Property Commission worked closely with the presiding officers, staff, and legislators. The Commission staff and the State Archivist have been involved with a number of new portrait commissions. On January 5, two portraits were unveiled, *Comptroller Peter V.R. Franchot* by Carolyn Egeli (2022) and *Thurgood Marshall* by Ernest Shaw (2022).





*Silver Sugar Caster*  
 Jacobi & Jenkins (Baltimore fl. 1894-1908)  
 Sterling Silver, c. 1894-1908  
 MSA SC 1545-3535 Jacobi & Jenkins  
 Transferred from Government House Staff (DGS to APC)

*Spring Symphony III*  
 Yumi Hogan  
 Mixed Media, 2012  
 MSA SC 1545-3543

Artist William Krawczewicz of Severna Park donated five of his works on paper to the Archives. Special Collections and Conservation staff accepted the donation in February and the works were then transferred into the holdings of the Maryland Commission on Artistic Property. Mr. Krawczewicz was previously selected by Governor Parris Glendening to design the Maryland State Quarter for the U.S. Bureau of Printing and Engraving.

		
<p><i>Harriet Tubman</i>            Charcoal drawing on vellum, 2021            MSA SC 1545-3538</p>	<p><i>Underground Railroad</i>            Charcoal Drawing on vellum, 2016            MSA SC 1545-3539</p>	<p><i>Woman With a Scarf</i>            Charcoal drawing on vellum, 2016            MSA SC 1545-3540</p>
		
<p><i>Iron Bull</i>            Pen and Ink on Board, 1999            MSA SC 1545-3541</p>	<p><i>Old Woman</i>            Pen and Ink on Board, 1995            MSA SC 1545-3542</p>	

### **Old Treasury Building Interpretive Exhibits**

The kickoff meeting for the Old Treasury Building interpretive exhibits project was held on May 10. Convened by the Department of General Services, this project is being incorporated into the State House Restoration program currently underway, which has included the refurbishment of the dome. The Archives will be working with C&G Partners (NYC) to develop the design and content of public exhibits for the Old Treasury Building, the oldest public building in Annapolis (1735), interpreting its history as a treasury and loan office where bills of credit and currency were housed and managed. Opening this building to the public again, for the first time in over fifty years, will fulfill the last element of the State House Visitor Experience Master Plan adopted by the State House Trust in 2007. In addition to the Old Treasury Building, the current DGS project will also commission C&G to design new wayfinding and signage on the State House grounds to better orient visitors to the public entrance of the State House, as well as the location of buildings within the Annapolis complex.

### **Constituent and Interagency Services**

Constituent and Interagency Services operates the Archives' Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records. Thus far in FY2023, staff have fielded 7,199 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 5,640 other inquiries relating to Archives records or services. Staff from this office processed 4,626 individual file returns by State and local agencies, and have refiled over 5,000 records so far this fiscal year. For the public, 4,024 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files often running to hundreds of pages each. Our Criminal Research team also conducted over 900 criminal background checks for various federal, state, and local law enforcement agencies.

### **Digital Acquisition, Processing and Publication (DAPP)**

#### **Production Overview**

Over the course of FY2023, the Digital Acquisition, Processing and Publication Department generated over 4 million images (2,742,879 from microfilm and 1,307,637 from traditional paper sources).

#### **Department of Legislative Services Scanning Project - Phase II**

As part of our continued work with the Department of Legislative Services, the Archives has worked on the digitization of all Legislative History Files covering the years 2000-2002. These years are composed of over 150 boxes of record material, documenting the history of each bill proposed over the course of a legislative session. Along with this work, Archives staff have worked on identifying alternate sources for these files when they are found missing in either their paper or microfilm formats. By the end of the targeted completion date of Phase II, and with the inclusion of the work done during Phase I, the Archives will have digitized all available material for 1975-2002.

### **Rainbow Book Collection Scanning**

The Maryland State Archives has been contracted to digitize and make available online a variety of record series covering the colonial and Revolutionary War eras. Known as the Rainbow Book Collection, these records comprise several individual collections. Each collection is composed of documents that were organized by topic and bound in books. Each set of books is encased in a different color binding, hence the name Rainbow Books. This project, which is funded by the Society of Cincinnati, will involve work by multiple departments to catalog the contents of the volumes to a document level so that the scans can be made more easily accessible to the public. To date, eight volumes have been digitized and DAPP staff are currently working on the post-processing of these images. Over the course of the upcoming summer, additional scanning will be done as more accessioning work is completed.

### **Historic Takoma Park Glass Plate Negative Scanning Project**

DAPP staff are working on the digitization of over 700 glass plate negatives from the turn of the twentieth century as part of a larger digitization project with Historic Takoma Park. The negatives range in size from 4x5 inches to 8x10 inches. These negatives are being digitized at the Archives' Rolling Run facility using our newest scanning equipment, the Capture One system. This camera system allows our staff to capture a high resolution image of each negative and convert it to a positive copy for ease of public use.

### **Digital Plats Transfer**

The Archives is currently working with the Judiciary to make plats.net more efficient for public users and government agencies. This joint project aims to reduce the manual process of handling plats by the Circuit Courts and Archives while making plats more accessible and easier to manage. Plats.net is a system developed in the late 1990s by the Archives' Information Systems Management team, the Administrative Office of the Courts, and Circuit Court Clerks to preserve and make accessible all plats filed with the Land Office and the Circuit Courts of Maryland. Plats are maps relating to land ownership. Attorneys, realtors, surveyors, title searchers, and private citizens need to consult plats recorded in the Circuit Courts when researching property boundaries and land conveyances.

Currently, submitters send three physical copies of each plat to the county Circuit Court for recordation: one copy remains with the court, one is transferred to the Maryland Department of Assessments and Taxation (SDAT), and the other is transferred to the Archives. Upon receipt of its copy, the Archives transcribes the descriptive details on its plat and those provided by the Court, manually entering them into our database. The plats are then digitized for upload to plats.net. The physical plats are retained permanently at Rolling Run.

In December 2022, Archives staff were invited to attend a Judiciary Land Record Oversight meeting where we proposed making plats transfer an entirely digital process. This would mean that submitters could file their plats digitally with the Courts. The Courts would embed each plat with the appropriate metadata, then digitally transfer the imagery and data to Archives for processing, archiving, and uploading to plats.net. The digital transfer would use the infrastructure that is already in place for the receipt and processing of mdlandrec.net images

and data. This method would eliminate the need for plats to be mailed by the Courts to the Archives and improve the efficiency and speed with which Archives receives and posts plats for public access. Additionally, this would eliminate the need for Archives to account for both digital and physical storage. The Archives received and housed over 7,000 plats during FY2022 and over 5,000 plats through the first three quarters of FY2023.

The proposal was supported by the Judiciary and a Digital Plats Work Group was formed which included members of the Circuit Courts and Judicial Information Systems (JIS), the Judiciary Administration, the Archives, and SDAT. The group's first action was to determine if this update to e-filing and digital transfer of plats would require a change to real property regulations. Under MD code, Real Property Regulation 3-702, it was determined that e-filing and the digital transfer of plats would not require a change to regulations to go forward.

The Digital Plats Work Group has met twice and its upcoming meeting will review the workflow of the entire process before moving into the development phase managed by JIS. The Circuit Courts for Queen Anne's and Anne Arundel counties have volunteered to be the first adopters. Once the process has been tested and fully released, there will be outreach to submitters of plats and county clerks to foster engagement in the process. As with mdlandrec, which initially included fewer than half the counties at the date of release, we expect more county courts to adopt plat e-filing and digital transfer as they become comfortable with the process. The option to file physical plats will remain in place, giving submitters and the courts both options as they move to digital at their own pace.

The development phase will be completed in early Spring 2024, at which time the Plats Working Group will reconvene to discuss outreach and training for court clerks and submitters of plats. This shift in plats recordation and transfer, combined with a similar project for State Highway Administration plats, signifies a major change in plats processing which will benefit not only our constituents, but all users of plats.net and the agencies involved.

## **Appraisal and Description**

### **Content Management Systems**

A foundational tool for any archives is its cataloging system. A catalog lets the archives know what it has, where each item is located, and how those items relate to each other. Traditionally, the Maryland State Archives has relied on the excellent cataloging systems built in-house by its Information Systems Management Department. Today, however, there are an increasing number of content management systems on the market designed for archival use. We are researching these systems to determine if any of them can provide a more efficient, cost-effective way to catalog our records. In our research thus far, it appears that these pre-made systems may not only meet our archival needs but also provide the public with enhanced methods for searching and accessing our collections.

We are currently researching a number of possible systems, including the open source system ArchivesSpace and the ArchivEra product available from the company Lucidea.

## **Retention Schedule Review**

The Appraisal and Description Department works with Maryland agencies to create record retention and disposition schedules that are clear and comprehensive. We also make recommendations to the State Archivist on whether proposed retention schedules are ready for approval. This is a key component of the Archives' mission, as a retention schedule describes all the records an agency creates, defines how long records are kept by the agency, and specifies whether the records are permanent or will be ultimately destroyed.

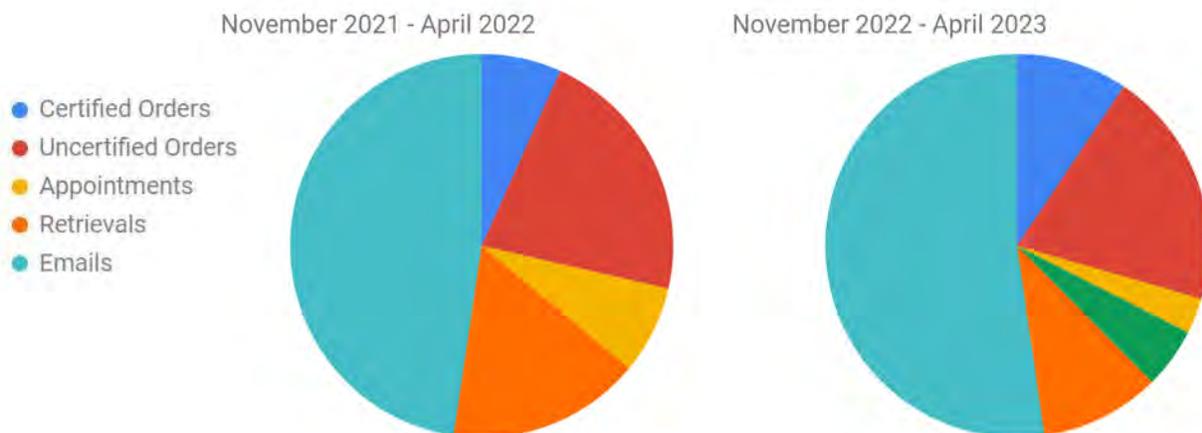
The most challenging part of this review process is determining which records warrant being kept permanently. How does one predict which records will hold historical importance to future users? How can we ensure we are protecting the most important content while not wasting State resources by retaining records with no further value? Archivists draw from precedence, best practices in historical appraisal, and the expertise of the agency that creates the records. We also work to incorporate additional perspectives into the decision-making process from historians, academics, researchers, scientists, community members, etc. In this effort, we invite the suggestions of the Hall of Records Commission on the best ways to elicit opinions from the various stakeholders interested in which government records are preserved forever.

## **Research, Education, Outreach, and Reference Services**

### **Reference Services**

Since the last Commission meeting up through April of this year, Reference Services staff assisted over 1,400 in-person patrons, retrieved 2,270 original archival records for researchers, fulfilled nearly 2,700 record orders, and answered 6,616 in-depth reference emails. Staff also conducted 439 research appointments, a popular option for more in-depth research projects and needs. We continue updating our research guides online to guide patrons to our increasing offerings of online genealogical resources.

Retrievals of paper records remain steady, but as Imaging continues targeting records over 100 years old for scanning and online posting, both retrievals and paid orders have predictably decreased slightly when compared to the same time last year. Email correspondence has increased, with reference continuing to assist patrons in accessing and understanding our online records, and preparing on-site resources for in-person visits.



The department added one of our Archivists Trainees, Darby Nisbett, to our permanent staff, and hired a former student intern, Morgan Miller, as a new contractual trainee. Developing and maintaining a robust staff will help us continue serving our in-person needs, as well as meet a sustained increase in remote services such as email reference and research requests since the pandemic.

Reference staff also conducted educational outreach to historical and genealogical societies, college and university classes, public library groups, and a middle school career fair.

### Research Services

The Research Department welcomed Hannah Lane to the staff of the Study of the Legacy of Slavery Program in May. She will also support the research, reference, education, and outreach programs. Once again, staff of the Research Department provided support to the annual Maryland Women’s Hall of Fame Induction, the First Citizen Awards of the Maryland Senate, and the Speaker’s Society of the Maryland House of Delegates.

In collaboration with the staff of the Maryland Commission on Artistic Properties, the Research Department staff continues to search for the identity and contributions of free and enslaved Blacks and mulattos in the construction of the Maryland State House. In addition to this effort, staff are working on documenting the enslaved individuals who were held in bondage by former governors of Maryland. Staff also continues to provide guidance and research assistance as they sit on local committees within the community to develop inclusive interpretive exhibitions and installations for Riversdale House Museum in Prince George’s County, the James Brice House of Annapolis, and the multi-million dollar reimagining project which has begun for Annapolis’ City Dock.

The team also provided research assistance to actress Anna Deveare Smith in which we provided background work for a future documentary project. We also worked with respected author Edward Ball, who authored *Slaves in the Family*, for a new book on the commercial practice of selling enslaved persons south. We welcomed Harriet Tubman descendant,

Douglass Mitchell, into our search room and assisted him with genealogical research. Finally, Study of the Legacy of Slavery Director Chris Haley represented the Archives at the inaugural meeting of the Civil Rights Advisory Group to consult on the publication of an Anne Arundel County guidebook to locally significant sites, for distribution during the celebrations of the 60th anniversary of the Civil Rights Act of 1964.

### **Reinterment Ceremony for Maryland Revolutionary Soldiers**

Funeral ceremonies were held in South Carolina on April 22, 2023 for thirteen soldiers killed 243 years ago at the 1780 Battle of Camden during the Revolutionary War. These men included twelve American soldiers from Maryland and Delaware, and one British soldier from a Scottish Highlander unit. Another soldier, who has been identified as Native American, will be buried separately in a traditional ceremony. Following the April observances, the soldiers will be formally buried at a later date in a new national cemetery to be established at the battlefield.



The soldiers' remains were located during archaeological work at the battlefield site. The Battle of Camden was an overwhelming British victory. The fallen Americans were originally buried in shallow graves, just a few inches deep, and some of the graves contained multiple individuals. The graves were likely dug by American soldiers previously captured during the battle, or by enslaved workers from nearby farms, and may have been dug by hand. One of the graves appears to have been dug with a soldier's tin cup, which was found nearby.

The ceremony was attended by thousands of visitors, including Revolutionary War reenactors, dignitaries from Maryland, Delaware, and South Carolina, and officers from Britain, France, and Germany. The coffins were carried by the Old Guard, and soldiers from the Royal Regiment of

Scotland carried the coffin of the British soldier. Thus far, the soldiers are all unidentified. It is known that the Americans were from Maryland or Delaware based on their position on the battlefield and uniform buttons found in the graves. Historians hope that DNA research will reveal more information about the identity of these fallen soldiers.

Many of the soldiers who fought at Camden are part of the Maryland State Archives' [Maryland 400 project](#), which studies men who enlisted in 1776, at the very beginning of the Revolutionary War. The Archives' was fortunate to have an opportunity to participate in the event and to have Research Archivist Owen Louire speak as part of the weekend. He gave a talk about some of the soldiers who fought at the battle, helping to share their stories and commemorate their lives.

## Education and Outreach



The staff participated in many educational and outreach activities which aimed at increasing community knowledge about the Archives and its holdings, training new professionals in the field, and sharing a wealth of information about how to conduct research with our materials. In January, Rachel Frazier and Maria Day co-taught a class in archival methods with Professor Sydney Van Horn for Johns Hopkins University and another class on probate record research for St.

Mary's College. Chris Haley and Owen Louire led a class on Revolutionary Maryland with Professor Steven Lee from Stevenson University. Megan Craynon participated on a panel for a University of Maryland iSchool class titled *Serving Information Needs*. Emily Oland Squires gave a seminar to St. John's College students about the Archives' work and its collections, and Darby Nisbett served on a panel at St. John's about making the most of your internship experience in archives, library and information studies. Chris Haley presented to St. Mary's College and to Anne Arundel County Schools for Black History month. Staff also participated in numerous career development days and inclusivity days for students on all levels. The Archives' own summer student internship program began on May 31, with 16 students from across the state participating in the ten-week program. Staff also gave several informational behind-the-scenes tours for the USNA Nimitz Library staff, the Maryland State Law Library staff, the Judicial College Professional Program, and staff members of the National Archives.

In addition to working with students and educators, the Archives continues to host a monthly community Lunch and Learn speakers series in collaboration with the Enoch Pratt Free Library

and the Maryland Four Centuries Program. We have elected to keep this program online to make it more accessible, and regularly see a larger number of virtual attendees at these programs as compared to our in-person speaking engagements. The virtual format also allows us to easily record the programs and immediately post to our website, while providing real time closed captioning and ASL interpretation through our partners at Enoch Pratt. Our most recent program was offered today, with Vince Leggett, Founder & President of the Blacks of the Chesapeake Foundation, discussing our joint project. Our next Lunch and Learn will be held on July 13, with Commission member Dr. Rick Bell presenting.

Our staff has also provided numerous community service presentations over this period, including professional development presentations to Anne Arundel County librarians, how-to training sessions to Anne Arundel County Public Library patrons, and research instruction for Mount Vernon Genealogical Society and the Sussex Genealogical Society.

### **Special Collections, Conservation and Library Services**

#### **Community Archiving Initiatives**



Special Collections archivists are often approached by groups who are trying to preserve community legacies. We are the point of contact for educating them, and can provide training on identifying what they have and their options for preserving the records. There is not a one-size-fits all option when it comes to community archives. Sometimes these interactions between communities and Archives staff result in new collections coming into Special Collections. Occasionally, community collections are briefly placed on deposit for paid preservation and digitization work.

In February, Special Collections was contacted by Tribal Chair Natalie Standingontherock Proctor who represents the Cedarville Band of Piscataway Indians. Cedarville is a community based in Charles and Prince George's counties whose community collections are at risk because the community is being evicted from the land where their cultural center is located. Tribal Chair Proctor's goals are to ensure that current and future generations of Piscataway know about their leaders' history of Indigenous activism during the Civil Rights era and to preserve documents which highlight research efforts to gain state recognition for the Tribe. Initial conversations have led to two meetings at the Accokeek Foundation at Piscataway Park, where archivists will offer training to volunteers and youth so that the community can become self-sufficient in preserving their records. Training, to be scheduled this summer, will demonstrate how to create a basic collection inventory and digitize photographs.

Maria Day and Megan Craynon are also engaged in work supported by a grant from the Maryland Heritage Areas Authority (MHAA) set to elevate the voices of Indigenous Peoples in

the central and lower Delmarva Peninsula. They have recruited two summer interns who will research Indigenous Peoples, named individuals, and place names in county land records, court papers, and other series not yet incorporated into the Mayis website. The website is an educational pathway for teachers and historians, as well as a user-friendly experience for youth and adults to learn about their heritage.



The MHAA grant also supports our team in collecting stories from Indigenous Elders and other Traditional Knowledge keepers on the Eastern Shore. The team has recruited an oral historian equipped with a background in Eastern Woodland Peoples' history. The oral historian will research and record 15 or more audio interviews. Indigenous community members who participate will be offered honoraria for their time in donating their stories. The team

plans to provide access to the recordings on the Archives' website, within in-person and virtual presentations, for exhibitions and in other media as appropriate.

The oral histories collected as part of the grant project will be key resources to K-12 educators who participate in a four-day workshop in August, to be hosted by the Archives with partner agencies at the Edward H. Nabb Research Center for Delmarva History and Culture. The workshop will elevate contemporary Indigenous voices by beginning each morning with presentations by Indigenous leaders from the region, including the Pocomoke Indian Nation and the Nause Waiwash Band of Indians. Again, the community presenters will be given an honoraria from the grant to offset their travel expenses and time.

Plans for expanding the Mayis site will place current Indigenous communities front and center. Our contacts have emphasized the importance of demonstrating the alive and thriving diversity of Indigenous Peoples in our region, a perfect way to debut oral histories with Elders and Knowledge Keepers.

### **Conservation and Digitization Initiatives**

Conservation staff respond to questions from government agencies, non-profit organizations, and members of the public concerning collections care, preservation supplies, records emergency responses, and storage requirements. In the past six months, conservators conducted site visits with the Columbian Harmony Society, Thurgood Marshall State Law Library, and the Baltimore City Archives. The Conservation team also provides practical,

hands-on training to new staff and interns in the proper care and treatment of archival materials, careful document handling, preservation storage, and situational awareness in the protection of records.

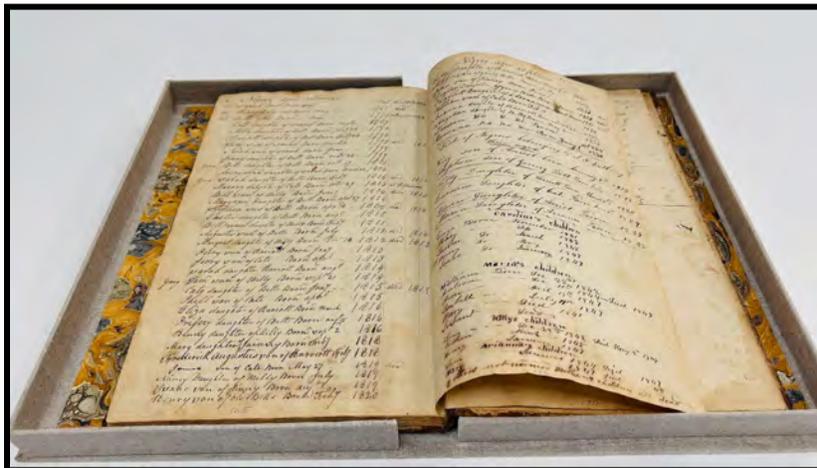
In March, Special Collections and Conservation staff assisted the Clerk of the Maryland Supreme Court (formerly Maryland Court of Appeals) with preparation for a one evening exhibition. The Clerk of the Court requested assistance in ensuring proper display of a test book, signed by Etta Maddox when she was sworn in before the Maryland Bar, for an evening event with special guests. Archives Imaging staff scanned the pages in preparation for the temporary loan of the book, which is a permanent record of the state [S431]. Conservators assisted in the planning of how the test book would be displayed and facilitated the transportation of the volume. Following the Supreme Court's event, the Conservation team received an invitation to the Clerk's office to review the Court's record holdings and to identify specific preservation needs. An additional test book and a clerks' Bible are currently being evaluated for treatment options to ensure the longevity of these significant volumes. This is an example of the type of assistance that Archives staff can provide to agencies as they work to commemorate and highlight their history.

Officials from Sandy Point State Park donated 56 early plans and blueprints for their park dating from the 1950s to preserve the oversized and fragile drawings and ultimately to digitize them for public access and exhibition. The blueprints document the racially segregated beaches which preceded the NAACP's winning litigation against the State of Maryland to provide equal facilities to African American citizens visiting the State Park. Treatments include mending torn areas and flattening wrinkled areas. Assistance has been provided by a field study student over the last two months. This project is still ongoing and is expected to be completed by the end of June. Other community groups who requested and received advice, preservation options, and plans of care for their records from our staff include the Laurel Historical Society and the Church Hill Cemetery Association.

The primary goal of conservation work is to stabilize government records in preparation for digitization for individual and government agency orders. Assisting other Archives staff members is also a core function for conservators, so internal communication with other departments is essential. By advising staff in careful handling and preventative conservation techniques, the department aims to reduce the need for avoidable treatments while giving staff confidence in serving our constituency.

An extensive, collaborative effort is underway to improve and better organize plats storage and transfer the majority of plats to our Rolling Run facility. Phases of the project include identifying collections, repackaging plats, and labeling them for better accessibility. Archivists and conservators conducted a test workflow during a brief time when student interns were available for Spring Break field work. The team identified best practices for handling, granular inventorying, and rehousing the plats to benchmark the time, resources, and supplies needed to accomplish the work on a larger scale through the summer months. As the project to tidy our

oversized record and map storage areas continues, there will be a review of the special collection items in flat storage units as well as some rolled items that are in higher demand.



### **Aiding the Smithsonian's Frederick Douglass Exhibition**

The upcoming National Portrait Gallery exhibition, *One Life: Frederick Douglass* will feature a record from the Maryland State Archives Special Collections. "Ledger A" is known as the volume containing the information closest to a birth record for Frederick Douglass. The book

was donated by Mary A. Dodge of North Carolina as part of her Talbot County ancestors' papers. In 1961, Dodge wrote to State Archivist Morris Radoff, offering the collection so that Douglass' story as well as her family's stories would be preserved. Ledger A (MSA SC 564-1-94) is on loan for the Portrait Gallery's exhibition, which will run June 16, 2023 - April 21, 2024. Book conservator Camille DiMarco met with Smithsonian Exhibit Design Specialist Adam S. Ressa in March. She contributed to the design for how the ledger book will be positioned and safely supported while it is on view. The volume will be opened to the page on which Aaron Anthony inscribed the birth date of "Frederick Augustus son of Harriett Feby. 1818."

### **Library**

Since the last Commission meeting, Librarian Christine Alvey and library volunteer Betty Gosnell have continued the herculean task of cataloging historian John McGrain's extensive collection of publications. As noted in the previous Commission agenda, the McGrain Library encompasses rare books, pamphlets, and other materials. The well over 500 item-level record entries will be cross referenced in the Special Collections inventory of John McGrain's research collection (MSA SC 4300) as Series 9: Library. This granular cataloging will enable researchers of molography, industrial history, and related fields, to find and access these materials in an efficient manner. The closing of this large project is a notable feat, given the limited Library staff resources available.

In addition to the hundreds of record entries for John McGrain's library, the Archives Library has accessioned over 300 individual publications over calendar years 2022 and 2023 (up to May 5). The Librarian is also responsible for accessioning Government Reports and Publications. There were 438 print accessions in CY2022 and 34 in CY2023 (up to May 9). Electronic Government Reports and Publication accessions total 376 for CY2022 and 111 for CY2023 (up to May 8). Government Reports and Publications are largely accessioned at the end of the calendar year, which accounts for the lower CY2023 numbers to date.

Librarian Christine Alvey is also frequently called upon to assist with detailed research questions related to Government Reports and Publications, such as assistance given to Assistant Attorney General staff members in researching specialized topics.

## **Baltimore City Archives**

### **Overview**

The City Archives is the central repository for Baltimore City government records. It holds material of both permanent and non-permanent value, with non-permanent records being held for a designated period of time until destroyed. At this time, collection of records in digital format is minimal but the City is exploring best practices in this area for coming years.

Under subsequent memorandums of understanding with the City, the State Archives continues to support the administration of the City Archives. A consolidated agreement took effect on June 30, 2013, extending the State Archives' presence there until July 1, 2018. An extension was negotiated in May of 2018, which continues the current administration arrangement until June 30, 2023. A new five-year extension is currently under negotiation.

The City Archives reports directly to the City Department of Legislative Reference. New department leadership has brought the Archives a level of attention and support not witnessed in a dozen years. These improvements have ranged from various building upgrades, such as a new security system, to the bulk purchase of archival supplies. However, beyond the unprecedented financial support, the overall interest in our mission is most noteworthy. Regular Archives-specific management meetings focused on problem solving, needs assessment, and long-range planning take place every two weeks.

### **Reference Services**

The City Archives remains open by appointment for fifteen hours per week, though we are considering expanding public hours. Since January, the staff of two archivists have responded to 121 inquiries via phone and email, and the city records management officer has responded to weekly requests for records to be pulled and/or scanned, primarily for the Office of State's Attorney. The Archives has hosted 87 in-person visits for research, including several out-of-state researchers. City employees, students and educators, genealogists, and members of the public continue to make up our user base.

A renewed social media presence continues with near-weekly Facebook and Instagram posts. These have increased our Facebook reach by 18% over the prior period and gained the Archives 278 new followers across both platforms. Effort is put into creating posts linked to current events or anniversaries for relevance, and always feature BCA or State Archives' collections. The most enthusiastic responses were to historical city views, with our winter and holiday-related posts garnering the most likes and interactions through social media leading to interest in visiting the archives.

### **Appraisal, processing and cataloging**

The City Archives received its most significant historical collection in several years in the fall of 2022, with the transfer of academic records from Baltimore's Western High School (1844). Western is the oldest operating public all-girls high school in the United States and is the third-oldest public high school in the state of Maryland. The records consist mostly of bound volumes of prospective student entrance examinations and student graduation examinations, dating from 1852 to 1898. This material, unique among Maryland's archival repositories, will prove a significant source for women's history and the history of education. We plan to widely publicize these records to the broader community on social media and listservs when fully processed.

An archivist team visited and appraised historical records at the departments of Public Works, Municipal and Zoning Appeals, and Recreation and Parks. In the latter case, three partial day visits occurred and approximately seven cubic feet of material, consisting of reports, photographs, and movie film, were identified and transferred.



While smaller, select special collections have been processed, emphasis has been on correcting and improving existing collection descriptions as well as planning for future priorities. This work is often motivated by research inquiries and records requests, wherein staff notes errors or inconsistencies and takes the initiative to update descriptions. Multiple processing and re-processing proposals have been identified as potential intern projects.

Some user requests have also precipitated this re-processing, as well as digitization and conservation projects. For example, in preparing for a patron visit a box of oversized records was discovered which, several decades before, had been improperly housed in folders too small to provide adequate support for the brittle documents. Best practices directed that the items be placed within folders fitted properly to the document size and then housed in appropriately-sized archival boxes. Especially fragile documents were also placed within transparent polyester sleeves to protect them from handling.

A conservation specialist visited the BCA to provide training on basic procedures such as humidification and document cleaning. We have also employed one part-time collection processing assistant through funding by the Friends of the Maryland State Archives, and she has benefited multiple processing and description projects. We anticipate that she will be working on the recent Western High School accession.

A renewed partnership has been established with S.J. Martenet & Co., Inc. The company has a vested interest in assisting with the digitization of certain collections, and scanning equipment has been placed onsite at their offices. Certain Baltimore City directories and ordinance books that were not previously available in digital format have been scanned and the images delivered to the BCA. These scans will be linked with the public collections of Baltimore City directories and ordinance books available via the University of Maryland's library on their website and on Archive.org. Martenet has also given BCA staff and on-site patrons access to their phenomenal text-searchable repository of Baltimore City-related publications.

Volunteers routinely assist the Archives with general processing and cataloging, with volunteers contributing 59 days of work since the last Commission meeting. Laura Swangin, an MLIS student, works with us to make visual material collections accessible by adding them to our Flickr page with additional metadata. She will be joining us as a temporary staff member in June as part of the MSA Summer Intern Program. Volunteer focus has been on processing small collections and improving description to allow for better access to existing collections.

The Laurel Cemetery Project research effort continues within the searchroom as well as online. Donna Hollie and Noreen Goodson, professional family historians, are undertaking their weekly task of scouring Baltimore City death certificates for any individuals buried at this historic (though now defunct) African American cemetery. Gloria Porter frequently joins them, and organizer Glenn Blackwell continues to recruit and train volunteers to assist with the project from home.

The City Archives will be participating in the City-sponsored YouthWorks initiative, having last done so in 2015. YouthWorks is a program within the Mayor's Office of Employment Development, Youth Services Division, which provides a five-week paid job opportunity to thousands of Baltimore City young people between the ages of 14 and 21. One individual is slated to be placed at the City Archives to digitize a selection of photographs from the Department of Recreation and Parks, Arts and Crafts Division.

### **Digital access and technology**

The project to update BCA's website has progressed, with a test series being recently transferred to the current access system. State Archives' IT staff are working with our archivists to refine other fixes to the BCA collections' catalog display. Efforts to refresh the BCA website with Baltimore City branding have evolved into a full transfer of content to the City's web server and Drupal publishing system, while still linking to the State Archives' online catalog and digitized collections stored on State servers. City IT staff have supported creation of a draft site

and offered a training session on how to use the site. Work is underway to determine the best structure for the new website and begin the process of rewriting content.

### **Outreach**

The City Archives partnered with the non-profit Baltimore Heritage for the 2023 Bmore Unconference (also known as the Baltimore Unconference.) This annual event focuses on public history and historic preservation in and around Baltimore. Jeni Spamer represents the Archives on the organizing committee and has attended several planning meetings.

The City Archives has a long established connection to the Maryland Center for History and Culture. Rob Schoeberlein chairs the library committee and sits on the publications committee. He also serves on the board of trustees.

### **Records Management Program**

(Gerald A. Roberts, City Records Management Officer) The Department of Housing and Community Development retention schedule review mentioned in the previous Commission report is still ongoing. Two revised retention schedules for the Office of the Comptroller have been adopted.

Contact took place with the following City departments or offices: Housing and Community Development, Comptroller, Equity and Civil Rights, Parking Authority, Health, Zoning Appeals, Human Resources, Transportation, Recreation and Parks, and the Office of the State's Attorney. A total of 30 interactions, either in-person meetings or conference calls, have occurred since mid-November.

Four records transfers, comprising 237 cubic feet of material, took place. The agencies represented in the transfers include the Health Department, Office of the State's Attorney, Employee Retirement System, and the Department of Housing and Community Development.

The City's Department of Legislative Reference has budgeted for one additional position to join the staff of the Baltimore City Archives to serve as an assistant to the Records Management Officer and other staff as appropriate. This individual will perform a full shelf-read of the warehouse storage area, where some materials have never been recorded into BCA inventories. In addition, they will alleviate some of the demands on current staff to pull and shelve records and will be trained for in-house digitization projects.

### **Facility**

With the City's lease renewal approaching in October 2023, multiple repairs and improvements have occurred to the building with more planned. The landlord will be vacating the offices adjacent to our research area, and the City intends to extend its leased area to allow for additional potential workspaces and/or staging areas.

An alarm system was installed, improving the security of our facility. Numerous facility issues have been addressed, such as repair of garage doors, replacement and amendment of

water-damaged ceiling tiles, replacement of cracked windows, application of mortar to external walls as needed, and repair of floor cracks. The City has also established regular pest control for the entire facility.

The State Archives, which manages the facility's network connection and computer workstations, has committed to fund a project to rewire the space, allowing for both aesthetic and performance improvements.

## **Recent Gifts, Deposits, & Acquisitions**

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/records\\_received.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/records_received.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/special\\_collections.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/special_collections.pdf)

Government Reports and Publications Accessions:

[https://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.htm](https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.htm)

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

**Old Business**

**New Business**

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

**Adjournment**

---

Ms. Elaine Rice Bachmann  
State Archivist and Commissioner of Land Patents  
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401  
(410) 260-6402 - email: [elaine.bachmann@maryland.gov](mailto:elaine.bachmann@maryland.gov)  
© Copyright [Maryland State Archives](#)

This Page Left Blank



# Maryland State Archives

## Hall of Records Commission Meeting Draft Minutes

June 8, 2023 2:00 p.m.

Via Teleconference

---

### Agenda

**Call to Order by Chair** - The meeting was called to order at 2:02.

#### Attendees:

The Honorable Matthew J. Fader, *Chief Justice, Supreme Court of Maryland, and Chair of the Hall of Records Commission*

Dr. Richard Bell, *designee of the Chancellor, University System of Maryland*

Ms. Cissy Blasi, *designee of the Treasurer of Maryland*

Mr. Atif Chaudhry, *Secretary, Department of General Services*

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

The Honorable William C. "Bill" Ferguson IV, *President of the Senate*

Ms. Valorie Sander, *designee of the Comptroller of Maryland*

Mr. Christian Skipper, *representative of the Secretary of the Department of General Services*

### Opening Remarks / Special Announcements

Elaine Rice Bachmann noted that this was the first time the Commission meeting was presided over by the Chief Justice of the Supreme Court of Maryland, in reference to the December 14, 2022, name change from the Court of Appeals.

### Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 10, 2022:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/hrc\\_minutes\\_fall\\_2022.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/hrc_minutes_fall_2022.pdf)

### Records Retention & Disposal

Kathryn Baringer reported the approval of 71 retention schedules since the last meeting of the Commission, 38 from state agencies, 16 from county agencies and 17 from municipalities. The Archives received 317 disposal certificates, of which 179 were sent digitally and 138 were submitted as paper.

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record\\_schedules.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record_schedules.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record\\_disposals.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/record_disposals.pdf)

**President Ferguson moved to approve the Minutes and the record retention schedules and disposal certificates, seconded by Catherine Dixon. The motion was unanimously approved.**

### **State Archivist's Report**

Ms. Rice Bachmann reported that the Archives will be assisting the Judiciary in the creation of the Maryland Legal History Center. The Center is planned as a public access point in the new Supreme Court building on Rowe Blvd. in Annapolis, with construction of the building projected to begin in three years. Chief Justice Fader described the Center as an interactive environment that would appeal to student groups, something lacking in the current courthouse. The Center will provide an opportunity to experience the rich history of the judiciary in its service to the citizens of Maryland. The Chief Justice expressed his appreciation for the Archives' role in developing the Center's displays and narratives over the next three years. Ms. Rice Bachmann also thanked Judge Joseph Getty, former chair of the HRC, for his contributions in researching the history of Maryland's courts and legal practices and for collecting and preserving the many evocative artifacts that will be incorporated into the Center's displays.

Ms. Rice Bachmann also brought up for discussion the impact of Public Information Act (PIA) requests for bulk downloads of digitized vital records, such as birth, death, and marriage certificates. While requestors must attest that they will not monetize the records received via the PIA process, the records' future disposition cannot be guaranteed once they have left the Archives' custodianship. Additionally, Internet users who access these now rootless records will have no information as to their provenance and no certainty as to their validity. Ms. Rice Bachmann asked whether these bulk digital series of vital records should be included within the scope of the PIA, since one of the Archive's primary missions is to make these records available to the public. President Ferguson offered that he would be interested in discussing this further in conjunction with an inquiry into the use of large data sets by AI training services.

Chris Kintzel noted the retirement of Artistic Property Commission chair Matthew Lalumia after 28 years as a member of the Commission. Mr. Lalumia's service was honored at a celebration during which he was presented with a Governor's Citation by Governor Larry Hogan.

Mr. Kintzel also thanked First Lady Yumi Hogan for her interest in and active support of the Archives, and for the gift of one of her own works, *Spring Symphony III*, to the collection. The Archives presented Mrs. Hogan with a framed photograph of Government House in thanks for her many efforts in the preservation of Maryland's rich artistic heritage.

Mr. Kintzel reported that the *Treasures of State: Maryland's Art Collection* exhibit at the Washington County Museum of Fine Art would open on June 24, 2023, and invited the Commission members to visit the museum.

James Watson reported on the progress made in the Rainbow Book digitization project, and Ms. Rice Bachmann noted the importance of making this collection of colonial and Revolutionary War-era records accessible in the run-up to the Maryland 250 and America 250 celebrations in 2026. She thanked the Society of the Cincinnati for funding this digitization effort.

Corey Lewis reported on the work of the Judiciary Land Record Oversight group in developing a digital recordation process for plats. This process will allow the Archives to receive plats from the courts in a far more efficient and timely manner, ensuring that they are quickly accessible to the public. Ms. Rice Bachmann thanked the Judiciary for its leadership in this complex partnership and acknowledged the work of Mr. Lewis and James B. "Bo" McAllister, Wicomico County's Clerk of Circuit Court, in these efforts.

Kathryn Baringer reported on the Archives' search for a commercially built content management system for the agency's collections catalog, and asked for the Commission members' feedback on possible candidates. Mr. Skipper, director of the DGS State Records Center, noted that the Records Center was also exploring a system for non-permanent records and pointed out the importance of having interoperability standards for any systems selected.

Ms. Baringer also addressed the issue of selecting which records should be held permanently and which could be designated as non-permanent. She cited precedence, the input of record creators and public outreach groups, and asked Commission members for their perspective.

Maria Day thanked the Maryland Heritage Areas for financial support of Archives initiatives for K-12 teacher education and the development of lesson plans, and for continuing work with Indigenous communities to record the oral histories of traditional knowledge keepers.

Dr. Rob Schoeberlein thanked Ben Guthorn, Acting Director of Baltimore City's Department of Legislative Reference, for his support of the Baltimore City Archives (BCA) through improvements to the Archives' physical plant, upgrades to the security system, purchase of archival supplies, and budgeting for an additional records manager position. Ms. Rice Bachmann echoed his thanks, and also acknowledged Dr. Schoeberlein and his deputy Jeni Spamer for rejuvenating the archival program at BCA.

Emily Oland Squires invited Commission members to the July 13th online Lunch and Learn program, at which Dr. Richard Bell would be discussing his book *Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*.

## **Recent Gifts, Deposits, & Acquisitions**

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/records\\_received.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/records_received.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/special\\_collections.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000057/special_collections.pdf)

Government Reports and Publications Accessions:

[https://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.htm](https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.htm)

Library Accessions:

<https://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

**President Ferguson moved to recognize the recent gifts, deposits and acquisitions, seconded by Dr. Bell. The motion was unanimously approved.**

**Old Business-** None

**New Business-** None

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

**Adjournment** - The meeting adjourned at 3:24

---

Ms. Elaine Rice Bachmann

State Archivist and Commissioner of Land Patents

Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401

(410) 260-6402 - email: [elaine.bachmann@maryland.gov](mailto:elaine.bachmann@maryland.gov)

© Copyright [Maryland State Archives](#)

Chronology of Staff Activities  
November 10, 2022 - June 7, 2023

**November 10:** The Archives hosted a virtual meeting of the Hall of Records Commission.

**November 10:** The Archives hosted a Lunch and Learn program, with John Beakes of the Maryland Military History Society presenting on *Revolutionary War: General Baron de Kalb*.

**November 10:** Rachel Rabinowitz and Kathryn Baringer visited the Anne Arundel County Council and the Clerk of the City of Annapolis to prepare for record transfers to the Archives.

**November 10:** The Archives hosted Dr. Frances Toni Draper, Savannah Wood, and staff of the Afro Charities organization at the Rolling Run facility for an onsite tour and discussion.

**November 10:** Rachel Frazier provided a presentation on Archives resources to staff of the Anne Arundel County Public Library.

**November 14:** Emily Oland Squires, Chris Haley, and Elaine Rice Bachmann attended the monthly meeting of the Maryland Lynching Truth and Reconciliation Commission.

**November 15:** Megan Craynon participated on a panel for University of Maryland iSchool class *LBSC 602: Serving Information Needs*.

**November 16:** Catherine Arthur attended a meeting of the Annapolis Friends of Lafayette.

**November 16:** Elaine Rice Bachmann and Catherine Arthur participated in a planning meeting of the Inauguration Council.

**November 16:** Maria Day hosted Ilka Knüppel at the Rolling Run facility for research on the Archives' flag collection.

**November 17:** Maria Day provided a presentation on the *Mayis* website to members of the US Department of Transportation.

**November 17:** Catherine Arthur and Elaine Rice Bachmann met with members of the Washington County Museum of Fine Arts to discuss planning for the *Treasures of State* exhibition.

**November 17:** Emily Oland Squires attended a meeting of Chesapeake Crossroad Interpretive Themes.

**November 18:** Elaine Rice Bachmann attended the 2022 Outstanding Tech Policy Changemaker Award at American University.

**November 21:** Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

**November 22:** Elaine Rice Bachmann provided a State House tour to the Australian ambassador to the United Nations.

**November 22:** Chris Haley provided an interview to Imani Spence of the Baltimore Banner on the B&O Railroad Museum's Underground Railroad exhibit.

**November 29:** Elaine Rice Bachmann provided background perspective on the Thurgood Marshall portrait to Tashi McQueen of Afro News.

**November 29:** Elaine Rice Bachmann attended a planning meeting of the MD250 Executive Committee.

**December 1:** Corey Lewis attended a meeting of the Office of Cemetery Oversight Advisory Council.

**December 1:** Elaine Rice Bachmann provided an interview to the Capital Gazette on holiday decorations and traditions at Government House.

**December 3:** Archives staff participated as volunteers at the State House by Candlelight annual public choral concert.

**December 5:** Chris Kintzel and Catherine Arthur provided new member orientation at the State House.

**December 5:** Elaine Rice Bachmann attended a meeting of the MD250 Commission.

**December 6:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

**December 6:** Elaine Rice Bachmann attended a web presentation on *Monuments: Overview of an Exhibition* provided by Hamza Walker, curator of the upcoming exhibition *Monuments* being presented by LAXART and The Museum of Contemporary Art Los Angeles (MOCA).

**December 7:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**December 7:** Corey Lewis and James Watson attended a Quality Associates Inc. program to discuss scanning projects.

**December 7:** Chris Haley met with Mary-Angela Hartwick, Historic Annapolis Foundation, concerning the Brice House restoration.

**December 7:** Chris Haley attended a meeting of the Chesapeake Crossroads African American Preservation Committee.

**December 7:** Corey Lewis presented on *Improving Access to Historical Records Through Crowdsourcing* to the Association of Records Managers and Administrators, Metro Maryland Chapter.

**December 8:** The Archives hosted a Lunch and Learn program on *The Historic Importance of General George Washington's 1783 Resignation, Annapolis, Maryland*, presented by Burt Kummerow.

**December 8:** Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission Executive Committee.

**December 8:** Mimi Calver, Chris Kintzel, Catherine Arthur, and Elaine Rice Bachmann attended the Evening of the Arts reception, hosted by First Lady Yumi Hogan.

**December 9:** Chris Haley provided an interview to C. Max Bachmann, a reporter for the UMD Diamondback student newspaper.

**December 9:** Chris Kintzel, Elaine Rice Bachmann, and Catherine Arthur were hosted by First Lady Yumi Hogan in thanks for their work throughout the Hogan administration.

**December 12:** Members of the Archives' Reference, Research, and Outreach Department visited the Thurgood Marshall State Law Library for a tour and cross-training on the library's resources.

**December 12:** Chris Kintzel and Catherine Arthur provided a tour of the State House for Japan's Ambassador to the United States.

**December 13:** Elaine Rice Bachmann attended the White House Historical Association luncheon lecture *Women in the White House Collection*, presented by Sarah Fling.

**December 13:** Catherine Arthur attended a Washington County Museum of Fine Arts exhibit planning meeting.

**December 14:** Catherine Arthur attended a meeting of the Annapolis Friends of Lafayette.

**December 15:** Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission.

**December 15:** Elaine Rice Bachmann, Corey Lewis, and Kathryn Baringer attended a meeting of the Land Records Improvement Fund Oversight Committee.

**December 15:** Darby Nisbett and Emily Oland Squires hosted librarians from the U.S. Naval Academy and provided a tour of the Archives.

**December 17:** Chris Haley attended a general meeting of the Prince George's County Lynching Memorial Project.

**December 18:** Elaine Rice Bachmann participated as a guest reader for the Maryland State Boychoir Lessons and Carols.

**December 20:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Sub-Committee.

**December 28:** Elaine Rice Bachmann attended a meeting of the MD250 Resource Stewardship and Heritage Tourism Committee.

**January 3:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education Committee.

**January 5:** Elaine Rice Bachmann, Catherine Arthur, and Chris Kintzel facilitated the unveiling of a portrait of Comptroller Peter Franchot at Governor Calvert House.

**January 5:** Chris Haley, Chris Kintzel, Catherine Arthur, and Elaine Rice Bachmann attended the unveiling of a portrait of Thurgood Marshall at the Miller Senate Building.

**January 9:** Elaine Rice Bachmann attended a luncheon at Government House hosted by First Lady Yumi Hogan.

**January 10:** Megan Craynon and Maria Day conducted MHAA Grant outreach field work, meeting with representatives of the Pocomoke Indian Nation and visiting historical sites on the Eastern Shore.

**January 10:** Emily Oland Squires and Chris Haley met with Bowie State University staff to discuss the legacy of slavery in Maryland and how staff researched this topic.

**January 10:** Kathryn Baringer participated as a panelist in the Council of State Archivists' State Electronic Records Initiative webinar *What Can the State Electronic Records Initiative Do For Me?*

**January 10:** Catherine Arthur facilitated the re-unveiling of Governor Larry Hogan's portrait at the State House.

**January 11:** Catherine Arthur hosted a meeting of the Annapolis Friends of Lafayette at the Archives.

**January 11:** Chris Haley attended a subcommittee meeting of the Chesapeake Crossroads African American Preservation Committee.

**January 12:** Rachel Rabinowitz and Kathryn Baringer conducted a site visit to the Montgomery County Circuit Court to assess water damage to records.

**January 12:** Owen Lourie gave a Lunch and Learn presentation on *Maryland's Jews & Military Service*, based on his article in the Journal of Southern Jewish History.

**January 12:** Emily Oland Squires met with a representative of St. John's College, Annapolis, to discuss internship issues.

**January 12:** Chris Haley gave an interview to NPR reporter Sheilah Kast on his Martin Luther King, Jr. Day talk at St. Mary's College.

**January 13:** Catherine Arthur and Elaine Rice Bachmann prepared the Old House of Delegates Chamber for use during Governor Moore's inauguration.

**January 17:** Elaine Rice Bachmann and Catherine Arthur facilitated a media and logistics team tour of the Old House Chamber for the Inauguration Committee.

**January 17:** Chris Haley provided a filmed interview at City Dock to WUSA on the importance of the upcoming inauguration of Maryland's first African American governor.

**January 17:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education Committee.

**January 18:** Chris Haley participated in a wreath laying and prayer walk at Governor-elect Moore's invitation on the day of his inauguration.

**January 18:** Elaine Rice Bachmann facilitated access to State House spaces for National Park Service and Maryland Military personnel accompanying the Bible owned by Frederick Douglass and loaned for Governor Moore's swearing-in.

**January 18:** Rachel Frazier and Maria Day team taught a Johns Hopkins University class with Professor Sydney Van Horn.

**January 19:** Elaine Rice Bachmann attended an Old Treasury Building development coordination meeting.

**January 20:** Liz Coelho and Elaine Rice Bachmann attended a meeting on Gateway Park cleanup and development.

**January 23:** Chris Haley provided a career day presentation to students of Marley Middle School.

**January 23:** Rob Schoeberlein chaired a meeting of the Maryland Center for History and Culture Library Committee.

**January 25:** Owen Lourie met with the director of Historic Camden Battlefield to discuss the role of the Maryland 400 in the battle.

**January 25:** Elaine Rice Bachmann attended a meeting of the MD250 Resource Stewardship and Heritage Tourism Committee.

**January 25:** Chris Haley attended a meeting of the Chesapeake Crossroads African American Preservation Committee.

**January 26:** Catherine Arthur and Chris Kintzel provided State House Guide training in the Old House Chamber.

**January 26:** Maria Day attended a planning meeting of the Maryland History & Culture Collaborative.

**January 27:** Chris Haley attended a retreat at Bowie State University for the Maryland Lynching Truth and Reconciliation Commission.

**January 27:** Catherine Arthur attended a meeting of In Freedom's Name Annapolis.

**January 30:** Corey Lewis made a site visit to Sandy Spring Slave Museum.

**January 30:** Rachel Rabinowitz, Kathryn Baringer, and Elaine Rice Bachmann provided a tour of the Archives to Senate staff members.

**January 31:** Emily Oland Squires provided a presentation on the Archives' internship program at St. John's College, Annapolis.

**January 31:** Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission Executive Committee.

**February 1:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**February 1:** Elaine Rice Bachmann attended the 1856 Project Inaugural Symposium at University of Maryland, College Park.

**February 3:** Reference and Research staff assisted actor/writer Anna Deavere Smith with research for a forthcoming project.

**February 6:** Maria Day, Emily Oland Squires, and Elaine Rice Bachmann provided a tour of the Archives to the Peggy Stuart Tea Party Chapter of the Daughters of the American Revolution.

**February 6:** Maria Day attended a meeting of the Maryland Commission on Indian Affairs.

**February 8:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Steering Committee.

**February 8:** Chris Haley attended and moderated a screening of *The Educational Divide: The Story of East Side High*, sponsored by the Annapolis Film Society and The Links Inc, Annapolis Chapter.

**February 9:** James Watson attended the DAM and Museums 2023/Technology for Museums Conference.

**February 9:** Rachel Frazier and Maria Day hosted students enrolled in a Documentary Archaeology class at St. Mary's College for a behind-the-scenes tour of the Archives and a tutorial on probate inventories.

**February 9:** Chris Haley and Elaine Rice Bachmann met with Delegate Jennifer White in regards to extension of and resources required by the Maryland Lynching Commission for Truth and Reconciliation.

**February 9:** The Archives hosted a Lunch and Learn program, with Janice Hayes-Williams presenting on the *Crownsville Hospital Patient Cemetery*.

**February 9:** Chris Haley attended a screening of *The Bell Affair*, a documentary on African American freedom suits in Prince George's County.

**February 10:** Catherine Arthur and Chris Haley provided a State House tour to midshipmen of the U.S. Naval Academy.

**February 14:** Megan Craynon gave an interview to University of Maryland iSchool student Rasha Dakheel.

**February 14:** Corey Lewis attended a meeting of the Caucus of African American Leaders of Anne Arundel County.

**February 14:** Kathryn Baringer moderated the Council of State Archivists' State Electronic Records Initiative webinar *Story Maps as a Tool for Engagement and Advocacy*.

**February 15:** Maria Day delivered the Green Bag to the Appointments Office, where a *Baltimore Banner* reporter interviewed her alongside Appointments Secretary Tisha S. Edwards.

**February 15:** Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture Publications Committee.

**February 18:** Owen Lourie attended the Maryland Society of the Sons of the American Revolution's George Washington Luncheon.

**February 21:** Maria Day gave a presentation for London Town's Winter Lecture series on *Dusting Off the Past: How Yesterday's Stories Become Part of the Archives*.

**February 21:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

**February 22:** Elaine Rice Bachmann attended a meeting of the MD 250 Resource Stewardship and Heritage Tourism Committee.

**February 23:** Rachel Frazier gave an interview to University of Maryland iSchool student Emily Frank.

**February 24:** Corey Lewis gave a presentation on preservation issues at the City of Annapolis Black History Month Celebration.

**February 24:** Emily Oland Squires, Jen Abbott, and Darby Nisbett assisted Harriet Tubman descendant Douglass Mitchell with research on the life of his historic ancestor.

**February 27:** Elaine Rice Bachmann met with Professor Gene Smith of the U.S. Naval Academy. Professor Smith is the author of *Slaves' Gamble: Choosing Sides in the War of 1812*.

**February 28:** Chris Haley attended a meeting of the Chesapeake Crossroads African American Preservation Committee.

**February 28:** Emily Oland Squires attended the *Black Genealogy and Reparative Justice: Honoring the Ancestors, Restoring Our Families* program.

**March 2:** Maria Day participated in a student mentoring session at the UMBC College of Arts, Humanities, & Social Sciences Careers Conference.

**March 2:** Elaine Rice Bachmann participated in the State Archivists' monthly call.

**March 3:** Jeni Spamer attended a meeting of the Baltimore City Department of Legislative Reference group.

**March 7:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

**March 8:** Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

**March 8:** Wei Yang attended the Zscaler Public Sector Summit in Washington, D.C.

**March 9:** Corey Lewis, Megan Craynon, and Christine Alvey conducted a site visit to the Maryland Law Library to consult on a project to digitize historic volumes of Maryland Court Rules.

**March 9:** The Archives hosted a Lunch and Learn program. Food historian Joyce White presented on *The Great Maryland Recipe Hunt*, a project by the Maryland State Archives and Hammond-Harwood House Museum to collect and preserve Maryland's culinary traditions.

**March 13:** Kathryn Baringer participated on the interview panel for the Department of General Services Records Management Division for a Records Management Specialist position.

**March 14:** Corey Lewis attended the Caucus of African American Leaders' Annual Women History Month Celebration.

**March 16:** Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission.

**March 16:** Jeni Spamer attended a Baltimore Unconference program organizing meeting.

**March 16:** Maria Day, James Watson, and Jenn Cruickshank assessed a historic map from the Washington County Circuit Court for preservation and digitization.

**March 16:** Kathryn Baringer participated on the interview panel for the Department of General Services Records Management Division for a Records Management Specialist position.

**March 17:** Corey Lewis hosted the Blacks of the Chesapeake team in a research visit to the Archives.

**March 17:** Christopher Schini attended a meeting of the Open Data Council.

**March 18:** Chris Haley attended a meeting of the Prince George's County Lynching Memorial Project.

**March 20:** Megan Craynon and Maria Day met with the Cedarville Piscataway Tribal Chair Natalie Standingontherock Proctor and the Accokeek Foundation to discuss assistance with community archiving and preservation projects.

**March 20:** Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

**March 21:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

**March 21:** Chris Haley attended a meeting of the Connecting the Dots/Anne Arundel Lynching Memorial Project.

**March 21:** Wei Yang attended the Dell Technologies IT Summit.

**March 21:** Camille DiMarco met with Smithsonian Exhibit Designer Adam Ressa to prepare "Ledger A" (a bound volume containing Frederick Douglass's birth record) for exhibition at the National Portrait Gallery in *One Life: Frederick Douglass*.

**March 22:** Chris Kintzel attended a meeting of the Annapolis Friends of Lafayette.

**March 22:** Chris Haley met with Burt Kummerow and Mary Blair regarding African American Initiatives to brainstorm on events for future historic anniversaries.

**March 22:** Elaine Rice Bachmann attended a meeting of the MD250 Resource Stewardship and Heritage Tourism Committee.

**March 22:** Camille DiMarco and Maria Day visited Clerk Gregory Hilton to assess the condition of historic test books in the care of the Supreme Court of Maryland.

**March 23:** Elaine Rice Bachmann presented the First Citizen awards in the Senate Chamber.

**March 23:** Chris Haley recorded an African American Podcast on African American history and genealogy.

**March 23:** Rachel Frazier gave a presentation on *Genealogical Research* at the Anne Arundel County Mountain Road Library.

**March 27 - 28:** Wei Yang attended a Library of Congress Designing Storage Architectures meeting.

**March 27:** Maria Day and Corey Lewis consulted with the Eastport Democratic Club concerning digitization of their records.

**March 27:** Rob Schoeberlein, Jeni Spamer, and Gerald Roberts appraised records at the Baltimore City Recreation and Parks Department.

**March 29 - 30:** Elaine Rice Bachmann presented a series of lectures as the Ernest W. Lefever Visiting Fellow in Ethics and Culture at Elizabethtown College, Elizabethtown, Pennsylvania.

**March 29:** Chris Kintzel attended a meeting of Annapolis Friends of Lafayette.

**March 29:** Rob Schoeberlein participated in a meeting of the Maryland Center for History and Culture Board of Trustees.

**March 30:** Darby Nisbett and Emily Oland Squires led a behind the scenes tour for ARC Central Chesapeake Region staff.

**March 30:** Corey Lewis met with Dr. Abena Lewis-Mhoon, professor of History at Coppin State University, about a possible partnership between the Archives and the University.

**March 30:** Chris Haley and Danielle Smith provided an African American History Tour of the Archives to midshipmen of the U.S. Naval Academy.

**March 31:** Chris Haley attended a meeting of the Prince George's County Maryland Lynching Memorial Project.

**March 31:** Chris Kintzel provided a tour of the State House to an MIT alumni group.

**April 3:** Megan Craynon participated on a panel for University of Maryland iSchool class *LBSC 602: Serving Information Needs*.

**April 4:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiation Education and Programming Sub-Committee.

**April 5:** Rachel Rabinowitz, Megan Craynon, and Kathryn Baringer attended the webinar *Hard Histories: Exploring Medical Archives*

**April 6:** Emily Oland Squires met with Dr. Richard Smith, Provost of Diversity, Equity and Inclusion at McDaniel College, regarding African American history resources and inclusion.

**April 7:** Elaine Rice Bachmann presented the First Citizen Award to Larry Gibson in the Senate Chamber.

**April 7:** Jeni Spamer attended a meeting of the Baltimore City Department of Legislative Reference Group.

**April 10:** Elaine Rice Bachmann and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission - Monthly Full Commission.

**April 10:** Owen Lourie and Danielle Smith met with a Stevenson University class taught by Steven Lee regarding researching African American history.

**April 10:** Jennifer Cruickshank, Camille DiMarco, and Maria Day went to the Thurgood Marshall State Law Library to consult about book preservation in their special collections.

**April 12:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Education Committee.

**April 12:** Maria Day met with Digital Maryland colleagues and Church Hill Cemetery Association representatives regarding a digitization and crowdsourcing transcription project.

**April 12:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Steering Committee.

**April 12:** Chris Haley gave a presentation to Anne Arundel County Public School High School students on a variety of topics related to black history, genealogy, and family legacy.

**April 13:** Elaine Rice Bachmann met with First Lady Dawn Moore and chief of staff Danika McMurray to discuss the state-owned art collection and Government House.

**April 13:** Elaine Rice Bachmann gave remarks, along with Melissa Naulin, associate curator of The White House, about French influence in the White House for a dinner hosted by the White House Historical Association at the residence of the French ambassador, Laurent Bili.

**April 17:** Elaine Rice Bachmann met with reporter Joanna Daemmrigh regarding an article about public art in the Annapolis complex.

**April 17:** Elaine Rice Bachmann, Corey Lewis, and Kathryn Baringer met with Department of Health staff to appraise the permanent value of mental health patient records.

**April 19 - 23:** Owen Lourie traveled and gave a talk at Camden, South Carolina for the reinterment of Maryland soldiers killed at the Battle of Camden.

**April 19:** Darby Nisbett gave a presentation to St. John's College Hodson Scholars on internships and working in the archives and library fields.

**April 19:** Emily Oland Squires attended a meeting of the Chesapeake Crossroads Coordinating Council.

**Apr. 19:** Owen Lourie gave a presentation on the Maryland Line to the Maryland Jamestowne Society.

**April 25:** Corey Lewis attended a meeting of the Maryland Center for History and Culture Library Committee.

**April 25:** Elaine Rice Bachmann co-chaired a meeting of the Council of State Archivists IDEA (Inclusion, Diversity, Equity and Accessibility) committee.

**April 28:** Rachel Frazier hosted the Mount Vernon Genealogical Society's field trip to the Archives.

**May 1:** Megan Craynon and Maria Day met with Chief Donna Abbott of the Nause-Waiwash Band Indians to discuss opportunities for her community to partner on Indigenous oral histories and a teacher workshop sponsored by a grant from Maryland Heritage Areas Authority.

**May 1:** Rob Schoeberlein and Jeni Spamer appraised records at the Baltimore City Recreation and Parks Department.

**May 2 - 3:** Rachel Rabinowitz and Kathryn Baringer attended the Society of American Archivists online course *Tool Integration: From Pre-SIP to DIP*.

**May 3:** Corey Lewis attended a meeting of the Fairmont Heights High School Alumni Historical Committee.

**May 3:** Jennifer Cruickshank visited Dr. Patricia Carter Sluby, Secretary of the Columbian Harmony Society, to assess the condition of recently discovered society and cemetery records.

**May 4:** Elaine Rice Bachmann met with Danika McMurray, chief of staff for First Lady Dawn Flythe Moore.

**May 5:** Jeni Spamer attended a meeting of the Baltimore City Department of Legislative Reference group.

**May 5:** Jeni Spamer attended a Baltimore Unconference program organizing meeting.

**May 8:** Elaine Rice Bachmann, Maria Day, and Megan Craynon attended a Cedarville Community archiving planning meeting at the Accokeek Foundation.

**May 8:** Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**May 8:** Chris Kintzel attended a meeting of the (DiPietro) Courthouse & Law Museum Foundation Board.

**May 9:** Elaine Rice Bachmann met with Mark Letzer, Chair, Maryland Commission on Artistic Property.

**May 9:** Rob Schoeberlein chaired a meeting of the Maryland Center for History and Culture Library Committee.

**May 10:** Elaine Rice Bachmann and Chris Kintzel attended the kick-off meeting with C&G Partners, and DGS, for the interpretive exhibits in the Old Treasury Building and wayfinding signage on the State House grounds.

**May 10:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Steering Committee.

**May 10:** Chris Haley attended the inaugural meeting of the Civil Rights Advisory Group to create a guidebook which highlights persons, places, and events in Anne Arundel County related to civil rights.

**May 12:** Owen Lourie provided a tour of the Archives to Dr. Julie Shively, Command Historian of the Maryland National Guard, and Barbara Taylor, Curator, Maryland Museum of Military History.

**May 15:** Staff attended a MARAC-sponsored Project Management workshop at the Archives.

**May 15:** Danielle Smith presented a tour of the Archives to guests attending the MARAC Project Management workshop.

**May 16:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Committee.

**May 17:** Corey Lewis, Maria Day, and Megan Craynon met with members of the Venice Beach Community Association regarding preservation of community records.

**May 18:** Elaine Rice Bachmann gave remarks at a tea hosted by First Lady Dawn Flythe Moore, for the Foundation for the Preservation of Government House of Maryland, Inc.

**May 18:** Danielle Smith, Darby Nisbett, and Emily Oland Squires provided a tour of the Archives to Judicial College Courtroom Professional Certificate Program students.

**May 19:** Corey Lewis was a guest speaker at the East Baltimore Historical Library's Fundraiser dinner, which honored ten recipients of the John Brown Award.

**May 20:** Rachel Frazier gave a presentation to the Sussex County (Delaware) Genealogical Society.

**May 24:** Elaine Rice Bachmann attended a meeting of the MD250 Resource Stewardship and Heritage Tourism Committee.

**May 24:** Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture Publications Library Committee.

**May 25:** Maria Day represented the Archives at the Southern Maryland National Heritage Area Launch festivities in Accokeek.

**May 28:** Rachel Frazier gave a presentation on *German and Irish Immigrant Heritage* to the Baltimore County Genealogical Society.

**June 1:** Elaine Rice Bachmann attended a meeting of the Council of State Archivists.

**June 2:** Jeni Spamer attended a meeting of the Baltimore City Department of Legislative Reference group.

**June 5:** Megan Craynon and Maria Day attended a public meeting of the Maryland Commission on Indian Affairs.

**June 6:** Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Committee.

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/10/2022**

**Anne Arundel County, Department of Public Works, Engineering (General and Technical)**

Rec.: 12/10/2021 Appr.: 1/26/2023 RM Sch. #:C1388A1 MSA S1521-1527 Supersedes: None

---

**Charles County Sheriff's Office**

Rec.: 2/4/2020 Appr.: 12/7/2022 RM Sch. #:C1098A1 MSA S1521-1520 Supersedes: None

---

**City of Bowie City Clerk, City Manager's Office**

Rec.: 5/19/2022 Appr.: 2/14/2023 RM Sch. #:M473 MSA S1522-443 Supersedes: M269

---

**City of Bowie City Manager's Office, Economic Development Office**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M469 MSA S1522-434 Supersedes: None

---

**City of Bowie City Manager's Office, Office of Grant Development and Administration**

Rec.: 4/19/2022 Appr.: 11/28/2022 RM Sch. #:M466 MSA S1522-431 Supersedes: None

---

**City of Bowie City Manager's Office, Risk Management**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M470 MSA S1522-435 Supersedes: None

---

**City of Bowie Communications**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M472 MSA S1522-437 Supersedes: None

---

**City of Bowie Community Services**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M474 MSA S1522-438 Supersedes: M270

---

**City of Bowie Emergency Management**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M468 MSA S1522-433 Supersedes: None

---

**City of Bowie Finance**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M467 MSA S1522-432 Supersedes: None

---

**City of Bowie Information Technology**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M476 MSA S1522-440 Supersedes: None

---

**City of Bowie Personnel**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M471 MSA S1522-436 Supersedes: M272

---

**City of Bowie Planning and Community Development**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M477 MSA S1522-441 Supersedes: M271

---

**City of Bowie Police Department, Communications**

Rec.: 7/29/2022 Appr.: 3/21/2023 RM Sch. #:M494 MSA S1522-445 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/10/2022**

**City of Bowie Police Department, Fingerprint Records**

Rec.: 7/29/2022 Appr.: 3/21/2023 RM Sch. #:M495 MSA S1522-446 Supersedes: None

---

**City of Bowie Police Department, Property Records**

Rec.: 7/29/2022 Appr.: 1/25/2023 RM Sch. #:M499 MSA S1522-442 Supersedes: None

---

**City of Bowie Public Works**

Rec.: 5/19/2022 Appr.: 11/28/2022 RM Sch. #:M475 MSA S1522-439 Supersedes: M274

---

**Commissioners of Thurmont, Administration**

Rec.: 3/29/2022 Appr.: 10/24/2022 RM Sch. #:M453 MSA S1522-430 Supersedes: None

---

**Comptroller of Maryland, Comptroller's Office**

Rec.: 11/24/2021 Appr.: 1/20/2023 RM Sch. #:2969 MSA S1468-4229 Supersedes: None

---

**Comptroller of Maryland, Office of Communications**

Rec.: 11/24/2021 Appr.: 2/14/2023 RM Sch. #:2972 MSA S1468-4234 Supersedes: None

---

**Department of Agriculture, Plant Protection & Weed Management**

Rec.: 2/3/2023 Appr.: 2/14/2023 RM Sch. #:3011 MSA S1468-4235 Supersedes: 936-15, 2559

---

**Department of General Services, Technology Management Office, Mobile Device Records**

Rec.: 2/28/2023 Appr.: 3/28/2023 RM Sch. #:3012 MSA S1468-4243 Supersedes: None

---

**Department of Natural Resources - Licensing and Registration Service**

Rec.: 10/27/2020 Appr.: 12/6/2022 RM Sch. #:2963 MSA S1468-4224 Supersedes: 2829

---

**Department of Natural Resources, Aquatic Resources, Resource Assessment Services**

Rec.: 3/22/2017 Appr.: 4/6/2023 RM Sch. #:2813 MSA S1468-4244 Supersedes: None

---

**Department of Natural Resources, Chesapeake and Coastal Service**

Rec.: 10/27/2020 Appr.: 4/26/2023 RM Sch. #:2964 MSA S1468-4246 Supersedes: 2894

---

**Department of Public Safety and Correctional Services (DPSCS), Office of Equal Employment Opportunity (OEEO)**

Rec.: 11/14/2022 Appr.: 12/6/2022 RM Sch. #:3008 MSA S1468-4225 Supersedes: None

---

**Frederick County Government (FCG) - All County**

Rec.: 9/30/2022 Appr.: 10/24/2022 RM Sch. #:C1529 MSA S1521-1516 Supersedes: None

---

**Frederick County Government (FCG), Energy and Environment Division**

Rec.: 12/28/2022 Appr.: 2/14/2023 RM Sch. #:C1543 MSA S1521-1528 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/10/2022**

**Frederick County Government (FCG), Interagency Information Technologies Division**

Rec.: 12/28/2022 Appr.: 1/20/2023 RM Sch. #:C1545 MSA S1521-1523 Supersedes: None

---

**Frederick County Government (FCG), Senior Services Division**

Rec.: 12/28/2022 Appr.: 2/14/2023 RM Sch. #:C1548 MSA S1521-1529 Supersedes: None

---

**Frederick County Government (FCG), Solid Waste and Recycling Division**

Rec.: 12/28/2022 Appr.: 1/20/2023 RM Sch. #:C1549 MSA S1521-1524 Supersedes: None

---

**Frederick County Government (FCG), Transit Services Division**

Rec.: 12/28/2022 Appr.: 1/20/2023 RM Sch. #:C1550 MSA S1521-1525 Supersedes: None

---

**Frederick County Government (FCG), Volunteer Fire and Rescue Services Division**

Rec.: 12/28/2022 Appr.: 1/20/2023 RM Sch. #:C1551 MSA S1521-1526 Supersedes: None

---

**Howard County Department of Recreation and Parks**

Rec.: 4/6/2022 Appr.: 1/3/2023 RM Sch. #:C1519 MSA S1521-1521 Supersedes: None

---

**Howard County Government, Department of Technology and Communication Services**

Rec.: 2/8/2023 Appr.: 4/26/2023 RM Sch. #:C1553 MSA S1521-1531 Supersedes: None

---

**Maryland Department of Health, Behavioral Health Administration/Service Access and Practice Innovation**

Rec.: 8/30/2022 Appr.: 11/28/2022 RM Sch. #:787A MSA S1468-4221 Supersedes: Amends 787

Rec.: 8/30/2022 Appr.: 11/28/2022 RM Sch. #:800A2 MSA S1468-4222 Supersedes: Amends 800A

Rec.: 8/30/2022 Appr.: 11/28/2022 RM Sch. #:800B1 MSA S1468-4223 Supersedes: Amends 800B

Rec.: 12/19/2022 Appr.: 3/2/2023 RM Sch. #:800A1 MSA S1468-4237 Supersedes: Amends 800A

---

**Maryland Department of Health, Behavioral Health Administration/Service Access and Practice Innovation**

Rec.: 8/30/2022 Appr.: 11/28/2022 RM Sch. #:608A MSA S1468-4220 Supersedes: Amends 608

---

**Maryland Department of Health, Behavioral Health Administration, Service Access and Practice Innovation**

Rec.: 3/7/2023 Appr.: 3/28/2023 RM Sch. #:800A3 MSA S1468-4239 Supersedes: Amends 800, 800A, 800A1, 800A2, 800B, 800B1

---

**Maryland Department of Health, Deer's Head Hospital Center**

Rec.: 3/3/2023 Appr.: 3/28/2023 RM Sch. #:2138A MSA S1468-4240 Supersedes: 2138

---

**Maryland Department of Health, Office of Facilities Management and Development**

Rec.: 3/8/2023 Appr.: 3/28/2023 RM Sch. #:2020A4 MSA S1468-4241 Supersedes: Amends 2020, 2020A1, 2020A2, 2020A3

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/10/2022**

**Maryland Department of Health, Office of the Inspector General**

Rec.: 3/7/2023 Appr.: 3/28/2023 RM Sch. #:2333A3 MSA S1468-4242 Supersedes: Amends 2333, 2333A1, 2333A2

---

**Maryland Department of Health, The Office of Controlled Substances Administration (OCSA)**

Rec.: 8/25/2022 Appr.: 10/3/2022 RM Sch. #:2583A MSA S1468-4215 Supersedes: Amends 2583

---

**Maryland Department of Natural Resources, Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

Rec.: 7/23/2019 Appr.: 1/26/2023 RM Sch. #:2937 MSA S1468-4231 Supersedes: 2429

---

**Maryland Department of Natural Resources, Wildlife and Heritage Service**

Rec.: 1/11/2023 Appr.: 1/26/2023 RM Sch. #:2967 MSA S1468-4232 Supersedes: 2902

---

**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Finance**

Rec.: 3/21/2023 Appr.: 5/5/2023 RM Sch. #:3016 MSA S1468-4250 Supersedes: 911, 2267

---

**Maryland Judiciary, Administrative Office of the Courts, the District Court Headquarters, and all Judiciary Administrative and Fiscal Records**

Rec.: 4/24/2023 Appr.: 4/25/2023 RM Sch. #:3014 MSA S1468-4245 Supersedes: 750, 751; in part: 2330, 2219

---

**Maryland State Police Aviation Command (22)**

Rec.: 10/25/2022 Appr.: 12/7/2022 RM Sch. #:971-22-3A MSA S1468-4226 Supersedes: Amends 971-22-3

---

**Maryland State Police, Audit and Compliance Division (ACD) (4)**

Rec.: 1/18/2023 Appr.: 1/26/2023 RM Sch. #:971-04-6 MSA S1468-4230 Supersedes: 971-04-5

---

**Maryland State Police, Automotive Safety Enforcement Division (23)**

Rec.: 4/27/2023 Appr.: 5/5/2023 RM Sch. #:971-23-3 MSA S1468-4248 Supersedes: 971-23-2

---

**Maryland State Police, Commercial Vehicle Enforcement Division**

Rec.: 2/13/2023 Appr.: 2/22/2023 RM Sch. #:971-24-3 MSA S1468-4236 Supersedes: 971-24-2

---

**Maryland State Police, Department Property Unit-69**

Rec.: 9/8/2022 Appr.: 10/13/2022 RM Sch. #:971-69-1 MSA S1468-4214 Supersedes: 971-69

---

**Maryland State Police, Finance Division-79**

Rec.: 8/30/2022 Appr.: 10/13/2022 RM Sch. #:971-79-2 MSA S1468-4213 Supersedes: 971-79-1

---

**Maryland State Police, Internal Affairs Division (31)**

Rec.: 8/30/2022 Appr.: 1/3/2023 RM Sch. #:971-31-9 MSA S1468-4227 Supersedes: 971-31-8

---

**Maryland State Police, Motor Vehicle Division**

Rec.: 3/27/2023 Appr.: 5/5/2023 RM Sch. #:971-16-3 MSA S1468-4247 Supersedes: 971-16-2

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/10/2022**

**Maryland State Police, Office of Fair Practices (11)**

Rec.: 12/15/2022 Appr.: 1/20/2023 RM Sch. #:971-11-6 MSA S1468-4228 Supersedes: 971-11-5

---

**Maryland State Police, Office of Media Communications (5)**

Rec.: 7/14/2022 Appr.: 10/27/2022 RM Sch. #:971-05-3A MSA S1468-4217 Supersedes: None

---

**Maryland State Police, Office of the Department Prosecutor (47)**

Rec.: 10/11/2022 Appr.: 3/13/2023 RM Sch. #:971-47-1 MSA S1468-4238 Supersedes: 971-47

---

**Maryland State Police, Quartermaster Division (13)**

Rec.: 7/14/2022 Appr.: 11/14/2022 RM Sch. #:971-13-5 MSA S1468-4219 Supersedes: 971-13-4

---

**Maryland State Police, Strategic Planning Command (SPC) (35)**

Rec.: 2/13/2023 Appr.: 2/14/2023 RM Sch. #:971-35-2A MSA S1468-4233 Supersedes: None

---

**Maryland State Police, Vehicle Theft Prevention Council**

Rec.: 11/2/2022 Appr.: 11/14/2022 RM Sch. #:971-300-2 MSA S1468-4218 Supersedes: 971-300-1

---

**Ocean City Management Information Systems**

Rec.: 2/13/2023 Appr.: 2/22/2023 RM Sch. #:M99A MSA S1522-444 Supersedes: Amend M99

---

**Office of the Secretary of State, Charities and Legal Services Division**

Rec.: 10/16/2019 Appr.: 10/24/2022 RM Sch. #:1891A2 MSA S1468-4216 Supersedes: None

---

**Somerset County Sheriff's Office, Administration**

Rec.: 4/13/2022 Appr.: 1/20/2023 RM Sch. #:C1521 MSA S1521-1522 Supersedes: C1401

---

**Somerset County Sheriff's Office, Fiscal**

Rec.: 4/13/2022 Appr.: 11/17/2022 RM Sch. #:C1524 MSA S1521-1518 Supersedes: C1363

---

**Somerset County Sheriff's Office, Operations**

Rec.: 4/13/2022 Appr.: 12/1/2022 RM Sch. #:C1522 MSA S1521-1519 Supersedes: C1418

---

**St. Mary's County, County Administrator**

Rec.: 10/27/2020 Appr.: 10/27/2022 RM Sch. #:C1496 MSA S1521-1517 Supersedes: C1267, C1372

---

**St. Mary's County, Department of Finance**

Rec.: 7/19/2022 Appr.: 3/28/2023 RM Sch. #:C1531 MSA S1521-1530 Supersedes: C1462

---

**University of Maryland Global Campus**

Rec.: 4/26/2022 Appr.: 5/5/2023 RM Sch. #:2983 MSA S1468-4249 Supersedes: 1756

---

**Retention Schedule Summary**

State agency schedules approved - 38

County agency schedules approved - 16

Municipal agency schedules approved - 17

Total number of State Archives schedules approved - 71

Images of all approved State Archives schedules are available online at

[https://msa.maryland.gov/msa/intromsa/html/record\\_mgmt1/approved\\_schedules.html](https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules.html)

<b>Disposal Certificate Summary</b>
Total number of digital certificates - 179
Total number of paper certificates - 138
Total number of certificates - 317
Images of disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

<p style="text-align: center;"><b>Maryland State Archives</b>  <b>Digital Disposal Certificates Approved</b>  <b>Since Hall of Records Meeting</b>  <b>11/10/2022</b></p>		
<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/5/2022	Howard County Circuit Court	SE55-6758
10/5/2022	Howard County Circuit Court	SE55-6759
10/5/2022	Carroll County Sheriff's Office	SE55-6760
10/7/2022	Chevy Chase Village Government	SE55-6762
10/11/2022	City of College Park Department of Public Services	SE55-6795
10/11/2022	City of College Park Department of Public Services	SE55-6796
10/11/2022	City of College Park Department of Public Services	SE55-6797
10/12/2022	City of College Park Department of Public Services	SE55-6798
10/12/2022	Maryland State Police Executive Protection Division	SE55-6799
10/12/2022	City of College Park Department of Public Services	SE55-6800
10/18/2022	Maryland Department of Transportation Maryland Port Administration - Safety and Risk Management	SE55-6801
10/18/2022	Maryland Department of Transportation Maryland Port Administration - Security	SE55-6802
10/20/2022	City of College Park Department of Public Services	SE55-6803
10/20/2022	City of College Park Department of Public Services	SE55-6804
10/20/2022	City of College Park Department of Public Services	SE55-6805
10/21/2022	City of College Park Department of Public Services	SE55-6806
10/21/2022	City of College Park Department of Public Services	SE55-6807
10/21/2022	City of College Park Department of Public Services	SE55-6808
10/21/2022	City of College Park Department of Public Services	SE55-6809
10/21/2022	City of College Park Department of Public Services	SE55-6810
10/24/2022	Carroll County Detention Center	SE55-6811
10/24/2022	Carroll County Detention Center	SE55-6812
10/24/2022	Carroll County Detention Center	SE55-6813
10/26/2022	Maryland Department of Transportation Maryland Vehicle Administration	SE55-6814
11/1/2022	Maryland State Police Executive Protection Division	SE55-6815

11/2/2022	Howard County Circuit Court	SE55-6816
11/7/2022	Carroll County Detention Center	SE55-6817
11/14/2022	Dorchester Circuit Court	SE55-6818
11/18/2022	Carroll County Detention Center	SE55-6820
11/21/2022	Maryland Department of Health Somerset County Health Department	SE55-6821
11/21/2022	Maryland Department of Health Somerset County Health Department	SE55-6822
11/22/2022	Maryland Department of Health Queen Anne's County Department of Health	SE55-6823
11/28/2022	Maryland State Police Strategic Planning Command	SE55-6824
11/30/2022	Salisbury Government PROCUREMENT	SE55-6825
12/2/2022	Carroll County Detention Center	SE55-6826
12/5/2022	Carroll County Detention Center	SE55-6827
12/5/2022	Salisbury Government Water Works - WWTP	SE55-6828
12/7/2022	Maryland State Police Barrack T Leonardtown	SE55-6829
12/7/2022	Garrett Circuit Court	SE55-6831
12/8/2022	Baltimore County Circuit Court	SE55-6832
12/13/2022	Maryland State Police Executive Protection Division	SE55-6833
12/16/2022	Maryland Department of the Environment	SE55-6834
12/19/2022	Anne Arundel County Community College Document Services/Records Retention	SE55-6835
12/22/2022	Maryland State Police Berlin Barrack	SE55-6836
12/22/2022	Garrett Circuit Court	SE55-6837
12/22/2022	Carroll County Detention Center	SE55-6839
12/30/2022	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6840
12/30/2022	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6841
12/30/2022	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6842
12/30/2022	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6843
12/30/2022	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-6844
12/30/2022	Maryland Department of Health and Mental Hygiene WMRL	SE55-6845
12/30/2022	Maryland Department of Health and Mental Hygiene WMRL	SE55-6846
12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6847
12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6848

12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6849
12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6850
12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6851
12/30/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6852
1/3/2023	Maryland Office of the Attorney General Contract Lit. - Karen Henry	SE55-6853
1/3/2023	Maryland Office of the Attorney General Personnel - J. Stratton	SE55-6854
1/3/2023	Maryland Office of the Attorney General MD Dept. of State Police - K. Townes	SE55-6855
1/3/2023	Worcester County Sheriff's Office	SE55-6856
1/4/2023	Baltimore County Circuit Court	SE55-6857
1/6/2023	Anne Arundel County Detention Center	SE55-6858
1/6/2023	Anne Arundel County Detention Center	SE55-6859
1/11/2023	Carroll County Detention Center	SE55-6860
1/13/2023	Maryland State Police Inspection and Compliance Division (04)	SE55-6861
1/13/2023	Carroll County Detention Center	SE55-6862
1/17/2023	Maryland Office of the Attorney General Central Files - Crim Appeals	SE55-6863
1/17/2023	Howard County Circuit Court	SE55-6864
1/18/2023	Prince George's County Circuit Court	SE55-6869
1/19/2023	Maryland State Police Legislative Security Section	SE55-6870
1/20/2023	Anne Arundel County Community College Document Services/Records Retention	SE55-6871
1/23/2023	Maryland State Police Legislative Security Section	SE55-6872
1/23/2023	Maryland State Police Legislative Security Section	SE55-6873
1/23/2023	Carroll County Detention Center	SE55-6874
1/23/2023	Maryland Department of Commerce	SE55-6875
1/23/2023	Carroll County Detention Center	SE55-6876
1/24/2023	Maryland State Police Leonardtown Barrack	SE55-6896
1/25/2023	Maryland State Police Executive Protection Division	SE55-6897
1/25/2023	Maryland Department of Transportation The Secretary's Office of Real Estate & Economic Development	SE55-6898
1/25/2023	Maryland-National Capital Park and Planning Commission	SE55-6899
1/26/2023	Baltimore County Circuit Court	SE55-6900
1/26/2023	Maryland State Police Barrack W McHenry and Western Troop	SE55-6901
1/29/2023	Saint Mary's County Register of Wills	SE55-6902
1/30/2023	City of Cumberland	SE55-6903

1/30/2023	Garrett Circuit Court	SE55-6904
1/30/2023	City of Cumberland Finance - Utility Billing	SE55-6905
1/31/2023	Carroll County Detention Center	SE55-6906
2/2/2023	City of Rockville Police Department	SE55-6908
2/2/2023	Carroll County Circuit Court Jury Records	SE55-6916
2/3/2023	Calvert Circuit Court Criminal	SE55-6917
2/3/2023	Carroll County Detention Center	SE55-6918
2/4/2023	Saint Mary's County Register of Wills	SE55-6919
2/6/2023	Calvert County Government	SE55-6920
2/6/2023	Chevy Chase Village Government	SE55-6921
2/7/2023	Thurmont Government	SE55-6922
2/8/2023	Maryland Department of Transportation The Secretary's Office of Real Estate & Economic Development	SE55-6925
2/13/2023	Maryland Department of Transportation Maryland Transportation Authority - Engineering & Construction	SE55-6926
2/13/2023	Carroll County Detention Center	SE55-6927
2/14/2023	Baltimore County Circuit Court	SE55-6937
2/22/2023	Prince George's County Circuit Court	SE55-6944
2/23/2023	Maryland State Ethics Commission	SE55-6946
2/24/2023	Worcester County Circuit Court Criminal	SE55-6947
2/24/2023	Maryland School for the Deaf Columbia Campus	SE55-6948
2/28/2023	Maryland Department of Transportation Maryland Vehicle Administration Human Resources and Organizational	SE55-6949
3/1/2023	Maryland School for the Deaf Frederick Campus	SE55-6950
3/1/2023	Maryland Office of the Attorney General Central Files & 20th fl File Room	SE55-6951
3/1/2023	Carroll County Detention Center	SE55-6952
3/1/2023	Carroll County Detention Center	SE55-6953
3/9/2023	Howard County Circuit Court	SE55-6961
3/9/2023	Maryland Department of Transportation Maryland Port Administration - Security	SE55-6962
3/9/2023	Maryland Department of Transportation Maryland Port Administration - Finance/Accounting	SE55-6963
3/9/2023	Howard County Circuit Court	SE55-6964
3/9/2023	Howard County Circuit Court	SE55-6965
3/9/2023	Howard County Circuit Court	SE55-6966
3/9/2023	Howard County Circuit Court	SE55-6967
3/13/2023	Maryland Department of the Environment	SE55-6970
3/14/2023	Montgomery County Circuit Court	SE55-6971
3/15/2023	Maryland Department of Transportation The Secretary's Office of Real Estate & Economic Development	SE55-6976
3/16/2023	Baltimore County Circuit Court	SE55-6977
3/16/2023	Carroll County Detention Center	SE55-6978
3/16/2023	Carroll County Detention Center	SE55-6979

3/21/2023	Maryland-National Capital Park and Planning Commission	SE55-6980
8/16/2022	Baltimore County Public School	SE55-6981
7/13/2022	Baltimore County Public School	SE55-6982
7/29/2022	Baltimore County Public School	SE55-6983
3/9/2023	Maryland State Police, Golden Ring Barrack	SE55-6984
3/27/2023	Maryland Department of Transportation The Secretary's Office of Real Estate & Economic Development	SE55-6985
3/27/2023	Carroll County Detention Center	SE55-6986
3/28/2023	Maryland State Police Eastern Troop and Salisbury Barrack	SE55-6987
3/22/2023	Baltimore County Public School	SE55-6988
2/6/2023	Baltimore County Public School	SE55-6989
3/7/2023	Baltimore County Public School	SE55-6990
3/30/2023	Baltimore County Public School	SE55-6994
3/31/2023	Town of Walkersville Government	SE55-6995
3/31/2023	Chevy Chase Village Government	SE55-6996
4/5/2023	Carroll County Detention Center	SE55-6999
4/7/2023	Maryland State Police Office of State Fire Marshal	SE55-7000
4/10/2023	Maryland District Court	SE55-7001
4/11/2023	Maryland Office of the Attorney General Consumer Protection - Desiree DeVoe	SE55-7002
4/12/2023	Maryland Department of Transportation Maryland Transportation Authority - Operations - Toll Collection Records & Reports	SE55-7004
4/12/2023	Maryland Department of Transportation Maryland Transportation Authority - Human Resources and Workforce Development	SE55-7005
4/12/2023	Maryland Department of Transportation Maryland Transportation Authority - Department of Procurement	SE55-7006
4/12/2023	Maryland Department of Transportation Maryland Transportation Authority - Human Resources and Workforce Development	SE55-7007
3/30/2023	Baltimore County Public School, CORD 08/19/2021	SE55-7008
3/31/2023	Baltimore County Public School, CORD 09/09/2021	SE55-7009
3/31/2023	Baltimore County Public School, CORD 08/30/2021	SE55-7010
3/31/2023	Baltimore County Public School, CORD 08/30/2021	SE55-7011
4/14/2023	Maryland State Police Information Technology Division	SE55-7019
4/17/2023	Veterans Affairs	SE55-7020
4/17/2023	Baltimore County Public School, 10/27/2021	SE55-7022
2/2/2023	Baltimore County Public School, CORD 02/02/2022	SE55-7023
4/18/2023	Baltimore County Public School, CORD 06/21/2021	SE55-7024
4/18/2023	Baltimore County Public School, CORD 06/23/2021	SE55-7025
9/29/2022	Baltimore County Public School, CORD 03/15/2022	SE55-7026
4/18/2023	Baltimore County Public School, CORD 12/13/2021	SE55-7027
4/26/2023	Carroll County Detention Center	SE55-7028

4/26/2023	Howard County Circuit Court	SE55-7029
4/26/2023	Maryland Department of Transportation The Secretary's Office of Real Estate & Economic Development	SE55-7030
4/27/2023	Maryland State Police Berlin Barrack	SE55-7031
4/27/2023	Anne Arundel County Detention Center	SE55-7032
4/27/2023	Anne Arundel County Detention Center	SE55-7033
2/10/2023	Baltimore County Public School, CORD 06/22/2022	SE55-7034
10/5/2022	Baltimore County Public School, CORD 05/11/2022	SE55-7035
2/10/2023	Baltimore County Public School, CORD 03/30/2022	SE55-7036
4/28/2023	City of Cumberland City Clerk	SE55-7050
4/28/2023	Kent County Department of Social Services Administration	SE55-7051
4/30/2023	Kent County Department of Social Services	SE55-7052
5/2/2023	Maryland 529	SE55-7053
4/11/2023	Chevy Chase Village Government	SE55-7054
5/3/2023	Maryland Department of Agriculture Plant Protection and Weed Management	SE55-7055
5/3/2023	Dorchester Circuit Court	SE55-7056
5/3/2023	Carroll County Detention Center	SE55-7057
5/3/2023	Carroll County Detention Center	SE55-7058
4/7/2023	Maryland State Department of Education, Office of Audits	SE55-7066
3/28/2023	Department of General Services, State Records Management	SE55-7067
4/21/2023	Charles County Circuit Court	SE55-7068

Maryland State Archives  
 Paper Disposal Certificates Approved  
 Since Hall of Records Meeting  
 On 11/10/2022

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
2/23/2022	Department of Human Services, Kent County Department of Social Services, Budget and Finance	SE55-6761
8/4/2022	District Court 9 Harford County, Fiscal/Accounting	SE55-6763
8/10/2022	Kent County, Department of Social Services, Budget and Finance	SE55-6764
8/22/2022	Maryland State Commission on Criminal Sentencing Policy	SE55-6765
8/29/2022	District Court 12 Allegany County	SE55-6766
8/29/2022	District Court 12 Garrett County	SE55-6767
8/29/2022	District Court 12 Garrett County	SE55-6768
8/19/2022	District Court 4 Calvert County	SE55-6769
8/19/2022	District Court 4 Calvert County	SE55-6770
8/19/2022	District Court 4 Calvert County	SE55-6771
8/19/2022	District Court 4 Calvert County	SE55-6772
8/19/2022	District Court 4 Calvert County	SE55-6773
8/19/2022	District Court 4 Calvert County	SE55-6774
8/19/2022	District Court 4 Calvert County	SE55-6775
8/19/2022	District Court 4 Calvert County	SE55-6776
8/19/2022	District Court 4 Calvert County	SE55-6777
8/19/2022	District Court 4 Calvert County	SE55-6778
8/19/2022	District Court 4 Calvert County	SE55-6779
8/19/2022	District Court 4 Calvert County	SE55-6780
8/19/2022	District Court 4 Calvert County	SE55-6781
8/19/2022	District Court 4 Calvert County	SE55-6782
8/29/2022	District Court 12 Garrett County	SE55-6783
8/29/2022	District Court 12 Garrett County	SE55-6784
8/29/2022	District Court 12 Garrett County	SE55-6785
8/29/2022	District Court 12 Garrett County	SE55-6786
8/29/2022	District Court 12 Allegany County	SE55-6787
8/29/2022	District Court 12 Allegany County	SE55-6788
9/2/2022	District Court 12 Allegany County	SE55-6789
8/30/2022	Anne Arundel County Detention Center, Administration	SE55-6790
9/13/2022	District Court 1 Baltimore City	SE55-6791
3/8/2021	District Court 4 Calvert County (Administrative Operation Record and Files 10/01/2014-12/31/2017)	SE55-6792
3/9/2021	District Court 4 Calvert County (Administrative, Personnel Files 01/01/2014-12/31/2017)	SE55-6793

6/17/2021	District Court 4 Calvert County (Traffic, All 10/01/2014-12/31/2017)	SE55-6794
11/2/2022	District Court 1, Baltimore City	SE55-6819
8/30/2022	Maryland State Police, Department Property Unit 69	SE55-6830
12/12/2022	District Court 2 Somerset County	SE55-6838
1/3/2023	Frederick County Government (FCG), Internal Audit	SE55-6865
1/3/2023	Frederick County Government (FCG), Finance Division	SE55-6866
1/3/2023	Frederick County Government (FCG), Finance Division	SE55-6867
1/3/2023	Frederick County Government (FCG), Internal Audit	SE55-6868
9/20/2022	District Court 11 Frederick County	SE55-6877
9/20/2022	District Court 11 Frederick County	SE55-6878
10/26/2022	Charles County Sheriff's Office, Corrections	SE55-6879
10/21/2022	District Court 4 St. Mary's County	SE55-6880
9/30/2022	Kent County, Department of Social Seviles, Human Resources	SE55-6881
8/31/2021	Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation, Depository (Banking)	SE55-6882
11/2/2021	Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation, Depository Corporate Activities	SE55-6883
2/8/2022	Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation, Depository Corporate Activities	SE55-6884
10/7/2021	Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation, Depository Corporate Activities	SE55-6885
9/12/2022	Frederick County Circuit Court	SE55-6886
11/17/2022	District Court 12 Allegany County	SE55-6887
11/17/2022	District Court 12 Allegany County	SE55-6888
12/5/2022	District Court 12 Allegany County	SE55-6889
12/4/2022	Village of Martin's Addition	SE55-6890
12/6/2022	Frederick County Government, Division of Water and Sewer Utilities	SE55-6891
1/3/2023	District Court 12 Garrett County	SE55-6892
1/3/2023	District Court 12 Garrett County	SE55-6893
1/9/2023	St. Mary's County Government, Office of the County Attorney	SE55-6894
1/6/2023	Frederick County Government (FCG), Public Works Division	SE55-6895
1/24/2023	Frederick County Government (FCG), Water and Sewer Utilities Division	SE55-6907
1/25/2023	Frederick County Government, Planning and Permitting Division	SE55-6909

1/25/2023	Frederick County Government, Planning and Permitting - Agricultural Preservation Division	SE55-6910
1/25/2023	Frederick County Government, Division of Planning and Permitting, Livable Frederick Planning and Design Office	SE55-6911
1/25/2023	Frederick County Government, Planning and Permitting Division	SE55-6912
1/25/2023	Frederick County Government, Planning and Permitting Division	SE55-6913
1/25/2023	Frederick County Government, Planning and Permitting Division, Department of Permits and Inspections	SE55-6914
1/19/2023	Maryland State Police, P.C.S.D.	SE55-6915
2/24/2020	District Court 3 Cecil County	SE55-6923
2/24/2020	District Court 3 Cecil County	SE55-6924
1/13/2023	District Court 12 Allegany County	SE55-6928
1/12/2023	District Court 12 Allegany County	SE55-6929
1/11/2023	District Court 12 Allegany County	SE55-6930
1/13/2023	District Court 12 Allegany County	SE55-6931
1/12/2023	District Court 12 Allegany County	SE55-6932
1/11/2023	District Court 12 Allegany County	SE55-6933
1/20/2023	Washington County Circuit Court	SE55-6934
1/25/2023	St. Mary's County Treasurer's Office	SE55-6935
2/2/2023	Maryland State Police, 98-Police Communications Support Division	SE55-6936
2/6/2023	Town of Hampstead, Municipal	SE55-6938
2/8/2023	Anne Arundel County Detention Center, Administration	SE55-6939
2/8/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-6940
2/8/2023	Frederick County Government, Division of Water and Sewer Utilities	SE55-6941
2/2/2023	Maryland State Police, Barrack L, Forestville (61)	SE55-6942
2/17/2023	District Court of Maryland	SE55-6943
2/16/2023	Anne Arundel County Detention Center, Administration	SE55-6945
2/10/2023	District Court 12 Allegany County	SE55-6954
2/10/2023	District Court 10 Howard County	SE55-6955
2/24/2023	Maryland State Archives on behalf of the Office of the Governor	SE55-6956
2/21/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-6957
2/16/2023	Frederick County Government, Senior Services	SE55-6958
2/15/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-6959
2/24/2023	District Court 7 Anne Arundel County	SE55-6960
3/2/2023	Frederick County Government, DPW - Professional Services	SE55-6968

2/27/2023	Maryland State Police, Barrack I, Easton	SE55-6969
12/1/2021	Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation, Depository Corporate Activities	SE55-6972
2/1/2023	Environment Department, Air and Radiation Administration	SE55-6973
3/6/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-6974
3/6/2023	Maryland State Police, Golden Ring Barrack	SE55-6975
3/16/2023	Anne Arundel County Detention Center, Administration	SE55-6991
3/23/2023	District Court of Maryland, MATS/TPC-Money Room	SE55-6992
3/10/2023	District Court 3 Cecil County	SE55-6993
2/25/2022	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6997
3/27/2023	District Court of Maryland, Towson District Court-Civil Department	SE55-6998
3/28/2023	District Court 1 Baltimore City	SE55-7012
3/28/2023	District Court 1 Baltimore City	SE55-7013
3/27/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-7014
3/16/2023	Frederick County Government, Division of Solid Waste and Recycling	SE55-7015
3/31/2023	District Court of Maryland, MATS/TPC-Money Room	SE55-7016
4/10/2023	District Court of Maryland, DCTPC- Call Center - Ticket Room	SE55-7017
3/30/2023	Anne Arundel County Detention Center, Administration	SE55-7018
1/31/2023	Anne Arundel County Detention Center, Administration	SE55-7021
4/20/2023	Anne Arundel County Detention Center, Administration	SE55-7037
4/19/2023	Maryland State Police, Golden Ring Barrack	SE55-7038
4/11/2023	Frederick County Government, DPW, DECM	SE55-7039
4/11/2023	Frederick County Government, Citizens Services Division	SE55-7040
4/11/2023	Frederick County Government, Office of Transportation Engineering	SE55-7041
4/11/2023	Frederick County Government, DPW, DECM	SE55-7042
4/11/2023	Frederick County Government, DPW-DECM-OPM	SE55-7043
4/11/2023	Frederick County Government, DPW-DECM	SE55-7044
4/11/2023	Frederick County Government, Public Works Division-Administration	SE55-7045
4/11/2023	Frederick County Government, DPW-DECM	SE55-7046
4/11/2023	Maryland State Police, Golden Ring Barrack	SE55-7047
4/14/2023	Maryland State Police, Golden Ring Barrack	SE55-7048
4/10/2023	District Court of Maryland, MATS/TPC-Money Room	SE55-7049
4/28/2023	District Court of Maryland, MATS/TPC-Money Room	SE55-7059
2/23/2023	Harford County Circuit Court	SE55-7060

3/7/2023	Kent County Department of Social Services (DHR), Budget and Finance	SE55-7061
3/7/2023	Kent County Department of Social Services (DHR), Budget and Finance	SE55-7062
3/17/2023	St. Mary's County, Department of Finance	SE55-7063
3/23/2023	Charles County Government, DPW/Roads	SE55-7064
3/10/2023	District Court 9 Harford County	SE55-7065
4/18/2023	District Court 12 Garrett County	SE55-7069
4/28/2023	St. Mary's County Government, Office of the County Attorney	SE55-7070
3/10/2023	District Court 3 Kent County	SE55-7071
3/10/2023	District Court 3 Kent County	SE55-7072
3/10/2023	District Court 3 Kent County	SE55-7073
3/10/2023	District Court 3 Kent County	SE55-7074
4/27/2023	Charles County Circuit Court	SE55-7075

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

COURT OF APPEALS STANDING COMMITTEE ON  
RULES OF PRACTICE & PROCEDURE

(General File, Access Rules)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/13/2022	T5425	1999-2017	7 Volumes

(General File, Maryland Electronic Courts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/13/2022	T5424	2003-2020	4 Volumes, 1 Box

COURT OF APPEALS STANDING COMMITTEE ON RULES OF PRACTICE &  
PROCEDURE

(General File, Pretrial Release)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/13/2022	T5423	2008, 2016- 2017	1 Box

DEPARTMENT OF AGRICULTURE RURAL MARYLAND COUNCIL

(Agenda and Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/5/2023	T5427	1999-2010	1 Box

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

DEPARTMENT OF HUMAN SERVICES

(Center for Excellence)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/16/2023	TE161	2021-2022	9 Digital Files

(Family First)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/16/2023	TE160	2019-2022	14 Digital Files

(MD THINK)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/16/2023	TE159	2017-2022	91 Digital Files

(myLife Website)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/16/2023	TE158	2022	1 Digital File

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

DEPARTMENT OF JUVENILE SERVICES

**(Memoranda)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2022	TE164	2015-2022	10 Digital Files

**(Press Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2022	TE166	2018, 2020-2022	10 Digital Files

**(Program Plans)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2022	TE163	2015, 2017	2 Digital Files

**(Reports and Statistics)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2022	TE165	2015, 2017-2022	17 Digital Files

**(Research Documents)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2022	TE162	2015, 2018-2021	5 Digital Files

DEPARTMENT OF STATE POLICE

**(After Action Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE148	2015	1 Digital File

**(Agency Summaries)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE149	2017,2022	2 Digital Files

**(Agreements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE150	2022	1 Digital File

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

**(Memoranda)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE151	2020,2022	2 Digital Files

**(Newsletters)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE152	2018-2022	24 Digital Files

**(Plans)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE153	2018,2022	2 Digital Files

**(Press)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE154	2015-2022	36 Digital Files

**(Publications)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE155	2016-2017	2 Digital Files

**(Social Media)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE156	2015-2022	10 Digital Files

**(Studies)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/16/2022	TE157	2020	1 Digital File

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

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>
11/30/2022	T2048		151 Maps/Plats
1/31/2023	T2048		2 Maps/Plats
2/28/2023	T2048		41 Maps/Plats
3/31/2023	T2048		79 Maps/Plats
4/30/2023	T2048	2023	126 Maps/Plats

DEPARTMENT OF VETERANS AFFAIRS  
(Marketing Materials)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/6/2022	T5426	2021-2022	3 Pages

DEPARTMENT OF VETERANS AFFAIRS MARYLAND VETERANS COMMISSION  
(Minutes and Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/6/2022	T5179	2020-2021	61 Pages

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>
1/12/2023	T290	2022	19 Boxes

GENERAL ASSEMBLY SENATE  
(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/13/2023	T293	2022	21 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/13/2023	T294	2022	7 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/21/2022	T857	2019-2022	9 Boxes

GOVERNOR OFFICE OF LEGAL COUNSEL, HOGAN

(General File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/17/2023	T5430	2015-2023	8 Boxes

GOVERNOR OFFICE OF LEGAL COUNSEL, O'MALLEY

(Subject File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/17/2023	T4958		1 Box

GOVERNOR'S OFFICE OF COMMUNITY INITIATIVES, MARYLAND COMMISSION  
ON INDIAN AFFAIRS

(Petitions for State Recognition)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/5/2023	T5448	1995-2011	1 Box

GOVERNOR, HOGAN

(Correspondence)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/4/2023	T5011	2015-2022	169 Box

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

MARYLAND DEPARTMENT OF EMERGENCY MANAGEMENT

**(After Action Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/24/2022	TE143	2015-2019	8 Digital Files

**(Organizational Charts)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/24/2022	TE144	2020-2021	5 Digital Files

**(Plans)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/24/2022	TE146	2015-2022	6 Digital Files

**(Publications)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/24/2022	TE147	10/24/2022	47 Digital Files

**(Video and Photographs, Digital)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/24/2022	TE145	2018-2022	288 Digital Files

MARYLAND DEPARTMENT OF HEALTH, KENT COUNTY HEALTH DEPARTMENT

**(Tuberculosis Register)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/3/2023	T5447	1940-1980	1 Box

MARYLAND HIGHER EDUCATION COMMISSION

**(Letters)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/30/2023	TE168	2020-2021	16 Digital Files

**(Memoranda)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/30/2023	TE167	2020-2021	5 Digital Files

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

MARYLAND STATE COMMISSION ON CRIMINAL SENTENCING POLICY  
(Annual Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/17/2023	TE48	2022	1 Digital File

(Maryland Sentencing Guidelines Database)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/14/2022	TE50	2020-2021	367,959 Database Records

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1896	2022	3 Maps/Plats
1/31/2023	T1896	2023	4 Maps/Plats
2/28/2023	T1896	2023	3 Maps/Plats
3/31/2023	T1896	2023	3 Maps/Plats
4/30/2023	T1896	2023	4 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

ANNAPOLIS CITY CLERK

**(Administrative Correspondence)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5397	1966-2020	3 Boxes

**(Agreements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5414	2005-2017	1 Box

**(Annexations)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5415	1998-2016	2 Boxes

**(Boards and Commissions Minutes)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5396	1966-2019	1 Box

**(Journal of Proceedings)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5416	1997-2021	15 Volumes

**(Legislation File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5418	2014-2020	3 Boxes

**(Minutes, Closed Session)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/17/2022	T5417	2012-2020	1 Box

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/22/2022	T1067	1991-2010	186 Boxes
2/23/2023	T1067	1991-2005	194 Boxes

(Marriage Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/23/2023	T5394	1998-1999	4 Boxes

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>
10/31/2022	T1897	2022	81 Maps/Plats
11/30/2022	T1897	2022	28 Maps/Plats
1/31/2023	T1897	2023	37 Maps/Plats
2/28/2023	T1897	2023	9 Maps/Plats
3/31/2023	T1897	2023	20 Maps/Plats
4/30/2023	T1897	2023	52 Maps/Plats

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>
11/30/2022	T1898	2022	4 Maps/Plats
1/31/2023	T1898	2023	4 Maps/Plats
3/31/2023	T1898	2023	12 Maps/Plats
4/30/2023	T1898	2023	66 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

BALTIMORE COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/8/2023	T697	1991-2001	95 Boxes

(District Court Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/3/2023	T2428	1995-2006	133 Volumes

(Federal Tax Lien Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/3/2023	T2431	1995-2006	94 Volumes

(Marriage Applications)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/8/2023	T5406	2004-2010	28 Boxes

(Marriage Return of Service)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/8/2023	T5431	2004-2010	23 Boxes

(State Lien Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/3/2023	T4193	1965-2006	253 Volumes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1899	2022	14 Maps/Plats
1/31/2023	T1899	2023	24 Maps/Plats
2/28/2023	T1899	2023	5 Maps/Plats
3/31/2023	T1899	2023	49 Maps/Plats
4/30/2023	T1899	2023	4 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2023	T679	2012-2013	151 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2023	T1203	2006-2013	1 Box

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2023	T5194	2014-2016	11 Boxes

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1900	2022	7 Maps/Plats
1/31/2023	T1900	2023	8 Maps/Plats
3/31/2023	T1900	2023	12 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1901	2022	18 Maps/Plats
1/31/2023	T1901	2023	8 Maps/Plats
2/28/2023	T1901	2023	5 Maps/Plats
3/31/2023	T1901	2023	16 Maps/Plats
4/30/2023	T1901	2023	7 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1902	2022	11 Maps/Plats
2/28/2023	T1902	2023	13 Maps/Plats
3/31/2023	T1902	2023	6 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1903	2022	9 Maps/Plats
1/31/2023	T1903	2023	4 Maps/Plats
2/28/2023	T1903	2023	5 Maps/Plats
3/31/2023	T1903	2023	5 Maps/Plats
4/30/2023	T1903	2023	2 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1904	2022	13 Maps/Plats
1/31/2023	T1904	2023	12 Maps/Plats
3/31/2023	T1904	2023	18 Maps/Plats
4/30/2023	T1904	2023	41 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1905	2022	9 Maps/Plats
1/31/2023	T1905	2023	5 Maps/Plats
2/28/2023	T1905	2023	4 Maps/Plats
3/31/2023	T1905	2023	15 Maps/Plats
4/30/2023	T1905	2023	5 Maps/Plats

FREDERICK LEGAL DEPARTMENT

(Ordinances)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/25/2023	T5444	1954-2022	5 Boxes

FREDERICK LEGAL DEPARTMENT

(Resolutions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/25/2023	T5445	1955-2013	3 Boxes

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

FREDERICK COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Frederick)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1906	2022	25 Maps/Plats
1/31/2023	T1906	2023	46 Maps/Plats
2/28/2023	T1906	2023	46 Maps/Plats
3/31/2023	T1906	2023	147 Maps/Plats
4/30/2023	T1906	2023	68 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Garrett)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1907	2022	7 Maps/Plats
1/31/2023	T1907	2023	8 Maps/Plats
2/28/2023	T1907	2023	12 Maps/Plats
3/31/2023	T1907	2023	7 Maps/Plats
4/30/2023	T1907	2023	5 Maps/Plats

HARFORD COUNTY CIRCUIT COURT

**(Adoption Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/16/2023	T3141	2005-2010	13 Boxes

**(Business Licenses, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/16/2023	T4133	2018-2020	1 Box

**(Marriage Application, License, and Return)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/16/2023	T4988	2018-2021	10 Boxes

**(Termination of Parental Rights)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/16/2023	T4784	2005-2009	11 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

HARFORD COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Harford)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1908	2022	21 Maps/Plats
1/31/2023	T1908	2023	14 Maps/Plats
2/28/2023	T1908	2023	21 Maps/Plats
3/31/2023	T1908	2023	25 Maps/Plats
4/30/2023	T1908	2023	32 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

**(Adoption, Termination of Parental Rights,  
and Voluntary Placements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2022	T5422	1997-2018	16 Boxes

**(Emergency Evaluations, Juvenile)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2022	T5420	2003-2018	1 Box

**(Homeowners Association Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2022	T5419	1988-2022	16 Boxes

**(Juvenile Dockets)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2022	T5421	1963-2001	7 Boxes

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T2466	2022	18 Maps/Plats
1/31/2023	T2466	2023	10 Maps/Plats
2/28/2023	T2466	2023	43 Maps/Plats
3/31/2023	T2466	2023	11 Maps/Plats
4/30/2023	T2466	2023	7 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

KENT COUNTY CIRCUIT COURT

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2023	T2186	2023	7 Maps/Plats
2/28/2023	T2186	2023	6 Maps/Plats
3/31/2023	T2186	2023	3 Maps/Plats
4/30/2023	T2186	2023	2 Maps/Plats

MONTGOMERY COUNTY CIRCUIT COURT

**(Civil Papers, Family)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/20/2023	T5189	6/9/1999- 1/28/2000	192 Boxes

**(Termination of Parental Rights)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/20/2023	T5078	2013-2021	21 Boxes

**(URESAs Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/20/2023	T2385	01/05/1993- 09/15/1993	41 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Montgomery)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1911	2022	11 Maps/Plats
1/31/2023	T1911	2023	23 Maps/Plats
2/28/2023	T1911	2023	46 Maps/Plats
3/31/2023	T1911	2023	28 Maps/Plats
4/30/2023	T1911	2023	11 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

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>
11/30/2022	T1912	2022	24 Maps/Plats
1/31/2023	T1912	2023	64 Maps/Plats
2/28/2023	T1912	2023	42 Maps/Plats
3/31/2023	T1912	2023	52 Maps/Plats
4/30/2023	T1912	2023	67 Maps/Plats

PRINCE GEORGE'S COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2022	T698	1994-2014	52 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2022	T4183	2004-2007	23 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2022	T5146	2014-2021	121 Boxes

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>
11/30/2022	T1913	2022	40 Maps/Plats
1/31/2023	T1913	2023	20 Maps/Plats
2/28/2023	T1913	2023	3 Maps/Plats
3/31/2023	T1913	2023	13 Maps/Plats
4/30/2023	T1913	2023	30 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2023	T1915	2023	3 Maps/Plats
2/28/2023	T1915	2023	4 Maps/Plats
3/31/2023	T1915	2023	3 Maps/Plats
4/30/2023	T1915	2023	10 Maps/Plats

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>
11/30/2022	T1914	2022	25 Maps/Plats
1/31/2023	T1914	2023	15 Maps/Plats
3/31/2023	T1914	2023	20 Maps/Plats

TALBOT COUNTY  
REGISTER OF WILLS

(Estate Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/8/2023	TE169	01/02/1940- 12/02/1975	1 Digital File

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2023	T1916	2023	16 Maps/Plats
2/28/2023	T1916	2023	23 Maps/Plats
4/30/2023	T1916	2023	54 Maps/Plats

TALBOT COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/8/2023	T3373	1/2/1940- 12/2/1975	97 Boxes

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

WASHINGTON COUNTY CIRCUIT COURT

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/15/2023	T5007	1995-2002	139 Boxes

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Washington)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1917	2022	28 Maps/Plats
1/31/2023	T1917	2023	19 Maps/Plats
2/28/2023	T1917	2023	8 Maps/Plats
3/31/2023	T1917	2023	No Items

WICOMICO COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Wicomico)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1918	2022	4 Maps/Plats
1/31/2023	T1918	2023	4 Maps/Plats
2/28/2023	T1918	2023	33 Maps/Plats
3/31/2023	T1918	2023	13 Maps/Plats
4/30/2023	T1918	2023	10 Maps/Plats

WICOMICO COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/20/2023	T5446	1880-2014	368 Boxes

WORCESTER COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Worcester)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2022	T1919	2022	12 Maps/Plats
1/31/2023	T1919	2023	35 Maps/Plats
2/28/2023	T1919	2023	3 Maps/Plats
3/31/2023	T1919	2023	26 Maps/Plats
4/30/2023	T1919	2023	33 Maps/Plats

---

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/10/2022

Total number of volumes added:	506
Total number of boxes added:	2,080
Total number of maps/plats added:	2,549
Total number of digital files added:	617
Total number of database records added:	367,959

We also received 5,510 digital books as a part of [mdlandrec.net](http://mdlandrec.net)

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 6294</a>	Paul E. Sluby, Sr., Esq. and Dr. Patricia Carter Sluby Collection
<a href="#">MSA SC 6351</a>	Wallace Montgomery Architectural Collection
<a href="#">MSA SC 6352</a>	Charles R. Anderson Collection
<a href="#">MSA SC 6353</a>	Turnbull Sellman Brogden Collection
<a href="#">MSA SC 6354</a>	Addition to Elledges Farm Collection
<a href="#">MSA SC 6355</a>	Case Study of George Armwood Collection
<a href="#">MSA SC 6356</a>	Governor Larry Hogan and First Lady Yumi Hogan Gift Collection
<a href="#">MSA SC 6357</a>	St. Mary's Countian
<a href="#">MSA SC 6358</a>	<i>St. Mary's Guardian</i>
<a href="#">MSA SC 6359</a>	<i>The St. Mary's Tide</i>
<a href="#">MSA SC 6360</a>	Gittings-Baldwin House Collection
<a href="#">MSA SC 6361</a>	Sandy Point State Park Collection
<a href="#">MSA SC 6362</a>	Governor Wes Moore and Lt. Governor Aruna Miller Inauguration Collection
<a href="#">MSA SC 6363</a>	Beacon Collection
<a href="#">MSA SC 6364</a>	Living and Dying With COVID-19: The Maryland Stories Collection
<a href="#">MSA SC 6365</a>	Krawczewicz Collection
<a href="#">MSA SC 6366</a>	Jimmy Clark Collection
<a href="#">MSA SC 6367</a>	Church Hill Cemetery Association Collection
<a href="#">MSA SC 6368</a>	Lt. Governor Boyd Rutherford Collections
<a href="#">MSA SC 6369</a>	Dorchester County Visitors' Center Collection
<a href="#">MSA SC 6370</a>	Supreme Court of Maryland Deposit Collection
<a href="#">MSA SC 6371</a>	Evelyn Tretbar Snowden Collection

This Page Left Blank



## Commission on Artistic Property

Fall 2022 Meeting (Virtual)

### Agenda

December 1, 2022

10:30 A.M.-12:00 P.M.

### Attendees

Matthew P. Lalumia, Esq., *Chairman*

#### *Ex officio members*

Christine Dietze, Co-Director, Baltimore Museum of Art

Sarah Jesse, *Director, Academy Art Museum*

Mark Letzer, *Executive Chairman, The Maryland Center for History and Culture*

Julia Marciari-Alexander, *Director, Walters Art Museum*

#### *Public Members*

Phil Cantelon, *CEO, History Associates, Inc.*

Diane Hutchins, *Vice President Government Affairs, Maryland Zoo*

Sasha Lourie, *Associate Curator, Office of Senate Curator, U.S. Capitol*

Julia Madden, *Board Member, Maryland Citizens for the Arts*

Joseph Ruzicka, *Department of the Treasury*

David Terry, *Assistant Professor, Morgan State University*

#### *Special Guests*

Daniel Fulco, *Washington County Museum of Fine Arts*

Jackie O'Regan, *Johns Hopkins University (representing Fred Bronstein)*

#### *MSA Staff*

Elaine Rice Bachmann

Catherine Rogers Arthur

Christopher Kintzel

## Opening Remarks, Chairman, Matthew P. Lalumia

- Welcome
- Reminders

## Minutes of Previous Meeting

- Minutes of May 25, 2022 meeting

## State Archivist's Report, Elaine Rice Bachmann

- Workforce Planning and Implementation
- Budget Outlook
- Chief Judge Mary Ellen Barbera by Diana "Danni" Dawson
- Archives funding allocated for the conservation of the following paintings and frames from the Peabody Art Collection:

### *Beach Scene*

By Samuel Colman  
MSA SC 4680-10-0012

### *Winter Sunset*

By Hugh Bolton Jones  
MSA SC 4680-10-0049

### *A Quiet Morning*

By Hugh Bolton Jones  
MSA SC 4680-10-0047

### *Night Scene Conflagration on a Lake*

By Jacque Antoine Volaire  
MSA SC 4680-10-0047

### *One Who Can Read*

By Thomas Hovenden  
MSA SC 4680-10-0037

## Director & Senior Curator's Report, Catherine Rogers Arthur

- Governor's transition
- Old Treasury Building, restoration and interpretive plans
- *Charles Carroll Barrister*, Florence MacKubin
- Tench Tilghman dressing box
- *Winter in Backyard 2*, Yumi Hogan
- Silver Sugar Caster from Government House

## Associate Curator and Collections Manager's Report, Christopher J. Kintzel

New Look for APC website, virtual tour

### Current Outgoing loans

- Card table owned by Charles Carroll of Carrollton to Historic Annapolis, William Paca House (September 16, 2021 - September 9, 2024) for "We Hold These Truths: Maryland's Signers and the Declaration of Independence"
- Iron strong box, to Historic Annapolis, 99 Main Street (November 24, 2021 - November 24, 2024) for "Annapolis: An American Story"
- *Samuel Sprigg*, Charles Willson Peale to Hammond Harwood House, (March 15, 2022 - January 13, 2023) for "Charles Willson Peale in Annapolis"
- *The Artist's Design for his Own Tomb*, Giovanni Battista Piranesi to The Morgan Library & Museum, (February 13, 2023 - June 24, 2023)

### Approved Loan requests

- Mary Cassat's *Portrait of Madame J*[MSA SC 468010-0010] on loan to the Art Gallery of Ontario. The exhibition is entitled "Cassatt – McNicoll" (June 3 to October 1, 2023)
- Mary Cassat's *Portrait of Madame J*[MSA SC 468010-0010] on loan to the Philadelphia Museum of Art, for exhibition is entitled "Mary Cassat at Work" April 17 - August 04, 2024)

### Conservation Projects

In addition to completed conservation projects mentioned by the State Archivist, we plan to address the following objects:

Conservation for *Treasures of State*  
Annapolis 1 (telephone desk)  
MSA SC 1545-3511

*George Washington*  
James House (1775-1835), after Gilbert Stuart (1755-1828)  
MSA SC 4680-10-0035

### Old Business

- *Treasures of State* traveling exhibition, Washington County Museum of Fine Arts, June 24 - October 14, 2023

### New Business

- Review of Collections Management Policy

**Next Meeting:** at the call of the Chairman

## Upcoming Events

Friday, December 9th @ 2:00 p.m., APC visit with Mrs. Hogan

Save the date for Thurgood Marshall portrait unveiling on January 5th, 4:00-6:00 p.m.,  
Judicial Proceedings Committee, Miller Senate Office Building



## **Commission on Artistic Property**

### **Spring 2023 Meeting**

**Maryland State House, Caucus Room**

### **Agenda**

**June 06, 2023**

**10:30AM-12:30AM**

#### **Attendees:**

**Chairman:** Mark B. Letzer

#### **Ex officio members**

Julia Marciari-Alexander, Director, Walters Art Museum

Catherine Arthur, Vice President of Collections & Chief Curator

(representing Katie Caljean, Maryland Center for History & Culture)

Sarah J. Hall, Director, Washington County Museum of Fine Arts

Sammy Hoi, President, Maryland Institute College of Art

Sarah Jesse, Director, Academy Art Museum

Elizabeth Long, Dean of Libraries, Archives, and Museums, Johns Hopkins University

(representing Fred Bronstein, Peabody Institute)

Asma Naeem, Director, Baltimore Museum of Art

#### **Public Members:**

Phil Cantelon, CEO, History Associates, Inc.

Sasha Lourie, Associate Curator, Office of Senate Curator, U.S. Capitol

Joseph Ruzicka, Department of the Treasury

David Terry, Assistant Professor, Morgan State University

#### **Special Guests:**

Caitlin Perry-Vogelhut, Head Registrar, Baltimore Museum of Art

Daniel Fulco, Curator, Washington County Museum of Fine Arts

#### **MSA Staff:**

Elaine Rice Bachmann

Christopher Kintzel

**Opening Remarks:**

Elaine Rice Bachmann

- Introduction of new Chairman, Mark B. Letzer

**Approval of Minutes from Previous Meeting:**

- Minutes of December 01, 2022

**Staff Activities:**

- Unveiling of new Thurgood Marshall portrait, 01/05/2023

**State Archivist's Report:**

- Budget
- Open staff position recruitment
- Transition – Work with Governor and First Lady Moore
- Old Treasury Building Update

**Associate Curator and Collections Manager's Report:**

- "In Freedom's Name" exhibition
- New Accessions
- Removal from Inventory

**Recent and Upcoming Loans:**

- *The Artist's Design for his Own Tomb*, Giovanni Battista Piranesi to *The Morgan Library & Museum*, (February 13, 2023 - June 24, 2023)
- Mary Cassatt's Portrait of Madame J[MSA SC 468010-0010] on loan to the Art Gallery of Ontario. The exhibition is entitled "Cassatt – McNicoll" (June 3 to October 1, 2023) •
- Mary Cassatt's Portrait of Madame J[MSA SC 468010-0010] on loan to the Philadelphia Museum of Art, for exhibition is entitled "Mary Cassatt at Work" April 17 - August 04, 2024)

**Future Loans:**

- Maryland Center for History & Culture

**Old Business:**

- Traveling Exhibition, Washington County Museum of Fine Arts
- Exhibit Previews
- Catalogue

**New Business:**

Review of Collections Management Policy

Next meeting: Fall 2023 at the call of the chairman