



Fiscal Year 2026

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 2026
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MSA Annual Report
Fiscal Year 2026

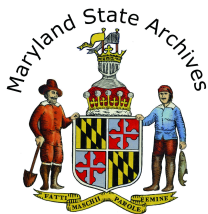


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STATE ARCHIVES

ANNUAL REPORT 2026

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>

STATE ARCHIVIST



Elaine Rice Bachmann was appointed as State Archivist and Commissioner of Land Patents by Governor Larry Hogan in June of 2021. The State Archivist also serves as the State Historical Records Coordinator for the Maryland Advisory Board of the National Historical Publications and Records Commission. She also serves on the MD250 Commission, as well as the Maryland Public Art Commission of the Maryland State Arts Council.

AGENCY-WIDE STEWARDSHIP OF MSA RECORDS HOLDINGS

Archival collections managers, Information Technology managers, and their teams across the Maryland State Archives take actions every day that preserve our collections for posterity. This is an introductory article for the FY 2026 Annual Report that will shine a light on these daily methods that archivists use to monitor and to protect records whether they are digital or physical.

Preserving the State's record collections is an essential function of the agency. All archivists and technology specialists at MSA have the protection of records in their job descriptions. This commitment to stewardship builds upon a legacy investment in facility integrity, supplementing the lessons our employees learned while planning the logistics in cooperation with the Department of General Services (DGS) mold remediation project completed in 2016-2017. To ensure records' safety during this crucial period, the agency upgraded existing HVAC systems and worked with contractors and DGS to prevent moisture penetration from the concrete slab beneath the basement storage areas. Contract specialists worked under archivists' supervision to mitigate records exposed to moisture in our storage areas and in the Search Room. For more information you may see the State Archivist's report on pages 3 and 4 of the June 6, 2017 Hall of Records Commission Meeting at:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000045/hrc_june_2017_agenda.pdf

This rigorous commitment of resources has helped to safeguard our holdings and position our agency to be successful stewards of collections into the future. Each agency department specializes in stewardship of particular records and monitors the conditions of our buildings closely. Key managers are able to receive instant alerts if storage areas go out of acceptable climate settings. Staff routinely discuss anomalies as part of the long term collection care planning.

Departmental Highlights & Preservation Successes

Commission on Artistic Property: Conducts routine physical inspections and annual inventories of the state-owned art collection. During recent flooring and plaster repairs in the Maryland State House Old Senate Chamber, the team proactively protected historic assets by safely relocating original furnishings—such as the Senate President's Desk and Armchair—and securely covering large-scale artwork.

Appraisal & Description and Special Collections: Screen incoming transfers and donations for environmental hazards like mold or pests. Through site visits, condition testing, careful rehousing, and identifying high-access items for digitization, these teams minimize physical handling and safeguard records prior to accession.

Conservation and Digital Acquisition, Processing & Publications: These teams are critical to daily monitoring as they stabilize and digitize our collections. Conservators

offer scientific examination, stabilization, and emergency triage. When environmental incidents occur, staff immediately isolate, dry, and repack affected materials. Simultaneously, the digitization specialists photograph and scan archival records to ensure that brittle or decaying physical records are preserved and readily accessible.

Information Systems Management (IT): Provides a digital safety net by maintaining redundant backups of all electronic records and monitoring server infrastructure. Following a critical HVAC failure in 2025, IT successfully maintained server stability using portable cooling units. The department is currently transitioning to eco-friendly, flywheel-based uninterruptible power supply (UPS) systems to enhance sustainable, long-term digital preservation.

Rapid Response in Action: The January 2026 HVAC Incident

The efficacy of MSA's emergency protocols was demonstrated on January 16, 2026, during an HVAC condensation leak at the Timothy D. Baker Building. Archivists working on-site immediately isolated affected records and stabilized the source of the problem. Later, archivists worked alongside conservation staff to triage, dry, and repack materials. This water incident, while small, could have been far worse without staff's quick action and successful teamwork to neutralize the threat to the collection and protect neighboring records.

Edward C. Papenfuse Building Environmental Systems Upgrades

In early 2024, the Archives collaborated with the Department of General Services (DGS) to secure the stable operation and maintenance of the Edward C. Papenfuse Building's air handlers. Routine preservation efforts continue via monthly Integrated Pest Management inspections and rigorous seasonal humidity controls, including the targeted deployment of dehumidifiers in sensitive photographic storage areas.

To address aging infrastructure in the 40-year-old facility, the Archives and DGS have prioritized upcoming capital projects:

Roof Remediation: Joint initiatives in future fiscal years will target necessary repairs to wearing roof seams.

HVAC Modernization: Scheduled for Fall 2026, DGS will install an upgraded HVAC system to optimize steam and hot water delivery while significantly improving the building's overall energy efficiency.

ADMINISTRATION

In July 1986, when the State Archives moved into its present building on Rowe Boulevard across from the Supreme Court of Maryland, 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.

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 AND EXHIBITS

In 1969, the Commission on Artistic Property was formed ([Chapter 111, Acts of 1969](#)). It was incorporated into the State Archives in 1984 ([Chapter 286, Acts of 1984](#)).

Artistic Property and Exhibits began in 1991 as Exhibits, reformed as Education and Outreach in 1989, and later was renamed Education, Outreach, and Artistic Property. It became Artistic Property and Public Outreach in May 1999, and reorganized as Artistic Property, Preservation, and Public Outreach in August 2003. Renamed Artistic Property and Public Outreach in February 2014, it was placed under the Deputy State Archivist in October 2015, and reformed as Artistic Property and Exhibits in July 2016.

This department oversees three main units: Artistic Property Collections; the State House Office of Interpretation; and State House Trust and Government House Support.

Artistic Property Collections

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



FY 2026 was another busy and exciting year for the Maryland Commission on Artistic Property. Throughout the fiscal year the staff continued to display, interpret, inventory, preserve, promote, and research the state-owned art collection. The biggest highlight for the Artistic Property Commission was the reopening of the Old Treasury Building (OTB) on February 10, 2026 with new interpretive exhibits. The building had been closed to the public since the

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1990s and these exhibits were part of a capital project being managed by the Department of General Services (DGS). C&G Partners LLC of New York City were hired as exhibition content and design consultants. Commission staff led the research and development of exhibit text panels, sourcing images and reference objects. A comprehensive exhibit manual over 70 pages was also created by the staff, who also provided tour guide training.. Public interest in the building has also been growing, with the building's reopening receiving press coverage in the *Capital Gazette* and *Baltimore Banner*. The building also hosted free Maryland Day activities (staffed by Commission and MSA staff) which had a robust public turnout.

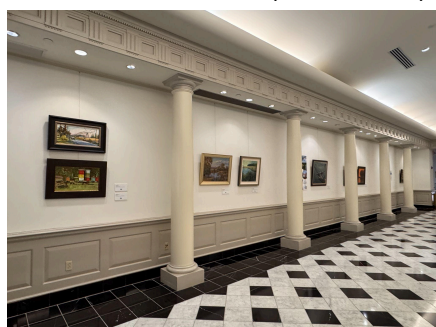
Director Chris Kintzel and Curator Robin Gower also spent significant time at Pimlico Race Course, now owned by the State of Maryland, inventorying art, artifacts, and archival material in the Hall of Fame, as well as throughout the property. They facilitated packing and the physical transfer of the objects from Pimlico to MSA's facility in Windsor Mill. Staff will be working with the full Commission on Artistic Property to determine which works will enter into the care and custody of the state's art collection in FY27.

The Commission staff also worked closely with the presiding officers, state agencies, and legislators to ensure the safe display and care of the state-owned art collection. The staff also continued to facilitate the exhibit of reproduction works from the circulating art collection throughout the legislative complex for members of the Maryland General Assembly and the Governor's Executive staff. Through this collaborative effort, 61 works were added to public display in FY26.

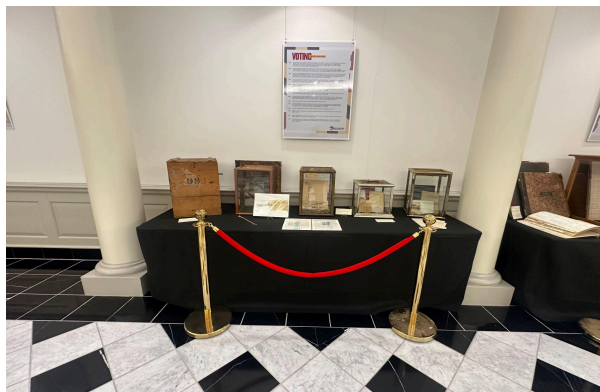
Working alongside DGS, Commission staff removed and/or covered objects within the Old Senate Chamber in the Maryland State House before the space underwent a multi-month restoration project. The historic John Shaw furniture pieces were relocated to the Archives Rooms to keep them on public display.

Staff also work collaboratively with the Office of the Senate President to coordinate temporary exhibits on the second floor of Miller Senate Building. This year, exhibits were only permitted to be on display for one month, and there was a full exhibition calendar. The exhibits were:

- Plein Air Easton (1/13 - 2/17)



- Maryland State Board of Elections (2/18 - 3/16)



- Maryland Moms Demand Action (03/17 - 4/16)
- Jefferson Patterson Park and Museum (3/16 - 4/28)

Two public unveilings occurred in FY26 that Commission staff facilitated. In October 2025, the two portraits of former State Archivist Timothy D. Baker [MSA SC 1545-3590 & 3591] were unveiled at the Maryland State Archives. In March 2026, the plaque to Thomas Kennedy was rededicated in the rotunda of the Maryland State House in an event in collaboration with the Maryland Legislative Jewish Caucus, The Thomas Kennedy Center, and the Jewish Museum of Maryland.

Gifts and Deaccessions

There were a total of 17 accessions in FY2026 and no deaccessions from the state-owned art collection.

- MSA SC 1545-3588
 - *Maryland Great Escape*
 - Watercolor, 2015
 - Donated by Chris Holmes, 6/2025
- MSA SC 1545-3589
 - *James Thomas* (1785-1845)
 - Oil on canvas, c. 1838
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3590
 - *Timothy D. Baker* (b. 1962) (Official Portrait -for 350 Rowe Blvd, Annapolis)
 - Photograph, 2025
 - Transferred from the Friends of the Maryland State Archives, 10/2025
- MSA SC 1545-3591
 - *Timothy D. Baker* (b. 1962) (Official Portrait -for 2255 Rolling Run Dr, Windsor Mill)

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- Photograph, 2025
 - Transferred from the Friends of the Maryland State Archives, 10/2025
- MSA SC 1545-3592
 - *Rice Paper Painted Scroll, Orioles*
 - Watercolor on rice paper; silk, 1980
 - Donated by Joseph M. Coale, 10/2024
- MSA SC 1545-3593
 - *Rice Paper Painted Scroll, Osprey*
 - Watercolor on rice paper; silk, 1980
 - Donated by Joseph M. Coale, 10/2024
- MSA SC 1545-3594-1-3
 - *Peace for the Children of the World* [triptych]
 - Acrylic on canvas, 2024
 - Donated by Jesse Raudales, 12/2025
- MSA SC 1545-3595
 - *Iron Chest*
 - Iron, c. 1733
 - Formally accessioned into Artistic Property
- MSA SC 1545-3596
 - *James McHenry* (1753-1816), (miniature portrait)
 - Watercolor on ivory, 1778
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3597
 - *Margaret Caldwell McHenry* (1762-1833), (miniature portrait)
 - Watercolor on ivory, 1778
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3598
 - *James McHenry* (1753-1816),
 - Watercolor on ivory, 1778
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3599
 - *McHenry Family Silver Sugar Basket*
 - Silver, 1798
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3600-1-1
 - *McHenry crest bridle ornament* (set of two)
 - Metal, late 18th - early 19th century
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3600-1-2
 - *McHenry crest bridle ornament* (set of two)
 - Metal, late 18th - early 19th century
 - Transferred from the Friends of the Maryland State Archives, 12/2025
- MSA SC 1545-3601

- *Thurgood Marshall (1908-1993), Gregg v. Georgia Courtroom Sketch*
 - Pastel on paper, 1976
 - Donated by Robin Sproul, 12/2025
 - MSA SC 1545-3602
 - *Portrait Study for Marvin Mandel's (1920-2015) Official Portrait as Speaker of the Maryland House of Delegates (MSA SC 1545-1051)*
 - Oil on canvas, 1966
 - Transferred from Special Collections Department of MSA, 05/18/2026
 - MSA SC 1545-3603
 - *Portrait Bust, William Donald Schaefer (1921-2011)*
 - Plaster, 1979
 - Transferred from Special Collections Department of MSA, 0518//2026
-

Conservation Projects



In August 2025, one of the original iron chests from the Old Treasury Building underwent conservation to prepare it for exhibit. The chest was cleaned and existing rust was stabilized. Halcyon Objects Conservation, LLC completed the work, generously funded by the Friends of the Maryland State Archives and the Department of General Services.



In June 2026, the Baron Johann DeKalb (1721-1780) statue by Ephraim Keyser (1850-1973), located on the State House grounds [MSA SC 1545-0761], was repaired by Howard Wellerman, a conservator contracted through the Maryland Historical Trust / Maryland Department of Planning. He replaced DeKalb's resin sword, which had been damaged last year. He also reattached a disconnected piece of the scabbard's belt.

ASSISTANT STATE ARCHIVIST FOR INFORMATION, APPRAISAL, DIGITIZATION, CONSTITUENT AND INTERAGENCY SERVICES



In October 2022, Corey Lewis was appointed Assistant State Archivist for Information, Appraisal, and Digitization. Under the Assistant State Archivist for Information, Appraisal, and Digitization are three main units: Appraisal and Description; Constituent and Interagency Services; and Digital Acquisition, Processing, and Publication.

APPRAISAL AND DESCRIPTION

In 1985, Appraisal and Description first organized under the name, State and Local Records. Later, it reformed as Records Appraisal and Preservation, then as Appraisal and Preservation, before restructuring under its present name in 1999. Appraisal and Description was placed under the Assistant State Archivist in October 2015, and transferred to Information, Appraisal, and Digitization in October 2022.

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

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Department of General Services, which is responsible for coordinating the state's records management program. In FY 2026, the State Archivist approved 154 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. In FY2026, the State Archivist received 1,014 records disposal certificates.

The Appraisal and Description Department has been working with the Judiciary Office of Information Privacy to shield records under the Judicial Address Confidentiality Program (Code Courts and Judicial Proceedings Article § 3-2302 and §3-2303) to protect the addresses and other personal information of judges. The Archives has been doing similar work for years with the Judiciary and the Office of the Secretary of State for records shielded under the Safe at Home Address Confidentiality Program (Code Real Property Article § 3-112 – 3-120).

During FY2026, the Archives shielded 118 records under 57 requests from the Safe at Home Address Confidentiality Program and 404 records under 78 requests from the Judicial Address Confidentiality Program. The Criminal Records team, established in 2023, processed 799 Expungement Orders and received 1,654 criminal background checks for various federal, state, and local law enforcement agencies in 2025 - 2026. The Appraisal and Description Department also handles orders from remote patrons for marriage records. In FY2026, we handled 3,667 orders.

This year, the Maryland State Archives' Appraisal and Description Department led an initiative to establish an Electronic Records Guidance Working Group in collaboration with the Department of General Services and the Department of Information Technology. The group is focused on developing guidance and recommendations for the retention and management of electronic records. As a result of their efforts, a series of recommended retention guidance materials has been published, including resources on managing email and drafting retention plans for digital records. (For more information: https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/languageguidance.html.)

In addition to this guidance, and to support infrastructure planning for the permanent storage and access of digital records, the Maryland State Archives distributed a Digital Records Assessment Survey. The survey aims to better quantify the volume of permanent digital records held by government agencies. The first phase of the survey was sent to records managers at over 60 state agencies. With approximately 20 years of physical storage capacity remaining at the Maryland State Archives' off-site storage

facility, developing a comprehensive plan to address the future of archival storage both physical and digital has become a priority.

Records Transfer & Space Management

During FY2026, the Archives took on permanent government record transfers of 181 record series from 47 government agencies, representing the following volume:

4,944 boxes

1,905 volumes

3,110 maps/plats

532 digital files (not including land records transferred into Maryland Land Records online at <https://mdlandrec.net>)

Records Restrictions on Historical Records

As an essential part of our mission is to provide access to records, a core duty is to ensure we are abiding by any laws or regulations that restrict access to records. Because restricted information may appear within otherwise accessible records, staff must carefully review records before release, stay informed about legal changes, follow established review procedures, receive ongoing training, and provide guidance to patrons about access restrictions and available options. This year, key efforts included consulting with our Assistant Attorney General on guardianship record restrictions, updating procedures in response to revisions to the Public Information Act, clarifying the impact of personnel record restrictions on agency minutes, and coordinating with the courts regarding new restrictions on court records.

Our recommendation emerging from this work is that Maryland adopt a clear statutory or court rule establishing that records of substantial age are presumptively open for public inspection unless a specific law or court order requires continued restriction.

Such a rule would keep records from being excessively restricted. For example, laws intended to protect the privacy of living individuals and the recently deceased should have an expiration date so that access to historical records is not impeded. We have proposed a departmental legislation for the expiration of record restrictions after a significant time period has passed

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 and plats.net. During FY2026 staff fielded 12,523 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 10,459 other inquiries relating to Archives records or services. Staff from this office interfiled and processed 4689 individual file requests from state and local agencies and refiled over 12,622 files returned by agencies in their assigned locations within the Archives. For the public, staff completed 4,937 requests for records. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files.

In an effort to improve efficiency in records transfers and reestablish archival best practices, the Archives' CIAS team now delivers original records directly to nearby jurisdictions rather than sending them via certified mail. This direct delivery method reduces the risks associated with mailing original records, mitigating potential loss or delays during transit. Looking ahead, the Archives remains committed to exploring how digitization can replace the current practice of physically transferring records, where feasible, to further enhance security and access.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS (DAPP)

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. For FY26, the department generated over 4 million images between microfilm and paper scanning.

The department has worked with several organizations over the course of the year to digitize their records. This list includes the digitization of roughly 500 reels of Daily Record microfilm for the Thurgood Marshall State Law Library, continuing the digitization of Revolutionary War documents under the funding of the Society of Cincinnati, and assisting the Department of Juvenile Services (DJS) with the preparation and scanning of record material in relation to the Child Victims Act.

Maryland Child Victims Act of 2023

The Maryland Child Victims Act of 2023 expanded legal options for survivors of childhood sexual abuse. For example the Act removes the time limit for survivors to file civil claims, broadens accountability beyond individual abusers, and sets new limits on damages. As a result of these legislation changes, there are now thousands of lawsuits in which Maryland Government agencies are a party. To meet the discovery requirements on these cases, many agencies are assessing the contents of their records series and having a large volume of records digitized. The Maryland State Archives is assisting agencies with this effort, both in the review of records in the custody of the State Archives and in providing digitization services

The following agencies that have met with or made visits to the State Archives to review records in Archives custody: Department of Juvenile Services; Department of Human Services; Baltimore City Circuit Court; Department of Health.

The following agencies have entered into digitization projects with the State Archives: Department of Juvenile Services for approximately 6000 boxes; Department of Human Services for 99 boxes.

The Department of Health is currently considering digitization projects with the State Archives. To support these critical digitization initiatives, the Archives, which was designated the State's preferred vendor for statewide digitization projects in 2023, acquired two IBML Fusion HD 8300 high-speed production scanners. Prior to the installation of this equipment, the Imaging Department generated more than 1.25 million images over a four-month period. With the addition of the new scanners, the department exceeded that production volume in just five weeks, demonstrating a significant increase in efficiency and capacity. The IBML systems advance the State's broader efforts to transition agencies from paper-based to digital records, improving the efficiency of records transfers while enhancing access, retrieval, and discoverability. Although the immediate impact is supporting digitization projects associated with the Maryland Child Victims Act of 2023, the long term benefits extend well beyond a single initiative. By enabling the secure digital delivery of requested records to



State agencies, these systems help protect the integrity of permanent records by reducing the handling and movement of original paper files, thereby minimizing the risk of loss or damage. In addition, continued large-scale digitization will reduce the need for long-term physical storage and may ultimately eliminate the need for the Archives to

acquire additional archival storage facilities comparable to the Timothy D. Baker Building in Windsor Mill.

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 archive 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.

Maryland Land Records Online

In January 2025, the Archives launched a new website with a focus on enhancing accessibility. The updated site includes a thoughtfully designed mobile interface, ensuring seamless access to our online resources across cell phones and tablets. This launch marks the first phase of a broader initiative to update the upper-level pages across all of the Archives' websites with the goal of achieving full ADA compliance. Currently, the Archives' websites host over 340 million files. With the federally mandated ADA Title II compliance deadline which was originally set for April 2026, but then was moved to April 2027, our internal IT team, guided by the Department of Information Technology (DoIT) is actively identifying the tools and resources necessary to meet the regulations and ensure the websites are accessible to individuals with disabilities.

In November 2025, the Archives launched an updated Maryland Land Records website, [MDLandRec.net](https://landrec.msa.maryland.gov/) at <https://landrec.msa.maryland.gov/>, featuring a complete migration from legacy ColdFusion code to a modern .aspx framework. This comprehensive upgrade included a backend overhaul with new software, servers, and configurations, resulting in a faster, more stable, and more secure system. Additionally, the site now

offers enhanced search capabilities, and a new Application Programmer Interface (API) has been implemented to facilitate improved system integration.

ASSISTANT STATE ARCHIVIST FOR REFERENCE, RESEARCH, SPECIAL COLLECTIONS, GOVERNMENT REPORTS AND PUBLICATIONS, LIBRARY SERVICES AND CONSERVATION



In October 2022, Emily Oland Squires was appointed Assistant State Archivist for Reference, Research, Education, Outreach, Special Collections and Conservation. Under the Assistant State Archivist are three main units: Reference Services; Research, Education, and Outreach; and Special Collections, Conservation, Government Reports and Publications and Library Services.

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 Assistant 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.

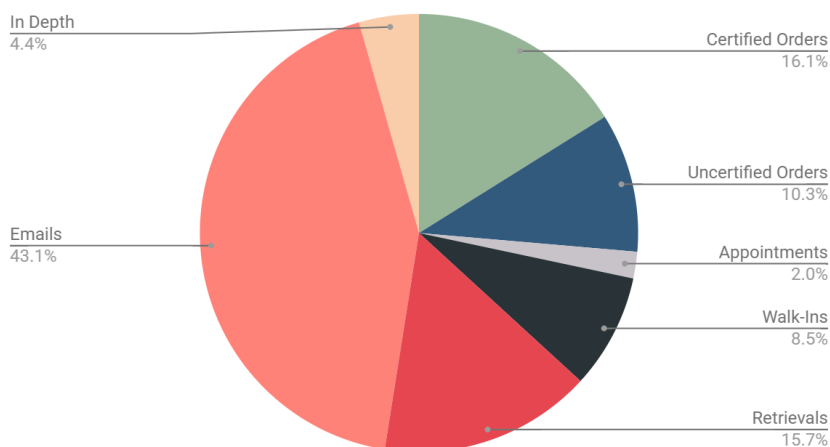
Open Tuesday through Friday and the first Saturday of the month, the Search Room is staffed by professional archivists to assist patrons. Electronic and mail reference services are available Monday through Friday. In addition, electronic services and information, including comprehensive catalogs of the Archives' holdings, are accessible through the Archives' website. In the last ten years, Reference Services has upgraded to ADA-compliant desks in their Search Room, made a free public scanner available for in-person users, and used patron feedback and surveys to advocate for prioritization of

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high-use genealogical collections online, customer service training for staff, and continual improvements of research guides, YouTube tutorials, and more.

During FY2026, Reference staff completed 8,160 orders, including 2,380 certified vital records, 2683 uncertified vital records, and over 1,264 in-depth research requests. Of over 2,731 in-person visits, 514 were in-depth research appointments. Reference staff sent 1,126 in-depth emails, including emails providing research advice, links to online records, appointment consultation and preparation, and uncertified record delivery.

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Reference staff also led 17 outreach events and programs, including talks at libraries, virtual online training presentations for researchers, career fairs, and on-site behind-the-scenes tours. Staff also provided training to other professionals who provide reference services by teaching at the 2026 Mid-Atlantic Regional Archives Conference and at the 2026 Best Practices Exchange.

RESEARCH, EDUCATION AND OUTREACH

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 Is there WiFi in the dorms or direct ethernet connections for each student? 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 Assistant 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, and Outreach 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.

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 (<https://slavery.msa.maryland.gov>) detailing the history of African Americans in Maryland since its founding in 1634.

Centered around the Underground Railroad in Maryland, the twenty-six year old project has amassed an impressive collection of data concerning the names and demographics of both free and enslaved individuals and Marylanders who supported or opposed slavery. To date, the project has gathered into the searchable databases nearly half a million records related to heretofore largely anonymous free and enslaved African Americans. The statistical findings of the program have been lauded, scholastically utilized, and made a part of national online Black history studies such as [Enslaved.org](https://www.enslaved.org) and numerous efforts to identify the Georgetown 272; Africans who were sold by Georgetown University and the Maryland Jesuits into southern Louisiana in 1838.

The Legacy of Slavery program (LOSIM) and the Archives was deeply involved and prominently represented at the "A Day of Acknowledgement: Confronting the Legacy of Slavery" which occurred on November 22nd at Maryland Hall for the Creative Arts. The measure, proposed by Carl Snowden, Convener, and the Caucus of African American Leaders, was accepted by County Executive Steuart Pittman whose office worked with the Legacy of Slavery program and other local stakeholders, to plan and curate a meaningful multifaceted achievement. LOSIM created several exhibits of historic documents that were displayed at the event. Among those included was the card catalog and the Maryland Gazette in which Alex Haley found the Lord Ligonier ad which the author identified as the ship on which his ancestor, Kunta Kinte, was shipped from Africa to Annapolis in 1767. Research, Education, Outreach and Legacy of Slavery Director Chris Haley hosted the historical portion of the day long event.



Maryland Penitentiary Project

The Archives was proud to submit the final report of its "Revolts and Rebellions" project to the National Park Service Network to Freedom Program on March 27, 2026. Over the course of the past summer, intern Julia Chan -- directly paid for by the grant -- with Nicholas Ricardo (intern from the Albert Lepage Center for History in the Public Interest at Villanova University) and Vivian Miyakawa (intern from St. John's College), were guided and mentored by Research staff Jennifer Abbott, Owen Lourie, and William Kelly, to complete physical data entry and historical review of various primary and secondary

sources related to the project. The core documents were prisoner ledgers from the Maryland Penitentiary between 1844-1869 (MSA S275). The specific goal of the "Revolts and Rebellion" study was to research, discover, and document heretofore unknown examples of organized resistance against race based slavery in Maryland. While none of the information the students found rose to the degree of armed insurrection by groups of individuals, several incidents were performed by single persons against the persons or property of their enslavers. Specifically, the interns' work culminated in adding 4,630 names to the Legacy of Slavery database.



Joined with the contributions made by earlier staff and volunteers, the Archives' Maryland Penitentiary Project now numbers 7,535 entries. The project officially began with volunteer Joanne DeVincent's early

assistance in December of 2019. The Archives has been mining demographic data from the Maryland Penitentiary prisoner ledgers, dating from 1811. The Maryland Penitentiary project seeks to document and enter into a searchable database all of the names of those who have been incarcerated in Maryland. The primary goal of this project is to reflect upon the data and explore whether racial profiling and inequitable imprisonment of African Americans existed before the end of slavery.

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, Director of Research, Education and Outreach represents the Maryland State Archives on this Commission. The members of the Commission undertook research on lynchings that occurred between 1854 through 1933, and held public hearings in the counties where an incident of lynching occurred. All hearings in counties where lynchings occurred and where local county Maryland Memorial Lynching Project coalitions exist were successfully scheduled and held within this past fiscal year. Open to the public, these meetings commonly included the attendance of lynching victims' descendants, local citizens, as well as state and local political and law enforcement individuals.

Additionally, two public hearings were held April 4th and 5th at The Reginald F. Lewis Museum of Maryland African American History & Culture in Baltimore which focused on discussion of the complicated emotional traumatic effects these atrocities brought forth and how, with a mind toward understanding, reparative strategies might be incorporated today.

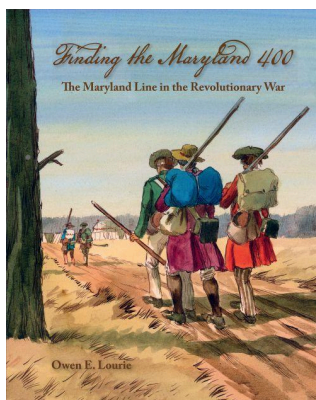
The Archives' Legacy of Slavery in Maryland program assists the Commission in identifying records in the state's collection that document incidents of mob violence. Much of what is known to date about the lynchings that occurred in Maryland has come from local newspaper accounts that were compiled for 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.

The final report of the Commission, which included 84 recommendations, was published December 1, 2025 and can be reviewed online on the Maryland Lynching Truth and Reconciliation Commission website. The Commission's final meeting took place on June 11, 2026, and the Commission sunsetted on June 30, 2026. For more information, please use the Commission website maintained by the Archives (<https://msa.maryland.gov/lynching-truth-reconciliation/>). The MSA will be archiving the Commission's administrative research files as a permanent government record series for public access.

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 American forces to escape. 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. It is exciting to note that Private John Pumphrey, an Anne Arundel County teenager who fought in the Maryland 7th Regiment at the Battle of Camden in 1780, was recently identified as part of the study of remains that were uncovered in 2022. His identity was confirmed by a team of forensic genealogists at FHD Forensics, who visited the Archives and received staff support during the course of their study.



Senior Research Archivist Owen Lourie has written a book based on more than ten years of staff research, entitled *Finding the Maryland 400* (<https://msamaryland400.com/>). The Archives anticipates an August 2026, release of the publication in time for the 250th anniversary of the Battle of Brooklyn and American Independence. The Archives is grateful for the donations to the Friends of the Maryland State Archives and the support that have made this publication possible. There are a number of book talks scheduled to support the book release.

Education and Student Outreach

Education and Student Outreach began as Educational Outreach and reformed to its current name in July 2016. In the classroom, Education 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, Villanova University, and Washington College. 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.

Among the Archives' proudest ongoing efforts, its intern mentorship initiative was able to continue this year due to the financial support of institutions such as those listed above that funded the students who contributed their skills in various programs. Specifically, Archives visitors could see interns search century-old Maryland Penitentiary ledgers for the names of thousands of incarcerated individuals for addition to a searchable research database; aid in software programming, data control, and web design under the IT department; research eighteenth century land records for names of Indigenous Peoples and places; and process and create descriptions of newly donated materials for Special Collections. In June 2026 we welcomed six summer interns to the Archives, including two from St. John's College.



The Archives has served as a host site for the Department of Service and Civic Innovation's Maryland Corps and Service Year Program since it was established in 2023. This initiative is designed to help people in their transition from school to seeking full-time employment or those who may be in a career change explore and gain experience in a new field. This past year we hosted one member in our IT department who was also part of the program's new IT Accessibility Corps, and who worked on making our

websites ADA compliant. Year Three concluded in June 2026. The Archives will serve as Year Four host site beginning in September 2026.

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 received no land patent applications in FY2026.

SPECIAL COLLECTIONS, CONSERVATION & LIBRARY SERVICES

In 1935, Special Collections, Conservation, and Library Services 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 Assistant State Archivist and, in December 2016, Conservation and Preservation merged with Special Collections to form Special Collections and Conservation. In March 2022, the Library, renamed Library Services, transferred from Government Information Services to Special Collections and Conservation, and reformed the department as Special Collections, Conservation, and Library Services.

Special Collections

Special Collections supervises the care, preservation, accessioning, and description of private records. Usually, these are 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 records of nearly 700 religious institutions of various denominations, and more than 900 newspaper titles from across the State.

With the exception of the State-owned art collection, the Senior Director of Special Collections, Conservation, and Library Services in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections, Conservation, and Library Services. (Offers of gifts of fine arts are reviewed by the Curator of Artistic Property and the State Archivist.) Materials are accepted on the basis of their relevance to the holdings of the State Archives, their condition, and the need 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.

As we work with donors, two key priorities for us are receiving collections that provide new perspectives on the work of Maryland government and public officials and also collecting topics of significance to the history and culture of the state.

During FY26 the Special Collections and Conservation team has initiated a systematic review of the storage conditions of our special collection holdings which had been exempted from a previous stacks shelf read project. Our team is working together to ensure that our collections have proper housing for record materials to ensure access. Preventative maintenance of record housing is essential to materials being accessible for future generations. Many records in special collections do not come to us in standardized formats. They may be oversized or shaped in non-standard formats. These collections include mixed materials: they are not only books and papers, but also photographs, printed ephemera, architectural drawings, and blueprints that require careful housing. Occasionally, storage containers that are heavily used by patrons and need to be replaced over many years of handling.

The storage condition review is helping our team to identify the problems we have, carving out discrete tasks to better label and house materials. As the issues are identified, archivists are correcting legacy cataloging as part of their regular workflows and documenting problem areas that will be addressed later as specific projects.

Simultaneously, Director Megan Craynon has developed new methods to streamline our workflows. The new processes strive for more effective use of staff resources in bringing in new collections, organizing content, rehousing materials, and adding them to the work queue. Our documentation helps us to have a big picture of the current workload that enables us to prioritize our resources of student and intern assistance. The new system is ensuring that our small, but engaged, team of professionals and volunteers works

more efficiently to balance collections management tasks. Ms. Craynon is preparing a Processing Manual for the department to document the procedures.

This past year brought our department opportunities to support several state agencies whose employees have brought celebratory or unusual records to the Archives' attention. Some documents are not designated for permanent retention by law, but have significance in helping an agency to preserve and to highlight its history. Occasionally individual donors come forward whose family member preserved a historic record belonging to a government agency in the late nineteenth or early twentieth centuries. In FY2026, we have worked with colleagues of sister agencies to ensure research access and permanent retention of such records. The Archives team aided the Department of Natural Resources (DNR) and Catoctin Furnace Historical Society to inventory and digitize rare site plans related to a public-private preservation grant project.

In June 2026, the Special Collections department received a transfer from the Department of Juvenile Services of a logbook that had been safeguarded by the family of a 20th century employee of the House of Refuge, now the Charles H. Hickey, Jr. School in Baltimore County. This book, along with similar government records, will be treated during FY2027 by our conservators and digitized to support the research being conducted by and for the Maryland Commission on the House of Reformation and Instructions for Colored Children.

Throughout the fiscal year our team developed a plan to review the large donation of artifacts, photographs, publications, and documents from the Pimlico Racetrack and developed a processing plan. Phase 1 of the plan involved processing items of significance and sorting through the many framed photographs and posters found throughout the old complex. The team focused our inventory work on the scrapbooks and photo albums, since we anticipated that those organizations involved in the Preakness Stakes and development of the new racetrack buildings may need access to images. Many of the oversized posters and photographs came to us in older frames that could be removed, so that the graphic art could be more appropriately housed for long-term preservation. Archivists are currently engaged in the plan's Phase 2, making weekly progress on inventory of items in six different series: scrapbooks, photo albums & photos, posters (including advertisements and signage), objects, textiles (banners, flags, jockey silks), ephemera (programs, tickets, small format advertisements, flyers) and publications (the Racing Form serial publication, magazines, and newspapers). At the current rate of work, we anticipate completing the inventory work prior to the Preakness Stakes in May 2027.



Special Collections Senior Director Maria Day was an organizer and planner for a number of high-profile exhibitions and educational resources relating to historic Maryland documents. In November, our team helped to curate a display of Sister State records, photographs, and objects from our Special Collections for the Maryland Office of the Secretary of State and a visiting delegation from the Province of Anhui, China. Likewise, the Secretary of State's officials called upon archivists to provide a display of two historic maps of the province Maryland in Liberia to celebrate Governor Moore's announcement of an agreement with our Sister State, the Republic of Liberia, in June 2026. It is highly significant the Archives' holdings can support and bring cultural meaning to these diplomatic occasions, showing that Maryland has ties to other nations around the globe.

Special Collections archivists have also supported the exhibition of records and educational content relating to the America 250th commemoration of the signing of the Declaration of Independence. Preparations through early 2026 have paved the way for the celebrations that begin on July 4, 2026 and continue through the remainder of the year. Our team has helped our Research and Artistic Property units to curate, install, and promote the Maryland State House commemoration and exhibit. Ms. Day contributed an educational webpage guide to the special collections documents relating to Marylander's creation and implementation of self-government, and the culture surrounding America's bid for independence. The guide is due to be published online early in the fiscal year 2027. She also compiled an outline of records relating to the seventeenth-century relations of Indigenous Nations with the Maryland government in support of Maryland Public Television's educator guide to primary resources about the founding of the colony.

Conservation and 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 Assistant 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.

Preservation Outreach

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. Conservators provide preservation assessments to state and local agencies and historical groups on individual items or groups of materials as the need arises. 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.

Archives' conservators continue to provide services to state agencies and community organizations to ensure preservation of books and paper documents that are significant to the state's heritage. In FY26, the Conservation team also offers services to other state agencies and nonprofit organizations in the effort to ensure that the State's historic records and cultural heritage materials are safeguarded for the future. In addition to progressing with our book and paper treatments ordered by the Thurgood Marshall State Law Library. Preserving rare Maryland law books and two nineteenth century illustrated lithograph volumes of birds and fishes by mending tears, strengthening book spines and covers, and fabricating custom enclosures, will improve the Law Library's abilities to provide patron access to these volumes.

Additionally, the conservators provided custom treatments and assistance with exhibit preparation to several nonprofits during this past fiscal year including for our sister agency, the Banneker Douglass Tubman Museum; the Blacks of the Chesapeake Foundation; and the Malone's Methodist Episcopal Chapel in Dorchester County. In FY27, the Conservation team is providing paper treatments for the Department of Juvenile Services records transferred to the Archives in June 2026. These five record

volumes are of high research value and will enable the Commission on the House of Reformation and Instructions for Colored Children.

FY26 has seen many opportunities for the Conservation team to showcase their work to tour groups visiting the Archives. Our visitors to the conservation laboratory represent a wide variety of constituents, but some of the highlights of the year have included showcasing our book, paper, and object treatments to legislators and General Assembly employees; the educators Accokeek Foundation; archaeologists from the Maryland Department of Transportation; librarians from the Anne Arundel County Public Library; museum collections staff from Annapolis Maritime Museum and the Banneker Douglass Tubman Museum; university classes; and intern groups.

In FY26, Lead Conservator Camille DiMarco and Senior Director Maria Day participated in site-visits to assess fragile and historic materials and to train volunteers and interns in archival handling and storage methods for community archiving groups from the Goshen Farm Preservation Society, Asbury United Methodist Church, Annapolis, and the Frederick Douglass Museum and Community Center of Highland Beach.



Edward Heimiller has recently developed outreach presentations for explaining historic preservation to the public. He presented basic preservation techniques at the October 2025 Community Archiving workshop at the Timothy Baker State Archives Building. On May 6, 2026, he presented about the MSA Conservation team's to Edenwald Retirement Community in Towson. Reference Archivist Danielle Smith also represented the Archives at this evening lecture. He is currently partnering with other Archives staff to develop educational programming around preserving Revolutionary War era documents. In October, he will co-present with colleagues from three other departments on a Mid-Atlantic Regional Archives Conference panel highlighting how collections can be used by archivists to highlight their work and to advocate for their projects.

Agency-Wide Community Archiving Initiatives

Our Community Archiving initiative has provided us with opportunities to connect with Maryland organizations who seek training, conservation advice, collections assessments, or support to preserve their group's history. Throughout FY2025, MSA staff supported oral history projects with Friends of Crownsville State Hospital, the Venice Beach Community Association, the Anne Arundel County Public Schools Voices of Our Community event, and the Hyattsville Branch Library of Prince George's County Memorial Library System. We have finalized new donor agreements for oral histories recorded for the Indigenous Archive Project for the Eastern Shore of Maryland. We also provided collection assessments and/or archivist training for the Pratherstown Community

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Development Corporation, the Mount Hermon Masonic Lodge, No. 179, the Women's Civic League of Baltimore, Baltimore Afro-American Historical and Genealogical Society, and Fairmount Heights High School Alumni Association. A new webpage of resources for community archiving was launched in June 2025. These community engagements are a growing area of activity for Maryland State Archives with staff from Administration, Appraisal, Digital Acquisitions, Reference and Special Collections Departments all supporting us in these archiving efforts.

Between November 2025 and April 2026, the Maryland State Archives engaged in a series of collaborative initiatives aimed at preserving and amplifying the histories of collaborative initiatives aimed at preserving and amplifying the histories of Maryland's diverse communities. These efforts reflect an ongoing commitment to community-centered archiving, education and historical preservation.

In November 2025, the Archives, in collaboration with Blacks of the Chesapeake, hosted members of the Carr family of Annapolis as part of its "Lead with Listening" series. The discussion highlighted the family's legacy and their central role in operating Carr's Beach and Sparrow's Beach which served as vital cultural and recreation spaces for Black communities during the Jim Crow era, when access to other venues was limited. That same month, members of the Pratherstown Community Development Corporation visited the Archives' Baker Building to receive training and guidance on digitizing a significant audiovisual collection. Pratherstown, a historic descendant community in Montgomery County, continues to benefit from these preservation efforts.

Beginning in January 2026, the Archives initiated a partnership with James Harvey of Dowden Chapel in Perry Hall to preserve his personal and family history. A Bowie State University intern has worked closely with Mr. Harvey, offering hands-on assistance and instruction in archival preservation techniques, ensuring the longevity of these valuable historical materials.

In February 2026, the Archives participated in the Fairmont Heights High School Alumni Association's "Past to Present" event in Prince George's County. During this event, work completed by a previous student intern was showcased, while Archives staff established new relationships with community members to support future collaborations. That same month, a new oral history initiative was launched in partnership with Anne Arundel County historian Janice Hayes-Williams. This project focuses on documenting the lived experiences of former residents of Annapolis's 4th Ward and alumni of the Stanton Colored School. To date, two recording sessions—held at the Stanton Community Center and at the Archives – have resulted in the collection of 15 oral histories.

In March 2026, Archives staff attended a community archiving workshop at Asbury Broadneck United Methodist Church. The workshop focused on preserving the histories of the Browns Woods and Mulberry Hill communities, both of which are historic descendant communities located on the Broadneck Peninsula in Anne Arundel County.

Later that month, the Archives also participated in an event hosted by the Reconnecting Communities in West Baltimore Coalition and the Baltimore Transit Equity Coalition, led by Glenn Smith. During this event, three additional oral histories were recorded, further contributing to the Archives' expanding collection.

In April 2026, the Archives launched another oral history initiative in collaboration with the Governor's Commission on Caribbean Affairs. Interviews have been scheduled with each commissioner, and these recordings will become part of the Voices of Maryland Collection, further diversifying the narratives preserved within the state's historical records.

Throughout this period, the Archives has recorded numerous oral histories for inclusion in the Voices of Maryland collection on Digital Maryland, with several additional interviews currently scheduled or in development. Collectively, these initiatives underscore the Archives' dedication to preserving community histories and fostering meaningful partnerships throughout the state.

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 some digital materials are freely available on the Internet.

Government Publications & Reports

The earliest government reports and publications date back to the seventeenth-century, while most are from the early nineteenth-century to the present. Materials range from state constitutions, laws, and regulations, to commission, task force, and work group reports. The holdings include annual reports from major departments, as well as findings from more specialized studies mandated by the General Assembly. Local government materials are an important part of the holdings as well, which are made up of a large number of codes and regulations. These materials can be accessed by the public in print or electronic format at the State Archives. A more limited number of holdings can be viewed as PDFs through the online catalog.

Between February and June of 2026, approximately 200 reports and publications have been cataloged and processed. This includes the backlog that resulted while the Archives was missing an acting librarian. Electronic resources have been placed on hold, but will be taken up again as the new librarian continues the onboarding process.

For the first time since the creation of the online catalog, the metadata included in each record follows the standards set by Resource, Description and Access (RDA), rules established jointly by the American Library Association, the Canadian Federation of Library Associations, and the Chartered Institute of Library and Information Professionals (UK) in 2010. The results are catalog records with titles, alternate titles, authors, agencies, formats, dimensions, subject headings, and publishing locations and bodies. Better metadata increases the probability of searches capturing information efficiently, thus increasing and ensuring wider accessibility. The materials, moreover, are now formatted using basic HTML coding, giving records displayed online a far cleaner and cohesive look.

Library

The Archives welcomed Andrew Yamazaki, Librarian and Government Publications Specialist in January, 2026. Between February and June of 2026, approximately 20 items have been originally cataloged (i.e. catalog records created from scratch), while 154 items have been copy-cataloged (i.e. modifying a pre-existing record from a different institution to meet Archives standards). There have also been approximately 1,500 instances of database management, which includes, but is not limited to, updating call numbers, modifying subject headings, and editing author and/or title information. Many of the new titles are due to the generous donations made by local authors and donors, others were requests made by departments such as Research, and the remainder are from the backlog that developed when the Archives was missing an acting librarian.



Much like the recently cataloged materials of Government Reports and Publications, the metadata in the Library catalog now follow the standards set by *Resource, Description and Access* (RDA). This includes records with titles, authors, editors, editions, collection information, publication years, formats, dimensions, subject headings, publisher descriptions, and publishing locations and bodies. Library records also follow punctuation rules established by RDA, increasing and ensuring more accessibility. The records, moreover, use basic HTML coding, giving what is displayed online a far cleaner and more cohesive look. Like Government Reports and Publications, Library items are now easier to find and easier to read, though there is still more work to be done to increase accessibility.

The physical location of library materials has undergone significant changes. With the addition of new bookcases on the first floor, a large portion of the library is in the process

of migrating to these new shelves. Library materials, moreover, have been grouped by subject, and shelved chronologically by their call number, then alphabetically by label name. Materials that have remained on the second floor have been shelved similarly. In short, this new schema will be much easier to navigate for patrons and staff, while increasing its use, in-house circulation, and accessibility.

Lastly, the new librarian has begun and continues research into the adoption of a new library management system, also known as an integrated library system (ILS). The Director of Special Collections and the Librarian have attended information sessions by ILS representatives, taken part in webinars on how best to adopt a new system, and participated in discussions with staff from the Thurgood Marshall State Law Library, Enoch Pratt Free Library, and the Maryland State Library Agency, to name a few. The two-person taskforce (the Director and Librarian) are currently drafting a report on their findings, which will go to the Assistant State Archivist and State Archivist for review.

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, 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 these governmental functions and their historical evolution.

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 that 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, for the Governor, the State Archives annually prepared the *Organization of Maryland State Government* each year from 1988 to 1995. The compilation included organizational structure, organizational charts, budgets, historical evolution, and mandated reports of government agencies. In 1989, it began to be incorporated into the *Maryland Manual*, and expanded to cover the legislative and judicial branches of government as well.

Maryland Manual On-Line

Today, 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 Maryland municipal governments. Further, the *Manual* shows government agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of these agencies.

Biographies of government officials are presented in the *Maryland Manual On-Line*. These describe 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 are written and updated for county executives, county council members, county commissioners, state's attorneys, sheriffs, circuit court clerks, orphans' court judges, and registers of wills.

Additional information on local government (county & municipal), intercounty, interagency, and interstate and federal agencies is set forth in the *Manual*. Moreover, 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 unique Maryland subjects, ranging from State Symbols, Maryland Historical Chronology (state & county), and Government to Arts, Sciences, and Literature.

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

Updates, additions, and corrections for the *Maryland Manual On-Line* may be e-mailed to the Editor at: mdmanual@maryland.gov

BALTIMORE CITY ARCHIVES

Overview

The Baltimore City Archives and Records Management Center (BCA-RMC) is the central repository of permanent and non-permanent municipal records. Non-permanent material is stored for a designated period of time and then securely destroyed. Detailed information regarding our duties and governance is outlined in Baltimore City Code, Art. 1, Section 10-1 to 10-11.

The City's attention to its own records is best characterized as having been cyclical over time, a characteristic of many municipal archives. In the mid-1930s, a Federal Works Progress Administration (WPA) project provided funding for "Historical Records Survey" staff to arrange, describe and index the permanent records in the custody of the Department of Legislative Reference, which still oversees the BCA-RMC today. A Records Management program was established in 1954, resulting in a comprehensive survey of municipal departments and the first application of retention schedules. In the later 1970s, another cycle of investment began, bringing the City Archives and Records Management program forward under the professional guidance of an Archivist for the first time. However, a decade later, funding had receded, staffing levels had shrunk, and the program languished.

For the past 17 years, the Department of Legislative Reference and the Maryland State Archives (MSA) have collaborated to operate the BCA-RMC. Through a 2009 special agreement, the Maryland State Archives began to revive and sustain the City Archives, supplying staff starting 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 MSA has continued to support the operations of the City Archives. In 2023, a new five-year extension to June 2028 was finalized under the leadership of the new Director of Legislative Reference, Benjamin A. Guthorn, Esq. Guthorn's sustained interest in preserving the City's history has led to unprecedented financial support, enabling BCA-RMC to augment its recent progress.

The 2026 fiscal year was characterized by energetic records management outreach, facility upgrades, and overall collaboration. The number of new records retention schedules drafted and approved surpassed the totality of the past decade. Six HVAC units were installed and other extensive renovations are currently in progress. A City contractual employee was hired part-time to assist with the ongoing shelf reading project, leading to benefits for both records management and archival appraisal. Several researchers shared their work publicly and new connections were cultivated. Overall, the BCA-RMC has had a busy and successful year.

Facility

In the summer of 2025, contractors began to install ductwork and upgrade the electrical service in order to support a massive HVAC system that would cover the entire storage warehouse. For the first time in its history, all the records stored at BCA-RMC are benefitting from climate control. By May 2026, the BCA-RMC closed to researchers as work began on fire safety, aesthetic and accessibility improvements. New electrical wiring has been strung across the warehouse to support the upgraded sprinkler system to come, which required relocation of all boxes stored on the very tops of the shelves. Lighted exit signs were installed and construction of a new fire exit at the back of the warehouse, to be completed later in the summer, along with push-open fire doors, will help bring the facility up to code.



The research room and staff areas will all benefit from new flooring, in some cases walls and doors, new kitchen and bathroom fixtures including an ADA-compliant restroom, a water fountain, and new windows. While work is ongoing, our staff continue to perform as many duties as possible, including reference services.

Records Management Division Activities



In FY26, Records Management staff conducted 59 meetings with City agencies to discuss or assist with records surveys, retention schedules, transfers, disposals, digitization, research and retrieval requests. Initial outreach efforts sparked increased interest as the year progressed.

The departments of Health and Law were the sources of the most activity, accounting for 30% of all records management interactions. During the year, 47 retention schedules were written or revised and fully approved, representing the Environmental Control Board, Department of Finance, Fire Department, Department of General Services, Health Department, Department of Housing and Community Development, Law Department, Department of Legislative Reference, City Hall Curator, Parking Authority of Baltimore City, Department of Public Works, State Attorney's Office, and the Department of Transportation. An additional 18 schedules are currently in the drafting process or awaiting final approval. This work includes the aforementioned departments, as well as the Baltimore City Police Department, Department of Planning, Department of Recreation and Parks, and an update to the City-wide schedules applicable to all departments. The highly anticipated onboarding of Carey Stumm, the new City Records Management Officer, in July 2025 has motivated this burst of activity.

In FY26, a total of 630 cubic feet of City Records was received from 10 City agencies. Staff have also been working to standardize and preserve just over 9 GB of legislative bill files and attachments received this year from the Baltimore City Council. As part of the ongoing shelf read project meant to inventory and evaluate thousands of linear feet of undocumented records, Records Management staff Laura Swangin and Stephanie Haigis focused on prioritizing identification of records eligible for destruction, clear warehouse space to better facilitate overall management of the City's physical records. In FY26, 989 boxes of eligible City records were shredded.

Reference Services

The City Archives continues an appointment-only schedule for researchers of three days per week, with evening appointments available once per month on the fourth Wednesday. This year, BCA closed to researchers in May in order for renovations to take place. While the research room is closed, staff archivists Rob Schoeberlein and Jeni Spamer still assist patrons via phone calls and emails.

From July 2025 through the end of April 2026, the Archives hosted 272 in-person visits for research, an average of 2-3 per open day. Students, academic researchers, City employees, reporters, genealogists and general members of the public make up our user base.

Our staff have fielded and responded to an additional 243 archival research inquiries via phone and email. A total of 495 other phone calls and emails were received to find information or schedule appointments, including 287 instances of referring individuals to the institutions and repositories appropriate to satisfy their requests.

Researchers consulted a total of 732 physical record units and requested 120 scans. Aside from accessing Maryland State Archives vital records via computer, the three most referenced record groups were Department of Housing and Community Development (BRG48), the Department of Public Works (BRG47), and the Mayor's Office.

Processing Initiatives

Initial work on a collection processing backlog, mostly related to MSA Special Collections stored at the City Archives, has taken the number one priority for Rob Schoeberlein since Spring 2026. Collection appraisal with the production of general descriptions and box lists is the goal. Several larger collections such as the Jenifer Family Papers [MSA SC 6003] require better intellectual control. Detailed processing by MSA staff will occur at a future date.



The Department of Public Works “Museum” Collection, BRG47-48, is the focus of continuing appraisal and processing as its research value continues to reveal itself. The thousands of negatives, proof sheets, and photographs were filed together without any

apparent order. A related series of “Water History” records has been worked on due to researcher interest, with the donor-generated finding aid continuing to be transferred into the Guide to Government Records.

As part of our collaborative warehouse shelf read project, some records series are being inventoried under the direction of Carey Stumm to assist archivists with appraisal, improve description, make hidden collections discoverable, and identify records for destruction. As an example, an 18-box series of Commercial Revitalization planning records from the Department of Housing is being inventoried by summer intern Leiyalee Santana, and its previously unknown contents have already been sought by local researchers. Part-time staff Stephanie Haigis and Anita Evans have also assisted with inventories for collections of subject files and clippings, as well as City Law Department cases.

A new tracking system has been developed for processing projects via Airtable, helping to prioritize staff and volunteer assignments and ensure continuity through turnover.

Volunteers

BCA-RMC continues to receive regular inquiries about volunteering, but the program is limited by archivists’ time availability for training, checking work, and following through with tasks that require staff permissions. Volunteers primarily assist with description of collections that will improve their discoverability by researchers and digitization of materials to increase online access. Several volunteers have paused visits during our renovations, when work space is limited. Some volunteer projects include transcribing original volumes of the 1868 Police Census into sortable spreadsheets, digitizing mayoral files related to industrial pollution, rehousing and indexing slide photographs.

Outreach Highlights



In FY26, BCA archivists had the pleasure of hosting multiple groups of college students from Johns Hopkins University, Morgan State University, Towson University for classes and tours. We also hosted members of the Office of Council Services and representatives from the Baltimore Symphony Orchestra administration to review their archival holdings. Retired State Archivist Ed Papenfuse connects doctoral students to BCA collections through virtual research

consultations. Through all of these, the connections of BCA with City agencies and local academic institutions are strengthened.

MSA Annual Report
Fiscal Year 2026

For the fourth year, Deputy City Archivist Jeni Spamer represented Baltimore City Archives on the organizing committee of the 2025 Bmore Historic Unconference. This annual event, which took place at the Baltimore Museum of Industry, focuses on public history and historic preservation in and around Baltimore.



On the evening of November 13, 2025, BCA-RMC again hosted several members of The Friends of Maryland's Olmsted Parks & Landscapes (FMOPL) for a tour showcasing Olmsted drawings of Baltimore City parks as well as the FMOPL organizational archives, which are housed at the City Archives.

More than one film crew has set up in the BCA warehouse this year, as well. Last fall, The Baltimore Banner did a story about Laurel Cemetery in which they interviewed Dr. Donna Hollie, a longtime City Archives volunteer. In March 2026, we welcomed a film crew working with the City's CharmTV team to produce a documentary celebrating the 50th year of AFRAM, Baltimore's festival of African American music and culture. Our records center was selected as the backdrop for footage and interviews with Angela Koukoui, head archivist for the Smithsonian's National Museum of African American History and Culture.



MSA Annual Report
Fiscal Year 2026

The BCA social media account promoted an unusual collection of negatives from the Department of Public Works that focus on sidewalks throughout the City, but often happen to capture bits of street scenes at the same time. This post garnered more attention than any other posts of the past five years and helped spread awareness of our collections and services.

Finally, multiple professors who utilized City Archives collections in their research published or presented their work and recognized BCA archivists for their assistance. Jeni Spamer attended Emily Lieb's book talk at the Pratt Library and Menika Dirkson's presentation about Graffiti in Baltimore, hosted by Baltimore City Historical Society at Village Learning Place. Another researcher shared his recently-published article, and two further publications are forthcoming.



Maryland State Archives

Hall of Records Commission Meeting

Tuesday, December 2, 2025 at 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

Tuesday, December 2, 2025 at 2:00 p.m.

Via Teleconference

Agenda With Details

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/hrc_minutes_spring_2025.pdf

Special Meetings, Advisory Boards & Celebratory Events

Lunch and Learn Events:

- June 12 - Telling the Story of Antietam
- August 14 - The Wild Women of Maryland
- September 11 - Flee North: A Forgotten Hero and the Fight for Freedom in Slavery's Borderland
- October 9 - Macabre Maryland: Halloween Tales from the Archives

May 21: Maryland Commission on Artistic Property meeting

October 13: Portrait Unveiling and in honor of former State Archivist, Timothy D. Baker

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/hrc_schedule_12-2-2025.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/hrc_disposal_12-2-2025.pdf

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

State Archivist's Report

- Portrait(s) of retired State Archivist Timothy D. Baker, Unveiling Event 10/13/2025



*Corey Lewis, Elaine Rice Bachmann, Tim Baker, Teresa Fawley and Emily Oland Squires
10/13/2025*

- FY27 Budget
- MD250 Commission and Archives associated planning

Chronology of Staff Activities:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/Chronolgy_June%202020-%20December%202020-2025.pdf

Department Reports:

Appraisal & Description

Record Accessibility

The Appraisal & Description Department continues to focus on ensuring that records transferred to the State Archives remain accessible, a key responsibility of the State Archives. This is particularly a concern for the increasing volume of digital and other non-paper records. Accessibility means ensuring that the software and hardware of records remain viable. This is particularly challenging for older records whose formats become outdated prior to their transfer to the Archives. We are currently working with the Judiciary to address the large volume of court proceeding recordings on reel-to-reel tapes, cassettes, and various other formats. Accessibility also requires that we ensure that the Archives has a thorough understanding of the content and organization of records before we receive them for transfer. We also need to pay attention to the needs of our patrons in accessing records. As an example, we are researching new website accessibility requirements from the Department of Justice in order to be in compliance with the Americans with Disability Act.

New Digitization Projects

The Appraisal & Description Department is also assisting with the new digitization projects described in more detail in the Digital Acquisition, Processing and Publication (DAPP) portion of the agenda. The Appraisal & Description Department is working with agencies to better identify what records they need to scan, and ensure the records are organized and described in such a way to facilitate scanning into easily accessible digital units.

Baltimore City Archives:

Special Notice

Carey Stumm assumed the position of City Records Management Officer on June 28. Ms. Stumm brings nine years of experience with the National Archives and Records Administration to this role, first at the New York regional office and most recently in Washington D.C. She has guided the transition of federal records transfers from paper to born-digital, creating standard operating procedures for agencies. Among her many relevant skills, she has experience with facility management and design, digital asset management, grant administration and emergency response from her prior roles with the Metropolitan Transportation Authority (MTA) Transit Museum in New York City from 2004-2016. She has also held positions at the Experience Music Project, the Museum of the Moving Image, and the Coney Island Museum. Carey earned a Master's degree in Library and Information Science from Queens College in New York, where she then served as Adjunct Professor. She resides in Baltimore City.



Carey Stumm, Baltimore City Archives

Facility upgrades

Baltimore City's Department of Legislative Reference, which oversees the divisions of City Archives and Records Management, has invested significant funds to improve our leased facility. As of November 2025, a new HVAC system has been installed that covers the entire 37,000+ square foot facility for the first time; previously, only a small portion of the building was climate controlled. This will significantly improve the storage conditions for the bulk of our collections. Further, our site will be receiving upgrades to fire safety systems, including additional emergency exits and an upgraded sprinkler system. The City has also brought fiber internet service to the building, allowing for side-by-side State and City-managed networks, which will bring enhanced technological functionality to our hybrid City/State staff, and faster public wifi service for our patrons. Finally, the entire office and research areas will be renovated, including new floors, new ADA-compliant bathrooms, and new kitchen, with work to begin in the near future. As a result, the Archives will be temporarily closed to the public.

Reference Services

The City Archives continues an appointment-only schedule of three days per week, Tuesday through Thursday, with extended evening hours once per month on the third Wednesday. Most evening researchers visit us to access Maryland Vital Records on our searchroom computers.

Since June 2025, the Archives hosted 174 in-person visits for research, an average of 2-3 per day. Students, academic researchers, reporters, genealogists, city employees and interested members of the public make up our user base. (This figure reflects the timespan from the Spring HRC meeting until November 6, 2025.)

Our staff of two archivists, assisted by a Department of Legislative Reference employee during public open hours, have fielded and responded to 111 archival research inquiries via phone and email. A total of 357 phone calls and emails were received to find information or schedule appointments, including 117 instances of directing individuals to the institutions and repositories better able to satisfy their requests.

Researchers consulted a total of 346 record units. The three most referenced record groups include Department of Housing and Community Development (BRG48), which was used for almost 20% of all research inquiries during this period; records of the Maryland State Archives, 12% of inquiries; the Department of Public Works (BRG47), which includes a large photograph collection (see below), was referenced 33 times, and the Department of Recreation and Parks (BRG51) records ranked fourth most popular at 31 uses.

One of the primary uses of Department of Housing and Community Development records has been toward informing an academic study titled “Examining Influences of Place-Based Historical and Contemporary Structural Racism on Racial Disparities in Aging-Related Disease Risk Trajectories,” which has employed multiple researchers to visit the Archives daily since mid-July.

A Johns Hopkins University writing course led by Dr. Morris Speller held two class sessions at the City Archives this fall, also utilizing Housing Authority records.



City Archivist Dr. Robert Schoeberlein instructs Johns Hopkins University students on the use of Sanborn Atlases, September 24, 2025

Appraisal, processing and cataloging

The Department of Public Works “Museum” Collection, [BRG47-48](#), continues to be a focus of appraisal and processing. A related series of “Water History” records has been worked on due to researcher interest, with the donor-generated finding aid continuing to be transferred into the Guide to Government Records.

On September 3, Andrew Yamazaki, PhD, student of archives and digital curation in the MLS program at University of Maryland, College Park, began a field study project with us. Dr. Yamazaki’s task is to formulate a processing plan to enhance public access to the Baltimore City Slides Collection, 1955-1998, BMS26-2. This collection consists of 15,000+ color slides drawn from the Baltimore City Housing Authority, Department of Housing and Community Development, Department of Planning, and various mayoral administrations.

In June and July, Katie Mayer, who previously served as a volunteer and student intern, again assisted us as a City-sponsored, paid intern. Ms. Mayer’s work focused on surveying Baltimore City’s various accessions of Department of Planning Records and bringing them together in a consolidated worksheet to assist with future processing and public access. Some records were formerly housed within the Baltimore Regional Institutional Studies Collection (BRISC) at the University of Baltimore, and other recently transferred records have never been described in our online catalog. Consequently, a

subseries of Urban Renewal Plans from this collection have now been identified and added to the catalog. Katie also produced a subject index that has already been utilized frequently due to the high research interest in City Planning at present.



Summer intern Katie Mayer stands near dozens of Department of Planning record boxes

Darlene Conley, Morgan State University Ph.D. student, whose Spring 2025 practicum centered on the [Housing Authority photo album](#) on our Flickr site, continues to volunteer at the City Archives with the aim of completing the album, one of our most popular with more than 2600 views. With 3377 images uploaded, Conley has less than one box of images remaining.

Another volunteer has been steadily digitizing and uploading a series of 1950s street views from the Department of Public Works to a [new album on our flickr site](#). Street views are consistently popular with our users and the subject of frequent inquiries.

Miscellaneous smaller cataloging projects and rehousing of material remain ongoing. Some examples include: continuing to organize, properly rebox and label unprocessed special collections, including MSA collections held on site; rehousing and cataloging panoramic photographs, and re-folding Department of Public Works water history files that have been extensively utilized by a researcher. Conservation rehousing such as

wrapping delicate volumes with Tyvek and replacing damaged boxes occurs on-demand when the materials are requested for researchers.

Outreach and Community Engagement

In June, the City Archives was contacted by a local entrepreneur engaged in revitalization efforts in the Greenmount corridor. He wished to utilize our collections to gain historical context for the neighborhood as part of the development process, and he brought a team of architects to tour the space and learn more about researching City records.

In July, Deputy City Archivist Jeni Spamer gave a Career Day presentation to high school students as part of Baltimore City's summer YouthWorks program, which took place at the Baltimore Design School nearby on Barclay St. Fifteen students learned about the variety of career opportunities in the field of archives.

The 2025 Bmore Historic Unconference, an annual event that focuses on public history and historic preservation in and around Baltimore, took place at the Baltimore Museum of Industry on September 19. Jeni Spamer, Deputy City Archivist, represented Baltimore City Archives on the organizing committee for the fourth year, assisting with the planning and facilitation of the unconference with other local historians and museum workers.

On October 11, City Archivist Rob Schoeberlein attended the 25th Annual Baltimore City Historical Society Honor Program. As a chapter contributor to *A Place For Memory* (Shear and Klugh, Editors, 2023), Baltimore's Historical Laurel Cemetery Project book, he received a certificate of recognition.

On the evening of November 13, several members of The Friends of Maryland's Olmsted Parks & Landscapes (FMOPL) returned for a special tour focusing on Olmsted drawings of Baltimore City parks as well as the FMOPL organizational archives, which are housed at the City Archives. We hosted a similar event in May of this year. FMOPL is a 501(c)3 non-profit membership organization committed to advancing the legacy of Frederick Law Olmsted, considered the father of landscape architecture in the United States, and its relevance in Maryland through advocacy, education and preservation.

Outreach through social media gained a surprising boost in October, American Archives Month, with the showcase of intriguing negatives acquired from the attic of a Baltimore City building over the summer. The images focus on sidewalk repairs by the Department of Public Works. This post generated more engagement and new followers than any others in recent years, with nearly 57,000 views across Facebook and Instagram. It

captured 1279 unique engagements (likes, comments, shares and saves) and gained the City Archives over 200 new followers. A total of fourteen social media posts were shared since June, including some produced by student interns.



One of thousands of negatives acquired from the Department of Public Works, capturing glimpses of Baltimore City sidewalks: 2059 N. Bentalou Street, February 18, 1955

Records Management Program

Since June 2025, the Records Management team of City Records Management Officer Carey Stumm and Archives and Records Management Technician Laura Swagin has been working in partnership with 34 City departments. These efforts have encompassed both onsite visits and remote consultations aimed at reviewing and enhancing existing records management practices. This collaboration is critical in ensuring that all departments comply with both state and local regulatory requirements concerning record retention and management.

Throughout this period, the team achieved a significant milestone by successfully updating and securing approval for 22 retention schedules. Noteworthy updates include the retention schedules for the Parking Authority, which saw eight updates, followed by three for the Department of Health, one for the Fire Department, one for the Department of Housing and Community Development, one for the Mayor's Office, five for the Environmental Control Board, one for the Department of Transportation, and two for the Department of Public Works.

In the second half of 2025, the City Archives accepted four significant transfers, totaling 162 boxes of records from various departments. This influx of information includes valuable historical and operational documents from the Department of General Services, the Department of Public Works, the Law Department, and the Mayor's Office. Moreover, an additional 186 boxes are expected to be delivered before the end of the year.

To engage the community and raise awareness around these developments, an informative email announcement was distributed during Archives Month in October. This communication not only highlighted the upcoming renovations planned for the facility but also introduced the new Records Management Officer, fostering a sense of continuity and commitment to improved records management practices within the City.

Commission on Artistic Property:

Throughout the year, the director and curator, along with the State Archivist, have been working collaboratively on the development and creation of new interpretive exhibits for the Old Treasury Building. The exhibits are part of a capital project being managed by the Department of General Services (DGS), who are engaged with C&G Partners LLC as exhibition content and design consultants. Commission staff led the research and development of exhibit text panels, sourcing images and reference objects, and have begun to draft a tour manual to train docents once the building opens to the public.

Director Chris Kintzel and Curator Robin Gower also spent significant time at Pimlico Race Course, now owned by the State of Maryland, inventorying art, artifacts, and archival material in the Hall of Fame, as well as throughout the property. They facilitated packing and the physical transfer of the objects from Pimlico to MSA's facility in Woodlawn. Staff will be working with the full Commission on Artistic Property to determine which works will enter into the care and custody of the state's art collection in FY26.

Commission staff worked alongside DGS to remove and/or cover objects within the Old Senate Chamber in the Maryland State House before the space underwent a multi-month restoration project. The historic John Shaw furniture pieces were relocated to the Archives Rooms to keep them on public display.

Throughout the late summer and fall, Commission staff worked with several state legislators to add additional artworks from the state art collection as well as the greater holdings of the Maryland State Archives to their offices ahead of the next legislative session.

Accessions/Gifts/Transfers Highlights:

Wall sconces, set of four
Waterford
Crystal, 1988
MSA SC 1545-3587-01-04

Timothy D. Baker (official portrait) [for display in Annapolis]
Medford Canby
Photograph, 2025
MSA SC 1545-3590

Timothy D. Baker (official portrait) [for display at Rolling Run facility]
Medford Canby
Photograph, 2025
MSA SC 1545-3591

Conservation projects

In August, one of the original iron chests from the Old Treasury Building underwent conservation to prepare it for exhibit. The chest was cleaned and existing rust was stabilized. Halcyon Objects Conservation, LLC completed the work, generously funded by the Friends of the Maryland State Archives and the Department of General Services



Conservators treat the iron chest in situ at Maryland Center for History and Culture

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 refills records returned to the Archives. The Help Desk also provides customer support for online Maryland land records. Since the last HRC meeting in June, staff have fielded

4021 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 3421 other inquiries relating to Archives records or services. Staff from this office processed 1430 individual file returns by State and local agencies, and have filed over 4526 records so far this fiscal year. For the public, 1754 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. These statistics do not include numbers from October or November. Our Criminal Research team also completed over ——— criminal background checks for various federal, state, and local law enforcement agencies.

FBI-NICS requests received - 646; closed - 518; turnarounds - 128

CJIS requests received - 161; closed - 108; turnarounds - 53

Combined: received - 807; closed - 626; turnarounds - 181

YTD 2025 Expungements: Received / Completed / Turn arounds

1/2025: 44

2/2025: 44

3/2025: 26

4/2025: 53/54/3 - Start of new reporting

5/2025: 64/64/3

6/2025: 62/62/3

7/2025: 46/44/3

8/2025: 77/78/3

9/2025: 63/64/5

10/2025: 46/46/3

Digital Acquisition, Processing and Publication (DAPP)

Society of Cincinnati Revolutionary War Papers Project

The Maryland State Archives has continued to work with The Society of the Cincinnati on the digitization of Revolutionary War records and making them publically accessible online. Since the last Commission meeting the Digital Acquisition Department has continued to make progress on this project and as of the end of October, all of the 45 bound books selected for the project have been completed. Currently, staff are digitizing S997 (Revolutionary Papers), which comprises 19 boxes of documents. This part of the project is expected to be completed by the end of November. Starting in December, staff will begin scanning the final collection of this project, S1004 (Series A), which comprises

roughly 100 boxes of documents. This series is also a combination of correspondence and administrative documentation from the Revolutionary War.

Law Library Microfilm Scanning Project

Starting in April 2025, MSA began a digitization project with the Thurgood Marshall State Law Library to scan almost 500 reels of microfilm of *The Daily Record* newspaper (1929-2022). As part of the project, MSA imaging staff have parsed the images into issue level deliverables for the library to use. With this additional level of organization applied to the images, library staff will be able to search the material more efficiently and will be able to provide a better user experience for their patrons. As of this month, the Digital Acquisition Department has scanned microfilm covering up to 2010 and have delivered images to the Law Library up through 1990. The scanning portion of the project is expected to be completed by the end of the calendar year and the final images being delivered to the Law Library by the end of February 2026.

New Digitization Projects

Recently, the Archives has begun working on several new imaging related projects. The first is with the Department of Juvenile Services (DJS). As part of the Child Victims Act, MSA has been contracted by DJS to digitize record material from 20 facilities. This material includes bound books, case files and various administrative documents. In total, an estimated 4000 boxes of material will be digitized by Archives staff and delivered to the discovery vendor for DJS for ingest and access.

The second long term project that MSA is embarking upon is with the Register of Wills. The Register of Wills has been working with FamilySearch on the digitization of all probate related record material from the beginning of each jurisdiction in the State of Maryland and up to 1940. The Register of Wills reached out to MSA to develop a project to scan material outside that window of time for each jurisdiction, 1941-1996 in particular. The first jurisdiction that will be digitized is Baltimore City and will include preparing the materials for scanning and creating a document level index to the paper records. This project is estimated to take two years to complete.

Lastly, the Archives and the Department of Human Services (DHS) have signed an MOU for on-going digitization services. Up until now, when DHS required one of their records back, MSA staff would locate the record and mail it back to them.

Between locating the records and the time to receive them by mail, the turnaround time could be as long as two weeks. In order to respond to file requests more efficiently and to minimize the risk of mailing records back and forth between agencies, a new MOU has been drafted wherein, MSA will hire a dedicated employee who will be responsible for researching, pulling and then scanning the requested documents. The images will then be electronically transferred to DHS, thus reducing the turnaround time and preventing any risk to the physical record.

As a result of these new projects, MSA is in the process of hiring additional staff for the Digital Acquisition Department. In total, nine new staff will be added to the department. These new staff members will be assigned specifically to these projects, thereby ensuring the correct amount of staffing for each project while allowing the current staff to continue to provide the level of service the citizens of Maryland have come to expect from the Maryland State Archives.

Information Systems Management

Launch of MDLandRec 5

The Maryland State Archives is excited to share that an updated version of MDLandRec launched on November 17, 2025. Notable changes include multi-factor authentication: a security code will be sent to the email associated with the account upon logging in. Additional new features include "Indices" at the top of the page ("Active Indices," previously on the left side of the webpage, is now renamed "Historical Indices"). Additionally, all text fields now contain the option to fine-tune a search by selecting from a list of search modifiers. For example, modifiers like "Begins With," "End With," or "Contains" can be applied to aid in the search process.

The URL is <https://landrec.msa.maryland.gov>, though the previous URL will redirect users to the current version.

Title II ADA Compliance

The Maryland State Archives (MSA) is currently working to ensure that all agency websites and digital platforms comply with the accessibility standards established under Title II of the Americans with Disabilities Act (ADA). This federal mandate sets forth specific technical requirements designed to guarantee that digital content and services are accessible to individuals with disabilities, with compliance deadlines commencing in April 2026.

Given the scope and complexity of the Archives' online resources, achieving full compliance represents a significant and resource intensive undertaking. The Archives manages 64 websites which are all considered public services that must independently comply with accessibility requirements. This makes the overall scope of work both diverse and challenging. However, as confirmed by the Attorney General's Office, archived web content and web-accessible images created prior to the rule's effective date are exempt from these requirements. This interpretation significantly reduces the compliance workload, as it covers a substantial portion of our current digital holdings.

Records transferred to the Archives after April 2026 including born-digital records, land records, plats and similar materials will not be exempt from ADA Title II compliance. For example, the daily transfer of digital land records will require the ability to generate ADA-compliant files in real time ("on the fly"). Without this capability, the high volume of requests could require extensive staff labor and cause delays in meeting response time expectations for producing compliant PDFs. Complicating this further, historic or handwritten land records will require manual review and editing to correct inaccuracies in automatically generated metadata or alternative text. Providing meaningful descriptive text for millions of archival images represents a monumental challenge. Ensuring real-time compliance will require coordination with the Judiciary, particularly the Judicial Information Systems (JIS), to support the technical infrastructure necessary for generating compliant files on demand.

The Archives' holdings include over 300 million digital images across multiple access platforms encompassing photographs, maps, manuscripts, and other scanned or born digital materials. Many of these historical records lack text alternatives, such as alt text, metadata, or OCR-generated text, creating substantial barriers to accessibility. To address this, the Archives working in coordination with DoIT is evaluating tools and infrastructure capable of generating ADA compliant, web accessible PDFs upon request for pre-rule materials. While automation is essential, the process will still require substantial manual correction for historical content lacking descriptive metadata. Automated text extraction from historical documents is often unreliable, especially for handwritten or degraded materials, limiting both screen reader usability and search accessibility. Additionally, audio and video materials including oral histories and digitized films will require captioning, transcripts, and audio descriptions to meet compliance standards.

MSA's IT team, in collaboration with Reference Services, has identified the most heavily used websites and services to prioritize accessibility efforts. Initial focus is being placed on public-facing, high-traffic sites and core research services. One of the most significant examples is the Archives of Maryland Online (AOMOL). This site provides comprehensive access to Maryland's constitutional, legal, legislative, and administrative

records from colonial-era documents. Through AOMOL, users can research legislative intent, legal precedents, and historical constitutional developments dating back to 1776. Currently, AOMOL comprises over one million individual files. Due to the age and complexity of the content, dead link verification must be conducted manually. While adopting template-based accessibility frameworks will help address some technical issues, a significant portion of the work will still require manual review and correction. Collaboration with transcription teams will be necessary to ensure that all content includes accurate transcriptions and appropriate alternative text (alt tags) for accessibility compliance.

The focused attention of the Archives' IT and ADA leadership on this rapidly approaching compliance deadline will ensure that the vast majority of our high-traffic websites remain active and compliant with all legal requirements. As additional technical guidance becomes available, the Archives will update its directives for state agencies regarding the transfer of electronic records. This process will also help identify areas where additional funding and resources are needed to secure appropriate vendors and software solutions to support ongoing accessibility and compliance efforts.

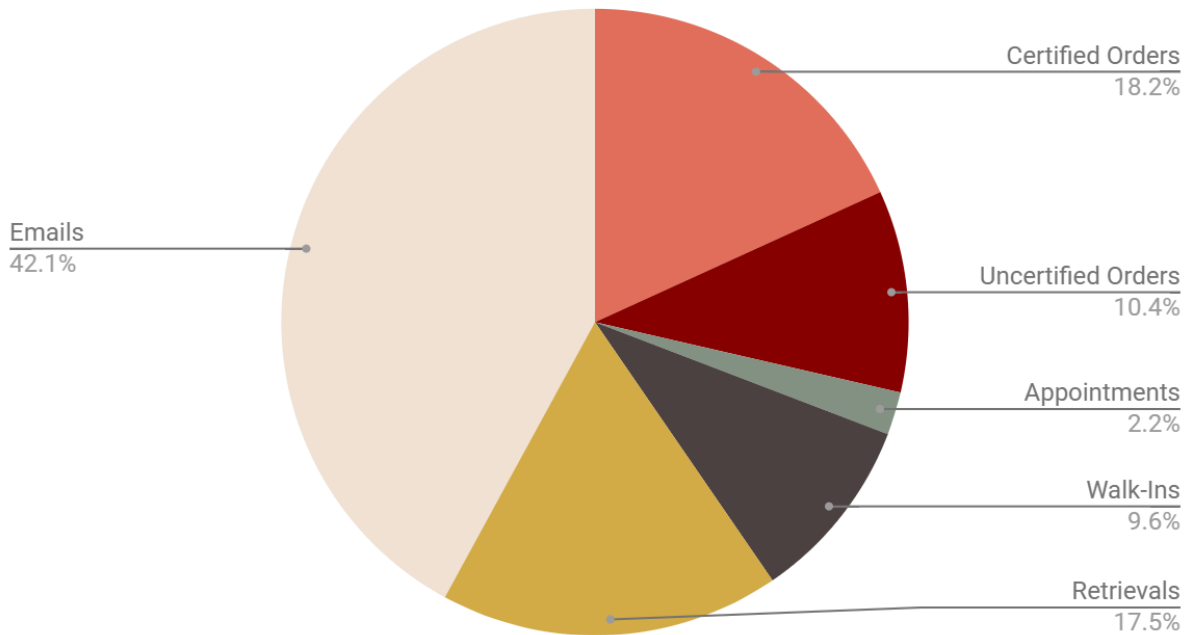
Reference Services

Reference Services staff provide exemplary customer service to constituents, who bring their needs to us as walk-ins and appointments, as well as by email and phone. Those they assist include users with legal needs for pensions, naturalization, Veterans Affairs benefits, and expungements, as well as students, historians, genealogists, archaeologists, and more.

Reference staff also give outreach presentations both virtually and in-person to increase information literacy in researching our collections, to build trust and connections with communities, and to continue the goal of showing that archives are for everyone.

Since we last met in June through the month of October, Reference Services closed out 1,932 orders, many of which were multi-part orders. Counting individual parts of each multi-part order, Reference fulfilled 1,989 certified records, and 1,140 uncertified vital records for genealogical needs. Staff sent out 4,600 emails, including assistance on in-depth research questions, as well as deliveries of unrestricted electronic images for genealogical needs. Reference staff also retrieved 1,916 physical records for in-person researchers, and assisted 1,292 in-person visitors, including 242 appointments that were prepped in advance, and 1,050 walk-ins.

June - October 2025



We also highlight two staff accomplishments: Rachel Frazier attended the History Leadership Institute in Minneapolis from June 16th through June 27th. In her short time as Director of Reference Services, Ms. Frazier has had the opportunity to rebuild the department due to staff retirements and turnover. The team that she has brought on board are enthusiastic and specialized public servants who are deeply dedicated to our collections, customers and teaching. She also leads our public outreach programming for Reference Services, where developing and presenting educational workshops and seminars to community groups to raise awareness of our collections and how to use them, and curated the new exhibition “Maryland on the World’s Stage: Maryland at the 1893 World’s Fair,” which shows how archival collections can provide insight into the human experience.

On September 26th, Darby Nisbett Schini, Deputy Director of Reference, was awarded the Victoria Irons Walch Emerging Leader Award from the Council of State Archivists. Rachel nominated Darby in recognition of her focus on accessibility and inclusivity and her mentoring of reference staff to create a thriving work environment, Darby’s advocacy has included providing supportive resources to ensure our reference staff remain mentally and emotionally healthy. Darby is leading the way in studying the effect of compassion fatigue on reference archivists, a study previously centered on medical professionals and first responders.

Research, Education and Outreach

Maryland Lynching Truth & Reconciliation Commission

The Maryland Lynching Truth and Reconciliation Commission (MLTRC) is in its final stages. Established in 2019 by House Bill 307 of the Maryland General Assembly, the Commission has held open hearings in every Maryland community where a racially motivated lynching of an African American by a white mob between 1854 and 1933 was documented. The Maryland State Archives Director of Research, Education and Outreach Chris Haley continues to serve as a Commissioner and the MSA continues to serve as a supporting agency for the MLTRC by hosting its website and email account.

After the Commission hosted one final public hearing at the Reginald F. Lewis Museum, the Institutional and Reconciliation Hearing, on April 4 and April 5 the Commission's executive team has met weekly to review, discuss, and address the production of the mandated final report which summarizes all of the work accomplished since 2019. Most of these meetings have included the report writers, Leah Danville, and Jenice L. View of 3PV Consulting. The completed narrative report is large in both size and scope, being divided into two sections: biographical case studies of incidents of lynching and recommendations for reparative justice. The mandated report will be shared with the Governor and General Assembly on December 1, and circulated publicly including posting on the Commission's website thereafter. The Commission will discuss next steps in moving its recommendations forward prior to its June 30, 2026 sunset date.

Education and Outreach Activities

Since June 2025, Archives staff have presented 55 different outreach programs, reaching a total audience of 3,162 people both in person and virtually.

The Archives' series of Lunch & Learn lectures, presented in conjunction with the Enoch Pratt Free Library and the Maryland Four Centuries Project, had another successful summer and fall. Speakers have included Scott Shane, author of "FLEE NORTH: A Forgotten Hero and the Fight for Freedom in Slavery's Borderland," about the Underground Railroad in Maryland, and Lauren Silberman, talking about the "Wild Women of Maryland." Since the last meeting of the Hall of Records Commission, Lunch & Learns have reached a total audience of 1,068 watching live or reviewing the posted recordings.

The Archives partnered with Maryland Humanities to participate in the 2025 One Maryland One Book program. This year's selection, *Kin: Rooted in Hope*, explores author Carole Boston Weatherford's ancestry deeply rooted in enslavement on Maryland's Eastern Shore. Elaine Rice Bachmann and Chris Haley participated in a virtual kick off event for One Book on September 4th. This program was a conversation

with the author and also the illustrator, Jeffrey Boston Weatherford, about the motivations and research that led to this publication. The family used a combination of archival records and oral history while working on the book, which was underscored by both Ms. Bachmann and Mr. Haley.

In July at the 2025 annual National Association of Government Archives and Records Administrators conference Chris Haley in collaboration with the University of Maryland iSchool presented a virtual panel on digital access and curation of historical data using the Legacy of Slavery program as a case study. Haley also presented this again on October 10 to the Vermont State Archives as part of American Archives Month. During this research collaboration, the University of Maryland has tested several AI- and data science–based tools on Legacy of Slavery collections. These include: Interactive Digital Computational Notebooks using the Certificates of Freedom dataset to teach and demonstrate data analysis; three successive prototypes of ChatLoS (Chat Legacy of Slavery)—a GPT-powered chatbot enhanced with Retrieval-Augmented Generation, CSV Agent, and later a Knowledge Graph (KG-RAG) architecture—to enable natural language queries, advanced data aggregation, and cross-dataset reasoning across Certificates of Freedom, Domestic Traffic Ads, and Manumissions. All systems were research-only prototypes, not public-facing, and designed to test interconnectivity, explainability, and alignment with archival principles. Separately, University of Maryland iSchool applied GPT-4 and associated tooling (Python, Pandas, Matplotlib) to the Slave Statistics of 1867 for Prince George’s County, converting handwritten PDFs into structured CSVs, performing surname matching, inferring family units, and visualizing multigenerational clusters, naming patterns, and registration timelines. This work, aligned with Archives’ *After the Master* initiative which seeks to reveal family resilience and surname inheritance patterns under slavery. Outputs remain internal at the iSchool, with no public release pending the state’s Department of Information Technology staff’s guidance.

In July and November, the Archives partnered with the Blacks of the Chesapeake Foundation to host *Lead with Listening* events. During these programs, Chris Haley moderated community discussions about the Jim Crow era in Anne Arundel County. The first event was held at the Wiley Bates Community Center and focused on sharing reminiscences of the Venice Beach area, while the second was hosted at the Archives with the Carr family of Carr’s Beach. These programs resulted in recordings which will be part of an upcoming exhibition curated by the Blacks of the Chesapeake Foundation in addition to potential additions to the Foundation’s collections at the Archives.

On September 25, State Archivist Elaine Rice Bachmann, Assistant State Archivist Corey Lewis, and Director of Research, Education, Outreach and the Legacy of Slavery

in Maryland Chris Haley attended an event at Dowden Chapel in Baltimore. Senator Carl Jackson, who represented District 8 in which this site stands, invited a group of legislators, professionals in the history and preservation field, family and community members to hear of the chapel's significance to the local African American residents. An historical summary and private tour of Dowden Chapel was given to all in attendance by members of the local Harvey family.



Connecting with Kin workshop

On October 20th, the Archives hosted a second event inspired by the 2025 One Maryland One Book program. Staff presented a hybrid workshop, Connecting with Kin: How to Research Your Family History, in honor of American Archives' Month reaching 165 guests in real time. Rachel Frazier, Danielle Smith, and Chris Haley presented about Archives' research resources and how to explore your own family connections using archival records in the collection. In person attendees were able to use computers in the Search Room after the presentations concluded to practice what they had learned. They were also able to discuss their research challenges with archival staff who remained on hand to assist them. This event received an enthusiastic response, and has now been posted online in our Presentation Library so that additional guests can continue to view it.

William Kelly, our new Research Archivist in the Legacy of Slavery program, attended the annual conference of the Association for the Study of African American Life and History (ASALH) in Atlanta, Georgia, in September. William presented some of his research on African-American freedom seeking from Maryland during the conference to

other independent scholars, academics, and public historians. He also began the work of building relationships with professionals working on projects similar to those in progress at the Maryland State Archives.



State Archivist Elaine Rice Bachmann shows George Washington's original resignation speech of 1783 to 8th grade students from St. Martin's in the Field Episcopal School

On November 17, State Archivist Elaine Bachmann, Assistant State Archivist Emily Squires, Deputy Director of Research Jen Abbott, Senior Research Archivist Owen Lourie, and Legacy of Slavery Research Archivist William Kelly hosted 8th Grade students from the St. Martin's in the Field Day School. The staff discussed the mission of the Archives and their career paths in the field. Squires and Lourie gave a behind the scenes tour of the Archives after a welcome by Archivist Bachmann and an exhibition of several 18th century documents which were put on display for the young visitors to view including the MARYLAND STATE PAPERS (Revolutionary Papers) Declaration of Independence printed by Mary Katherine Goddard, January 18, 1777 [MSA S997-15-4], as well as a discussion of George Washington's handwritten copy of his resignation speech from 1783.

On November 3rd Chris Haley shared remarks on behalf of the Archives and the City of Annapolis to mark the groundbreaking of the multimillion dollar City Dock Resiliency Development project. Mr. Haley has been a leader in the history and commemorative planning for the dock redevelopment. Senator Chris Van Hollen, Congresswoman Sarah Elfreth, Mayor Gavin Buckley, and Anne Arundel County Executive Steuart Pittman were among the attendees and speakers.

On November 22nd, Chris Haley moderated a program, *A Day of Acknowledgement: Confronting the Legacy of Slavery*, which he helped plan for the Anne Arundel County Executive's office. This event was an apology for slavery in Anne Arundel County and included discussion of the history and legacy of slavery in the region, as well as paths forward for reparations and restorative justice. The Archives exhibited its *Flee! Stories of Flight from Maryland* Underground Railroad traveling exhibit and original Roots related artifacts for the event. In addition to Mr. Haley, the speakers included County Executive Pittman, Tony Spencer, Lyndra Pratt Marshall, and Carl Snowden.



Archives summer interns and SERV members at Government House

Internship Program and Service Year and Maryland Corps Program

Our ten week summer internship program ran from June 4th-August 12th and our agency hosted 8 interns ranging from high school through graduate school. The Archives was able to have a program this year due to the wonderful funding support of our partners such as the Blacks of the Chesapeake Foundation, Fairmont Heights High School Alumni Association, the Maryland 250 Commission, Maryland Institute for Innovative Computing, the National Parks Service Network to Freedom program in

conjunction with the Association for the Study of African American Life and History, St. John's College's Hodson Internship Funding Program, Villanova University's The Albert Lepage Center for History in the Public Interest, and Washington College's Starr Center for the Study of the American Experience for their support. The 2025 interns' final reports were published in the summer edition of [The Clamshell newsletter](#).

June 24th marked the end of the Second Year of the Service Year and Maryland Corps Program and we were pleased to see 5 members graduate. The Archives was accepted as a third year host site, and welcomed back Favour Ijaola, as a Second Year Leader on September 10th. Favour has also been accepted in the Accessibility Corps of the DSCI program. She will spend the nine months with the Information Technology Department, working on projects such as web design and accessibility and cybersecurity, including compliance with Title II ADA requirements for the Archives' online sites.

Legacy of Slavery in Maryland Program

The Maryland State Archives began substantive work on the *Revolts and Rebellions* project during the 2025 summer intern program as part of the Network to Freedom initiative.. Three students: Julia Chan, University of Maryland; Nicholas Ricardo, Villanova University; and Vivian Miyakawa, St. John's College joined the project in June 2025. Ms. Chan was paid from grant funds from the National Parks Service Network to Freedom Program. Ms. Miyakawa and Mr. Ricardo were paid directly by their schools. The students were each tasked with mining assigned sections of the Maryland Penitentiary ledgers, MARYLAND PENITENTIARY, (Prisoner Record), 1811-1869, SE65, entering data on an online spreadsheet for every inmate, and conducting biographical and historical research on specific individuals and criminal charges for possible relevance to singular or group resistance to slavery. This spreadsheet will become a publicly accessible, searchable data table at the conclusion of the project posted online on the Legacy of Slavery website.

In total, Chan and her fellow interns added 3,369 entries to this database of heretofore unknown inmates: Black, white, young and old, male, and female, children, foreign and domestic. 19th century names and identities have now flooded this resource. Under the close guidance and direction of lead archivist Owen Lourie and Research Department Deputy Director Jennifer Abbott, the interns dove into laws, criminal court papers, newspapers, vital records, and secondary sources on the origin of the Maryland Penitentiary and the history of other criminal rehabilitation institutions. Here is an example of a case study depicting flight from slavery as developed from these sources by Ms. Miyakawa:

Otho Snyder Sample Case Study

In 1800, Richard Barnes was the largest slave-owner in Washington County, with 98 people enslaved on his property. With no heirs to receive his wealth, Barnes rested his guilty conscience before death and declared in his 1804 will, "I give to all my slaves whose melancholy situation I have long deplored, their freedom." Freedom, however, wasn't immediate. Barnes required his slaves to remain working his farm for five years after his death, and constantly possess "proper" behavior. If they did not agree to these conditions, they could be sold. Still, in 1809, 76 people were freed from enslavement, including the famous Reverend Thomas W. Henry, and his first cousin, Elizabeth "Betsey" Snyder. Two years after Betsey gained her freedom, she had a son, Otho Snyder, in August of 1811.

Otho was born free and received his official certificate of freedom at 21 years old, which described him as mixed-race with a light complexion, curly red hair, and freckles. A year later, in 1833, Otho married Margaret Snyder, settling with her in Hagerstown in a room rented from homeowner Peter Eichelberger. During the next few years, Otho worked as a carter, buying and selling horses and carts while transporting goods around the northern part of Washington County. In 1841, the Cumberland Valley Railroad was extended to Hagerstown, connecting Maryland and Pennsylvania by rail. The Pioneer locomotive traversed the 20 mile journey to Chambersburg in only half an hour. In early November of 1843, Otho and Margaret Snyder helped fugitive slaves take that journey.

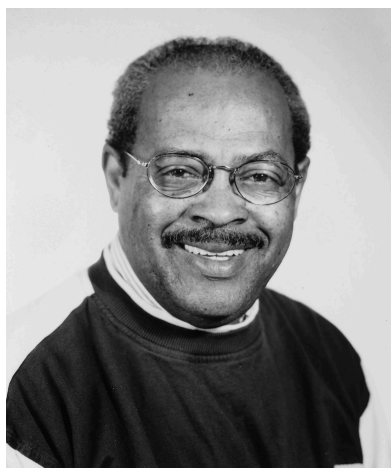
The pair rode to Pennsylvania with the runaways, then took refuge there, not risking the trip back into Maryland. Unfortunately, Otho and Margaret were found by police officer William Freamer. Governor Thomas then sent a requisition order for the couple. Both Otho and Margaret were put on trial for felonies, but miraculously, they managed to avoid prison time. Two years later in 1845, Betsey Snyder passed away. Reverend Thomas W. Henry, pastor of the Ebenezer AME Church with notable connections to the Underground Railroad, came to mourn his cousin, a well-respected member of the church. Reverend Henry described Otho himself as "a trustee of the church," and noted that he was able to transport other church members and help them find lodging in Hagerstown. After the death of his mother, Otho's personal life began to destabilize. He petitioned for a divorce with Margaret after fifteen years of marriage, which was denied by the court. The couple remained married but began to live separately.

In 1851, Otho was caught once again in the act of aiding a slave to escape. With Otho's help, the runaway slave of David and Hezekiel Clagett managed to get to Chambersburg unseen. In the escape, the fugitive was forced to leave all

belongings behind, so Otho decided to send the man his clothing by train. Otho began to load the trunk onto the Pioneer, only to find out the train didn't run to Chambersburg that night. Otho began to take the trunk home to return the next day, but Officer Frenner happened to recognize him while patrolling the area. He followed Otho to his house, subdued him, and forcibly seized the trunk. Glancing inside, he realized the clothing belonged to the fugitive who had escaped the Clagett brothers. Otho claimed he knew nothing about the trunk's true contents, arguing that he thought he was delivering some extra clothing to the fugitive's wife, a free woman visiting friends in Pennsylvania.

Because this was the second time Otho had been accused of aiding a fugitive slave, he was not given bail. He was found guilty and sent to the Maryland Penitentiary for six years and six months. He served his entire time in the penitentiary, working in the smithing and dyeing shops. In 1856, four years into Otho's sentence, Isaac Nesbitt wrote a letter to the penitentiary warden on behalf of Otho's brother, Madison Snyder, affirming that Otho was a man of good character and should be released on account of good behavior. Warden Merryman agreed, and echoed the sentiment in a letter to Governor J.W. Ligon. The pardon was not accepted, so Otho served the remainder of his time in prison and was released in 1858. According to the law, he was no longer allowed to live in Maryland for longer than sixty days after his release. It is unknown exactly where Otho went after 1858, but he sold two tracts of land near the AME church, revealing preparations to move out of Hagerstown. Since he lived so close to Pennsylvania and had multiple connections there, it is likely he took the train to Chambersburg one final time, settling in a Free State to start a new life.

The case studies, such as the example above, will also be placed online with the searchable data for public access.



Jerry Hynson, portrait from The Bulldog

Earlier this spring, the Legacy of Slavery Department debuted two interactive websites which are designed to promote and benefit from the contributions of scholars and volunteers who have been part of our research family over the years. Jerry Hynson was a Maryland State Archives volunteer and member of the Search Room Advisory Committee who specialized in African American and genealogical studies. Over the course of his long association with the Archives from the 1990s into the 2000s, Mr. Hynson spoke and served on behalf of various historical and genealogical organizations throughout our state. He also produced several volumes full of information he mined on both free and enslaved Black Marylanders. In his honor, staff dedicated this site as an avenue on which skilled scholars, historians, and professors can share quality narratives of their findings, drawn, at least, in part from research they conducted from Maryland State Archives resources. While the main focus of Jerry Hynson's work was primarily African American history and general genealogy, topics covered among the articles presented in the *Jerry Hynson African American Legacy and Journal* are unlimited.



Original illustration by Rachel Frazier

Down the Rabbit Hole is primarily a web resource for volunteers to publish self-authored reports about the many subjects they have explored during their service with the Archives. For instance, first a volunteer finds and enters demographic facts into our searchable database from primary sources. This data may include an individual's name, race, gender, financial or domestic situation, such as a high personal estate value for a formerly enslaved person or a multiracial household where both black and white children are apparently reared, for instance. Then, the volunteer's curiosity is piqued, they decide to investigate further by performing research in additional MSA sources. This site is designed to allow the many generous contributors who regularly share their time and talents with us to also publicly share their discoveries. These stories have made history exciting and alive for them, and we are pleased to make their additional work accessible.

Recognition

Director of Research, Education and Outreach Chris Haley received the Board of Trustees' award from Baltimore National Heritage in September 2025. This honor was bestowed in recognition of his interpretive consulting work in collaboration with the B&O Railroad Museum in Baltimore on the [*The Underground Railroad: Freedom Seekers on the B&O Railroad*](#) exhibition.

Maryland 400 Project

In August, Senior Archivist Owen Lourie attended the ceremony commemorating the Maryland 400, soldiers who fought with great bravery at the Battle of Brooklyn in 1776. This year was the 249th anniversary of the battle, and plans are already underway for the 250th anniversary next summer. As part of the commemorations, the Archives is publishing a book about these soldiers, entitled *Finding the Maryland 400*, by Owen Lourie. The book is due to be published in the summer of 2026. The text is currently being edited, and the Friends of the Maryland State Archives has received several large donations to help fund the endeavor from the Maryland Society of the Sons of the American Revolution and the Sons of the Revolution of Maryland. Mr. Lourie and State Archivist Bachmann have given many public presentations based on the Maryland 400 project, including one this fall at Valley Forge at the site of Washington's historic encampment.

Special Collections, Conservation and Library Services

Community Archiving

The Maryland State Archives (MSA) is committed to supporting community driven and participatory archival initiatives across the state. MSA provides training and guidance in essential archival practices, including collection development, conservation, storage, digitization, and the creation of customized work plans tailored to each community's unique goals.

Community archives play an essential role in preserving Maryland's history, cultural heritage, and collective memory. Supporting these initiatives is a vital component of the Archives' mandate. Section 9-1010 of the *Maryland Code, State Government*, affirms that "the Archives shall collect public and private records and other information that relate to the history of the province and State of Maryland from the earliest times, including church records and newspapers; [and] may edit and publish these records." Community archives extend and enrich this mandate by capturing the lived experiences, traditions, and perspectives that government records alone cannot fully convey. By fostering the sustainability of community archives, the Maryland State Archives ensures that every part of Maryland's diverse history is recognized and preserved for future generations.

Assistant State Archivist Corey Lewis' outreach to Latino community leaders has resulted in partnerships that produced 19 oral history recordings, now accessible through Digital Maryland and preserved at the Maryland State Archives as part of the newly created *Voices of Maryland Oral History Collection* (MSA SC 6488). These oral histories document the heritage and leadership experiences of Latin American residents in Maryland. An emerging partnership with Digital Maryland also supports community ownership by providing public access to community collections while ensuring stewardship remains in the hands of the communities themselves.



October 6 - Latino Voices Preserved event - Elaine Rice Bachmann, Corey Lewis, Beryl Downs representing Senator Shaneka Henson's office and Samantha Howard from the Hispanic Chamber of Commerce

In early October, Special Collections staff released six new oral history interviews on the *Mayis Indigenous Records* web portal for the *Indigenous Archive Project for the Eastern Shore of Maryland Collection* (MSA SC 6417). These recordings, conducted in early 2024 with project oral historian Drew Shuptar-Rayvis (Pocomoke Indian Nation), were made possible through a generous grant from the Maryland Heritage Areas Authority. Ongoing collaborations with the Nanticoke and Accohannock Tribes focus on finalizing interview transcriptions and deeds of gift. Throughout the year, MSA has also provided educational support for teachers and the general public about the Indigenous Peoples of the Chesapeake Bay region, while responding to research inquiries on Indigenous

topics from across the state. Staff members Danielle Smith, Alexander Callahan, and Maria Day represented the Archives—through sponsorship by the Friends of MSA—at the Second Annual Summit of Maryland Indigenous People and Archaeologists.

The Archives also continues its partnership with Mount Hermon Lodge No. 179 (founded in 1886) in Prince George's County. Our support for the Lodge's archiving efforts has included multiple consultations, both virtual and on-site. MSA facilitated collaboration between the Lodge and University of Maryland iSchool student archivists, who conducted extensive archival processing and inventory work throughout the summer and fall. The Lodge is partnering with Digital Maryland to digitize historical photographs of Lodge activities and plans to donate membership records to the Archives' Special Collections. These records provide valuable genealogical resources for families with ties to the Lodge.

Additional partnerships and community archiving support have included collaborations and workshops with the University of Maryland's 1856 Project: Reparative Histories and Social Justice (RHSJ) Research Incubator, the Most Worshipful Prince Grand Lodge Masons, the Women's Civic League, Blacks of the Chesapeake, the Baltimore Ravens Marching Band, the West Baltimore Reimagining and Redevelopment Project, the Brewer Hill Cemetery Project, the Baltimore Church History Project, and descendant communities such as the Lakeland Community Heritage Project, Browns Woods and Mulberry Hill, and the Prathertown Community Development Corporation".

Looking ahead, MSA is developing a collaborative statewide network aimed at providing Maryland communities with consistent support and resources. This initiative seeks to unite preservation institutions across the state to empower Marylanders to document and preserve their own histories, ensuring that sustainable community archival collections are created, maintained, and shared by the communities themselves.

At the recent Fall State Library Conference the Maryland State Archives and Digital Maryland State Joint presented on People Powered Preservation: Community Archives in Maryland in an effort to raise awareness and support for the statewide network

Spotlight on Volunteer & Intern Collections Projects

The Special Collections Department is a "team of two" full-time archivists who each have managerial duties overseeing operations of the conservation and library/government publications in addition to managing collections. Our small staff has large responsibilities for 6489 collections. Our volunteers and interns who commit themselves to collections work are vital to support our unit's projects in cataloging and rehousing the materials. We want to highlight a few of the many outstanding projects accomplished by our volunteer archivists since the last Commission meeting and to

recognize volunteers for their generosity of time and energy. Often volunteers and interns are gaining experience to further their own career goals. Some are giving back to their communities by ensuring preservation of history's artifacts. Work by our Special Collections volunteers and student interns makes a difference, ensuring that new collections are fully accessible for researchers.

In the Autumn of 2022, the Maryland State Archives received a transfer of records for the Western Star Cemetery located on Old Frederick Road near Catonsville in Baltimore County. This cemetery's former custodian passed away, and his estate transferred the burial records with our Special Collections department for preservation. The Western Star Cemetery served a predominantly African American community in and near Baltimore, and the physical premises of the cemetery is now in disrepair, causing it to be difficult for grave lots and tombstones to be found. As inquiries came to staff requesting help to find burial locations, an average staff search time was 4 hours, but could take as many as 8 hours to find the correct burial. The burial records were not accompanied by any index or lot listing by name. The records are organized by locations with names of the deceased provided in the individual contracts between the cemetery and the families who buried them. Burial records contain personally-identifiable contracts, so in keeping with MSA policies and professional ethics these records could not be digitized as-is. Clearly, a searchable index by deceased name without the private information is needed.

In May 2025, genealogist Erin Pittman agreed to volunteer her time one day per week with Special Collections to create a searchable index for these records. In July 2025, Stella Ogunwole, a Reference volunteer who has professional experience with social statistics records, also agreed to give some of her time to indexing when she is not assisting Search Room patrons. Together, Erin and Stella have donated close to 160 hours towards creating a Western Star Cemetery index. Nine of the 19 boxes of burial records have been indexed (as of 11/3/2025). Their work is critical for families who have suffered the trauma of not knowing where their loved ones are buried and those who wish to honor a loved one with a headstone. The Western Star indexing project's ultimate goal is to provide public access to the digital database with burial location information for the people interred in this cemetery.

University of Maryland iSchool student, Maria Vivar-Guzman, is completing a field study semester with our team towards graduation requirements for an MLIS degree. One of Maria's significant contributions to our Special Collections is processing and cataloging gifts from Jesse Raudales, Prince George's County resident and the first Latino artist to be named an Olympic Artist. After meeting with Assistant State Archivist Corey Lewis and learning about the MSA, Mr. Raudales agreed to donate examples of his artwork to Special Collections. He donated canvas reproductions of selected works, several limited

edition prints, and some memorabilia. Among the artworks in the Raudales Collection are a copy of his portrait of Maryland Governor, Wes Moore; and a replica print of his tribute to the lives lost in the collapse of the Francis Scott Key Memorial Bridge on March 26, 2024: Dorlian Ronial Castillo Cabrera, Carlos Hernandez, Alejandro Hernandez Fuentes, Miguel Angel Luna Gonzalez, Jose Mynor Lopez, and Maynor Yassir Suazo Sandoval. Maria Vivar-Guzman is creating a detailed inventory of all works, including digital recordings about Mr. Raudales' community work and local exhibitions. She learned how to rehouse the artworks with assistance from our conservators. Thanks to Maria's hard work this semester, a full catalog of Mr. Raudales' donations will be available publicly soon.

Volunteer interns have also been working throughout 2025 to catalog different series from a large donation from the Women's Civic League of Baltimore. The collection spans the history of this nonprofit organization that supports the welfare of residents and the beautification of the city. Over the summer, recent University of Maryland iSchool graduate Dalton White created a preliminary inventory for 247 glass lantern slides from the Civic League's work to beautify Charm City in the 1910-1930s. These slides – many in full color – give insight into how Baltimore citizens gardened in urban neighborhoods and growing suburbs. Conservator Edward Heimiller cleaned the slides and trained our Fall 2025 iSchool field study intern Prachi Kochar, on how to handle, rehouse, and label the glass slides ahead of sending them to be digitized. Prachi has also catalogued two scrapbooks containing Civic League photographs, ephemera, and news clippings dating from the 1960s to 2000s. The work of these interns and other volunteers on the Civic League project will enable researchers to delve into a unique perspective on Baltimore history, including the League's role in organizing the famed Flower Mart which is a vital part of city life.

Conservation Collections Care

Reenactor and flag expert, Timothy Allen, volunteered his time to add value to the condition reports for our state's Battleflag Collection (MSA SC 1560). Volunteering on Fridays for several months, Timothy supported Conservator Edward Heimiller's work to complete condition reporting and photography of our flags, with Timothy adding details about the flag's construction, such as materials used and thread counts to the reports. Timothy's research on each flag will be added to the permanent object records.

Knowing precisely what fabric, thread, fringe, fasteners, and paints that the artisans used to create the flags is important knowledge to help the Archives to continue preserving these unique treasures of the state for the future.

The Conservation team remains critical to the work being done to address legacy issues in our storage of and care for collections. Our capable summer intern, Ned Gaudry,

assisted Megan Craynon and Camille DiMarco with improving storage of collections in our Map room stacks and in our Photo Room.



Volunteer Timothy Allen writing observations on the material constructions of two flags in MSA SC 1560.

The processing method developed by our team for the Bryden Hyde Collection project, detailed in the spring, provides a model for processing other collections of fragile, oversized blueprints and architectural renderings. In the summer 2025, archivists began consolidating storage for the State Park Foundation's collection of blueprints and track diagrams for the North Central Railroad, MSA SC 4405. The collection spans multiple subsidiary rail lines and in total contains almost 1100 items. Each item was checked against existing inventory before being rehoused and labeled in a clear, legible way.

Previously, the Park Foundation's collection was stored on narrow shelves where it was not possible for archivists to read the accession numbers without reviewing each roll. These blueprints and plans have all been re-labeled, with the majority moved into coloplast bins in the general stacks organized by accession number groups. Only the most oversized rolls remain on shelving in the oversized map room, due to size

constraints of the bins. This specific collection is therefore not only more accessible, but additional space has been freed up in the Map room stacks for oversized materials.

Conservation lead Camille DiMarco's work in training intern Ned Gaudry in handling skills, making a storage/labeling plan, and updating the catalog data to reflect final location(s) is an illustration of the integral role Conservation plays in collections care, beyond specialist treating our collections. The clear organization, relabeling and item-level location updates will speed up the response time for any reference inquiries or pulls for Search Room appointments, furthering the Archives' core mission.

In addition to continuing the work in the Map room, intern Ned Gaudry also helped our Special Collections to begin a stack assessment of the Photo Room, another storage area within MSA that has storage and access challenges. By making notes about areas that need addressing for rehousing, labeling, or inventory assessment, we have been able to continue to build a vision for consistent addressing of legacy issues in the stacks throughout the building. To date the majority of this work has been focused on specialized storage spaces; however, Conservation and Special Collections plan to coordinate a similar initiative in the general stacks spaces to address storage problems and decisions for Special Collections throughout the building.

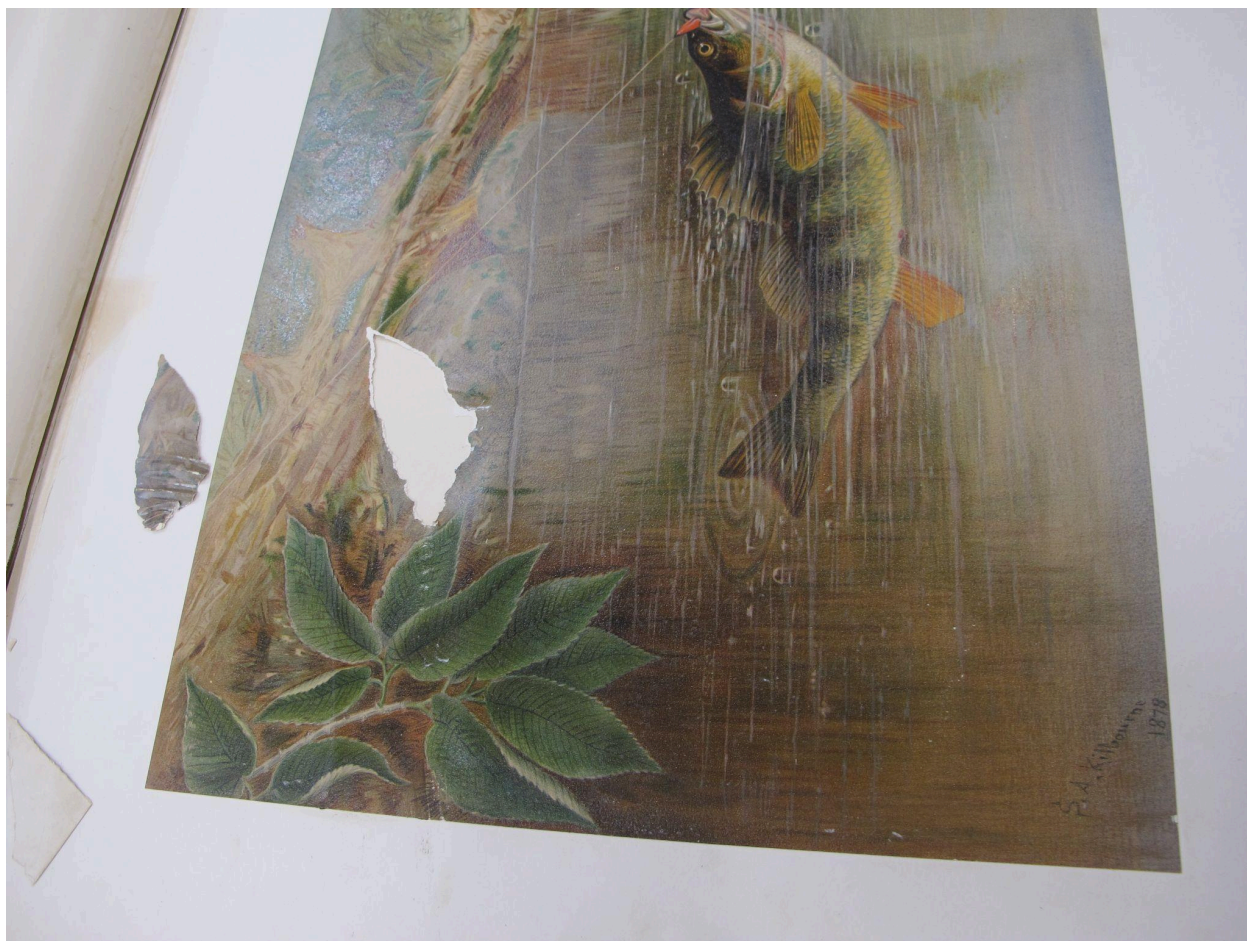
In the past few months, Conservator Edward Heimiller has been assisting the Artistic Property curators with preserving furnishings used in the Maryland State House and other buildings where fine art and furnishings are on public view in the Annapolis Complex. For example, Edward repaired two exhibit vitrines, including a wood case from the Senate Lounge. Edward consolidated and stabilized damaged areas of wood with minimum infilling and inpainting to preserve the look of the object. Our curators also asked Conservation to repair a chair damaged while on display in the Old Senate Chamber, and to devise a method of roping the chair off to discourage further damage. The repair required the broken splat to be seamlessly spliced into place (reattached with hide glue), infill minor losses, inpainted, and sealed with shellac. Black ribbon was used to rope the chair off by creating a 'V' shaped barrier to block the area of the chair where it had been grabbed that caused the break. The chair is one of two reproductions custom made for the Old Senate Chamber after chairs originally owned by Former Maryland Governor William Paca.

Conservation Outreach Highlights

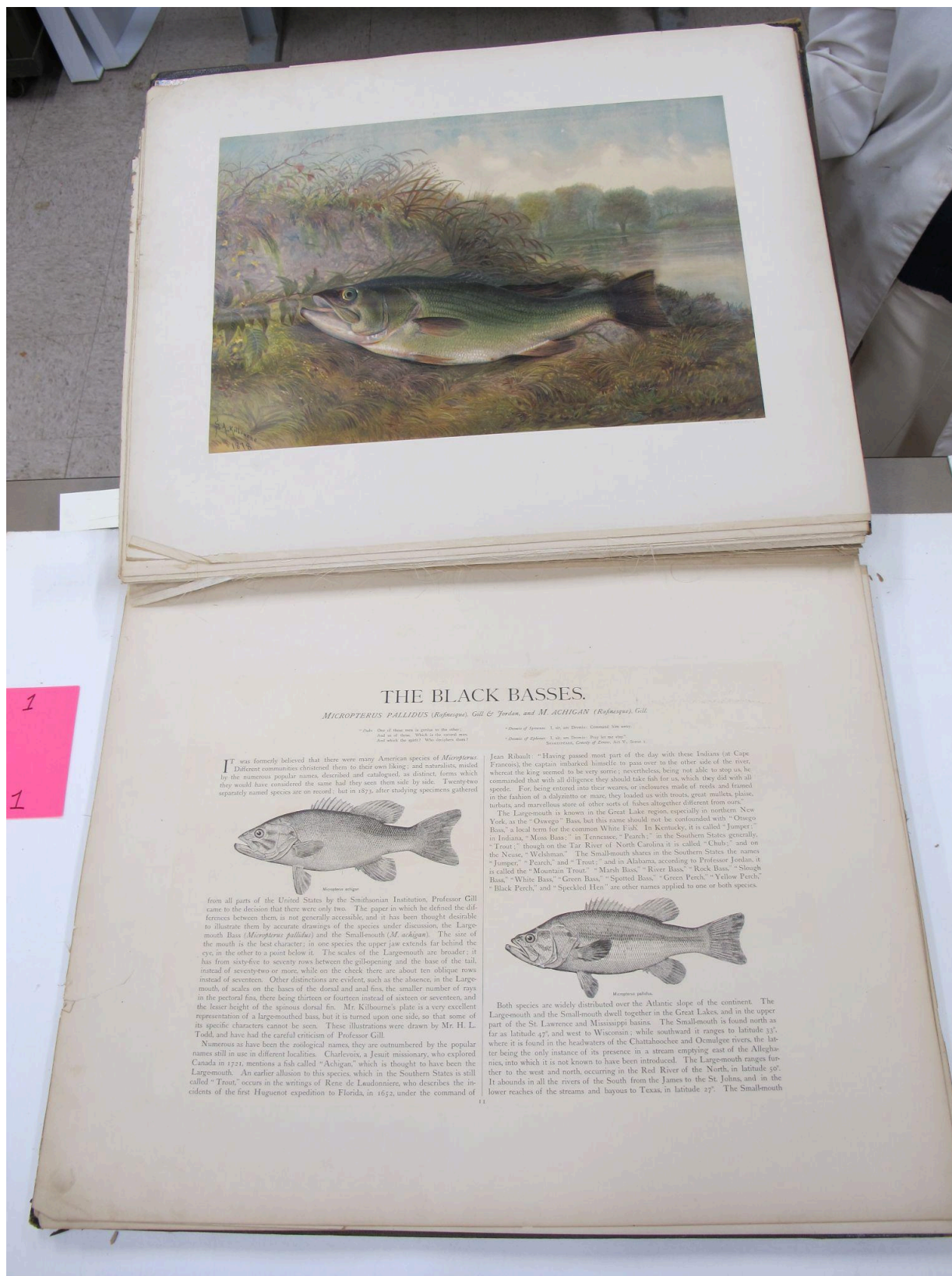
A grant from the City of Aberdeen has allowed this preservation project between the Museum and the State Archives to preserve rare books and documents for researchers' use. The Conservation team completed the second phase of the Archives' collaboration with the Aberdeen Historical Museum during the summer months. The Aberdeen Museum volunteers loaned Special Collections an atlas, two historic newspaper volumes, and 11 plats, blueprints, and oversized photographs to be stabilized. Our

conservators spent approximately 16.5 hours mending major paper tears, flattening crumpled and folded areas, vacuuming, and cleaning the items so that the resulting digital images could be as useful as possible. One document that was shattered into multiple pieces was carefully mended back together and rehoused. After the conservation work was completed, digitization began. The digital copies will be accessible to the public through both the Aberdeen Historical Museum and MSA Special Collections.

Conservators Camille DiMarco and Edward Heimiller have begun work on a project supporting the Thurgood Marshall State Law Library. Over the next 6 months treatments bound volumes will be undertaken. Paper mends for stabilization, as well as spine and casing repairs will be undertaken to strengthen the books before custom enclosures are fabricated. The Conservation Lab's ability to offer specialized collections care to a sister agency at a less expensive rate than commercially available, is a vital form of outreach and another example of excellent partnership we experience with the State's Law Library. This project is anticipated to extend into the majority of 2026.



Sample pages from Thurgood Marshall State Law Libraries Volume of Game Fishes of the United States showing wear at the spine



Sample pages from Thurgood Marshall State Law Libraries Volume of Game Fishes of the United States showing wear and page tears

Two of the State Law Library's oversized, illustrated portfolios, *Game Fishes of the United States and Upland Game Birds* and *Water Fowl of the United States* have been well used, with loose covers and many tears on the pages. Both portfolios require extensive conservation work: the original binding is failing, and the covers have become loose. Our team has disbound the entire volumes, and has placed the drawings and text pages in individual, labeled folders. When page repairs are completed by Edward Heimiller, Camille DiMarco will fabricate a custom presentation box for each book to house the set of folders, and will provide future readers with an index of images and titles so the correct prints and text pages can be easily found.

Additionally, our team has begun to address the treatments of the State Law Library's multivolume sets of *The Laws of Maryland Folio 1774* and *United States Exploring Expedition during the year 1838, 1839, 1840, 1841, 1842*. Each book in these series will require treatments to stabilize the book spine to ensure preservation. Some of the books will require full cloth re-backing and spine label repair, while others may need custom Japanese tissue hinge repairs. At the current rate of work, our team estimates that in six months the treatments and construction of cases will be finished for the large wildlife print portfolios. Additionally, the most damaged volumes in the book sets will be recased and ready to return to the State Law Library.

Sustainability and Archives Symposium

The Mid-Atlantic Regional Archives Conference (MARAC) provides important education and practical training for archivists on topics that impact our profession. Maria Day, MSA's Senior Director of Special Collections, Conservation, and Library Services, served as one of the Program Co-Chairs for the MARAC fall symposium, "Sustainability and Archives," hosted by the Hagley Museum and Library in Wilmington, DE. The Maryland State Archives was well represented by Reference Archivists, Darby Nisbett Schini, Morgan Miller, and Alex Trabold. Our Reference Volunteer and former SERV member, Alexander Callahan, also participated. The Symposium hosted nationally-respected archivist and sustainability advocate, Eira Tansey. Ms. Tansey presented the keynote and facilitated a workshop challenging 74 archivists, librarians, and students throughout our region to plan for sustainability in collections, among archival workers, and in community preservation efforts. The afternoon panelists provided practical advice for responding to collections emergencies from flooding and ways to anticipate sustainability needs in archives. Former MSA summer intern Ella Williams (University of Maryland) was among the six poster presenters, displaying her work in "Archival Conservation: Informing the Future By Preserving the Past." Staff are deeply grateful to the Friends of the Maryland State Archives for providing funding that

enabled them to travel and meaningfully interact with colleagues from New York, New Jersey, Pennsylvania, Delaware, Maryland, West Virginia, and Virginia.

Library & Government Publications

Christine Alvey, Librarian at the Maryland State Archives for the last thirty years, retired effective September 1, 2025. The work of the Library and Government Publications functions in the lead up to September was focused on assessing and closing out of project files of Ms. Alvey's work on behalf of the Archives for the last three decades. The focus of this unit currently and going into 2026 is the hiring of a replacement librarian, who will focus primarily on the acquisition and cataloging of Government Reports and Publications, along with library material, to support the core mission of the Archives in preserving the history of Maryland government for researchers now and into the future.

Upcoming Special Meetings of the Commission & Events of Interest

- **December 10:** Commission on Artistic Property Meeting
- **December 11:** Lunch and Learn - The Land Remembers: Piscataway Stories of Continuity

Recent Gifts, Deposits, & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/4-16-2025_to_10-31-2025_mtg12-2-2025.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/HRC_Special_Collections_Report_Fall_2025.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

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 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
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Maryland State Archives

Hall of Records Commission Meeting Minutes

Tuesday, December 2, 2025 at 2:00 p.m.

Via Teleconference

Call to Order by Chair - The meeting was called to order at 2:00 pm

Attendees: The Honorable Matthew J. Fader, *Chief Justice, Supreme Court of Maryland, and Chair of the Hall of Records Commission*

The Hon. William C. Ferguson, *President, Senate of Maryland*

The Hon. Samuel I. Rosenberg, representative of the Speaker of the House of Delegates of Maryland

Christian Skipper, Director & Records Officer, Department of General Services

Johnathan Medlock, Assistant Secretary, Office of External Affairs, Department of General Services

John Gontrum, Board of Public Works

Susan Paalman, President of St. John's College

Catherine Hines, St. John's College Librarian

Elisabeth Long, Johns Hopkins University

Katie Caljean, Maryland Center for History and Culture

Bryan Sears, Reporter for Maryland Matters

Maryland State Archives Staff: Elaine Rice Bachmann, State Archivist; Corey Lewis, Assistant State Archivist; Emily Oland Squires - Assistant State Archivist; Sari Wisch; Betsy Bodziak, Carey Stumm, Chris Haley, Kathryn Baringer, Maria Day, Edward Heimiller, James Watson, Jeni Spamer, John Telan, Morgan Miller, Rachel Frazier, Rhys Burns, Rob Schoeberlein, Robert Gasperino, Robin Gower, Teresa Fawley, Chris Kintzel, Joyce Phelps

Opening Remarks / Special Announcements - The Chair hoped everyone had a good Thanksgiving holiday and thanked everyone for joining the HRC meeting.

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/hrc_minutes_spring_2025.pdf

Delegate Rosenberg moved to approve the minutes of the Spring 2025 meeting. Christian Skipper seconded the motion which was unanimously approved.

Special Meetings, Advisory Boards & Celebratory Events

Elaine Rice Bachmann highlighted that the Archives hosted a special event on October 13 to unveil the photographic portrait of former State Archivist, Timothy D. Baker. Ms. Bachmann also reported that the second archives building in the Windsor Mill area is now named the Timothy D. Baker building in his honor.

Records Retention & Disposal - Ms. Kathryn Baringer, Director of Appraisal and Description, reported the approval of 27 retention schedules since the last meeting of the Commission - 8 from state agencies, 8 from Baltimore City, 3 from county agencies and 8 from municipalities. The Archives also received 481 disposal certificates.

Proposed Action by the Commission: Motion to approve the Records Retention and Disposal Schedules as presented. *Delegate Sandy Rosenberg made the motion to approve. Catherine Hines seconded the motion.*

State Archivist's Report - Ms. Bachmann recognized staff activities since the last meeting: https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/Chronolgy_June%20%20-%20December%20%20-2025.pdf

She further discussed the honoring of former State Archivist Timothy Baker, who is serving as President of the Friends of the Maryland State Archives. Ms. Bachmann also discussed the many efforts of the Archives in maintaining electronic records and the work it takes to create digital archives, the equipment that is needed and the importance of a robust budget for the Archives that supports the necessary technical infrastructure. She also discussed the Archives' preparations for the upcoming semiquincentennial including the Black Patriot Monument that will be installed in 2026 on the grounds of the State House, service on the the MD 250 Commission, collaborations with state and local partners regarding events and programs for next year, and the *Finding the Maryland 400* book that Owen Lourie is working on to be published next year.

Other Reports

Kathryn Baringer, Director of Appraisal and Description, reported on records accessibility and the work that the Archives is doing in archive more born digital records, as well as making records ADA compliant to meet the April, 2026 deadline.

Jeni Spamer, provided the report on the Baltimore City Archives. Ms. Spamer introduced Carey Stumm as the City Records Management Officer. Ms. Sapmer also addressed the importance of BCA and the services that the reference department provides to city departments and the general public. She also discussed the facility upgrades being made to the building which also include making the building more ADA compliant.

Chris Kintzel, Director of Artistic Property reported on the work of the Artistic Properties Commission working with various state legislators to add new and additional artwork to legislative offices ahead of the 2026 legislative session. They also did a lot of work within the Old Treasury Building which will be opening to the general public in the near future with a new exhibit.

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Corey Lewis, Assistant State Archivist, reported on Constituent and Interagency Services. This department handles requests for copies of records, fulfills requests for files and refiled records that are returned to the Archives. Since the last HRC meeting, staff fielded 4,021 inquiries related to MDLANDrec, and 3,421 other inquiries.

James Watson, Director of Digital Acquisition, Processing and Publication (DAPP), reported on the large digitization projects that the Archives is working on for the Department of Juvenile Services, the Register of Wills and the Department of Human Services. The Archives is conducting interviews to hire 10 additional staff for these digitization projects - 9 for the DJS and Register of Wills and 1 person specifically dedicated to the Department of Human Services Project.

Corey Lewis, Assistant State Archivist, reported on Information Systems Management. He specifically addressed the launch of the new MDLandRec site and the work that archives staff is doing to ensure that all agency websites and digital platforms comply with the accessibility standards established under Title II of the Americans with Disabilities Act.

Rachel Frazier, Director of Reference Services., provided an overview of the scope of the services the department provides - including fulfilling 1, 989 certified records, 1,140 uncertified vital records; retrieving 1,916 physical records for in -person researchers and assisting 1, 1292 in person visitors.

Chris Haley, Director of Research, Education and Outreach, reported that the Maryland Lynching Truth and Reconciliation Commission is coming to an end in 2026. He discussed the commission's work, especially its focus on the issues of reparations and restorative justice. Mr. Haley also focused on the outreach programs the Archives has hosted, including partnering with Maryland Humanities to participate in the One Book Program, partnering with the University of Maryland iSchool, working with Blacks of the Chesapeake Foundation on the Carr Family and the Carr's Beach, visiting the Dowden Chapel, a historic black church in Senator Carl Jackson's district. Mr. Haley also noted a visit by an 8th grade class from the St. Martin's in the Field Day School; his attendance at the groundbreaking ceremony for the Annapolis City Dock and the Anne Arundel County "Apology for Slavery" event.

Maria Day, Director of Special Collections, reported on community archiving projects, Digital Maryland Online, the Latino Oral History Project that Corey Lewis spearheaded, the volunteers and interns that have partnered with the Archives and the various projects that our two conservationists are working on for the Archives. She highlighted the creation of an inventory for the Western Star Cemetery records collection by volunteers, which enables people to find records regarding their family members. Ms. Day also noted the retirement of our longtime librarian, Christine Alvey, and that the Archives is currently recruiting for a new librarian.

Recent Gifts, Deposits, & Acquisitions - In the essence of time, Ms. Bachmann referred everyone to the reports already included in this section.

Records Received:

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https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/4-16-2025_t_o_10-31-2025_mtg12-2-2025.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000062/HRC_Special_Collections_Report_Fall_2025.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.htm

Proposed Action by the Commission: resolution of appreciation for all recent gifts. Chair Fader asked for a motion. Senate President Bill Ferguson made the motion to accept the resolution of appreciation for all recent gifts. Delegate Sandy Rosenberg seconded the motion. The motion was approved unanimously.

Old Business - No old business

New Business - No new business

Next Meeting - Upon call of the Chair

Adjournment - The meeting was adjourned at 3:12 pm

Chronology of Staff Activities
June 3, 2025 - December 2, 2025

June 3: Hall of Records Commission Meeting.

June 3: Corey Lewis and Andrew Forschler hosted a meeting of the Friends of the Crownsville Patient Hospital.

June 3: Chris Haley attended the Friends of Moses Hall: Documentary Short Film Premiere and Benefit.

June 3: Maria Day and Andrew Forschler offered a virtual consultation for the Mount Hermon Masonic Lodge 179 regarding collections processing.

June 4: The Archives welcomed its cohort of summer interns and held orientation.

June 4: The Artistic Property Commission conducted an inventory check of the state-owned artwork at the Maryland State House.

June 4: Corey Lewis attended the WJZ/Afro Archives & Upton Mansion event.

June 5: Staff of Commission on Artistic Property conducted annual inventory at the Peabody Institute.

June 5: Friends of the Maryland State Archives Board Meeting.

June 6: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

June 6: Staff of Commission on Artistic Property conducted annual inventory at the Supreme Court of MD, Department of Natural Resources and the district court.

June 7: Corey Lewis attended Wildest Dreams, A Benefit for Afro Charities event.

June 7: Jennifer Abbott, Chris Kintzel, and Owen Lourie hosted the Sons of the American Revolution Conference and provided a tour of the Maryland State House.

June 9: Andrew Forschler and Alexander Callahan attended a meeting at the Women's Civic League in Baltimore..

June 9: Emily Oland Squires met with and provided a tour of the Archives to Community Engagement and Outreach Staff from the Office of Anne Arundel County Executive Stuart Pittman.

June 10: James Watson attended a webinar on *Humans + AI = Prioritizing Higher Value Work*.

June 11: The Archives hosted a meeting regarding the Brewer Hill Cemetery Project.

June 11: Rob Schoeberlein attended a Maryland Center for History and Culture (MCHC) Trustees meeting.

June 12: Elaine Rice Bachmann attended the Maryland Public Art Commission Quarterly Meeting.

June 12: The Archives' hosted a Lunch and Learn program on *Telling the Story of Antietam* by D. Scott Hartwig.

June 12: James Watson attended a webinar on *The Path to Modernization and Productivity in Government*.

June 12: Alex Jackson and Andrew Forschler met with persons at Pimlico to discuss transferring memorabilia and records to the Archives.

June 16: Maryland Lynching Truth and Reconciliation Commission Meeting.

June 16: Maryland Inventory of Cemeteries and Burial Sites Work Group meeting.

June 16-27: Rachel Frazier attended the History Leadership Institute in Minneapolis.

June 17: Staff of Commission on Artistic Property conducted inventory at Johns Hopkins University.

June 23: Robin Gower and Chris Kintzel provided a tour of Maryland State House and Government House for interns and SERV members.

June 23 - 25: Chris Schini attended the Maryland Municipal League Summer Conference.

June 24: Elaine Bachmann and Emily Oland Squires attended the Echoes of Our Ancestors Remembrance Program at the Mt. Cavalry United Methodist Church in Arnold.

June 24: Megan Craynon, Camille DiMarco and Edward Heimiller transferred items from Thurgood Marshall State Law Library to begin a conservation treatment project.

June 24: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area Board Meeting.

June 24: Last day for Maryland Corps Service Year Program year two cohort.

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June 25: Elaine Rice Bachmann, Corey Lewis and Emily Oland Squires met with Senator Guy Guzzone, staff of the Administrative Office of the Courts, and various stakeholders at the Miller Senate Office Building to discuss the Archives budget MdLandRec.net.

June 26: Archives staff met with the Board of Social Work Examiners to discuss their scanning project for the Archives.

June 26: Elaine Rice Bachmann attended a Maryland 250 Commission meeting

June 27: Corey Lewis attended an event for artist and jeweler Earl Jones in Baltimore.

June 28: Andrew Forschler and Alexander Callahan facilitated oral history collection for the Latino Voices project at Hyattsville Branch Library.

June 29: Corey Lewis met with community members of Browns Woods to consult with them regarding archiving records, photographs and other materials.

July 2: Senator Will Smith (Chair, Judicial Proceedings Committee) meeting with Maryland State Archives staff regarding plans to commission a portrait.

July 3: Rob Schoeberlein made an appraisal visit to view the records of the University Baptist Church (Baltimore) and provide processing guidance.

July 7: Maria Day hosted a meeting and tour for Prathertown adults and students from the Summer RISE program.

July 7: Owen Lourie met with members of the Harford County 250 committee.

July 8: Morgan Miller gave a virtual presentation on researching Maryland land records to Montgomery History.

July 9: Robin Gower and Chris Kintzel gave a tour of the State House for interns in the Comptroller's Office.

July 10: Robin Gower provided a tour of the State House for interns of Historic Annapolis.

July 10: V. Joyce Phelps joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Roles and Definitions of Records Management, and Records Inventories and Indexes*.

July 11: Rob Schoeberlein attended a Maryland Historical Magazine MD250 Editorial Board meeting.

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July 12: Tour of the State House for Joseph Ansanelli and Kathryn Corro at the request of the Governor's Office.

July 14: Tour of the Archives with Chesapeake Crossroads Staff led by Emily Oland Squires and Owen Lourie.

July 14: Elaine Rice Bachmann, representing the MD250 Commission attended a meeting at Maryland Hall for the planning of July 4th with the Annapolis 250 committee.

July 14: Maryland Lynching Truth and Reconciliation Commission Meeting.

July 14: Corey Lewis and Andrew Forschler met with historian Janice Hayes Williams about the Friends of the Crownsville Cemetery Project.

July 15: Emily Oland Squires attended the Chesapeake Crossroads Heritage Coordinating Council Meeting.

July 15-16: Emily Oland Squires attended the Smithsonian Education Summit - Topic: History in Context - How the Nation's 250th Anniversary Can Inspire Us to Work Towards Our Shared Future.

July 16: Owen Lourie gave a presentation entitled "Voices of the Maryland 400" at the Taneytown Branch of Carroll County Public Library.

July 16: Chris Haley presented at the National Association of Government Archives and Records Administrators conference on the "Legacy of Slavery" program in Maryland.

July 17: Elaine Rice Bachmann, Corey Lewis and Kathryn Baringer presented to the Senior Procurement Advisory Group (SPAG) on Maryland State Archives' scanning services.

July 18: Chris Kintzel led a tour of the State House for 30 Midshipmen from the US Naval Academy.

July 18: Elaine Rice Bachmann, Corey Lewis and Kathryn Baringer met with staff from the Departments of Health, Department of Juvenile Services, and Office of the Attorney General regarding the Child Victims Act cases and to assess the scope of work regarding the digitization of files.

July 22: Tour of the Maryland State Archives for Senator Shaneka Henson (District 30, Anne Arundel County) and four interns.

July 22: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area board meeting.

July 22-25: Chris Haley attended the Association of African American Museums conference in Charleston, SC; presented to conference on July 24.

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July 23: Chris Kintzel and Kathryn Baringer met with staff of the Banneker-Douglass-Tubman Museum to discuss processing and storage of the Verda Freeman Welcome Collection.

July 24: Darby Nisbett Schini attended the Society of American Archivist's Accessibility and Disability Section meeting.

July 24: Robin Gower interviewed by Foundation for the Preservation of Government House of Maryland interns on the state art collection.

July 25: Meeting to discuss Maryland State Archives and Digital Maryland project with the Enoch Pratt Library.

July 28: Darby Nisbett Schini attended the Society of American Archivist's Women Archivist's Section meeting.

July 29: Several Maryland State Archives staff received a tour of the library in the Department of Legislative Services Building.

July 31: Meeting to discuss scanning proposal project with the Maryland Department of Health.

August 1: Maria Day provided a tour of the Archives for library staff of St. John's College.

August 4: Final presentations from summer interns on their work at the Archives.

August 4: Elaine Rice Bachmann, Corey Lewis and Kathryn Baringer met with staff from the Department of Health to discuss whether mental health patient records should be permanently archived.

August 5: Jen Abbott and Chris Haley met with the Dangerous Harbors Project regarding doing research at the Maryland State Archives.

August 6: Chris Haley met with Anne Arundel County Executive Steuart Pittman to continue planning for the "Apology for Slavery" event which will take place on November 1st, Maryland's Emancipation Day. (Date later changed to November 22).

August 7: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, Sari Wisch and Kathryn Baringer met with Patrick Hughes and Shaunee Harrison from the Attorney General's office regarding the possibility of the Archives proposing revised Public Information Act legislation.

August 11: Introductory meeting with Office of Budget Analyst Jared Rose - attendees: Emily Oland Squires, Elaine Rice Bachmann, Teresa Fawley, John Thelan, Corey Lewis and Sari Wisch.

August 12: Chris Haley met with Senator Shaneka Henson regarding local intersectionality issues.

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August 14: August Lunch and Learn program - The Wild Women of Maryland presented by author Lauren Silberman.

August 15: Corey Lewis, Assistant State Archivist met with the State Department of Juvenile Services to assess the volume of materials that DJS has as it relates to the Child Victims Act abuse cases and determine the amount of work it will take to digitize the materials in preparation for trials.

August 19: Emily Oland Squires gave a tour of the Archives to Jared Rose from the Department of Budget and Management.

August 19: Maria Day provided archival collections training to volunteers at the Howard County Conservancy.

August 22: Corey Lewis attended a meeting regarding the East Baltimore Church History Project.

August 25: Darby Nisbett Schini presented her research on Compassion Fatigue at the Society of American Archivist's Annual Conference.

August 25: Corey Lewis met with Our Parks X 10 of Baltimore regarding the community showcase and to discuss future ways to partner.

August 26: Virtual Emergency Evacuation Drill Planning for Floor Wardens hosted by the Department of General Services.

August 27: Maryland Humanities One Book Kick Off Planning Event Meeting.

August 27: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, Kathryn Baringer and Sari Wisch met with representatives from the State Department of Assessment & Taxation regarding MSA storage capabilities of records.

August 28: Elaine Rice Bachmann attended a meeting of MD250 Commission in Hagerstown, followed by a tour of downtown Hagerstown cultural sites and institutions.

September 3: Maria Day met with Mt. Hermon Masonic Lodge volunteers to review progress on collections processing and to pinpoint collections to be donated.

September 3: William Kelly attended a lecture given by Dr. Cheryl Janifer LaRoche of the University of Maryland; networked with community members and public history professionals at Riversdale.

September 4: Emily Oland Squires, Corey Lewis, Sari Wisch, William Kelly and Andrew Forscherler attended the "Say My Name" Ceremony in Crownsville to commemorate the 1700+ people buried at Crownsville Hospital and viewed the new monument

September 4: Rob Schoeberlein attended a Maryland Historical Magazine MD250 Editorial Board meeting.

September 4: Owen Lourie conducted a tour of the Archives for state law library staff.

September 5: Chris Kintzel and Robin Gower provided a tour of the State House to new MSA staff.

September 6: Danielle Smith, Alexander Callahan, and Maria Day hosted an MSA table at the Second Annual Summit of Maryland Indigenous People and Archaeologists.

September 6: Corey Lewis and Andrew Forschler attended an event for the National Park Service - Baltimore 10 event.

September 9: Emily Oland Squires attended a meeting for the Annapolis Maritime Museum Collections Board Meeting.

September 9: Emily Oland Squires attended a meeting regarding the Maryland Service Corps program.

September 10: Corey Lewis met with staff from the State Department of Juvenile Services to discuss coordination of systems for the digitization of cases/paperwork related to the Child Victims Act.

September 11: MSA hosted a Lunch and Learn: "Flee North: A Forgotten Hero and the Fight for Freedom" presented by author Scott Shane.

September 11: Elaine Rice Bachmann was interviewed by Brave Planet Productions at the State House for a film being produced by MPT/PBS about the history of the Maryland State House.

September 11: Elaine Rice Bachmann met with staff of the White House Historical Association to discuss the life and career of Lorraine Pearce, the first White House curator, and her archives.

September 12: Robin Gower provided a lecture on the USS MD Silver Service to the American Antique Arts Association of Annapolis.

September 12: Elaine Rice Bachmann hosted a meeting about Maryland AI Community of Practice.

September 13: Andrew Forschler conducted interviews at the Hyattsville Library of important Hispanics for the October Latino Oral History project event.

September 13: Corey Lewis attended the Laurel Cemetery Reveal and Commemoration Ceremony.

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September 15: Rhys Burns presented “Revealing the Records: Genealogical Resources at the Maryland State Archives” at the Carroll County Genealogical Society.

September 15: Maryland Lynching Truth and Reconciliation Meeting - special voting meeting regarding final report recommendations.

September 16: Meeting with Delegate Christopher Bouchat (R- Frederick and Carroll Counties) to discuss African American history research projects and resources.

September 16: Rob Schoeberlein attended a Maryland Center for History and Culture (MCHC) Trustees meeting.

September 16: William Kelly attended Marcus Rediker’s lecture at Johns Hopkins University entitled, “How to Write (Maritime) History from Below,” about the methodology of researching and writing about slavery and freedom seeking. Networked with other academics and the director of JHU’s Tidewater Initiative, encouraged him and his group to explore the records at the Archives.

September 17: Chris Kintzel and Robin Gower met with staff from the Department of Legislative Services to discuss artwork for the building.

September 17: William Kelly presented the Research Department’s work on Mary Naylor to the Brewer Hill Cemetery Project.

September 18: Elaine Bachmann, James Bigwood and Robin Gower attended the Franco American Alliance event at the United States Naval Academy in Annapolis.

September 18: V Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Retention Schedules*.

September 18: Darby Nisbett Schini, Morgan Miller, Danielle Smith, and Suzanna Codd attend a webinar hosted by the Mid Atlantic Regional Archives Conference titled “Centering Professional Wellness in a Field That is Unwell.”

September 18: Rachel Frazier completed the final of ten virtual meetings required to graduate from the 2025 History Leadership Institute.

September 19: Jeni Spamer worked as an organizer and session coordinator for Baltimore Heritage’s 2025 Bmore Unconference (also known as the Baltimore Unconference) at the Baltimore Museum of Industry (BMI).

September 20: Elaine Bachmann attended the Reinterment of Philip Calvert in Old Brick Church in St. Mary’s City.

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September 20: Elaine Rice Bachmann attended the State Officers Tea, Daughters of the American Revolution combined chapters event in Easton, Maryland.

September 22 - 26: William Kelly, Research Archivist, attended the Association for the Study of African-American Life and History (ASALH) conference in Atlanta, Georgia

September 22: Staff attended the unveiling of the new sign on Rowe Boulevard commemorating the Capital Gazette Five

September 23: Rachel Frazier gave a presentation on genealogical resources at the Maryland State Archives for the 50 members of the Appian Society, an Italian heritage society.

September 23: Corey Lewis, Kathryn Baringer, and Chris Schini attended a meeting with the Judiciary to discuss retention of court proceedings

September 25: Emily Oland Squires met with Heather Ritterpusch for a tour and review of the Mustang Collection.

September 25: Corey Lewis, Chris Haley and others attended the Dowden Chapel and Cemetery Tour organized by Senator Carl Jackson and Senator Craig Zucker.

September 25: V Joyce Phelps II Department of General Services Records Management staff as an instructor for government staff in the training webinar *Record Disposals, Record Transfers, and Special Collections*.

September 26: Darby Nisbett Schini was awarded the Victoria Irons Walch Emerging Leader Award from the Council of State Archivists.

September 26: Elaine Rice Bachmann attended a meeting for the Annapolis 250 Commission.

September 29: Reparative Descriptions Group had a quarterly meeting/

October - American Archives Month

October 2: Rob Schoeberlein attended a Maryland Historical Magazine MD250 Editorial Board meeting.

October 3: The Archives hosted a tour for staff of the Annapolis Maritime Museum.

October 3: Emily Oland Squires and Rachel Frazier met members of the board of the Maryland Genealogical Society to assist in workshop preparation and to discuss a possible donation.

October 4: Owen Lourie attended the ceremony to mark the grave of MD400 veteran Hatch Dent.

October 4: The Archives hosted at Mason's Grand Hall Lodge Collection Day at our Rolling Run facility. Corey Lewis, Danielle Smith, and Edward Heimiller presented.

October 6: Kickoff for Maryland Charity Campaign which lasts through December 12, 2025.

October 6: Event for Latino Voices Preserved, Oral History Project at the Archives 60+ people in attendance. Remarks given by Elaine Rice Bachmann, Corey Lewis, and Samantha Howard from the Hispanic Chamber of Commerce.

October 7: The Baltimore Banner filmed Laurel Cemetery workers at the Baltimore City Archives.

October 7: Kathryn Baringer met with staff from the Harford County Department of Social Services to answer questions about how to request files.

October 9: Rachel Frazier presented the Lunch and Learn "Macabre Maryland: Halloween Tales from the Archives for 65 virtual attendees.

October 11: Baltimore City Historical Society History Honors - Rob Schoberlein received an award for his efforts on the Laurel Cemetery Research.

October 13: Unveiling event for the official portraits of retired State Archivist Timothy D. Baker, hosted by the Friends of the Maryland State Archives.

October 14: Emily Oland Squires attended the meeting of the Chesapeake Crossroads Coordinating Council.

October 14: Elaine Rice Bachmann and Corey Lewis were interviewed by Helen Wong Smith, an archivist graduate student in Hawaii who is working on her thesis.

October 15: Owen Lourie spoke at the Maryland State Society Dames of the Court of Honor regarding the Maryland 400.

October 15: William Kelly and Julia Chan, intern, conducted archival research for the Maryland Penitentiary Project at the Maryland Center for History and Culture in Baltimore.

October 17: Maryland Lynching Truth & Reconciliation meeting.

October 18: Elaine Rice Bachmann attended a reception welcoming Susan Paalman as the new president of St. John's College.

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October 20: “Connecting with Kin” Family History Workshop in Partnership with Maryland Humanities One Book Program: Jen Abbott, Owen Lourie, Rachel Frazier, Danielle Smith, Chris Haley, Emily Squires, William Kelly, Julia Chan.

October 20: Maryland Lynching Truth and Reconciliation - Full Commission meeting.

October 21: Chris Haley met with Asha Smith from the Anne Arundel County Office of Human Rights regarding the Apology for Slavery event.

October 22: William Kelly met with social media, marketing, and educational professionals from Historic Annapolis to kickstart a collaborative social media project for MD250.

October 23: Owen Lourie presented ““Why They Fought: Lessons from George Washington and the Maryland Line at the Battle of Trenton” to Washington Memorial Heritage, Valley Forge, PA.

October 24; Emily Oland Squires participated in a meeting with the Annapolis Maritime Museum’s collections committee.

October 26: Corey Lewis, James Bigwood and Andrew Forschler had a booth at the RavensWalk prior to the Baltimore Ravens football game to showcase the Archives, in order to promote a larger event in 2026.

October 27: Maria Day co-Chaired the Fall 2025 Symposium: Sustainability & Archives for MARAC Program Committee at the Hagley Museum, Wilmington, DE. Attended by Darby Schini, Alex Trabold, Alexander Callahan, Morgan Miller, and Christopher Schini.

October 28: Rob Schoeberlein chaired a Maryland Center for History and Culture (MCHC) Library Committee meeting.

October 28: Emily Oland Squires attended a meeting of the Chesapeake Crossroads Heritage Association.

October 29: Chris Kintzel and Robin Gower attended the Orlando Ridout V - Memorial Lecture in Annapolis.

October 30: Jeni Spamer appraised records at CharmTV, the Baltimore City government run information channel.

November 3: The Archives hosted a group of procurement officers from several state agencies to meet and discuss green purchasing and ways agencies can be more environmentally conscious in their operations, led by MSA Procurement officer Toni Lattimore.

November 3: Chris Haley attended the groundbreaking at City Dock in Annapolis.

November 5: The Archives, with the Secretary of State, hosted a delegation from Anhui Province, China, in honor of the 45th anniversary of the Sister State Agreement with Maryland. The visit included a display of art and artifacts from the Archives collections related to Anhui and the historic visits of 1979 and 1980.

November 6: Rob Schoeberlein attended a Maryland Historical Magazine MD250 Editorial Board meeting.

November 8: Owen Lourie gave a presentation entitled “The Maryland Line in Life and Death: Stories from the Revolutionary War Battle of Camden, South Carolina” at Todd’s Inheritance, Baltimore.

November 8: Emily Oland Squires, Chris Haley, Andrew Forschler, Rhys Burns, and William Kelly facilitated an event with Blacks of the Chesapeake at the Maryland State Archives, for members of the Carr family to reflect on their own memories of their relatives, and the history of Carr’s and Elktonia Beaches.

November 10: Maryland Lynching Truth and Reconciliation Commission -full commision meeting.

November 12: Elaine Rice Bachmann attended a meeting of the Museum Committee of the Maryland Center for History and Culture.

November 12: Emily Oland Squires attended a meeting of the Annapolis Maritime Museum Collections Committee

November 12: Elaine Rice Bachmann and Robin Gower attended the Historic Annapolis Preservation Awards ceremony event at the Governor Calvert House.

November 13: Rob Schoeberlein and Jeni Spamer hosted members of The Friends of Maryland’s Olmsted Parks & Landscapes (FMOPL) for a talk and tour at the Baltimore City Archives.

November 13: Corey Lewis, Chris Haley and Elaine Rice Bachmann met with persons from the Dowden Chapel Group and Senator Carl Jackson’s office in Baltimore to discuss preserving the historic church’s records.

November 14: Rachel Frazier hosted a tour of the Archives for members of the Severna Park Presbyterian Church.

November 17: Archives staff hosted a group of students and teachers from the St. Martin’s Field Episcopal School.

November 18: Elaine Rice Bachmann attended the MD 250 Commission meeting at Accokeek, Prince George's County including a tour of local cultural sites.

November 21: Corey Lewis and Andrew Forschler hosted guests from Prathertown for an audio cassette digitization training session.

November 22: Elaine Rice Bachmann, Chris Haley, Emily Oland Squires, and William Kelly attended the Day of Acknowledgement: Confronting the Legacy of Slavery event at Maryland Hall, including the Apology for Slavery issued by County Executive Steuart Pittman. Chris Haley presented a historical overview on slavery in Anne Arundel County. The Archives was a partnering agency and displayed original materials as part of the day's events.

**Maryland State Archives
Records Retention Schedules
Approved Since Hall of Records Commission Meeting on 6/3/2025**

Anne Arundel County, Board of Appeals Rec.: 5/9/2024 Appr.: 4/16/2025 RM Sch.
#:C1583 MSA S1521-1562 Supersedes: None

Caroline County, Finance Rec.: 3/27/2024 Appr.: 5/15/2025 RM Sch. #:C1577 MSA
S1521-1564 Supersedes: None

Caroline County, Purchasing and Procurement Rec.: 6/20/2024 Appr.: 5/15/2025 RM
Sch. #:C1589 MSA S1521-1563 Supersedes: None

City of Aberdeen, Department of Planning and Community Development Rec.: 7/14/2022
Appr.: 9/16/2025 RM Sch. #:M461 MSA S1522-488 Supersedes: None

City of Cumberland, Public Works Rec.: 1/31/2024 Appr.: 9/3/2025 RM Sch. #:M615
MSA S1522-486 Supersedes: None

City of Cumberland, Public Works, Vehicle Maintenance Rec.: 1/31/2024 Appr.: 9/3/2025
RM Sch. #:M618 MSA S1522-487 Supersedes: None

City of Salisbury, Arts, Business and Culture, Events Rec.: 5/1/2025 Appr.: 5/15/2025
RM Sch. #:M648 MSA S1522-484 Supersedes: M561

City of Salisbury, Arts, Business and Culture, Zoo Rec.: 5/1/2025 Appr.: 5/15/2025 RM
Sch. #:M647 MSA S1522-485 Supersedes: M563

City of Salisbury, City Clerk Rec.: 9/22/2023 Appr.: 4/23/2025 RM Sch. #:M510 MSA
S1522-483 Supersedes: M216, M217

City of Salisbury, Finance, Accounts Payable Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch.
#:M520 MSA S1522-492 Supersedes: M218-1

City of Salisbury, Finance, Administration Rec.: 9/22/2023 Appr.: 10/6/2025 RM Sch.
#:M518 MSA S1522-514 Supersedes: M218

City of Salisbury, Finance, Grants Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch. #:M522
MSA S1522-493 Supersedes: M215-2, M215-1

City of Salisbury, Fire, Administrative Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch. #:M537
MSA S1522-499 Supersedes: M219

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City of Salisbury, Fire, Fire Marshall Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch. #:M539
MSA S1522-500 Supersedes: None

City of Salisbury, Fire, Maintenance and Supply Rec.: 9/22/2023 Appr.: 10/2/2025 RM
Sch. #:M540 MSA S1522-501 Supersedes: None

City of Salisbury, Housing and Community Development, Code Enforcement Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M525 MSA S1522-494 Supersedes: M223

City of Salisbury, Housing and Community Development, Community Development Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M526 MSA S1522-495 Supersedes: M215-2

City of Salisbury, Housing and Community Development, Homeless Services Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M527 MSA S1522-496 Supersedes: None

City of Salisbury, Human Resources, Benefits Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch.
#:M529 MSA S1522-497 Supersedes: M224

City of Salisbury, Human Resources, Risk Management Rec.: 9/26/2023 Appr.:
10/2/2025 RM Sch. #:M531 MSA S1522-498 Supersedes: M215, M222

City of Salisbury, Infrastructure and Development, Administrative Rec.: 9/22/2023 Appr.:
10/2/2025 RM Sch. #:M511 MSA S1522-489 Supersedes: M221, M221-1, M217

City of Salisbury, Infrastructure and Development, Development Rec.: 9/22/2023 Appr.:
10/2/2025 RM Sch. #:M513 MSA S1522-490 Supersedes: M221-1

City of Salisbury, Infrastructure and Development, Infrastructure Rec.: 9/22/2023 Appr.:
10/2/2025 RM Sch. #:M514 MSA S1522-491 Supersedes: M221-7, M221-1

City of Salisbury, Infrastructure and Development, Planning Rec.: 9/22/2023 Appr.:
10/6/2025 RM Sch. #:M515 MSA S1522-512 Supersedes: M221-1

City of Salisbury, Infrastructure and Development, Survey Rec.: 9/22/2023 Appr.:
10/6/2025 RM Sch. #:M516 MSA S1522-513 Supersedes: None

City of Salisbury, Water Works, Utilities Rec.: 9/22/2023 Appr.: 10/2/2025 RM Sch.
#:M546 MSA S1522-502 Supersedes: M221-9

City of Salisbury, Water Works, Wastewater Treatment Plant, Bio-Solids Rec.: 9/22/2023
Appr.: 10/2/2025 RM Sch. #:M552 MSA S1522-505 Supersedes: M221-3

City of Salisbury, Water Works, Wastewater Treatment Plant, Laboratory Rec.: 9/22/2023
Appr.: 10/2/2025 RM Sch. #:M553 MSA S1522-506 Supersedes: M221-3

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City of Salisbury, Water Works, Wastewater Treatment Plant, Maintenance Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M554 MSA S1522-507 Supersedes: M221-3

City of Salisbury, Water Works, Wastewater Treatment Plant, Materials Handling Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M555 MSA S1522-508 Supersedes: M221-3

City of Salisbury, Water Works, Wastewater Treatment Plant, Operations Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M556 MSA S1522-509 Supersedes: M221-3

City of Salisbury, Water Works, Wastewater Treatment Plant, Pretreatment Rec.:
9/22/2023 Appr.: 10/2/2025 RM Sch. #:M557 MSA S1522-510 Supersedes: M221-3

City of Salisbury, Water Works, Wastewater Treatment Plant, Safety Rec.: 9/22/2023
Appr.: 10/2/2025 RM Sch. #:M558 MSA S1522-511 Supersedes: M221-3

City of Salisbury, Water Works, Water Treatment Plant, Reporting Rec.: 9/22/2023 Appr.:
10/2/2025 RM Sch. #:M549 MSA S1522-503 Supersedes: M221-4

City of Salisbury, Water Works, Water Treatment Plant, Safety Rec.: 9/22/2023 Appr.:
10/2/2025 RM Sch. #:M550 MSA S1522-504 Supersedes: M221-4

Department of General Services (DGS), Office of External Affairs (OEA), Marketing &
Public Engagement Rec.: 3/12/2025 Appr.: 5/15/2025 RM Sch. #:3081 MSA S1468-4281
Supersedes: None

Frederick County Government (FCG), County Council's Office and Staff Rec.: 7/31/2024
Appr.: 10/6/2025 RM Sch. #:C1540A MSA S1521-1567 Supersedes: None

Frederick County Government (FCG), Office of Budget Rec.: 9/11/2025 Appr.: 10/2/2025
RM Sch. #:C1602 MSA S1521-1565 Supersedes: None

Governor's Office of Crime Prevention and Policy (GOCPP) Rec.: 12/9/2024 Appr.:
6/10/2025 RM Sch. #:3069 MSA S1468-4284 Supersedes: #1272, #2797

Maryland Department of Budget and Management, Office of Personnel Services and
Benefits, Contract Management Division Rec.: 7/10/2025 Appr.: 8/19/2025 RM Sch.
#:3093 MSA S1468-4286 Supersedes: None

Maryland Department of Environment, Water and Science Administration(WSA),
Wetlands and Waterways Protection Program Rec.: 8/13/2018 Appr.: 9/16/2025 RM Sch.
#:2910 MSA S1468-4287 Supersedes: 2159

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Maryland Department of General Services (DGS), Office of Fair Practices/Equal
Employment Opportunity Rec.: 5/1/2025 Appr.: 6/9/2025 RM Sch. #:3071 MSA
S1468-4283 Supersedes: None

Maryland Department of Transportation (MDOT), Maryland Transit Administration (MTA)
Rec.: 3/20/2025 Appr.: 5/15/2025 RM Sch. #:3086 MSA S1468-4282 Supersedes: None

Maryland Department of Transportation (MDOT), The Secretary's Office (TSO) Office of
Minority Business Enterprise (OMBE) Rec.: 8/11/2025 Appr.: 9/29/2025 RM Sch. #:3095
MSA S1468-4288 Supersedes: 3021

Maryland State Police, Quartermaster Division (13) Rec.: 12/3/2024 Appr.: 5/6/2025 RM
Sch. #:971-13-6 MSA S1468-4280 Supersedes: 971-13-5, 971-13-5A

University of Maryland Global Campus Rec.: 6/16/2025 Appr.: 8/5/2025 RM Sch.
#:2983A1 MSA S1468-4285 Supersedes: None

Worcester County Sheriff's Office, Human Resources Rec.: 1/30/2025 Appr.: 10/6/2025
RM Sch. #:C1593 MSA S1521-1566 Supersedes: None

Baltimore City Archives
Records Disposition Authorizations
Approved Since Hall of Records Commission Meeting on 6/3/2025

Baltimore City Parking Authority Operations Blue Assignments Schedule Number
BCA2158

Baltimore City Fire Department, Office of the Fire Marshal, Fire Prevention; Inspections,
Permits and Violations/Spot Notices Schedule Number BCA2167

Baltimore City Health Department, Environmental Health, Animal Control,
Complaints/Incident Report Schedule Number BCA2203

Baltimore City Mayor's Office, Arts and Culture, City Hall Curator, Curatorial Files -
Exhibitions Schedule Number BCA2206

Baltimore City Health Department, Environmental Health, Animal Control, Administrative
Files Schedule Number BCA1766(rev)

Baltimore City Parking Authority, Residential Parking Permits (RPP), Residential Parking
Permits Financial Sales Receipts Schedule Number BCA2147(rev)

Baltimore City Parking Authority, Residential Parking Permit Area Creation Files
Schedule Number BCA2154

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Baltimore City Parking Authority, Parking Garage Creation Files Schedule Number
BCA2155

Baltimore City Parking Authority, Parking Planning, Parking Planning Files Schedule
Number BCA2156

Baltimore City Parking Authority, Finance, Monthly Reconciliation (General Ledger and
Receipts) Schedule Number BCA2162

Baltimore City Parking Authority, Finance, Payroll Schedule Number BCA2163

Baltimore City Housing and Community Development, Code Enforcement, Legal, Closed
Legal Files - Civil Schedule Number BCA2196

Baltimore City Office of Equity and Civil Rights, Police Accountability, Administrative
Charging Committee, Investigative Case Files Schedule Number BCA2197

Baltimore City Health Department, Environmental Health, Animal Control, Investigation
Files (General) Schedule Number BCA2204

Retention Schedule Summary

State agency schedules approved - 9

County agency schedules approved - 6

Municipal agency schedules approved - 32

Total number of State Archives schedules approved - 47

Total number of Baltimore City Archives disposition authorizations approved - 14

Images of approved State Archives schedules are available online at

https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules

**html Images of approved Baltimore City State Archives disposition authorizations
are available online at**

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE160>

**Maryland State Archives
Digital Disposal Certificates
Approved Since Hall of Records Meeting On 6/3/2025**

Disposal Certificate Summary

Total number of digital certificates - 642

Total number of paper certificates - 56

Total number of certificates - 698

Images of disposal certificates are available online at

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE55>

FORMAT:

Date Approved

Agency

Certificate Number

4/16/2025

Montgomery County Register of Wills

SE55-8992

4/16/2025

Carroll County Detention Center

SE55-8993

4/16/2025

Maryland State Police LaPlata Barrack (57)

SE55-8994

4/16/2025

Carroll County Detention Center

SE55-8995

4/16/2025

Carroll County Detention Center

SE55-8996

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - COMMUNITY SUPERVISION

SE55-8997

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION

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SE55-8998

4/16/2025

Maryland State Police Golden Ring Barrack

SE55-8999

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION

SE55-9000

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION -

HARGROVE OFFICE

SE55-9001

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION - SE #29

SE55-9002

4/16/2025

Maryland Department of General Services, Records

Management Division OPD - TALBOT COUNTY

SE55-9003

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION

SE55-9005

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION

SE55-9006

4/16/2025

Maryland Department of General Services, Records

Management Division DPSCS - PAROLE & PROBATION - #60

SE55-9007

4/16/2025

Maryland Department of General Services, Records

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Management Division DPSCS - PAROLE & PROBATION - #31
SE55-9008

4/16/2025

Maryland Department of General Services, Records
Management Division DPSCS - CENTRAL REGION ESSEX - DDMP
SE55-9009

4/17/2025

Montgomery County Register of Wills
SE55-9010

4/17/2025

Maryland State Police Planning and Research Division (2)
SE55-9011

4/18/2025

Maryland Department of General Services, Records
Management Division OAG- CONTRACT LITIGATION UNIT
SE55-9012

4/18/2025

Maryland Department of General Services, Records
Management Division DEPT OF NATURAL RESOURCES - OFFICE
OF THE ATTORNEY GENERAL
SE55-9013

4/18/2025

Maryland Department of General Services, Records
Management Division DEPT OF EDUCATION - CERTIFICATION &
ACCREDITATION
SE55-9014

4/18/2025

Maryland Department of General Services, Records
Management Division DEPT OF EDUCATION - CERTIFICATION &
ACCREDITATION
SE55-9015

4/21/2025

Maryland State Police LaPlata Barrack (57)
SE55-9016

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4/22/2025

Maryland State Police LaPlata Barrack (57)

SE55-9018

4/23/2025

Maryland State Police Golden Ring Barrack

SE55-9023

4/24/2025

Maryland State Police LaPlata Barrack (57)

SE55-9024

4/24/2025

Maryland Department of General Services, Records

Management Division CARROLL COUNTY DEPT OF SOCIAL
SERVICES - CHILD PROTECTIVE SERVICES

SE55-9025

4/24/2025

Maryland Department of General Services, Records

Management Division DEPT OF ECONOMIC & COMMUNITY
DEVELOPMENT - COMMUNITY DEVELOPMENT

SE55-9026

4/24/2025

Maryland Department of General Services, Records

Management Division DEPT OF EDUCATION - CERTIFICATION &
ACCREDITATION

SE55-9027

4/24/2025

Maryland Department of General Services, Records

Management Division MARYLAND ENERGY ADMINISTRATION

SE55-9028

4/24/2025

Maryland Department of General Services, Records

Management Division OAG- CONTRACT LITIGATION UNIT

SE55-9029

4/25/2025

City of Cumberland City Clerk

SE55-9030

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4/25/2025

Anne Arundel County Detention Center

SE55-9031

4/28/2025

Maryland State Police Executive Protection Division (33)

SE55-9032

4/28/2025

Maryland Department of General Services, Records

Management Division MDH MONT CO DHHS - MONT CO LHD

158

SE55-9033

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Maryland Department of General Services, Records

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Anne Arundel County, Department of Detention Facilities

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Baltimore County Public School, CORD FORMS

SE55-9020

2/12/2025

Frederick County Circuit Court

SE55-9021

2/21/2025

Wicomico County Circuit Court

SE55-9022

4/18/2025

District Court 8 Baltimore County

SE55-9130

MSA Annual Report

Fiscal Year 2026

4/24/2025

Anne Arundel County Police Department, Central Records

SE55-9131

3/31/2025

Frederick County Circuit Court

SE55-9194

3/5/2025

Baltimore County Public School, CORD FORMS

SE55-9195

3/20/2025

Baltimore County Public School, CORD FORMS

SE55-9196

5/16/2025

Baltimore City Archives

SE55-9207

6/20/2025

Baltimore County Public School, CORD FORMS

SE55-9264

6/20/2025

District Court 1 Baltimore City

SE55-9271

6/17/2025

District Court 3 Caroline County

SE55-9272

6/17/2025

District Court 3 Caroline County

SE55-9273

6/17/2025

District Court 3 Caroline County

SE55-9274

6/27/2025

District Court 8 Baltimore County

SE55-9281

MSA Annual Report

Fiscal Year 2026

7/12/2025

Frederick County Circuit Court

SE55-9282

4/23/2025

Baltimore County Public School, CORD FORMS

SE55-9283

5/15/2025

Baltimore County Public School, CORD FORMS

SE55-9284

6/2/2025

Baltimore County Public School, CORD FORMS

SE55-9299

7/27/2025

Baltimore County Public School, CORD FORMS

SE55-9300

7/24/2025

Anne Arundel County Police Department, Central Records

SE55-9301

8/20/2025

Howard County Circuit Court

SE55-9392

9/23/2025

Maryland State Archives

SE55-9518

8/11/2025

Baltimore County Public School, August 2025, Part 1

SE55-9521

8/11/2025

Baltimore County Public School, August 2025, Part 2

SE55-9522

8/6/2024

Maryland State Police, Barrack "L", Forestville (61)

SE55-9655

MSA Annual Report

Fiscal Year 2026

10/15/2024

District Court 5 Prince George's County

SE55-9656

10/15/2024

District Court 5 Prince George's County

SE55-9657

3/6/2024

District Court 5 Prince George's County

SE55-9658

11/20/2024

Maryland State Police, Barrack "L", Forestville (61)

SE55-9659

11/20/2024

Maryland State Police, Barrack "L", Forestville (61)

SE55-9660

6/5/2025

District Court 3 Kent County

SE55-9662

6/5/2025

District Court 3 Kent County

SE55-9663

6/5/2025

District Court 3 Kent County

SE55-9664

6/5/2025

District Court 3 Kent County

SE55-9665

6/5/2025

District Court 3 Kent County

SE55-9666

6/5/2025

District Court 3 Kent County

SE55-9667

MSA Annual Report

Fiscal Year 2026

5/23/2025

District Court 3 Queen Anne's County

SE55-9668

5/23/2025

District Court 3 Queen Anne's County

SE55-9669

5/23/2025

District Court 3 Queen Anne's County

SE55-9670

5/23/2025

District Court 3 Queen Anne's County

SE55-9671

5/23/2025

District Court 3 Queen Anne's County

SE55-9672

5/23/2025

District Court 3 Queen Anne's County

SE55-9673

5/23/2025

District Court 3 Queen Anne's County

SE55-9674

5/23/2025

District Court 3 Queen Anne's County

SE55-9675

6/5/2025

District Court 3 Cecil County

SE55-9676

6/5/2025

District Court 3 Cecil County

SE55-9677

8/8/2025

Worcester County Circuit Court, Court Administration

SE55-9678

MSA Annual Report
Fiscal Year 2026

9/2/2025

Worcester County Circuit Court, Court Administration
SE55-9679

10/8/2025

Worcester County Circuit Court, Court Administration
SE55-9680

8/5/2025

Cecil County Government, Human Resources
SE55-9685

8/22/2025

Maryland State Police, Forestville Barrack
SE55-9686

8/25/2025

Maryland State Police, Forestville Barrack
SE55-9687

8/29/2025

Maryland State Police, Forestville Barrack
SE55-9688

Maryland State Archives
Records Received Since Last Hall of Records Commission Meeting
on 6/3/2025

DEPARTMENT OF HEALTH HA HEALTH DEPARTMENT

(Media Files)

Date Received

Series No Date Added

New Items

7/24/2025

T5576

1961-1965

1 Box

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

(Project File)

Date Received

Series No Date Added

New Items

5/14/2025

T4199

2018

16 Boxes

(Project File, State and Federal)

Date Received

Series No Date Added

New Items

5/14/2025

T5391

2018

2 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

Date Received

Series No Date Added

New Items

4/30/2025

T2048

101 Maps/Plats

MSA Annual Report
Fiscal Year 2026

5/30/2025
T2048
20 Maps/Plats

DEPARTMENT OF TRANSPORTATION THE SECRETARY'S OFFICE OFFICE OF
CULTURAL RESOURCES AND COMMUNITY ENGAGEMENT

(Harriet Tubman Oral History Project)

Date Received
Series No Date Added
New Items
172 digital files
8/1/2025
TE220
2024

(Harriet Tubman Oral History Project, Index)

Date Received
Series No Date Added
New Items
1 digital file
7/22/2025 TE221
2025

(Harriet Tubman Oral History Project,
Informed Consent and Release Forms)

Date Received
Series No Date Added
New Items
8/1/2025
TE222
18 digital files

10/6/2025
T5591
2024
1 Boxes

MARYLAND STATE ARCHIVES
(Accounting Administration File)

Date Received
Series No Date Added
New Items
5/7/2025
T1363

MSA Annual Report

Fiscal Year 2026

07/01/2017-2022

34 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

Date Received

Series No Date Added

New Items

5/30/2025

T1896

2025

5 Maps/Plats

ANNE ARUNDEL COUNTY

REGISTER OF WILLS

(Exhibits)

Date Received

Series No Date Added

New Items

10/17/2025

T5590

1919-2022

6 Boxes

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

Date Received

Series No Date Added

New Items

10/20/2025

T1067

1991-2013

102 Boxes

(Civil Papers, Exhibits)

Date Received

Series No Date Added

New Items

10/20/2025

T1326

1984-1987

17 Boxes

MSA Annual Report

Fiscal Year 2026

(Criminal Papers)

Date Received

Series No Date Added

New Items

10/20/2025

T1066

1989-2011

33 Boxes

(Juvenile Adoptions)

Date Received

Series No Date Added

New Items

10/20/2025

T5592

2005-2013

3 Boxes

(Marriage Applications and Returns)

Date Received

Series No Date Added

New Items

10/20/2025

T2647

1983-1988

18 Boxes

(Termination of Parental Rights)

Date Received

Series No Date Added

New Items

10/21/2025

T5593

1996-2013

23 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

Date Received

Series No Date Added

New Items

4/30/2025

T1897

MSA Annual Report

Fiscal Year 2026

2025

18 Maps/Plats

5/30/2025 T1897

2025

16 Maps/Plats

ANNE ARUNDEL COUNTY REGISTER OF WILLS

(Estate Papers)

Date Received

Series No Date Added

New Items

10/17/2025

T72

2006-2014

6 Boxes

(Wills and Codicils)

Date Received

Series No Date Added

New Items

10/17/2025

T5270

2014-2024

50 Boxes

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

Date Received

Series No Date Added

New Items

5/31/2025

T1898

2025

4 Maps/Plats

BALTIMORE CITY REGISTER OF WILLS

(Estate Docket)

Date Received

Series No Date Added

New Items

10/16/2025

T5589

1935-2007

MSA Annual Report

Fiscal Year 2026

114 Volumes

BALTIMORE COUNTY CIRCUIT COURT

(Civil Papers)

Date Received

Series No Date Added

New Items

5/14/2025

T697

1994-1995

70 Boxes

9/16/2025

T697

1996-1997

80 Boxes

(Criminal Papers)

Date Received

Series No Date Added

New Items

5/14/2025

T1769

1981, 1984, 1986-1988

6 Boxes

9/16/2025

T1769

1974-1975, 1977, 1981,

1984-1985,

1987-1989

7 Boxes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

Date Received

Series No Date Added

New Items

4/30/2025

T1899

2025

4 Maps/Plats

MSA Annual Report
Fiscal Year 2026

5/30/2025
T1899
2025
1 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Calvert)

Date Received
Series No Date Added
New Items
4/30/2025
T1900
2025

7 Maps/Plats
5/30/2025
T1900
2025
10 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Caroline)

Date Received
Series No Date Added
New Items
4/30/2025
T1901
2025
7 Maps/Plats

5/30/2025
T1901
2025
3 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Carroll)

Date Received
Series No Date Added
New Items
4/30/2025
T1902
2025
6 Maps/Plats

MSA Annual Report
Fiscal Year 2026

5/30/2025 T1902
2025
5 Maps/Plats

CECIL COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Cecil)
Date Received
Series No Date Added
New Items
4/30/2025
T1903
2025
11 Maps/Plats

5/30/2025
T1903
2025
8 Maps/Plats

CHARLES COUNTY CIRCUIT COURT
(County Treasurer Liens)
Date Received
Series No Date Added
New Items
6/18/2025
T5573
1976-2001
4 Boxes

(Criminal Papers)
Date Received
Series No Date Added
New Items
6/18/2025
T2663
2011
41 Boxes

(District Court Liens)
Date Received
Series No Date Added
New Items

MSA Annual Report
Fiscal Year 2026

6/18/2025
T5572
1972-2013
21 Boxes

(Paternity Papers)
Date Received
Series No Date Added
New Items
6/18/2025
T2173
1979-1994
41 Boxes

(Termination of Parental Rights)
Date Received
Series No Date Added
New Items
6/18/2025
T4653
2001, 2003, 2006-2009,
2010-2012
10 Boxes

CHARLES COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Charles)
Date Received
Series No Date Added
New Items
4/30/2025
T1904
2025
16 Maps/Plats

5/30/2025 T1904
2025
14 Maps/Plats

CUMBERLAND CITY CLERK
(Charter Amendment Resolutions)
Date Received
Series No Date Added
New Items
8/15/2025

MSA Annual Report
Fiscal Year 2026

T5581
1955-1996
1 Volume

(Civil Services Commission Minutes)
Date Received
Series No Date Added
New Items
8/15/2025
T5578
1919-2002
11 Volumes

(Election Files)
Date Received
Series No Date Added
New Items
8/15/2025
T5583
1920-2016
7 Boxes

(Executive Session Minutes)
Date Received
Series No Date Added
New Items
8/15/2025
T5584
1982-2011
2 Boxes

(Minute Books)
Date Received
Series No Date Added
New Items
8/15/2025
T5577
1909-2010
55 Volumes

(Order Books)
Date Received
Series No Date Added
New Items

MSA Annual Report
Fiscal Year 2026

8/15/2025
T5580
1910-1995
7 Volumes

(Orders)
Date Received
Series No Date Added
New Items
8/15/2025
T5398
2006-2015
1 Box

(Ordinance Books)
Date Received
Series No Date Added
New Items
8/15/2025
T5579
1895-1994
10 Volumes

(Ordinances)
Date Received
Series No Date Added
New Items
8/15/2025
T5402
2010-2015
1 Box

(Real Estate Transactions)
Date Received
Series No Date Added
New Items
8/15/2025
T5582
1938-2014
3 Boxes

(Regular Session Agendas)
Date Received
Series No Date Added

MSA Annual Report
Fiscal Year 2026

New Items
8/15/2025
T5585
2003-2013
2 Boxes

(Resolutions)
Date Received
Series No Date Added
New Items
8/15/2025
T5401
2012-2014
1 Box

(Voting Registration Cards)
Date Received
Series No Date Added
New Items
8/15/2025
T5586
1978-1999
11 Boxes

(Work Session Minutes)
Date Received
Series No Date Added
New Items
8/15/2025
T5587
1980-2006
3 Boxes

DORCHESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Dorchester)

Date Received
Series No Date Added
New Items
4/30/2025
T1905
2025
15 Maps/Plats

5/30/2025

MSA Annual Report
Fiscal Year 2026

T1905
2025
15 Maps/Plats

FREDERICK COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Frederick)

Date Received
Series No Date Added

New Items

4/30/2025

T1906

2025

64 Maps/Plats

5/30/2025

T1906

2025

19 Maps/Plats

FREDERICK COUNTY REGISTER OF WILLS
(Estate Docket)

Date Received
Series No Date Added

New Items

6/9/2025

T91

1860-12/31/1981

6 Volumes

(General Index)

Date Received

Series No Date Added

New Items

6/9/2025

T4004

01/1981-05/1997

1 Volumes

(Wills, Index)

Date Received

Series No Date Added

New Items

6/9/2025

T5574

MSA Annual Report

Fiscal Year 2026

1774-12/1981

3 Volumes

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

Date Received

Series No Date Added

New Items

4/30/2025

T1907

2025

9 Maps/Plats

5/30/2025

T1907

2025

5 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

Date Received

Series No Date Added

New Items

4/30/2025

T1908

2025

31 Maps/Plats

5/30/2025

T1908

2025

24 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

Date Received

Series No Date Added

New Items

4/30/2025

T2466

2025

27 Maps/Plats

5/30/2025

MSA Annual Report
Fiscal Year 2026

T2466
2025
15 Maps/Plats

KENT COUNTY CIRCUIT COURT

(Plat Book)
Date Received
Series No Date Added
New Items
4/30/2025
T2186
2025
2 Maps/Plats

5/30/2025
T2186
2025
7 Maps/Plats

MONTGOMERY COUNTY CIRCUIT COURT

(Family Papers)
Date Received
Series No Date Added
New Items
9/11/2025
T5189
2001
34 Boxes

(Homeowners Association Record)

Date Received
Series No Date Added
New Items
9/11/2025
T5588
1988-2006
35 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)
Date Received
Series No Date Added
New Items
4/30/2025

MSA Annual Report
Fiscal Year 2026

T1911
2025
16 Maps/Plats

5/30/2025
T1911
2025
30 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Prince George's)

Date Received
Series No Date Added

New Items
4/30/2025
T1912
2025
38 Maps/Plats

5/30/2025
T1912
2025
49 Maps/Plats

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Queen Anne's)

Date Received
Series No Date Added

New Items
4/30/2025
T1913
2025
9 Maps/Plats

5/30/2025
T1913
2025
13 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Somerset)

Date Received
Series No Date Added
New Items

MSA Annual Report

Fiscal Year 2026

4/30/2025

T1915

2025

9 Maps/Plats

5/30/2025

T1915

2025

3 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

Date Received

Series No Date Added

New Items

4/30/2025

T1914

2025

6 Maps/Plats

5/30/2025

T1914

2025

12 Maps/Plats

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

Date Received

Series No Date Added

New Items

4/30/2025

T1916

2025

13 Maps/Plats

5/30/2025

T1916

2025

21 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

Date Received

Series No Date Added

MSA Annual Report
Fiscal Year 2026

New Items
4/30/2025
T1917
2025
18 Maps/Plats

5/30/2025
T1917
2025
8 Maps/Plats

WICOMICO COUNTY CIRCUIT COURT

(Juvenile Docket)
Date Received
Series No Date Added
New Items
6/26/2025
TE208
1966-1993
10 digital files

(Marriage Licenses)
Date Received
Series No Date Added
New Items
6/26/2025
TE218
1949-1950
1 digital file

6/26/2025
T5570
1949-1950
1 Box

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)
Date Received
Series No Date Added
New Items
4/30/2025
T1918
2025
44 Maps/Plats

MSA Annual Report
Fiscal Year 2026

5/30/2025
T1918
2025
9 Maps/Plats

WICOMICO COUNTY REGISTER OF WILLS

(Estate Papers)

Date Received
Series No Date Added
New Items
6/23/2025
T5446
1977-2014
132 Boxes

(Guardianship Papers)

Date Received
Series No Date Added
New Items
6/23/2025
T5575
1928-1979
12 Boxes

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

Date Received
Series No Date Added
New Items
4/30/2025
T1919
2025
21 Maps/Plats

5/30/2025
T1919
2025
30 Maps/Plats

Total number of volumes added: 208.00

Total number of boxes added: 837.00

Total number of maps/plats added: 838.00

Total number of digital files added*: 202.0

***Does not include mdlandrec.net land records**

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

Series Series Title

MSA SC 6426 Aberdeen Historical Museum Digitization Project Collection
MSA SC 6427 Culyer Family Collection
MSA SC 6428 Bruce and Sharon Hofmann Collection
MSA SC 6429 Annual Conference of the National Council of Negro Women
MSA SC 6430 Diane Allen Collection of Evening Sun newspapers
MSA SC 6431 Hispanic Community Leaders Oral History Collection
MSA SC 6432 Mary Edith White Andrew Collection
MSA SC 6433 Jesse Raudales Collection
MSA SC 6434 Maurice Braverman Collection
MSA SC 6435 Genevieve C. Stewart Collection
MSA SC 6436 West Baltimore Reimaging and Redevelopment Project Collection
MSA SC 6437 Snow Hill Marriage Certificate Collection
MSA SC 6438 Michael Calo Collection MSA SC 6439 Prathertown Community
Development Corporation Collection
MSA SC 6440 Todd's Inheritance Conservation Project Collection
MSA SC 6441 Phillips Funeral Home Records Collection
MSA SC 6442 Maryland Commission on Indian Affairs Exhibit Collection
MSA SC 6443 Jane McWilliams Collection
MSA SC 6444 Study of the Legacy of Slavery in Maryland "Down the Rabbit Hole"
Collection
MSA SC 6445 Anthony D. Lindauer Research Collection
MSA SC 6446 Sailing Club of the Chesapeake Collection
MSA SC 6447 Teylah Saunders Collection
MSA SC 6448 Meyer Collection MSA SC 6449 Trevor Hill Collection
MSA SC 6450 DNR Maryland Park Service Historical and Cultural Resources Collection

Library accessions: <https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.html



Maryland State Archives

Hall of Records Commission Meeting

Thursday, May 7, 2026 at 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

2026 Spring Meeting

Via Teleconference

Date and Time: Thursday, May 7, 2026 at 2:00 pm

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/Fall_HRC_Meeting_Minutes.pdf

Special Meetings, Advisory Boards & Celebratory Events

Lunch and Learn Events

- *December 11:* The Land Remembers: Piscataway Stories of Continuity
- *January 8:* Unlocking the Vault: Reopening Maryland's Old Treasury Building
- *February 12:* Father Eugene Patrick O'Grady: A Baltimore Clergyman in WWII
- *March 12:* The American Revolution and the Fate of the World: An Electrifying Global History of a Not So Local War
- *April 9:* The Art and History of Drag
- *May 14:* Broadcasting from the Beginning: Television in Maryland in the 1920s

Special Events:

February 10: Old Treasury Building Re-Opening

March 12: Dedication of the Thomas Kennedy Plaque at the State House

March 20: Maryland Day at the Old Treasury Building and State House

June 23: Maryland Commission on Artistic Property, Spring Meeting

Records Retention and Disposition Schedules

Records retention and disposition schedules are the cornerstone of any records management program. These documents list the records an agency creates, specify how long the record is retained by the creating agency, and state whether the records are then destroyed or sent to the State Archives. Given the primacy of these schedules, the Appraisal Department focuses a lot of effort to promote good retention schedules. In addition to the guidance [webpage](#), a large portion of our online training webinars are devoted to schedule creation, approval, and maintenance. We are also exploring the potential for creating a retention schedule for the Governor's Office.

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/HRC_Records_Retention_Schedules.pdf

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/Records_Received_Since_12.2.2025.pdf

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/hrc_disposal_5-7-2026.pdf

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

State Archivist's Report

- 2026 Legislative Session and FY27 Budget Review
- Archives role in two new state commissions
 - Maryland Reparations Commission
 - Commission on the House of Reformation and Instruction for Colored Children
- MD250 events and projects
 - Black Patriot Monument
 - *Finding the Maryland 400* publication

Chronology of Staff Activities from December 2, 2025 - May 7, 2026

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/Chronology_Dec_2_2025-May_7_2026.pdf

Department Reports

Appraisal & Description

Electronic Records Initiative

The State Archives has continued its work with the electronic records workgroup, which includes staff from the Department of General Services and the Department of Information Technology. This year, the group is focusing on creating additional guidance to agencies dealing with the growing challenges of managing digital records. New [guidance](#) includes information on meeting Web Content Accessibility standards (WCAG 2.2) set by Title II of the Americans with Disabilities Act (ADA).

The Appraisal Department is also supporting the Maryland State Archives' initiative to update our own online resources to meet WCAG 2.2 standards. This includes the process of updating all of our forms for records management processes, such as records transfers and records disposal.

Baltimore City Archives

Facility Upgrades

As reported in the last meeting, numerous upgrades have been slated for our facility at 2615 Mathews Street within the past year. Beginning in May 2026, the office and research areas will be renovated, including new floors, new ADA-compliant bathrooms, and a new kitchen. As a result, the City Archives will be closed to the public for approximately two months. During this time, staff will continue to answer phone calls and emails while we catch up with many behind-the-scenes projects. We hope to host an event celebrating the refreshed research area when it is complete.

Reference Services

The City Archives continues an appointment-only schedule of three days per week, Tuesday through Thursday, with evening appointments available once per month on the fourth Wednesday. Since December 2025, the Archives has hosted 89 in-person visits for research. (This figure reflects the timespan from the Fall HRC meeting until April 14, 2026.)

Our staff of two archivists, assisted by Baltimore City employee Anita Evans during public open hours, have fielded and responded to 82 archival research inquiries via phone and email. A total of 304 phone calls and emails were received to find information or schedule appointments, including 99 instances of referring individuals to the institutions and repositories better able to satisfy their requests.

Researchers consulted a total of 241 physical record units. The most consistently requested records during this period were online vital records via the Maryland State Archives, showing that City residents value the convenience of being able to access digitized State records without traveling to Annapolis. The other most requested record groups were Baltimore City Council, the Department of Public Works and the Mayor's Office.

Our archivists' reference services were recognized in the acknowledgments of Emily Lieb's recently published book, *Road to Nowhere: How a Highway Map Wrecked Baltimore*. Lieb had been visiting the City Archives for her research for many years. We also received notice from researcher Michael Casiano that his article, "Dragging the Waters: Pestilence, Policing, and the Public Good in Postbellum Baltimore," was published in the *Journal of Urban History*.

Appraisal, Processing and Cataloging

New volunteers have joined the City Archives and focus on improving description of some of our collections of slides, which are underutilized. Continuing the work of last fall's intern, one volunteer is processing BMS26-2, a collection of images received in a group from the Departments of Planning and Housing, which document primarily public housing and urban renewal projects, neighborhood street scenes, events such as City Fair, and murals. Another volunteer is systematically reviewing photos taken by the Commission for Historical and Architectural Preservation (CHAP). Both provide valuable documentation of City structures from the 1960s-1990s.

Rob has been supervising the work of a Stevenson University student, Kyla Snipes, who requested a part-time internship to complete her degree in history. Dr. Glenn Johnston, retired History Program Coordinator and Assistant Professor, prompted the arrangement. Overall, during this period we have benefited from 84 volunteer visits.

Outreach and Community Engagement

Community engagement highlights from the past six months include tours given to the City's Council Services staff in February and a group of students from Morgan State University in April, with another student and faculty tour planned for May. In March, we welcomed a film crew working with the City's CharmTV team to produce a documentary marking the 50th year of AFRAM, Baltimore's festival of African American music and culture. Our warehouse was selected as the backdrop for interviews with Angela Koukoui, head archivist for the Smithsonian's National Museum of African American History and Culture. We look forward to seeing the final product!

On March 24, Rob Schoeberlein gave a public lecture in Parkville on the subject of women's roles in the Civil War. Rob and Jeni also continue to partner with retired State Archivist Ed Papenfuse on the virtual research consultation requests he receives via our web form.

The City Archives' Instagram account continues to be popular, with followers recently topping 3,500. While our staff have had less time to produce posts as we focused on preparing for the facility renovations, we hope that the period of public closure will allow us to queue up several for the summer months, especially in light of the semiquincentennial.

Records Management Program

Since December 2025, the Records Management team of City Records Management Officer Carey Stumm and Archives and Records Management Technician Laura Swangin has been working in partnership with 22 City departments. Throughout this period, the team successfully

created or updated and received approval for 16 retention schedules. Some of the City agencies represented include the Department of Health, the Baltimore City State's Attorney's Office, Law Department, Department of Transportation, and Department of Public Works; several new City-wide schedules have also been approved. The Department of Recreation and Parks and the Baltimore City Police Department have both initiated contact to request overall guidance with surveying their records, creating new and updated retention schedules, and assistance with transitioning to digital and digitized records management.

Since the fall report to the HRC, the City Archives and Records Center accepted five transfers, totaling 121 boxes of records from various departments, with additional transfers planned from the Mayor's Office, Health Department, and others. The team has made headway on developing long-awaited procedures for accessioning digital records, starting with the City Council "Bill Files" stored and accessed through the Legistar system.

Meanwhile, the team has gained a part time assistant, Stephanie Haigis, to assist them with a massive effort to inventory and weed Law Department case files that have no description in our databases. This project is partly motivated by the necessity that all records be removed or relocated from the top shelves in our warehouse, in order to make way for updates to the sprinkler system; that construction is slated to begin later this summer. Carey expects to host two part-time summer interns this year as well, with one of them focusing on inventorying and minimally processing a series of records that documents right-of-way acquisition by the City for road and highway projects; this series has been a "hidden collection" for decades with no representation in any database, and we expect that it may have great research value.

Carey and Laura have also been creating a records management training module for City employees, which will be available through the Workday system. They expect the module to be completed this summer. A citywide training has never been offered, and the existing training materials had not been updated in many years. Overall, Baltimore City's records management program has already seen great improvements under Carey's leadership.

Commission on Artistic Property

The biggest highlight for the Artistic Property Commission staff since the last HRC meeting was the reopening of the Old Treasury Building (OTB) on February 10, 2026 with new interpretive exhibits. The building has been closed to the public since the 1990s and these exhibits were part of a capital project being managed by the Department of General Services (DGS). C&G Partners LLC of New York City were hired as exhibition content and design consultants. Commission staff led the research and development of exhibit text panels, sourcing images and reference objects. A comprehensive tour manual of over 70 pages was also created by the staff, and they have recently conducted tour guide training for the building. Public interest in the building has also been growing, with the reopening receiving press coverage in the *Capital Gazette* and *Baltimore Banner*. Recently, Commission staff provided curatorial tours to 60 8th grade students from the Boys' Latin School of Maryland.



President Ferguson, State Archivist Bachmann, DGS Secretary Chaudhry, Lt. Governor Miller, and Speaker Pro Tem Clippinger cut the ribbon to open the Old Treasury Building.

Throughout the 2026 Legislative Session, staff of the Artistic Property Commission worked closely with the presiding officers, staff, and legislators to ensure the safe display and care of the state-owned art collection. Artistic Property staff continued to facilitate the exhibit of reproduction works from the circulating art collection throughout the legislative complex for members of the Maryland General Assembly and the Governor's Executive staff.

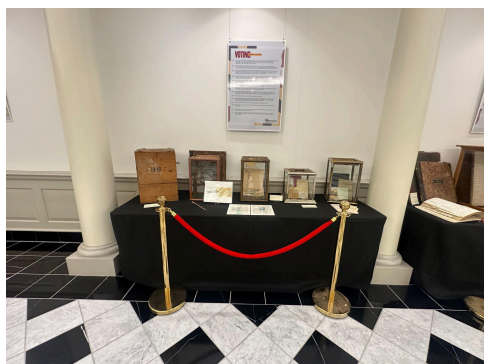
Working in conjunction with the Senate President's Office, Commission staff facilitated four rotating exhibits on the second floor of the Thomas V, Mike Miller, Jr., Senate Office building during session: Eastern Shore Land Conservancy/Plein Air Easton (January), Maryland State Board of Elections (February), Moms Demand Action, and the Jefferson Patterson Park & Museum (both March).



Plein Air Easton Exhibit



Moms Demand Action



Maryland State Board of Elections



Jefferson Patterson Park & Museum

Accessions/Gifts/Transfers Highlights

Works Acquired by Curatorial Discretion

Maryland Great Escape

Chris Holmes (b. 1957)
Watercolor on paper, 2015
MSA SC 1545-3588

Rice Paper Painted Scroll - Orioles (with box)

As yet unidentified artist
Origin: China
Watercolor on rice paper; silk, 1980
MSA SC 1545-3592

Rice Paper Painted Scroll - Osprey (with box)

As yet unidentified artist
Origin: China
Watercolor on rice paper; silk, 1980
MSA SC 1545-3593

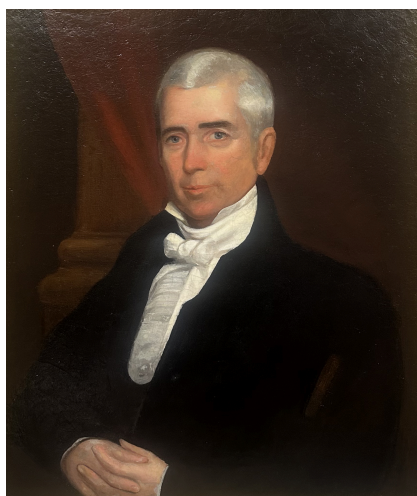
Peace For the Children Of The World [triptych]

Jesse Raudales (b. 1970)
Acrylic on canvas, 2024
MSA SC 1545-3594.01-.03



18th Century Iron Chest
Once Known Maker
Origin: England
Iron alloy, c. 1733
MSA SC 1545-3595

Works Approved by the Commission on Artistic Property



Governor James Thomas
As yet unidentified artist
Oil on canvas, c.1838
MSA SC 1545-3589



Miniature portraits of

James McHenry (1753-1816)
Charles Willson Peale (1741-1827)
Watercolor on ivory, 1798
MSA SC 1545-3596

Margaret Caldwell McHenry (1762-1833)
Charles Willson Peale (1741-1827)

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Watercolor on ivory, 1798
MSA SC 1545-3597

James McHenry (1753-1816)
Charles Balthazar Julien Fevret de Saint-Mémin
Engraving, 1803
MSA SC 1545-3598

English Sugar Basket (owned by James and Margaret McHenry)
Thomas Watson & Co. [Sheffield, England]
Silver, 1798
MSA SC 1545-3599

McHenry family crest objects (2),
Metal, late 18th-early 19th century
MSA SC 1545-3600

Courtroom sketch of Thurgood Marshall
Freda L Reiter
Pastel, 1976
MSA SC 1545-3601

Constituent & Interagency Services

Formed in 2015, Constituent and Interagency Services operates the Archives' Help Desk and manages requests for copies of records. For government agencies, the office fulfills file retrieval requests through certified mail and weekly courier deliveries, and refills records returned to the Archives. The Help Desk also provides customer support for online Maryland land records.

Since the last HRC meeting in December, staff have handled 1,631 phone calls and 4,350 emails related to mdlandrec.net and plats.net, along with an additional 3,963 inquiries concerning Archives records and services.

In support of interagency operations, staff processed 2,601 individual file returns from state and local agencies and have refiled and interfiled more than 7,000 records so far this fiscal year. For the public, 1,853 records requests were completed, ranging from single-page birth, death, divorce, and marriage certificates to multi-page civil and equity case files, including complete case files that often span hundreds of pages.

Additionally, Constituent and Interagency Services provides courier services for the Archives and routinely travels to off-site locations to ensure records are available in person for patron appointments, as well as to support the transfer of records as needed or requested by agencies.

Digital Acquisition, Processing and Publication (DAPP)

Department of Juvenile Services - Child Victims Act Scanning Project Update

Starting in January 2026, the Maryland State Archives began preparing and digitizing records for the Department of Juvenile Services (DJS). An estimated 5600 boxes of record material will be digitized for legal discovery. As of April 2026, over 1.2 million images have been generated. Due to the volume and complexity of the material, the Archives has increased the staff of the department to ensure that the needs of the project are met while minimizing any impact to any already existing scanning projects and the day-to-day operations of the agency. In addition to the increase in staffing, the Archives has acquired two high-speed production scanners. The units, IBML Fusion HD 8300 scanners, are top of the line systems that will greatly improve the production rates of the department. Using traditional scanners, a project of this magnitude would take years to complete but with the new systems, the project will be completed by early fall.

Thurgood Marshall State Law Library Scanning Project

Over the past fiscal year, the State Archives has been digitizing the Daily Record newspaper collection that was recorded on microfilm. This collection covers the years 1929-2022 and spans about 500 reels. To date, the majority of the collection has been scanned and issue-level pdfs have been created and delivered to the Law Library. The remaining material is expected to be delivered by the end of the fiscal year. Additionally, the Archives will begin working on a follow-up project with the Law Library next fiscal year that will cover the digitization of over 750 physical issues of the Daily Record for the years 2023-2025.

Miscellaneous Scanning Projects

In addition to the above mentioned projects, the Archives has worked on a variety of other scanning projects this fiscal year. Some of these projects include scanning of donated collections from the Mountain Club of Maryland, Society of the Descendants of the Lords of the Maryland Manors and Sailing Club of the Chesapeake. Along with working with private organizations, the Archives also digitized record material for various governmental agencies, such as the Department of Natural Resources Critical Area Commission, Maryland Geological Survey and the Board of Social Work Examiners.

ADA Title II Compliance

The U.S. Department of Justice (DOJ) has issued an Interim Final Rule extending the ADA Title II digital accessibility compliance deadline by one year. For large public entities, including the State of Maryland, the new deadline is April 26, 2027. The IFR is not a final rule, and Maryland's existing requirements for digital accessibility remain in effect. The original deadline was intended to define accessibility standards under ADA Title II, not delay enforcement.

Legal and operational risks are unchanged. Inaccessible digital content may still result in complaints or litigation. The Archives therefore continues its work to ensure websites, mobile applications, and electronic documents meet applicable accessibility standards. With guidance from DoIT's Office of Accessibility and support from IT staff, testing efforts, and James Watson, the State Archives had largely positioned itself to meet requirements by the original deadline,

with limited exceptions. This reflects proactive planning begun last year to address implementation challenges and ensure long-term accessibility.

Significant progress has been made in web governance and compliance. A full inventory of 64 maintained websites has been completed, and archival sites have been identified and designated as static post-deadline. All feasible websites have been remediated within the planned timeline.

The primary remaining challenge is newly created content, particularly high-volume legal land records received daily from County Circuit Courts for the Maryland Land Records site. Many of these documents lack proper tagging and alternative text. To address this, MSA is partnering with JIS to implement mandatory metadata tagging at the point of creation. This will reduce the need for post-ingestion remediation and generate long-term cost efficiencies for the State.

Appraisal staff have also expanded records guidance and training to incorporate accessibility standards, ensuring permanent records transferred to the Archives include required descriptive elements at the point of creation.

With the April 26, 2027 deadline, the Archives is well positioned to meet compliance requirements while maintaining access to Maryland's historical records and future records in its custody.

Information Systems Management

Compliance with the ADA Title II regulations, specifically concerning the original deadline of April 24, 2026, constituted the core operational priority for the Information Technology department during the preceding months.

With the recent announcement of the new deadline, IT will maintain the prioritization of ADA website remediation as its core focus throughout FY27. To address the increasing portfolio of managed websites, a critical addition to the department, the newly established Webmaster Trainee position, has been successfully filled. Additional key FY27 initiatives include the launch of an enhanced patron interface for ordering record copies, the migration of our work order system to an updated software platform, and the development of a shared patron database to significantly streamline order processing within the search room.

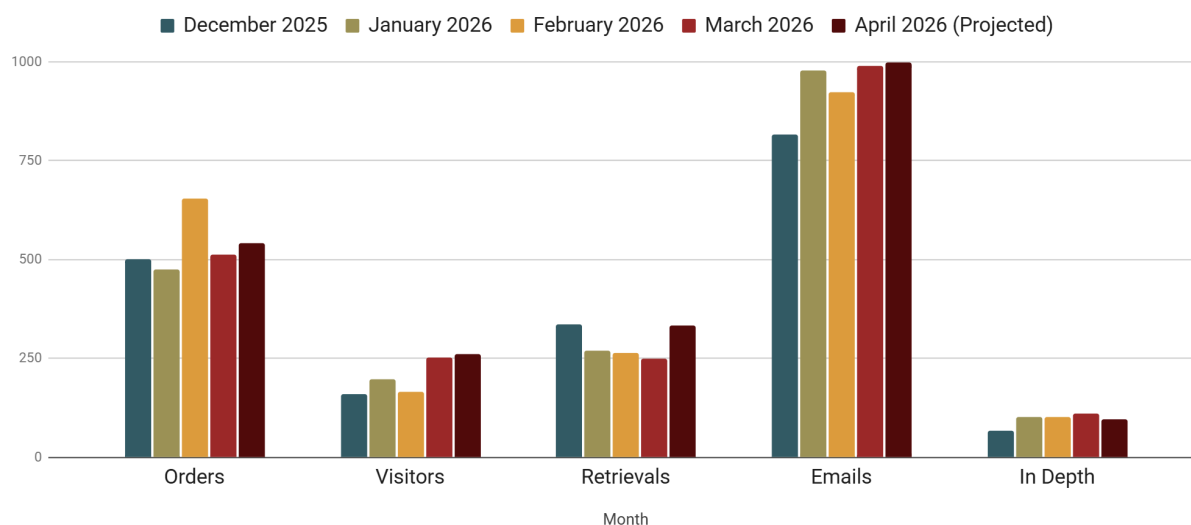
The procurement of 40 new workstations this fiscal year marked a milestone, as no new workstations have been purchased since 2018. IT is hopeful to secure another 160 workstations in FY27 as the current ones are beyond usable life, operating on systems that are no longer supported. These additional units will return our agency to a normal life cycle replacement projection.

FY27 will also include several large procurements for replacements on three of our priority platforms: Nutanix, the platform that houses the majority of our servers; Isilon, the storage platform; and Commvault, the platform that manages backups.

Reference Services

Since our last meeting on December 5, 2025, Reference assisted 1,034 in-person visitors, including 185 appointments and 849 walk-ins, answered 4,706 emails, filled 2,684 orders (1,649 certified orders and 1,035 uncertified), and received 290 Reference phone calls.

Reference continues to benefit from the generous time of dedicated field study students and Reference volunteers. Our field study students gain academic credits while benefiting from professional mentorship, and assist with our workflow by fulfilling orders, staffing our lobby, and assisting with basic questions. Reference volunteers assist in our Search Room most days we are open to the public. Often genealogists themselves, they staff our genealogy station during our peak hours 10:00 a.m. to 2:00 p.m., and also assist with basic vital records questions.



On April 30th, Morgan Miller and Rachel Frazier taught an all-day in-person workshop at the Spring 2026 Midatlantic Regional Archives Conference in Richmond, Virginia, with Darby Schini presenting virtually. The hands-on workshop, “Reference Isn’t Dead,” included building and maintaining an effective reference team, crafting engaging micro-assessments of the communities that archives serve, discussing de-escalation techniques for in-person interactions, advocating for managerial support for reference work, maintaining mental and emotional health, and learning how to balance duties as a solo archivist or as a team.

Month	Orders	Visitors	Retrievals	Emails	In Depth
December 2025	501	159	335	816	66
January 2026	476	196	270	978	101
February 2026	653	164	265	923	102
March 2026	512	253	248	989	109

April 2026 (Projected)	542	262	240	1000	115
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AI and Archival Researchers

As first noted at our last meeting, reference staff continues to address an increasing influx of patron reference requests that were drafted by using AI, or Artificial Intelligence large language models, heavily as a resource. We started seeing this around August 2025, with a second uptick January/February of this year. When Google and other online search engines first became popular, archivists and librarians had to work hard to educate researchers on both their advantages and limitations. Use of AI for research presents a similar issue, but with far fewer advantages and far more pitfalls at the current time, in spite of future potential.

Our Reference Archivists will continue to guide researchers in information literacy and critical thinking research methodology, but an increasing number of users are rejecting information from human archivists in favor of erroneous information from AI resources. Many new researchers tend to [personify AI](#) as if it is an expert they trust.

On Sun, Mar 1, 2026 at 7:27 PM xxxxxxx wrote:

Hello, I'm using AI to help me find some details in my genealogy and this is the message he¹ suggested I send to you:

I'm researching William Hart, transported on the Diamond 1774 with a 7-year indenture. Please provide scans or image numbers for any entries in Baltimore County Order Book S528-27, S528-28, S528-29, or S528-30 that reference William Hart's indenture sale."

I am specifically trying to learn who purchased his endenture upon arrival here in the states. He lived in the Mine Run Hundred and was a carpenter joiner I believe he worked his full 7 years and then married Mary Currier. I believe he continued to live and work for whomever he had served for those 7 years. My suspicion is Gorsuch.

The MSA S528 citations that AI gave this researcher were gleaned from our website, but are completely unrelated collections of chancery records which do not speak to the patron's request. This mistake is due to AI's tendency towards creative writing and its inability to read actual scans of our records. However, building skills and confidence in researchers is a major part of our mission in Reference Services, so our archivists remain dedicated to providing accurate resources to patrons in person, by email, over the phone, and through our research guides.

Research, Education and Outreach

¹ See [Marlynn Well, MD, "The Emerging Problem of AI Psychosis." *Psychology Today*. November 27, 2025.](#)

Maryland Penitentiary Project

The Archives was proud to submit the final report of its "Revolts and Rebellions" project to the National Park Service Network to Freedom Program on March 27. Over the course of the past summer, intern Julia Chan -- directly paid for by the grant -- with fellow interns Nicholas Ricardo, Villanova University and Vivian Miyakawa of St. John's College, were guided and mentored by Research staff Jen Abbott, Owen Lourie, and William Kelly to complete physical data entry and historical review of various primary and secondary sources related to the research project. The core documents were ledgers from the Maryland Penitentiary between 1844 - 1869. The specific goal of the "Revolts and Rebellion" study was to research, discover, and document heretofore unknown examples of organized resistance against race based slavery in Maryland. While none of the information the students found rose to the degree of armed insurrection by groups of individuals, several incidents were performed by single persons against the persons or property of their enslavers. Specifically, the interns' work culminated in adding 4,630 names to the Legacy of Slavery database. Joined with the contributions made by earlier staff and volunteers, the Archives' Maryland Penitentiary Project now numbers 7,535 entries. The project officially began with volunteer Joanne DeVincenz's early assistance in December of 2019.

The following section is an excerpt from the "Revolts and Rebellions" final report.

...32 charges aiding, assisting, or persuading slaves to run away; 12 charges of arson; 6 of murder, manslaughter, or attempted murder; 1 of attempted poisoning; 3 of burglary or stealing; 1 of begetting a child by a "Negro" slave; and 1 for possession of "a certain abolition pamphlet called Uncle Tom's Cabin" which was the famous case of Samuel Green. Reviewing the specific charges of this case reinforced the fact that this was a matter where Green was arrested for carrying insurrectionary materials, not because he or other Blacks, generally, were forbidden to read and write in Maryland.

Subjectively, interns and staff considered the charges of arson to be the most closely aligned to planned rebellion against whomever's property and livelihood was targeted. Interestingly, three of the cases involved arson or burning of sections of the Maryland Penitentiary itself and the Prince George's County jail. John Bowen, 23 years old, and George Banks, aka David, 21 years old, both free mulattos were convicted of setting fire to workshops in the Maryland Penitentiary in June of 1857, sentenced to death, but later received a full pardon for September 9, 1870. On April 4, 1849 "Negro Henry" was indicted on the charges of burning a Prince George's jail. He later escaped but was recaptured. Commutation for Bowen and Banks's sentences could have been predicated on the reported narrative that they set fire to the space because they had been receiving ill treatment. A more pointed rebellious act was conducted by Nathaniel Boyles who was imprisoned in 1849 after being found guilty of setting ablaze a stable of his owner J. German, who had, according to Boyles, mistreated an enslaved female servant.

Maryland Lynching Truth and Reconciliation Commission

The Maryland Lynching Truth and Reconciliation Commission's final meeting will occur on June 11th. Following that gathering the commission will sunset on June 30th. Installed via legislation

in 2019 [House Bill 307](#), the Commission successfully completed its mandate to hold multiple public hearings throughout the state where acts of racial terror lynchings against people of African descent occurred. All public hearings, monthly full Commission and subcommittee meetings, and special events are available for viewing on the Commission's [YouTube page](#). Within the final report of its activities that was released December of 2025, the body published 84 recommendations which can be reviewed online on the Maryland Lynching Truth and Reconciliation Commission [website](#). Commissioners discussed the final report in a [virtual public briefing](#) in January 2026. The Archives was fortunate to fill a Commission seat and serve as support staff from the Maryland Lynching Truth and Reconciliation Commission's from the first to its final meeting. The MSA will be archiving the Commission's administrative and research files as a permanent government record series for public access.

House of Reformation/Cheltenham Research and Preparation

During the 2026 legislative session, SB776 (Senator Smith et al) and HB552 (Delegate J. Long et al) passed the General Assembly and established the Commission on the House of Reformation and Instruction for Colored Children. Department staff continue to survey records related to Cheltenham/the House of Reformation at the Maryland State Archives. Materials include institutional reports, civilian correspondence, legislative and judicial records, architectural reports, and photographs spanning from the 1870s to the 21st century. Over the course of this inventory, materials related to similar juvenile institutions in Maryland were also uncovered.

Volunteer Efforts

A small group of volunteers has been steadily working towards completing transcriptions of Maryland census records from 1830-1880 for the addition to the Archives' Legacy of Slavery [online database](#). One volunteer, Ms. Carolyn Robertson, is currently working on the 1870 census for Baltimore City, and their research has illuminated the varied demographic and labor patterns of Baltimore's wards during the Second Industrial Revolution. Another volunteer, Ms. Gloria Brown, is embarking on a transcription of the Annapolis census from 1880 through the 1960s—with particular emphasis on the "Old Fourth Ward." This volunteer possesses a unique combination of technical and lived experience that will provide the fuel to revitalize our online project, "[Blacks in Annapolis](#)." We are thankful for the hard work and dedication of all of our volunteers who help to make new data and research material publicly accessible within the Study of the Legacy of Slavery Program.

Interpretation of Historic Law Book for Exhibit in Miller Building

Early in 2026, the Research Department collaborated with the Artistic Properties Commission to produce a brief interpretation for the display of a 1728 supplemental law in the Miller Senate Office Building. The law further restricted interracial relationships in Maryland. Researchers combed through centuries of Maryland law to trace the legal history of interracial relationships in the state. The final interpretation describes that history up to Maryland's legalization of interracial marriage in 1967.

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Research staff have been happy to support the Archives' role in numerous projects, including the Black Patriots Monument that is to be unveiled this summer, helping review items and make suggestions regarding historical accuracy and interpretation.

Finding the Maryland 400 Publication

The completed manuscript of *Finding the Maryland 400* was officially passed on to the book designer at the end of 2025. It is now with the printer, and we anticipate summer 2026 publication, in time for the 250th anniversary of the Battle of Brooklyn in August. It is exciting to be able to hold this long term Archives' project in our hands which recognizes the contributions and lives of these individuals. We are grateful for the donations to the Friends of the Maryland State Archives and the support that have made this publication possible. The book's author, Research Archivist Owen Lourie, gave several public talks based on the research for the book, speaking at events hosted by Todd's Inheritance historical site and the Sons of the Revolution of Maryland, as well as a Maryland Day program at the historic Rising Sun Inn. There are a number of other talks scheduled for the coming year as well to support the book release.

Outreach Report

On March 20th, the Archives participated in the Chesapeake Crossroads Heritage Area's annual Maryland Day events. This year, we were able to highlight the new exhibits in the Old Treasury Building on the grounds of the historic Maryland State House. Archives' staff were stationed in both the Old Treasury Building and the rotunda of the State House and had a variety of family activities, including scavenger hunts for kids, in both buildings. Most popular was finding the right key to open the treasure chest in the Old Treasury Building. We had nearly 200 visitors between the two sites!

Maryland Day also launched Visit Annapolis & Anne Arundel County's *Be Revolutionary: America 250 Exploration Trail* campaign. If you visit the Archives' building or State House during 2026, be sure to scan the QR code on the banner to sign up and check in. Visitors receive points for each check in and can redeem for prizes at the Visitors Center on West Street.

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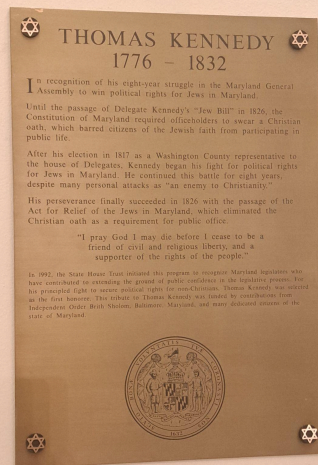


Research Deputy Director Jen Abbott speaks to Maryland Day guests at the State House during Maryland Day 2026.

It was a busy legislative session for many departments at the Archives. The Research department provided research and talking points on a variety of topics. We also assisted with the ceremony and special exhibition to recognize Thomas Kennedy and the 200th anniversary of the passage of the “Jew Bill,” which removed the required oath to the Christian religion for officeholders.



Left: Delegate Solomon, Lt. Governor Miller, Speaker Peña-Melnyk, Senator Hettleman, President Ferguson, State Archivist Bachmann, and Delegate Rosenberg, in the Old House of Delegates Chamber; right, the reinstalled plaque.



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We are currently planning for our 2026 summer internship program. As with the prior two years, we are working with multiple academic partners to support students and help us provide them with positive and educational experiences. We are also preparing to submit a host application for Year 4 of the Maryland Corps Service Year program, which begins in September 2026.

Among many presentations given and attended by research staff, Director Chris Haley presented on the history and legacy of the Alex Haley Memorial to a group of Land Economic Society at the Banneker Douglass Tubman Museum on March 19th. State Archivist Elaine Rice Bachmann gave the luncheon address on the historical and aesthetic significance of Annapolis' long and storied history as represented through many of its artistic buildings and historic celebrations. On March 30, Haley also spoke to an engaged audience for Washington College and Maryland Public Television's "Rooted on the Shore" event on the personal and cultural importance of honoring and preserving one's family history. In addition, on February 19, Research Archivist Dr. William Kelly gave a professional development presentation to educators in the Anne Arundel County Public School System about how to use material in the Archives' collections in Advanced Placement African American History. Dr. Kelly demonstrated that the courses can easily implement the Black history records preserved physically and digitally at the Archives into their curriculum.

Since November 2025, the Archives has presented 49 programs which were attended by 2,502 people. This includes a mix of virtual and in-person programming, and covers a wide and varied audience. Some programs were geared towards youth and family audiences, while staff members also gave presentations to heritage groups about the Archives' resources and conducted outreach sessions for state agency records managers. The Archives also worked with community partners to facilitate several community collection and oral history events.



Research Director Chris Haley speaks to LAI Society (Land Economics Society) on Maryland's African American History, legacy of Roots, and creation of the Alex Haley Memorial at City Dock. March 19, 2026



Chris Haley leads a discussion on genealogy to attendees at “Roots on the Shore” after viewing an episode of Finding Your Roots. This was a joint program produced by the Starr Center at Washington College and Maryland Public Television on March 28, 2026.

Community Archiving

Between November 2025 and April 2026, the Maryland State Archives engaged in a series of collaborative initiatives aimed at preserving and amplifying the histories of Maryland’s diverse communities. These efforts reflect an ongoing commitment to community-centered archiving, education, and historical preservation.

In November 2025, the Archives, in collaboration with Blacks of the Chesapeake, hosted members of the Carr family of Annapolis as part of its “Lead with Listening” series. The discussion highlighted the family’s legacy and their central role in operating Carr’s Beach and Sparrow’s Beach, which served as vital cultural and recreational spaces for Black communities during the Jim Crow era, when access to other venues was limited. That same month, members of the Pratherstown Community Development Corporation visited the Archives’ Baker Building to receive training and guidance on digitizing a significant audiovisual collection. Pratherstown, a historic descendant community in Montgomery County, continues to benefit from these preservation efforts.

Beginning in January 2026, the Archives initiated a partnership with James Harvey of Dowden Chapel in Perry Hall to preserve his personal and family history. A Bowie State University intern has worked closely with Mr. Harvey, offering hands-on assistance and instruction in archival preservation techniques, ensuring the longevity of these valuable historical materials.

In February 2026, the Archives participated in the Fairmont Heights High School Alumni Association’s “Past to Present” event in Prince George’s County. During this event, work completed by a previous student intern was showcased, while Archives staff established new relationships with community members to support future collaborations. That same month, a new oral history initiative was launched in partnership with historian Janice Hayes-Williams. This project focuses on documenting the lived experiences of former residents of Annapolis’s 4th Ward and alumni of the Stanton Colored School. To date, two recording sessions—held at the

Stanton Community Center and at the Archives—have resulted in the collection of 15 oral histories.

In March 2026, Archives staff attended a community archiving workshop at Asbury Broadneck United Methodist Church. The workshop focused on preserving the histories of the Browns Woods and Mulberry Hill communities, both of which are historic descendant communities located on the Broadneck Peninsula in Anne Arundel County. Later that month, the Archives also participated in an event hosted by the Reconnecting Communities in West Baltimore Coalition and the Baltimore Transit Equity Coalition, led by Glenn Smith. During this event, three additional oral histories were recorded, further contributing to the Archives' expanding collection.

In April 2026, the Archives launched another oral history initiative in collaboration with the Governor's Commission on Caribbean Affairs. Interviews have been scheduled with each commissioner, and these recordings will become part of the Voices of Maryland Collection, further diversifying the narratives preserved within the state's historical record.

The Archives has also continued its longstanding partnership with the Women's Civic League in Baltimore, providing ongoing support for archiving and preservation efforts. A recent update to their Digital Maryland collection has increased public access to 604 items, with an additional update forthcoming that will include approximately 200 glass lantern slides dating from the 1910s through the 1930s. These materials document the League's early history and feature rare images of early Flower Mart events. In addition, the Archives has begun recording oral histories with members of the League's board to further preserve their institutional legacy.

Throughout this period, the Archives has recorded numerous oral histories for inclusion in the Voices of Maryland Collection on Digital Maryland, with several additional interviews currently scheduled or in development. Collectively, these initiatives underscore the Archives' dedication to preserving community histories and fostering meaningful partnerships across the state.

Cemetery Volunteer projects

The Brewer Hill Cemetery Project reached its first anniversary in January 2026, marking a significant milestone in ongoing efforts to document and preserve the history of those buried at Brewer Hill Cemetery. Over the past year, researchers have identified 3,794 individuals interred at the site, representing substantial progress in reconstructing a previously under-documented burial ground. This work has been made possible through the continued dedication of volunteers, who are actively engaged in editing, proofreading, and standardizing the collected information to ensure accuracy and consistency.

As the project moves into its second year, efforts will shift toward expanding the dataset through targeted archival research. A primary focus will be the examination of death certificates from Baltimore City and Carroll County. Baltimore City is of particular importance because individuals who died in its hospitals would have had their deaths recorded there, regardless of where they lived or were ultimately buried. Carroll County is equally significant due to the presence of

Henryton State Hospital, a segregated tuberculosis hospital for Black patients that opened in 1922, which may provide critical records for individuals connected to Brewer Hill.

In Fall 2025, the Archives initiated a related research effort focused on identifying individuals associated with the Cheltenham Youth Detention Center Cemetery, historically known by several names, including the House of Reformation. This project seeks not only to determine who is buried at the site, but also to document the lives and deaths of children who passed through the institution's care. To date, researchers have confirmed 36 children buried on site, identified 80 additional children who may be interred there, and documented 10 children who died while in the institution's care but were buried elsewhere.

Preliminary findings suggest that the majority of deaths associated with Cheltenham/House of Reformation occurred prior to the State's assumption of control in 1937. Notably, only one death has been identified after 1937, and none after 1939. This pattern raises important questions about institutional practices, recordkeeping, and reporting in the later years of the facility's operation.

Looking ahead, the next phase of research will involve a comprehensive review of death indexes across Maryland counties, Baltimore City, and Washington, D.C. Researchers will also examine Baltimore City death records, as children from Cheltenham were occasionally transferred to hospitals there for treatment. In addition, Carroll County death records will be reviewed due to their connection with Henryton State Hospital. Efforts will also be made to assess the accessibility of Washington, D.C. death records. Finally, researchers will work to compare reported death statistics from institutional records with current findings in order to evaluate completeness, identify discrepancies, and guide future research priorities.

Special Collections, Conservation and Library Services

Spotlight on Volunteer & Intern Collections Projects

We want to highlight two projects completed by our outstanding volunteers whose work supports our two-person Special Collections team and makes unprocessed collections accessible to the public. University of Maryland iSchool student, Maria Vivar-Guzman, continued to volunteer for our department in order to assist our team with cataloging a collection of architectural blueprints for the Montrose School for Girls. The Maryland Juvenile Services Department administered the school as one of the educational and vocational institutions for training girls who were committed there by the courts or sent there for a detention period. The Montrose School was established in 1886 as the Female House of Refuge and was renamed several times before merging with the Barrett School for Girls in 1962. The school became briefly coeducational (1973-1988) serving boys and girls up to age fifteen. The donor of the collection is a scholar, Samantha Rogers Mathias, who wrote her Masters thesis on the school, "Reformation or Retribution: Daily Life and the Landscape of Two Maryland Industrial Schools for Girls, 1916-1989" (University of Maryland Baltimore County, 2022). In the course of her research Ms. Mathias found a set of architectural drawings and blueprints of the Montrose School facilities and design dating from 1949-1988. (The school closed in 1988.) After carefully rehousing these

architectural drawings, Ms. Vivar-Guzman completed a full inventory for the Guide to Special Collections, so that the public may request to see the collection items in our search room.

Emerging archivist Roy Butler, also a student at University of Maryland iSchool, is completing cataloging for another significant special collection originating within state government. Mr. Butler has inventoried MSA SC 6450: DNR Maryland Park Service Historical and Cultural Resources Collection, a group of historic site inventories and reports created for the Department of Natural Resources Maryland Park Service between 1979-1995. This collection was identified by two Park Service historic planners who felt strongly that these architectural drawings, maps, photographs, and reports constitute important work on state properties even though these documents do not appear on their department's retention schedule. The reports, blueprints, photographs, and drawings of historic properties managed through the State's Resident Curatorship Program represent the history of this pioneering program founded by DNR in 1982 and allowing individuals committed to historic preservation to become designated stewards of culturally significant properties. Mr. Butler has identified and organized these Park Service documents into series, to help researchers to delve into these records, which also include: park planning materials; building plans, historic sites survey, and specific groups of records on the Choptank River Bridge and Ernstville Road Bridge. As Mr. Butler concludes his field work in May, the collection will become fully accessible to researchers in our search room.

Recent Significant Donations to Special Collections

Donations are given to Maryland State Archives Special Collections throughout the year, and all of the donors are presenting the Archives with items that will help people to tell Maryland stories from unique perspectives, now and in the future. On occasion there are some truly significant and unique collections offered to the State Archives that we highlight here for the Commissioners' interest.

In 2025, Senior Director Maria Day met with Chief Donna Wolf Mother Abbott of the Nause-Waiwash Band of Indians to examine a sample of old audio cassettes to determine if the Tribe's oral history recordings on them could be digitized for preservation. Chief Abbott did not have access to a cassette player and was not sure the magnetic tapes were still playable. She wanted to ensure that the voices of her community's ancestors – including the voice of her immediate predecessor, Chief Sewell Winterhawk Fitzhugh – were preserved and accessible to her Tribe. The Chief entrusted MSA with a sample of five tapes and we found them to be in playable condition. Over the course of the summer, Ms. Day worked with Appraisal Archivist Christopher Schini to digitize and to create automated (AI) transcripts of the audio tapes, sharing digital files with Chief Abbott and her son, and returning the cassettes. In January 2026, Chief Abbott sent the Archives a letter stating that after a vote of the Nause-Waiwash Tribal Council, the Maryland State Archives has permission to grant public access to this information on the first five cassettes. The Chief stated that to archive their ancestors' voices is consistent with the educational mission of the Tribe. We are deeply honored by the Tribe's trust in us, and excited to continue working with them over time to digitize additional audio recordings in hopes that more of these Indigenous voices can be preserved.

Recently, James Govoni, Licensed Mortician and owner of Hardesty Funeral Home P.A., donated funeral records of the Hardesty Funeral Home and Hopping Funeral Homes of Anne Arundel County. Hardesty was the first integrated funeral home in the State of Maryland, providing funeral services to African American and White community members. The business served many religious faiths, and had a policy to work with families who have limited financial circumstances. The ledgers date from the founding in Galesville by blacksmith Thomas A. Hardesty in 1911, through the family's acquisition and merger with the Hopping Funeral Home in Gambrills, to expanding to an Annapolis location, to the business closure in January 2026. Three generations of the Hardesty family worked to build this business. Archival intern Roy Butler will begin processing this collection as part of his final project for his field study requirements. We are looking forward to providing family and local historians with access to these important records that provide burial location information.

Megan Craynon, Fellow in the 2026 Archives Leadership Institute

Following a very competitive application process, Megan Craynon was selected as a participant in the 2026 Archives Leadership Institute (ALI) at the University of Virginia. The Archives Leadership Institute is a grant-funded program supported by the National Historical Publications and Records Commission (NHPRC), part of the National Archives and Records Administration. The ALI@Virginia is an immersive program that provides advanced leadership development for a cohort of 25 archivists and memory workers in June 2026. Participants were selected based on demonstrated professional achievement, leadership potential, sustained commitment to the archival field, and the capacity to influence positive change across organizations and communities. We are excited that Megan received this significant career opportunity, and our team looks forward to the knowledge that we know that she will put into good use here at MSA.

Collections Training and Outreach

Our team continues to provide training and consultation to community groups in need of professional support for preservation projects that will impact the wider Maryland community and to help ensure that local records are preserved. In February, the History Committee of Asbury United Methodist Church, Annapolis invited Senior Director Maria Day and Conservator Camille DiMarco to tour the collection that they are processing at the church and requested our feedback about how to streamline their large project to organize records dating to the church founding in 1838. They showed us the excellent inventory that they had already spent many volunteer hours creating a spreadsheet and detailed descriptions of the records. They asked for our recommendations about how to prioritize the most important historical records, to make digitizing the church's history more feasible with limited time resources. Ms. DiMarco provided suggestions about how to store any of the most important banners fabricated by church members. Ms. Day suggested that digital photographs, along with church member's information about who created the banners, could support the documentation of these textiles. Overall, this organization is very far along on protecting their archival heritage and the church has its own museum with secured storage for the most precious artifacts. History Chair Patsy Blackshear and former museum organizer Gloria Brown were both very grateful to Archives for lending professional expertise.

Our team also supported the temporary relocation of a small collection of historic yachting periodicals from the Annapolis Maritime Museum (AMM) to our Annapolis headquarters for a few months while the museum oversaw renovations of a storage space to house them. After Curator of Museum Collections Heather Ritterpusch reached out to the Archives, Senior Director Maria Day made a site visit to view the current condition of the magazines, a step required before the Archives can accept custody of materials for a deposit. The collection of Yachting magazines in pristine, uncirculated condition date from the early 20th century to the 1980s when they were collected by the Eastport Historical Society, before transferring to AMM when it was founded in 2000. The weight of the volumes is significant, and the Museum engaged professional movers to haul 20 storage crates weighing between 100-150 pounds each containing the bound volumes to the Archives. Ms. Day and Conservator Edward Heimiller met AMM staff and the movers, so that Ms. Ritterpusch and her two volunteers could unpack the crates safely onto the Archives' climate controlled stacks. The volumes are expected to return to the Museum this fall when the AMM's new storage space in the Weems & Plath building in Eastport will be ready with dedicated shelving.

Notable Conservation Treatment Projects

Book treatments ordered by the Thurgood Marshall State Law Library are proceeding as scheduled with paper and book repairs coordinated between our two conservators. Custom archival enclosures for several of the books and treatment of the lavishly printed 1878 subscription portfolio of *Upland Game Birds & Water Fowl of the United States* by A. Pope, Jr. (1849-1924) that required cleaning, mending tears and reconstruction of missing elements have been completed. Staff from the Law Library visited in March to tour the Conservation Lab and see this progress. Our team has also completed Folger-style custom wrap-arounds for a portion of the law volumes, to provide the books with support and protection while ensuring ease of reading the printed content on the book spine.



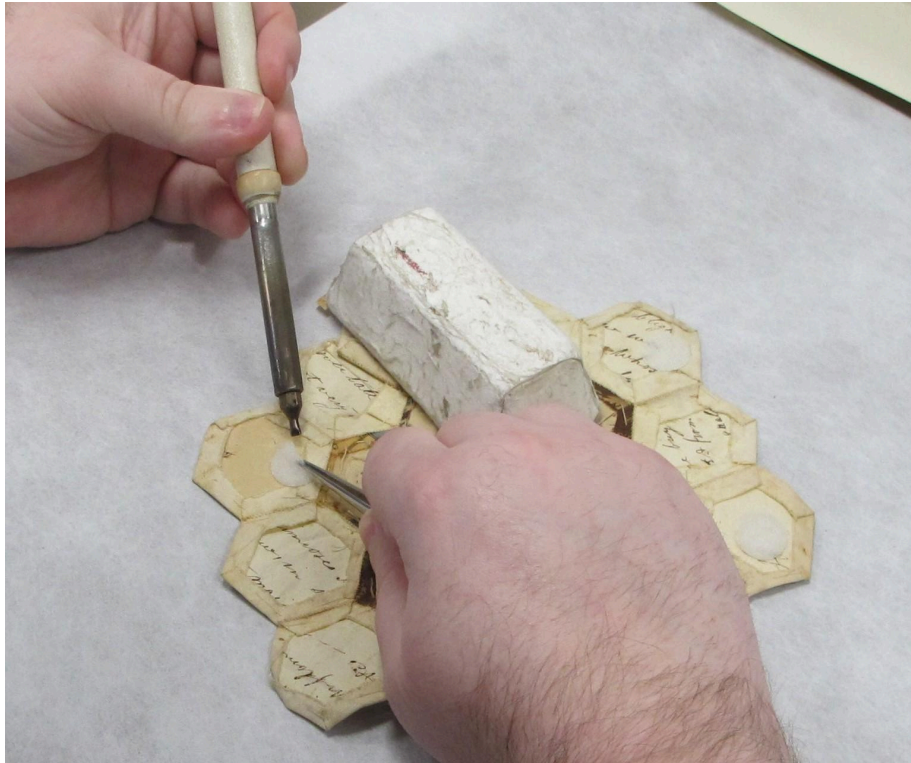
MSA Annual Report Fiscal Year 2026

One of the illustration pages from the Thurgood Marshall State Law Library's volume of *Upland Game Birds & Water Fowl of the United States* by A. Pope, Jr. (1849-1924) with tears in the lower right-hand corner before conservation treatment.

The Appraisal & Description Department sent conservators an order to unfold and flatten a will written on stiff vellum. From Frederick County and dated 1825, the document was found tightly folded and rather twisted in its storage box. Conservator Edward Heimiller hydrated the vellum to make it supple again and manipulated each page with weights during the flattening process. This important conservation work led to the discovery of a paper appendix to the will attached inside that Edward treated separately. Due to the large unique size, a custom portfolio was created for storage.

In preparation of the reopening of the Old Treasury Building on State Circle, working with APC Curators, the Conservation team created a custom museum mount for one of the original 18th century iron chest's lock and key. The mount is made from sculpted rigid archival foam with a hand sewn linen cover with a metal mounting armature. This is currently on display next to the one original chest in the building.

Staff at the Banneker Douglass Tubman Museum contacted Conservation about preparing a selection of items for their exhibit: "She Speaks: Black Women Artists and the Power of Historical Memory." This included a trio of family Bibles, two of which had photograph album pages bound in them. Conservators treated them for mold and removed the photographs to allow examination for inscriptions on the back. While there were a few inscriptions identifying sitters, photographer stamps were found on a number of them that enabled staff to accurately date them and help researchers identify the sitters based on the Bibles' family histories. A group of pieced quilt panels that were being loaned for the exhibit were also treated. Previously not archivally mounted in shadowboxes, the quilt panels needed to be unmounted and have an acrylic-based adhesive removed and the textiles stabilized. During treatment it was discovered that the stiffening agent used for piecing the quilt panels originally was repurposed family letters. This too proved insightful for the exhibit. Conservation also provided recommendations and guidance on options for safely displaying the items, including using mirrors to allow patrons to view both sides of items.



Conservator Edward Heimiller makes a minute repair to the paper backing of a quilt sample for the Banneker Douglass Tubman Museum's exhibition "She Speaks: Black Women Artists and the Power of Historical Memory."

In addition to supporting state agencies preservation needs, our conservators are occasionally called upon by nonprofit cultural groups to consult on conservation matters affecting their local collections. In December 2025, volunteers of the Goshen Farm Preservation Society requested professional advice on the farmhouse's historic library. The book collection was once owned by former Maryland State Archivist, Dr. Morris Leon Radoff and his wife May Radoff, who bought the farm in 1942 and sold it to the Anne Arundel County Board of Education in 1967. The farm has never had modern climate controls, and consequently the books vary greatly in condition. The Farm's volunteers invited Conservation Lab Manager and Book Conservator Camille DiMarco to visit the farmhouse and assess the book's condition, wanting to know what portion of the books were critical to preserve and how best to undertake this work. Ms. DiMarco and Senior Director Maria Day spent part of an afternoon working with the volunteers to sort the books by condition and historical content. Our staff left the volunteers with an action plan to preserve the volumes of greatest historical interest in representing the Radoffs' scholarship and wide-ranging tastes in literature, history, popular science, and travel.



(Left to Right) Asbury United Methodist Church History Committee Chair Patsy Blackshear, Gloria Brown, and Senior Director Maria Day review the Asbury UMC's collection of banners at an outreach site visit, February 19, 2026.

Library & Government Publications

On January 21, 2026 the Maryland State Archives welcomed Andrew H. Yamazaki as the agency's new Librarian & Government Publications Specialist. He holds an MLIS from the University of Maryland, College Park. Prior to joining the State Archives, Mr. Yamazaki was a cataloging and metadata librarian of the Howard County Public Library System. Within just these first few months of time at the Archives he has begun to strategize for efficiencies in cataloging materials and collaborated cross-departmentally to improve researcher access to materials. We look forward to sharing with the Commission any eventual plans for improving cataloging practices to fit professional standards, in future meetings.

In addition to working with Director of Library Services, Megan Craynon, on big picture strategies for the Library and Government Publications, Mr. Yamazaki has begun the work of shelf-shifting the material on shelves in the Archives Search Room and mezzanine, to improve call number order. While work is not yet complete, there have already been cases where Reference staff were more easily able to find what was needed for a specific researcher.

The work of Mr. Yamazaki not only improves access in real time, but is critical to preparations for additional shelving, recently installed in the Archives Search Room. These five additional

shelving units are funded by the Friends of the Maryland State Archives, through the generous bequest of longtime Archives' patrons Charles and Ruth Stevens. The addition to shelving capacity in the Search Room will allow targeted, high demand materials to be directly accessible to researchers rather than mediated through staff pulls. The Friends of the Maryland State Archives supported this purchase to support the outstanding service provided by the Archives' staff members in light of Mr. and Mrs. Stevens' many visits to our public Search Room.

Recent Gifts, Deposits, & Acquisitions

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

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/HRC_Special_Collections_Report_Spring_2026.pdf

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

Old Business

New Business

Next Meeting - Upon Call of the Chair

Adjournment

Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents
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Maryland State Archives

Hall of Records Commission Meeting Minutes

Thursday, May 7, 2026 at 2:00 p.m.

Call to Order by Chair – The meeting was called to order at 2:00 pm

Attendees:

Commissioners: Chief Justice Matthew Fader; DGS Secretary Atif Chaudhry; Adam Abadir, Deputy Comptroller; Katie Caljean, Maryland Center for History and Culture; Catherine Hines, St. John's College; Delegate Samuel Rosenberg; Ida Jones, Morgan State University; Elisabeth Long, Johns Hopkins University

Maryland State Archives Staff:

Elaine Rice Bachmann, State Archivist; Corey Lewis, Assistant State Archivist; Emily Oland Squires, Assistant State Archivist; Sari Wisch, Executive Associate; Jeni Spamer, Deputy Archivist, Baltimore City Archives; Chris Kintzel, Director of Artistic Property; Robin Gower, Curator of Artistic Property; Rachel Frazier, Director of Reference Services; Joyce Phelps, Appraisal Archivist; Maria Day, Director of Special Collections, Conservation and Library Services; Megan Craynon, Director of Special Collections, Library Services and Government Publications; Betsy Bodziak, Deputy Chief Information Officer; Andrew Yamazaki, Librarian and Government Publication Specialist; Rob Shoeberlein, Baltimore City Archives; Teresa Fawley, Director, Fair Practices and Administration; William Kelly, Research Archivist; Edward Heimiller, Conservator; Kathryn Baringer, Director of Appraisal and Description; Robert Gasperino, Digital Processing Archivist; James Watson, Director of Digital Acquisition, Processing and Publication (DAPP); Darby Schini, Deputy Director of Reference Services; Adam Gray, ADA Disability Officer; Camille DiMarco, Conservator

Guest: Larry Walker, Department of General Services

Opening Remarks/Special Announcements: Chief Justice Fader welcomed everyone to the meeting

Reports and Minutes of Previous Meeting: No motion was made

Special Meetings, Advisory Boards & Celebratory Events: Elaine Rice Bachmann, highlighted the several lunch and learn programs and invited all to look into the programs and

attend them. The lunch and learn programs are hosted in conjunction with the Enoch Pratt Library. Ms. Bachmann also highlighted the March 12th event – the Bicentennial of the Jew Bill, as well as the reinstallation of the Thomas Kennedy plaque in the State House with the support of the Legislative Jewish Caucus.” She also highlighted the diverse group of leaders from throughout the state who came for this event and acknowledged Delegate Sandy Rosenberg who was one of the speakers at the event.

Records Retention and Disposal: Kathryn Baringer stated the State Archivist has approved 45 retention schedules, including 14 for state agencies, 2 for county agencies, and 29 for municipal agencies. The State Archivist has also approved 22 schedules for Baltimore City agencies. Archives also received 277 disposal certificates – 104 different types of records from 33 agencies – 1316 books; 3, 923 boxes, 446 oversized plats. Ms. Baringer also reiterated the importance of the many agencies that have records retention and disposal schedules.

Proposed Action by the Commission: **Motion to approve the Records Retention and Disposal Schedules as presented. Catherine Hines of St. Johns College made the motion to approve. DGS Secretary Atif Chaudry seconded the motion. The motion was unanimously approved.**

State Archivist’s Report: Elaine Rice Bachmann – The Archives had an unusually busy legislative session in 2026. In addition to the usual annual traditions of supporting the First Citizen Awards in the Senate, the Speaker’s Society Awards in the House of Delegates, and testifying at our agency budget hearings, we found ourselves monitoring a plethora of bills with the potential to impact our operations, and two specifically written to diminish the authority of the State Archivist to administer this agency with regard to setting reasonable fees for services.

Fortunately the latter two bills did not move past initial committee hearings, and with close collaboration between staff and our AAG, we are preparing for those new laws that will take effect and which will require us to modify accessibility to certain records.

We are currently reviewing the following legislation for impacts to our processes:

HB403/SB426 regarding access to divorce records;
HB711/SB504 regarding PIA/Immigration law;
HB264 regarding data shielding;
SB294/HB450 regarding court records;
HB187/SB320 regarding expungement;
HB951/SB760 regarding recordation and land records revisions

Another function of every legislative session is the submission of the governor’s budget, about which, after analysis by the Department of Legislative Services, Archives leadership testify in subcommittees of the House and Senate. Following this there was a legislative process resulting in additions, amendments, and other adjustments that ultimately get passed in both chambers. As part of that process this year, and as a result of increased awareness of the cost to maintain the Maryland Land Records website, [MdLandRec.net](https://mdlandrec.net), the Chair of the Senate

Budget and Taxation Committee, Senator Guy Guzzone, convened a series of ‘work group’ meetings with the Public Safety, Transportation and Environment Committees, Archives leadership, the Judiciary, represented by the leadership of the Administrative Office of the Courts, and stakeholders in the business community, with the goal of discussing the costs to maintain MDLR; determine the threshold of support for providing that funding via fees for users or other land record related fees; and identifying a sustainable method of funding for the long-term maintenance of the website. I appreciate the leadership of the Administrative Office of Courts participating in these meetings, and for the additional support provided from the Judiciary through our MOU. And I’m happy to report that adequate funding is being provided through the budget approved by the legislature that will cover the deficiency in our FY26 funding and also the FY27 funding gap, in anticipation of a long term funding source to be implemented in FY28. Due to this commitment from the General Assembly, there are no plans to implement a paywall for remote access to MDLandRec at this time.

Other legislative initiatives we are engaged closely with are the establishment of two Commissions: one, the Maryland Reparations Commission, for which the Archives is designated by law to staff (and on which I will serve as a Commissioner, *ex officio*); and the other, the Commission on the House of Reformation and Instruction for Colored Children, being staffed by the Office of the Attorney General and on which I will also serve as a Commissioner, *ex officio*. The work of both of these commissions will have at their foundation research and documentation housed at the Archives, much of which has already been meticulously mined by staff over the years, most specifically through the work of the Legacy of Slavery in Maryland project, established in 2001—a now over two decade initiative that was begun as an executive commission.

The scope of work for the Reparations Commission, beyond the broad strokes identified in the legislation, will largely be defined by the chair and members, when the meetings get underway later this year. For the House of Reformation Commission, in addition to fully documenting to the extent possible the management of these state-run facilities, there is a goal to identify the names of those boys and young men who perished while in state custody, and whose graves remain, for a large part, unmarked. [And just yesterday the Governor participated in the dedication of a new historical marker at Cheltenham, and announced the commitment to honor the graves of those buried there]. This work to support this effort is already well underway through staff and volunteer research. As has been so meaningfully demonstrated by the recent work at Crownsville Hospital, resulting in the memorial to those patients who died there and were buried in mostly unmarked graves, ‘saying a name’ is a powerful step toward acknowledging past wrongs, and seeking atonement and reconciliation.

The work of both of these commissions will emphasize the critical importance of preservation and access to public records, underscoring the role the Archives plays in developing retention schedules with state agencies, and ensuring that permanent records which document how government works—and in some cases fails to work—are available in perpetuity. We have experienced glaring absences in documentation for the actions, or inactions, of state

government in the 19th and early 20th century when seeking to learn about the past—most specifically in the lack of record retention related to lynchings in Maryland, as researched most recently in support of our role on the Maryland Lynching Truth and Reconciliation Commission. As keepers of the record, on behalf of all Marylanders, we must constantly be looking into the future to ensure as full a picture of our society is preserved as possible, and we need those in leadership to support those efforts through the development and implementation of retention schedules. As records move from paper to nearly entirely born electronic—this is especially challenging, so the electronic records retention guidance we provide is critical.

Like the work of the Lynching Truth and Reconciliation Commission, and its final report released earlier this year, the work of the Reparations Commission will surely draw a lot of public attention, as there is always a strong reaction to the idea of monetary compensation as a form of reparation for the injustices created by centuries of enslavement. Throughout the past year—and really throughout my experience in creating interpretive exhibits, and commissioning statuary over the past nearly 30 years—I’ve often spoken about another kind of reparations—which is ‘reparative history.’ When we fully acknowledge and document the truth of history, and strive to identify individuals, or at least bring representation to groups of individuals who may never be fully known, then we take a step toward ‘repairing’ the systemic racism that has influenced the writing of history by *expanding* public awareness. Sometimes this comes in the form of public art—which is why commissions such as those we are discussing often include a directive to recommend ideas for reconciliation through memorials. Imagery and representation can be very powerful, as we’ve found through visitor response to the statues of Frederick Douglass and Harriet Tubman in the State House, designed to have equal status as the statue of George Washington which preceded them as part of the public exhibits.

And to commemorate America’s 250th this year, the State House Trust has commissioned a memorial for the grounds of the State House to honor those whose service in fighting for independence from Great Britain is almost entirely unknown—and only documented in limited ways. The Maryland Monument to Honor Black Patriots will be unveiled on August 29.

The dedication of this memorial—the first of its kind at any state house—coincides with the 250th anniversary of the Battle of Brooklyn, where Maryland’s troops so valiantly held off the British to save Washington’s army, and which is officially being celebrated the weekend before in New York. At the anniversary event in Brooklyn we will launch a new publication—the result of over a decade of research led by Owen Lourie, titled, *Finding the Maryland 400* which will bring identity to nearly 900 soldiers who served in Maryland’s First Regiment.

All of these efforts collectively add up to a broader understanding of our history, and it’s what drives our mission here at the Archives. Each person who works for our agency is contributing to the preservation, interpretation and access to the public record—and we appreciate the opportunity to share some of that work with you through today’s agenda.

Other Reports

Appraisal and Description - Kathryn Baringer

Ms. Baringer discussed the importance and focus on digital records, as more records are created digitally or records are transformed from hard copy to digital. She also stated that the Archives is joining with other state agencies including DoIT and DGS in order to create guidance for other state agencies in order to meet these standards. Ms. Baringer also stated that the Archives has hired an Accessibility Officer who will assist with appraisal and records.

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/HRC_Records_Retention_Schedules.pdf

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/Records_Received_Since_12.2.2025.pdf

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/hrc_disposal_5-7-2026.pdf

Baltimore City Archives

Jeni Spamer reported on the Baltimore City Archives. The Baltimore City Archives will be closed for the next two months or so while the BCA is renovated and made more ADA compliant, but also given a fresh look. BCA staff is still assisting patrons via email and phone, and is able to give some behind the scenes tours of BCA. BCA plans to host an open house event once the renovations are complete and BCA is ready to re-open to the public. BCA has been assisting patrons with requests related to the Baltimore City Council, Department of Public Works and the Mayor's records. The records management team has been busy working in partnership with 22 city departments, has accepted multiple transfers and is creating a records management training module which should be completed by this summer.

Commission on Artistic Property

Chris Kintzel and Robin Gower both reported on the Commission for Artistic Property –

Mr. Kintzel highlighted the opening of the Old Treasury Building on February 10, 2026. The building has not been open since the 1990s, and since its opening has had a plethora of visitors. APC created a 70 page tour guide manual and offered docent training. APC has also curated exhibits in the Miller Senate Building for the Plein Air Easton, Moms Demand Action, the Maryland State Board of Elections and Jefferson Patterson Park & Museum. APC has also had several new accessions since the last meeting, but highlighted two of them: 1. A portrait by James McHenry which is a portrait of him and his wife, Margaret Peggy Caldwell. James McHenry also wrote a letter about George Washington's resignation which the Archives has in its collection. 2. A portrait of former Governor James Thomas from St. Mary's County who served three terms as Governor. The portrait was given to the Archives by Governor Thomas' family.

Digital Acquisition, Processing and Publication (DAPP) – James Watson and Corey Lewis reported on DAPP processing. DAPP is working very closely with the Department of Juvenile Services in preparing and digitizing files related to the Child Victims Act and getting these ready for trial. DAPP received an estimated 5600 boxes of materials, and over 1.2 million images have been generated. MSA received two IBML Fusion HD 8300 scanners through the BPW process – these are primarily being used for the DJS files, but will be used for future projects. These scanners have elevated the work that the Archives can produce and will continue to elevate work in the long run. Mr. Watson also reported on the work the Archives is doing for the Thurgood Marshall State Law Library in regards to digitizing the Daily Record Newspaper collection. DAPP also hired eight additional staffers to focus on the DJS scanning project – the goal is to complete the scanning by early fall.

Delegate Sandy Rosenberg asked James if he had been contacted by Professor Gibson re: his book he has written about Thurgood Marshall. Archives will look into this matter.

Corey Lewis reported on the Archives work on its mandated ADA Title II compliance. Archives was already working towards meeting the April 2026 deadline, and now the US DOJ has extended the deadline to April 26, 2027. The Archives is continuing its work to ensure its websites, mobile applications and electronic documents meet the accessibility standards. Mr. Lewis also reported that the Archives has hired an ADA Accessibility officer for this work and to ensure compliance standards. Mr Lewis noted that the primary challenge is newly created content especially from MDLandRec because many of the documents lack proper tagging and alternative text. MSA is partnering with JIS to implement metadata tagging at the point of creation. The Appraisal staff has extended long term guidance and training to incorporate accessibility standards ensuring that permanent records have required elements at the time of creation.

IT Team activities include: working on the ADA Title II compliance, the hiring of a new webmaster position, the migration of the workday system, the procurement of 40 new workstations – no new workstations have been purchased for the Archives since 2018, and the replacement of three priority platforms: Nutanix, Isilon and Commvault.

Reference Services – Rachel Frazier

Reference Services – Rachel Frazier, Director of Reference Services reported numbers on assisting patrons in a multitude of ways: 1,034 in person visitors, including 185 appointments and 849 walk-ins. Reference also answered 4,706 emails, filled 2,684 orders and received 290 phone calls. Ms. Frazier also noted the challenges in the uptick use of AI to find information and reinforced the fact that the Reference Archivists are working tirelessly to guide researchers in information literacy and research methodology to locate the information they are looking for, as AI is not a reliable source of information.

Research, Education and Outreach – Emily Oland Squires

Ms. Squires congratulated St. John's College on its newly opened Raymond A. Ehrle Reading room on April 8, 2026, noting how historically significant it was to see this space, the original

Hall of Records, restored. She thanked the leadership of St. John's College for acknowledging the shared history of our two institutions in the remarks dedicating the newly reopened space, noting the long relationship with St. John's College. This summer, we will have three students from St. John's interning at the Archives and Ms. Squires thanked the college for its long-term partnership and the funding the Archives receives from the college for the internship program.

Ms. Squires also reported that the Maryland Lynching Truth and Reconciliation Commission will sunset on June 30th. The final commission report was published in December of 2025. On January 14, 2026 a public meeting was held to receive public comment on the 84 recommendations of the commission.

Ms. Squires also recognized the plethora of volunteers at the Archives – the number surpasses the number of staff people. The volunteers perform an array of duties across the vast departments at the Archives.

She also noted the publication of the book *Finding the Maryland 400* which will come out this summer in correlation with America 250 celebrations in August. The Archives also hosted 49 public programs in the past six months.

Special Collections, Library Services & Government Publications – Maria Day

Maria Day spotlighted the two volunteers from the University of Maryland iSchool – Maria Vivar-Guzman who assisted the team in cataloging a collection of architectural blueprints for the Montrose School for Girls – this school was established in 1886 as the Female House of Refuge and administered by the Maryland Department of Juvenile Services. Roy Butler is cataloging the Department of Natural Resources Maryland Park Service Historical and Cultural Resources Collection.

Ms. Day also highlighted some archiving projects that the Archives is working on with the Asbury United Methodist Church, the Thurgood Marshall Law Library and many others.

Ms. Day also introduced Megan Craynon, Director of Special Collections and Library Services. Megan introduced Andrew Yamazaki, our new librarian and highlighted the work he has done the past few months.

Recent Gifts, Deposits & Acquisitions – Elaine Rice Bachmann

Ms. Bachmann highlighted the link to the most recent gifts since the last Hall of Records Commission.

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000063/HRC_Special_Collections_Report_Spring_2026.pdf

Chief Justice Fader called for a resolution of appreciation for all recent gifts. Elisabeth Long, Johns Hopkins University, made the motion and Catherine Hines, St. Johns College seconded. The motion was unanimously approved.

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Ms. Bachmann also noted that the Archives will host its Staff Appreciation Day on Monday, May 11.

Old Business – None

New Business – None

Next Meeting – *Upon call of the Chair*

Adjournment – 3:01 pm

Chronology of Staff Activities - November 3, 2025 - May 7, 2026

November 3: Emily Oland Squires and Toni Latimore led a tour of the Maryland State Archives for Maryland's Green Purchasing Committee consisting of procurement officers from across the State of Maryland

November 3: Megan Craynon represented MSA at the Governor's Proclamation for Native American Heritage Month Kickoff hosted by Maryland Commission on Indian Affairs (MCIA)

November 3: Elaine Rice Bachmann, Chris Haley, Rhys Burns, and Andrew Forschler attended the Blacks in the Chesapeake "Lead With Listening" Event

November 5: Elaine Rice Bachmann, Emily Squires, Corey Lewis, Wei Yang, Maria Day and Sari Wisch hosted a visit by a delegation from the Anhui Province, Sister States Program

November 5: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower attended a reception for potter Robert Lugo at Government House, hosted by the Foundation for the Preservation of Government House

November 7: Emily Oland Squires, Chris Haley, and William Kelly attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting

November 10: Chris Haley, Emily Oland Squires and William Kelly attended the Maryland Lynching Truth and Reconciliation Commission, full commission meeting

November 10, 13: Staff from the Department of Human Services visited the Maryland State Archives to review archived foster care records for files related to recent litigation

November 12: Maria Day represented MSA at Pocomoke Tribal Homelands Marker Unveiling

November 12: Emily Oland Squires attended Annapolis Maritime Museum Collections Committee Board meeting

November 13: Maria Day and Camille DiMarco made an on-site visit to collect a donation from the Maryland Women's Heritage Center ahead of the Center's closure

November 14: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Executive Board Meeting

November 18: Emily Oland Squires attended a Chesapeake Crossroads Heritage Area Board Meeting

November 18: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Presentation to House Speaker Penny-Melnyk

November 18: Chris Kintzel, Robin Gower, and William Kelly gave a tour of the Maryland State House to Anna Majeski, Lilly Endowment Curator of Religious History at the Maryland Center for History and Culture

November 19: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires, Sari Wisch, and Kathryn Baringer attended a meeting with Delegate Bagnall and Senator Gile and other stakeholders on proposed legislation for the 2026 session

November 20: Emily Oland Squires attended a Chesapeake Crossroads Heritage Area Education Committee Meeting

November 21: Corey Lewis and Andrew Forschler provided archival and digitization training to representatives from the Pratherstown Community Development Corporation

November 22: Elaine Rice Bachmann, Emily Oland Squires, Chris Haley, and William Kelly attended the Day of Acknowledgment, Legacy of Slavery and Anne Arundel County Apology for Slavery event

December 1: Christopher and Darby Schini visited the Hawaii State Archives and met with Hawaii State Archivist Adam Jansen

December 1: Staff from the Department of Juvenile Services visited the Maryland State Archives to review archived foster care records for files related to recent litigation

December 2: Fall Hall of Records Commission Meeting

December 3: Corey Lewis and James Watson conducted interviews for the Archival Assistant II position

December 3: Maria Day attended Committee for Maryland Conservation History annual meeting in Washington County

December 4: Andrew Forschler and Corey Lewis met with the Women's Civic League

December 4: Emily Oland Squires and Owen Lourie met with Visit Annapolis regarding the "Be Revolutionary" initiative

December 4: Corey Lewis and James Watson met with staff from the Department of Juvenile Services regarding their scanning needs related to the Child Victim Act cases

December 6: Elaine Rice Bachmann gave a tour of the State House for NATO Special Operations Detachment - 23 adults and 6 children - per the request of Secretary Jake Day

December 7: Owen Lourie gave a lecture on the Maryland 400 to the Sons of the Revolution of Maryland at the Engineers Club

December 8: Maria Day offered a collection consultation for Lewis Williams and Grand Master Randy Smith of Most Worshipful Grand Lodge of Maryland

December 8: Emily Oland Squires and William Kelly attended a meeting for the Maryland Lynching Truth and Reconciliation Committee

December 8: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires, Teresa Fawley, Chris Kintzel, and Robin Gower attended a holiday reception at Government House

December 8: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires, and Kathryn Baringer attended a meeting of the Land Records Improvement Fund Oversight Committee

December 9: Emily Oland Squires and Sari Wisch attended a briefing at the State House for agency legislative liaisons about the 2026 legislative session

December 9: Rob Schoeberlein attended the board of trustees meeting for the Maryland Center for History and Culture

December 10: Elaine Rice Bachmann was interviewed by FOX5 DC for their kick-off of America250 on the grounds of the State House about Annapolis's Revolutionary War history events that occurred in the State House, as well as plans for this year's commemoration.

December 10: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower held the fall meeting of the Commission on Artistic Property at the State House

December 10: William Kelly procured a temporary loan of rare documents related to the history of Maryland enslavement from the proprietor of the Old Stone House in Severna Park. The documents were inventoried, scanned, organized into a Special Collection, and returned.

December 11: The Archives held its December Lunch and Learn series: "The Land Remembers: Piscataway Stories of Continuity" presented by Anjela Barnes, Executive Director of the Accokeek Foundation

December 11: Edward Heimiller and Maria Day visited retired State Photographer Richard Lippenholz to assess his photographic archive for an upcoming donation to special collections

December 12: Elaine Rice Bachmann, Mimi Calver, Emily Oland Squires, and Sari Wisch met with Delegate Jared Solomon and Elizabeth Roos, Director of the Legislative Jewish Caucus about the 200 year commemoration of the "Jew Bill" and returning the Thomas Kennedy plaque to the State House

December 12: Several staff members attended the Governor's Holiday Open House at the Government House

December 12: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Executive Board Meeting

December 12: Emily Oland Squires, Chris Haley, and William Kelly attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting

December 16: Corey Lewis met with Francesco Salvatore regarding an Oral History Project idea

December 17: Brewer Hill Cemetery Association met at the Archives regarding the Brewer Hill Cemetery Project

December 17: Corey Lewis and Andrew Forschler conducted an oral history interview with Kevin Lopez Cruz

December 18: Elaine Rice Bachmann attended the quarterly meeting of the Maryland Public Art Commission (MPAC)

December 18: Staff from the Archives met with Tim Baker, President of the Friends of the Maryland State Archives and representatives from PNC Bank to discuss setting up a donations page for the Friends of the Archives

December 18: Camille DiMarco and Maria Day provided a library conservation consultation for Goshen Farm volunteers

December 19: Elaine Rice Bachmann and other Archives staff led a tour of the Archives for the Accokeek Foundation Group

December 22: Elaine Rice Bachmann and Corey Lewis toured the Justice Thurgood Marshall School in Baltimore

December 23: Elaine Rice Bachmann, Robin Gower, and Chris Kintzel attended a re-enactment of George Washington's resignation in the Senate Chamber of the State House held by the Maryland Sons of the American Revolution

January 2: Chris Haley and William Kelly attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting

January 5: MD250 Battle of Brooklyn Planning Meeting

January 7: Rachel Frazier led a behind-the-scenes tour of the Maryland State Archives for the Baltimore County African American Genealogical and Historical Society (BAAHGS)

January 8: Lunch and Learn presentation “Unlocking the Vault: Reopening Maryland’s Old Treasury Building” presented by Robin Gower and Chris Kintzel

January 8: Corey Lewis, Assistant State Archivist, met with Micaylah Jones from the Howard County Library system regarding the “Preserving Your History” presentation

January 9: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

January 11: Morgan Miller, Reference Archivist, gave the in-person presentation Land Record Research Online at the Maryland State Archives for the Prince George’s County Public Libraries

January 12: Rhys Burns, Reference Archivist, gave a presentation to the Carroll County Genealogical Society, entitled 50th Anniversary Commemoration: Highlights of the Archives' Collections Through the Eyes of Notable Anne Arundel County Marylanders

January 12: Chris Haley and Emily Oland Squires, Assistant State Archivist, attended a meeting of the full Maryland Truth & Lynching Commission

January 13: Maria Day, Director of Special Collections and Conservators Camille DiMarco and Edward Heimiller, hosted a tour for Chief Donna Abbott and members of the Nause-Waiwash tribe and a photograph preservation consultation

January 13: Megan Craynon attended Mid-Atlantic Regional Archives Conference (MARAC) Communications Committee Meeting

January 13: Emily Oland Squires attended Chesapeake Crossroads Coordinating Council Meeting and Legislative Session Review meeting

January 13: Emily Oland Squires attended Annapolis Maritime Museum Collections Committee Board meeting

January 14: Chris Haley presented at and Emily Oland Squires and William Kelly attended a Maryland Lynching Truth and Reconciliation Commission Public Briefing on the Commission’s final report

January 15: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, and Sari Wisch hosted legislators and staff from the Baltimore County Senate delegation providing a tour of the Archives, specifically showing them items from the collections that are from or pertain to Baltimore County

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January 16: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis and Sari Wisch hosted legislators and staff from the Baltimore County House delegation providing a tour of the Archives, specifically showing them items from the collections that are from or pertain to Baltimore County

January 20: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, Kathryn Baringer, and Sari Wisch met with Senator Ron Watson and his staff regarding SB 168 - State Department of Assessments and Taxation - Blockchain - based Real Property Title Pilot program

January 21: Corey Lewis and Andrew Forschler met with Dr. Kim Evelyn of Bowie State to discuss potential partnerships

January 22: Megan Craynon represented the Archives at the State Publications Depository and Distribution Program (SPDDP) annual meeting.

January 23: Corey Lewis presented for the Cambium Black History Month group

January 23: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

January 26: Kathryn Baringer met with staff from the Judiciary to discuss the archiving of audio court proceedings

January 29: Megan Craynon facilitated the loan of *FLEE!* traveling exhibit panels to Cecil County Public Library in commemoration of Black History Month.

February 2: Maria Day and William Kelly began a collaboration with Maryland Public Television to write two companion pieces for their *Liberty of Conscience* documentary meant to help Maryland educators teach about "Indigenous Maryland" and "Enslaved Maryland"

February 2: Baltimore City Archives staff hosted the City's Office of Council Services staff on a tour of the facility.

February 3: Emily Oland Squires presented to classes at St. John's College regarding internship opportunities at the Archives

February 3: Rhys Burns participated in National History Day at Lake Elkhorn Middle School as a judge

February 6: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

February 6: Archives leadership team met with Delegate Mike Griffith re: HB 576 to express concerns about the legislation and how it affected the Archives

February 7: Corey Lewis and Andrew Forschler conducted an oral history interview with Denzio Laboy

February 9: Rachel Frazier, Edward Heimiller, and William Kelly hosted Baltimore Banner reporter Cody Boteler in Conservation to showcase a historic family Bible containing a will

February 9: Chris Haley, Emily Oland Squires and William Kelly attended the Maryland Lynching Truth and Reconciliation Commission, full commission meeting

February 10: Elaine Rice Bachmann spoke, along with Lt. Governor Aruna Miller, Senate President Bill Ferguson, Speaker Pro Tem Luke Clippinger and Secretary Atif Chaudry at the public opening of the Old Treasury Building, with new exhibits curated by the staff of the Commission on Artistic Property. Several Archives staff members attended to support this historic day.

February 10: Darby Nisbett Schini was elected to Mid Atlantic Regional Archives Conference (MARAC) Scholarship Committee

February 10: Darby Nisbett Schini attended the American Association for State and Local History's presentation on Engaging Younger Audiences at History Organizations, led by Made By Us

February 11: Maria Day and Edward Heimiller assisted curatorial staff of the Annapolis Maritime Museum with a temporary relocation of sailing periodicals for safe storage at MSA while the Museum building undergoes renovations

February 11: William Kelly met with Linda Páez of the African American Heritage Committee at the Goshen Farm Preservation Society to discuss how the Legacy of Slavery in Maryland project can support the committee's work

February 11: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting briefing the Governor's Office and Chief of Staff Lester Davis on the Commission's final report

February 12: Joseph Bakolski, Military Historian presented at Lunch and Learn about Father Eugene Patrick O'Grady

February 12: Rachel Frazier, Emily Squires, and Maria Day hosted Dr. Julia King's Documentary Archaeology students from St. Mary's College of Maryland

February 12: Archives staff participated in the public reception along Rowe Boulevard to welcome the Buddhist monks participating in the "Walk for Peace" as they culminated their walk from Texas at the Maryland State House

February 12: Elaine Rice Bachmann, Chris Kintzel, Robin Gower, William Kelly, and Darby Schini led tours of the State House for the “Walk for Peace” volunteers following their walk

February 13: Rachel Frazier led a tour for Professor Dr. Robert Wells’ University of Maryland Journalism class

February 13: Emily Oland Squires, Corey Lewis, Maria Day and Megan Craynon met with Jeannette Haynie and Shannon Martin McClain regarding potential oral history collaboration

February 16: Elaine Rice Bachmann addressed the Maryland Senate at the annual President’s Day/Washington’s Birthday ceremony in the Old Senate Chamber, speaking about “George Washington and Black Patriots.” Staff Emily Oland Squires, Corey Lewis, Chris Kintzel, Robin Gower and Mimi Calver supported the event

February 17: Elaine Rice Bachmann, Emily Oland Squires, Mimi Calver, and Sari Wisch met with Sol Davis of the Jewish Museum of Maryland to discuss logistics for the unveiling of the Thomas Kennedy plaque in the State House and the Jew Bill event

February 17: Chris Haley, Jen Abbott, Owen Lourie, and William Kelly met with three members of the Surratt House staff to discuss how the Legacy of Slavery in Maryland project can help them in their research; MSA staff then gave the group a tour

February 19: Elaine Rice Bachmann, Emily Oland Squires, Jen Abbott, Chris Kintzel, Maria Day, Megan Craynon, and William Kelly met with Judge Joseph Getty and Clerk Greg Hilton to discuss plans for the Maryland Legal History Center in the new Supreme Court building

February 19: Emily Oland Squires attended a meeting of the Chesapeake Crossroads Heritage Area Education Committee

February 19: Owen Lourie, Rachel Frazier, Emily Oland Squires, Darby Nisbett Schini, and Sari Wisch met with a group of the leadership team of the Busch Annapolis library to discuss future partnership opportunities

February 19: Maria Day and Camille DiMarco met with members of the Asbury United Methodist Church to conduct a community preservation training and consultation

February 19: Chris Haley attended the opening of the Pullman Porter exhibit at the B & O Railroad Museum

February 20: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

February 21: Andrew Forschler attended the Fairmont Heights High School (FHHS) Alumni Association Historical Committee open house

February 23: Megan Craynon participated in a panel discussion regarding the archival profession at a University of Maryland iSchool graduate class

February 24: Emily Oland Squires attended the Board Meeting of the Chesapeake Crossroads Heritage Area

February 25: Elaine Rice Bachmann, Emily Oland Squires, and Corey Lewis, joined by Teresa Fawley, presented budget testimony to the House Public Safety and Administration Subcommittee

February 25: Corey Lewis, Assistant State Archivist; Toni Latimore, Procurement Officer; and Sari Wisch, Executive Associate attended the Sister States Event hosted by the Secretary of State's Office on behalf of the Archives

February 25: Elaine Rice Bachmann attended a virtual gathering to honor the life of civil rights foot soldier, Ms. Joanne Bland, of Selma, Alabama

February 25: Darby Nisbett Schini and William Kelly worked with Historic Annapolis to film at Hogsheade Museum for a social media campaign for the 250th

February 25: Maria Day presented about the Mayis project to a class "Technology in Place-Based Learning" and met with students participating in digital humanities projects at Washington College

February 26: Emily Oland Squires attended Chesapeake Crossroads Heritage Area strategic planning review meeting for reaccreditation

February 27: Elaine Rice Bachmann, Emily Oland Squires, and Corey Lewis, joined by Teresa Fawley, presented budget testimony to the Senate Public Safety, Transportation, and Environment Subcommittee

March 2: William Kelly presented his research on the War of 1812: Runaways of the Chesapeake to the Annapolis History Consortium

March 2: Corey Lewis, Andrew Forschler and Maria Day hosted a collections grant consultation with the Highland Beach Frederick Douglass Museum and Cultural Center Board Members and UMBC

March 4: Maria Day, Rachel Frazier, and Chris Schini provided a tour of the Archives for the Office of the Attorney General, Department of Natural Resources, including a display of related documents and artifacts

March 4: Elaine Rice Bachmann attended Japan-Maryland Night at the residence of the Japanese ambassador in Washington, D.C. as part of the MD250 Commission

March 6: Rachel Frazier presented on Maryland Land Records 5.0 for the Maryland Society of Surveyors' Spring 2026 Technical Conference in Linthicum, Maryland

March 6: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

March 7: Kathryn Baringer provided a tour of the Maryland State Archives to volunteers with FamilySearch

March 9: Emily Oland Squires attended the Chesapeake Crossroads Education Committee Meeting

March 9: Chris Haley and Emily Oland Squires attended the Maryland Lynching Truth and Reconciliation Commission, full commission meeting

March 9: The first of four special social media episodes focusing on the life and accomplishments of Anne Catharine Hoof Green released on Maryland State Archives social media channels; it was a five-month collaborative effort with Historic Annapolis

March 9-10: Morgan Miller and William Kelly attended Humanities Advocacy Day in Washington, D.C.

March 10: Morgan Miller represented the Maryland State Archives at the Be Revolutionary Partners Kickoff Event.

March 10: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, and Sari Wisch hosted members and staff of the Anne Arundel County Council for a tour of the Archives, featuring collections related to Anne Arundel County history

March 10: Elaine Rice Bachmann, Darby Nisbett Schini, and Andrew Yamazaki attended the Maryland Humanities Reception at the Banneker Douglass Tubman Museum

March 11: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture (MCHC) Museum Committee

March 11: Darby Nisbett Schini, Megan Craynon, and Andrew Yamazaki toured the Thurgood Marshall State Law Library and met with library staff regarding cataloging best practices

March 12: Elaine Rice Bachmann spoke, along with Lt. Governor Aruna Miller, Senate President Ferguson, Speaker Peña-Melnyk, Senator Hettleman and Delegates Roseberg and

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Solomon, and Dr. Sol Davis, at the ceremony honoring the bicentennial of the passage of ‘the Jew Bill.’ The ceremony, held in the State House rotunda, included the unveiling of the reinstalled plaque honoring Delegate Thomas Kennedy. Emily Oland Squires, Chris Haley, Robin Gower, Owen Lourie and Sari Wisch hosted guests in the Old House of Delegates Chamber where a special exhibition of the original Jew Bill from the Archives was displayed along with the 1829 journal of debate from the Jewish Museum of Maryland

March 12: Maria Day presented about the MSA Indigenous Peoples’ Program to the Cedar Lane Alliance Seniors group in Montgomery County

March 12: V. Joyce Phelps joined Department of General Services Records Management staff as an instructor for government staff in Records Management Training Webinar Session 1: Introduction to Records Management - Roles and Definitions of Records Management, and Records Inventories

March 13: Elaine Rice Bachmann, Emily Oland Squires, and Corey Lewis spoke to the Eastern Shore delegation about the Archives’s services and operations. Sari Wisch, Executive Associate, was also in attendance

March 13: Emily Oland Squires and William Kelly attended a partnership meeting about Visit Annapolis’s “Be Revolutionary” banner campaign; the Archives and the State are participating

March 13: Filming for the documentary “AFRAM 50” took place at Baltimore City Archives.

March 13: Corey Lewis was interviewed on Maryland Public Television for the “Finding Your Roots” program

March 14: Corey Lewis hosted interviewees at the Maryland State Archives for recording oral histories from the Old Fourth Ward and the Stanton School.

March 17: Megan Craynon, Camille DiMarco, Edward Heimiller, and Andrew Yamazaki hosted staff from the Maryland State Law Library for a tour of the Archives including the Conservation Lab

March 18: Elaine Rice Bachmann, Corey Lewis, and Toni Latimore attended the Board of Public Works Meeting in the Governor’s Reception Room, State House

March 18: Kathryn Baringer attended a meeting with staff from the Maryland Department of Information Technology to discuss records management upgrades to the enterprise content management system developed by DoIT

March 19: Elaine Rice Bachmann and Chris Haley presented to the International Lambda Alpha Land Use Society at the America250 meeting in Annapolis, held at the Banneker Douglass Tubman museum.

March 19: V Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in Records Management Training Webinar Session 2: Retention Schedules

March 20: Elaine Rice Bachmann, Corey Lewis, and Emily Oland Squires spoke about the Archives at the virtual meeting of the Prince George's County legislative delegation.

March 20: Staff hosted Maryland Day activities at the State House and the Old Treasury Building

March 20: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

March 21: Owen Lourie gave a lecture on the Maryland 400 at the Rising Sun Inn as part of Maryland Day celebrations

March 23: Emily Oland Squires hosted Professor Amy Millin and graduate student Coline Willery for a tour of the Archives

March 24: Rob Schoeberlein presented on Women's Role in the Civil War roundtable discussion at Hiss United Methodist Church, Parkville

March 24: Emily Oland Squires attended Annapolis Maritime Museum Collections Committee Board meeting

March 25: Camille DiMarco and Edward Heimiller attended a library preservation program and toured the collections at Winterthur Museum, Garden, and Library, Wilmington, Delaware

March 26: Chris Kintzel and Robin Gower provided guide training for the Old Treasury Building

March 26: Danielle Smith represented the Maryland State Archives at Mattawoman Middle School's career fair.

March 26: Maria Day presented at the Department of Information Technology's Women's History Month panel

March 26: V Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in Records Management Training Webinar Session 3: Records Disposal, Records Transfer, and Special Collections

March 30: Robert Gasperino and Andrew Forschler conducted interviews at the Women's Civic League

March 30: Rhys Burns provided a tour of the Archives for Tyler DuBose, a student who is interested in working in the Archives field

March 30: Elaine Rice Bachmann presented the First Citizen Awards on behalf of the Maryland Senate, with President Ferguson. This year's recipients were Speaker Emerita Adrienne Jones, Senator Joanne Benson, and U.S. House of Representatives Speaker Emerita Nancy Pelosi. Corey Lewis, Emily Oland Squires and Sari Wisch were also in attendance to support this special occasion

March 31: Corey Lewis, Assistant State Archivist, served as a presenter at the combined event "Few of the Many" and "Michelle Obama" awards at Maryland Hall hosted by Anne Arundel County

April 1: Elaine Rice Bachmann, Emily Oland Squires and Corey Lewis provided a tour of the Archives for legislative staff from the Offices of Delegate Robin Grammer (Baltimore County) and Delegate Brian Chisholm (Anne Arundel County)

April 2: Corey Lewis, James Watson, and Megan Craynon met with the University of Maryland Eastern Shore regarding a collaborative scanning project

April 3: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting

April 6: Owen Lourie hosted a meeting of Annapolis History Consortium Meeting at the Archives

April 8: Edward Heimiller provided an object preservation consultation to Annapolis Maritime Museum and Historic Annapolis

April 8: Emily Oland Squires and Maria Day represented MSA at the dedication ceremony of the Ehrle Reading Room, Greenfield Library, St. John's College

April 8: Lori Parks from the Secretary of State's Office presented two awards to Sari Wisch who accepted the awards on behalf of the Archives. Sari served as the Loaned Executive for the Maryland Charity Campaign - the awards are the Governor's Cup for Outstanding Performance: Small Agency Award and the Schaefer Cares Award for highest increase in participation

April 9: Owen Lourie hosted, with the Enoch Pratt Library, the Lunch and Learn program "The Art and History of Drag" presented by Ash Baker, Howard County Library System

April 10: Megan Craynon and Maria Day hosted a collections consultation meeting with Cloverdale Recreation Center, Baltimore

April 10: Elaine Rice Bachmann attended the MD 250 Commission Work Group meeting

April 13: Chris Haley, Emily Oland Squires and William Kelly attended the Maryland Lynching Truth and Reconciliation Commission, full commission meeting

April 13: Rob Schoeberlein and Carey Stumm gave a tour of Baltimore City Archives to Morgan State University students of history professor David Terry

April 14: Emily Oland Squires attended the Chesapeake Heritage Area Crossroads Coordinating Council meeting

April 14: Megan Craynon attended the Mid-Atlantic Regional Archives Conference (MARAC) Spring Communications Committee Meeting

April 14: Emily Oland Squires, Corey Lewis, and Megan Craynon met with John Owen, Director of the Maryland Library for the Blind and Print Disabled (MLBPD)

April 15: Chris Kintzel and Robin Gower provided State House docent training in the Old House of Delegates Chamber

April 15: Danielle Smith gave an in-person presentation followed by a hands-on workshop, "Researching Your Roots with the Maryland State Archives," for the Enoch Pratt Free Library's free luncheon series, "Serving Up Wisdom," in Baltimore.

April 16: Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission (MPAC) to discuss public art at the new Supreme Court of Maryland

April 20: Corey Lewis and other staff began a series of interviews with members of the Caribbean Affairs Council via the Governor's Office on Caribbean Affairs - interviews are being conducted through June

April 21: Elaine Rice Bachmann, Robin Gower and Chris Kintzel gave a tour of the State House to Truman Semans and Richard Thomas, Jr. to view portraits of Leonard Calvert and Governor James Thomas

April 22: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis and William Kelly attended the MD250 Commission meeting at the Harriet Tubman Cultural Center in Columbia Maryland

April 24: Corey Lewis and Andrew Forschler attended the Women's Civic League Spring luncheon

April 28: Emily Oland Squires and Maria Day attended the Maryland History and Cultural Collaborative Spring Meeting

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April 28: Emily Oland Squires attended the Chesapeake Area Heritage Crossroads Board Meeting

April 29: Danielle Smith represented the Maryland State Archives at Milton Somers Middle School's career day.

April 30: Rachel Frazier and Morgan Miller taught the all-day, in-person workshop "Reference Isn't Dead" at the Mid-Atlantic Regional Archives Conference (MARAC) in Richmond, Virginia, with Darby Nisbett Schini presenting virtually

April 30-May 3: Maria Day, Rachel Frazier and Morgan Miller attended the Mid-Atlantic Regional Archives Conference (MARAC) in Richmond, Virginia

May 1: Chris Haley attended Maryland Lynching Truth and Reconciliation Commission Executive Board meeting

May 1: Corey Lewis attended a meeting with the Greater Mt. Nebo African Methodist Episcopal Church Historical Committee and UMD

May 4: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis and William Kelly attended the MD250 Commission Juneteenth Virtual Convening

May 4: Kathryn Baringer and Rachel Rabinowitz led a tour of the Archives for staff of the Baltimore County Circuit Court

May 4: Several staff attended 'behind the scenes' tour of Annapolis Busch Library for a and met to discuss future collaboration

May 5: Emily Oland Squires attended the Chesapeake Area Heritage Crossroads Board Grant Review Meeting

May 6: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture (MCHC) Museum Committee

May 7: V. Joyce Phelps joined Department of General Services Records Management staff as an instructor for government staff in Records Management Training Webinar Session 1: Introduction to Records Management - Roles and Definitions of Records Management, and Records Inventories

May 7: Spring Hall of Records Commission Meeting

**Maryland State Archives
Records Retention Schedules
Approved Since Hall of Records Commission Meeting On 12/2/2025**

Baltimore City Public Schools, Information Technology Office

Rec.: 4/24/2025 Appr.: 1/22/2026 RM Sch. #:M629 MSA S1522-525 Supersedes: None

Caroline County, Human Resources

Rec.: 5/2/2024 Appr.: 12/11/2025 RM Sch. #:C1581 MSA S1521-1568 Supersedes:
None

City of Cumberland, City Clerk

Rec.: 9/12/2024 Appr.: 11/8/2025 RM Sch. #:M623 MSA S1522-524 Supersedes: M267

City of Cumberland, Public Works, Flood Control

Rec.: 2/26/2026 Appr.: 3/10/2026 RM Sch. #:M655 MSA S1522-526 Supersedes: None

City of Cumberland, Public Works, Sewer Department

Rec.: 2/26/2026 Appr.: 3/10/2026 RM Sch. #:M656 MSA S1522-527 Supersedes: None

City of Cumberland, Public Works, Water Department

Rec.: 2/26/2026 Appr.: 3/10/2026 RM Sch. #:M657 MSA S1522-528 Supersedes: None

City of Salisbury, Fire, EMS

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M538 MSA S1522-518 Supersedes:
M219-1

City of Salisbury, Housing and Community Development, Administrative

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M524 MSA S1522-515 Supersedes: M223,
M217

City of Salisbury, Human Resources, Administrative

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M528 MSA S1522-516 Supersedes: M224,
M217

City of Salisbury, Police, Administrative

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M541 MSA S1522-519 Supersedes: M344A

City of Salisbury, Police, Criminal Investigation Division

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M542 MSA S1522-520 Supersedes: M344
Section C

City of Salisbury, Police, Operations

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Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M543 MSA S1522-521 Supersedes: M344
Section B

City of Salisbury, Water Works, Administrative

Rec.: 9/22/2023 Appr.: 11/8/2025 RM Sch. #:M545 MSA S1522-523 Supersedes: None

City of Salisbury, Water Works, Waste Water Treatment Plan, Administrative

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M551 MSA S1522-522 Supersedes:
M221-3

City of Salisbury, Department of Procurement

Rec.: 9/22/2023 Appr.: 11/3/2025 RM Sch. #:M536 MSA S1522-517 Supersedes:
M218-4, M217, Item #8

Department of General Services (DGS), Maryland Capital Police (MCP)

Rec.: 11/24/2025 Appr.: 3/20/2026 RM Sch. #:3072 MSA S1468-4301 Supersedes:
None

Department of General Services (DGS), Office of External Affairs, Audits and

Compliance Rec.: 12/18/2025 Appr.: 3/10/2026 RM Sch. #:3109 MSA S1468-4300
Supersedes: None

Department of General Services (DGS), Office of the Secretary - Human Resources

Rec.: 11/3/2025 Appr.: 2/3/2026 RM Sch. #:3084 MSA S1468-4299 Supersedes: None

Department of the Environment, Air & Radiation Administration, Air Quality Compliance

Program Rec.: 9/4/2024 Appr.: 11/20/2025 RM Sch. #:3067 MSA S1468-4293
Supersedes: 2554

Frederick County Government (FCG), Office of Agriculture

Rec.: 7/31/2025 Appr.: 1/13/2026 RM Sch. #:C1601 MSA S1521-1569 Supersedes:
None

Maryland Department of General Services (DGS), Office of External Affairs (OEA),

Communications Rec.: 7/18/2025 Appr.: 11/3/2025 RM Sch. #:3082 MSA S1468-4290
Supersedes: None

Maryland Department of General Services (DGS), Office of Facilities Management

(OFM) Rec.: 7/18/2025 Appr.: 11/3/2025 RM Sch. #:3070 MSA S1468-4289 Supersedes:
None

Maryland Department of Health, Office of Preparedness and Response (OP&R)

Rec.: 2/24/2025 Appr.: 1/9/2026 RM Sch. #:3083 MSA S1468-4297 Supersedes: 2329,
2329A

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Maryland Department of Transportation (MDOT) State Highway Administration (SHA),
Office of Program and Alternative Delivery (OPAD) Rec.: 9/4/2025 Appr.: 1/5/2026 RM
Sch. #:3115 MSA S1468-4295 Supersedes: None

Maryland Department of Transportation (MDOT), Maryland Transit Administration (MTA),
Office of Employment Operations and Compliance Programs (EOCP) Rec.: 7/17/2025
Appr.: 11/3/2025 RM Sch. #:3089 MSA S1468-4291 Supersedes: None

Maryland Department of Transportation (MDOT), Maryland Transit Administration (MTA),
Office of Procurement Rec.: 7/10/2025 Appr.: 11/3/2025 RM Sch. #:3092 MSA
S1468-4292 Supersedes: None

Maryland Department of Transportation (MDOT), Maryland Transportation Authority
(MDTA), Police Rec.: 9/15/2025 Appr.: 1/22/2026 RM Sch. #:2923A5 MSA S1468-4298
Supersedes: None

Maryland State Police, Grants Management Section (12) Rec.: 9/4/2025 Appr.:
12/16/2025 RM Sch. #:971-12-2 MSA S1468-4294 Supersedes: 971-12-1

Maryland State Police, Office of the State Fire Marshal Rec.: 12/11/2024 Appr.: 1/7/2026
RM Sch. #:971-200-1 MSA S1468-4296 Supersedes: 1805, 971-200

Ocean City Convention Center, Convention Sales and Museum Rec.: 1/27/2024 Appr.:
3/10/2026 RM Sch. #:M613 MSA S1522-543 Supersedes: M94

Ocean City Fire Department Rec.: 1/27/2024 Appr.: 3/10/2026 RM Sch. #:M612 MSA
S1522-542 Supersedes: None

Ocean City Police Department, Patrol Division Rec.: 11/28/2023 Appr.: 3/10/2026 RM
Sch. #:M586 MSA S1522-532 Supersedes: M101

Ocean City Police Department, Police Finance Division Rec.: 11/28/2023 Appr.:
3/10/2026 RM Sch. #:M584 MSA S1522-531 Supersedes: M101

Ocean City Police Department, Property/Evidence Section Rec.: 11/28/2023 Appr.:
3/10/2026 RM Sch. #:M588 MSA S1522-533 Supersedes: M101

Ocean City Police Department, Training and Recruiting Section Rec.: 11/28/2023 Appr.:
3/10/2026 RM Sch. #:M591 MSA S1522-534 Supersedes: M101

Ocean City, Information Technology, Management Information Systems Rec.: 11/21/2023
Appr.: 3/10/2026 RM Sch. #:M580 MSA S1522-530 Supersedes: M99

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Ocean City, Public Works, Administration Rec.: 11/28/2023 Appr.: 3/10/2026 RM Sch.
#:M592 MSA S1522-535 Supersedes: M83

Ocean City, Public Works, Construction Rec.: 11/28/2023 Appr.: 3/10/2026 RM Sch.
#:M593 MSA S1522-536 Supersedes: M100

Ocean City, Public Works, Maintenance Division, Public Works Maintenance
Department, Cleanliness of Town and Special Event Rec.: 11/28/2023 Appr.: 3/10/2026
RM Sch. #:M594 MSA S1522-537 Supersedes: M98

Ocean City, Public Works, Ocean City Municipal Airport Rec.: 11/21/2023 Appr.:
3/10/2026 RM Sch. #:M573 MSA S1522-529 Supersedes: M85

Ocean City, Public Works, Solid Waste Department Rec.: 11/28/2023 Appr.: 3/10/2026
RM Sch. #:M595 MSA S1522-538 Supersedes: M86

Ocean City, Public Works, Water Department Rec.: 11/28/2023 Appr.: 3/10/2026 RM
Sch. #:M598 MSA S1522-539 Supersedes: M87

Ocean City, Recreation and Parks, Administration and Recreation Programs Divisions
Rec.: 12/1/2023 Appr.: 3/10/2026 RM Sch. #:M599 MSA S1522-540 Supersedes: M93

Ocean City, Tourism and Business Development, Special Events Rec.: 12/1/2023 Appr.:
3/10/2026 RM Sch. #:M603 MSA S1522-541 Supersedes: None

Washington Sanitary Suburban Commission (WSSC) Rec.: 9/11/2024 Appr.: 3/20/2026
RM Sch. #:3035 MSA S1468-4302 Supersedes: 2669

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 12/2/2025**

Baltimore City Environmental Control Board; Citations
Schedule Number BCA1980 (rev)

Baltimore City Environmental Control Board; Appeals
Schedule Number BCA2224

Baltimore City Environmental Control Board; Hearing Files
Schedule Number BCA2223

Parking Authority of Baltimore City, Finance; Bank Transfers

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Schedule Number BCA2164

Parking Authority of Baltimore City, Finance; Operator Cash Receipts

Schedule Number BCA2170

Parking Authority of Baltimore City, Finance; Parking Taxes

Schedule Number BCA2171

Baltimore City Department of Public Works, Water and Wastewater, Office of Engineering and Construction; Water and Wastewater Design Files - Utilities

Schedule Number BCA2086 (rev)

Baltimore City Department of Public Works, Water and Wastewater, Office of Engineering and Construction; Water and Wastewater Design Files - Facilities

Schedule Number BCA2214

Baltimore City Department of Health, Bureau of Maternal and Child Health, Baltimore Infants and Toddlers Program; Infant Files

Schedule Number BCA1979 (rev)

Baltimore City Law Department, Corporate Real Estate; Real Estate Case Files

Schedule Number BCA2222

Baltimore City Law Department, Labor and Employment Practice Group; Case Files

Schedule Number BCA2019

Baltimore City Department of Health, School Health; Hearing and Vision Screening

Schedule Number BCA2227

Baltimore City, All Departments; Employee Personnel Files (Inactive) Department Copies

Schedule Number BCA1620 (rev)

Office of the State's Attorney for Baltimore City; Case Files, Non-Homicide

Schedule Number BCA2143 (rev)

Office of the State's Attorney for Baltimore City; Case Files, Homicide

Schedule Number BCA2144 (rev)

Office of the State's Attorney for Baltimore City; Case Files, Life Sentence
Schedule Number BCA2146 (rev)

Baltimore City Department of Health, Bureau of Maternal and Child Health, Adolescent
and Reproductive Health, Family Planning Clinic; Client Case Files
Schedule Number BCA1773 (rev)

Baltimore City Department of Transportation, Administration; Law Claims
Schedule Number BCA2226

Baltimore City Department of Transportation, Contract Administration / Civil Rights
Division; Closed Contracts
Schedule Number BCA2193

Baltimore City Law Department, Defensive Litigation Practice Group; Defensive
Litigation Case Files
Schedule Number BCA2030 (rev)

Baltimore City Law Department, Workers Compensation Practice Group; Workers'
Compensation Case Files
Schedule Number BCA2228

Baltimore City Department of Public Works, Water and Wastewater; Miss Utility
Participation and Invoicing Records
Schedule Number BCA2229

Retention Schedule Summary

State agency schedules approved - 14 County agency schedules
approved - 2 Municipal agency schedules approved - 29
Total number of State Archives schedules approved - 45
Total number of Baltimore City Archives disposition authorizations approved - 22

Images of approved State Archives schedules are available online at
https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules.html

Images of approved Baltimore City State Archives disposition authorizations are available online at
<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE1>

Maryland State Archives Digital Disposal Certificate
Approved Since Hall of Records Meeting On 12/2/2025

Disposal Certificate Summary

Total number of digital certificates - 228

Total number of paper certificates - 49

Total number of certificates - 277

Images of disposal certificates are available online at

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE55>

Format:

Date Approved

Agency

Certificate Number

11/3/2025

Kent County Department of Social Services

SE55-9690

11/3/2025

Maryland State Police LaPlata Barrack (57}

SE55-9691

11/3/2025

Maryland State Police LaPlata Barrack (57}

SE55-9692

11/3/2025

City of Cumberland Finance Department

SE55-9693

11/4/2025

Maryland Department of Transportation State Highway

Administration - Office of Environmental Design - Environmental Programs Division

SE55-9694

11/4/2025

Maryland State Police LaPlata Barrack (57}

SE55-9695

11/4/2025

Howard County Circuit Court

SE55-9696

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11/4/2025

Howard County Circuit Court

SE55-9697

11/4/2025

Howard County Circuit Court

SE55-9698

11/6/2025

Anne Arundel County Circuit Court Criminal

SE55-9700

11/6/2025

Maryland Department of the Environment Land & Materials -
Solid Waste/Hazardous Waste

SE55-9701

11/6/2025

Maryland Department of Agriculture Purchasing Office

SE55-9702

11/10/2025

Maryland State Police LaPlata Barrack (57}

SE55-9703

11/12/2025

Maryland State Police Maryland Coordination and Analysis
Center, Criminal Intelligence

SE55-9704

11/13/2025

City of Cumberland City Clerk

SE55-9705

11/17/2025

Maryland State Police LaPlata Barrack (57}

SE55-9706

11/18/2025

Town of Somerset Administration

SE55-9709

11/18/2025

Town of Somerset

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SE55-9710

11/18/2025

Town of Somerset

SE55-9711

11/18/2025

Town of Somerset

SE55-9712

11/3/2025

Kent County Department of Social Services

SE55-9690

11/3/2025

Maryland State Police LaPlata Barrack (57}

SE55-9691

11/3/2025

Maryland State Police LaPlata Barrack (57}

SE55-9692

11/3/2025

City of Cumberland Finance Department

SE55-9693

11/4/2025

Maryland Department of Transportation State Highway

Administration - Office of Environmental Design - Environmental Programs Division

SE55-9694

11/4/2025

Maryland State Police LaPlata Barrack (57}

SE55-9695

11/4/2025

Howard County Circuit Court

SE55-9696

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Howard County Circuit Court

SE55-9697

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11/4/2025

Howard County Circuit Court

SE55-9698

11/6/2025

Anne Arundel County Circuit Court Criminal

SE55-9700

11/6/2025

Maryland Department of the Environment Land & Materials -

Solid Waste/Hazardous Waste

SE55-9701

11/6/2025

Maryland Department of Agriculture Purchasing Office

SE55-9702

11/10/2025

Maryland State Police LaPlata Barrack (57}

SE55-9703

11/12/2025

Maryland State Police Maryland Coordination and Analysis

Center, Criminal Intelligence

SE55-9704

11/13/2025

City of Cumberland City Clerk

SE55-9705

11/17/2025

Maryland State Police LaPlata Barrack (57}

SE55-9706

11/18/2025

Town of Somerset Administration

SE55-9709

11/18/2025

Town of Somerset

SE55-9710

11/18/2025

Town of Somerset

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SE55-9711

11/18/2025

Town of Somerset

SE55-9712

11/19/2025

Maryland State Police Golden Ring Barrack

SE55-9713

11/20/2025

Maryland State Police LaPlata Barrack (57}

SE55-9714

11/21/2025

Maryland Department of Agriculture Plant Protection and

Weed Management

SE55-9716

11/24/2025

Aberdeen Police Department Administrative Division, Records

Section

SE55-9717

11/24/2025

Maryland State Police LaPlata Barrack (57}

SE55-9718

11/24/2025

Maryland State Police LaPlata Barrack (57}

SE55-9719

11/25/2025

Allegany Circuit Court Fiscal

SE55-9720

11/25/2025

Allegany Circuit Court Fiscal

SE55-9721

11/25/2025

Maryland State Police LaPlata Barrack (57}

SE55-9722

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11/25/2025

Maryland State Police LaPlata Barrack (57}

SE55-9723

11/25/2025

Maryland Department of Agriculture Plant Protection and
Weed Management

SE55-9724

11/26/2025

Baltimore County Circuit Court Judicial Records & Appeals

SE55-9725

11/26/2025

Maryland State Police LaPlata Barrack (57}

SE55-9726

12/1/2025

Maryland State Police LaPlata Barrack (57}

SE55-9727

12/1/2025

Maryland State Police LaPlata Barrack (57}

SE55-9728

12/2/2025

Maryland State Police LaPlata Barrack (57}

SE55-9729

12/2/2025

Maryland State Police LaPlata Barrack (57}

SE55-9730

12/3/2025

Maryland State Police LaPlata Barrack (57}

SE55-9731

12/3/2025

Aberdeen Police Department Administrative Division, Records
Section

SE55-9732

12/3/2025

Aberdeen Police Department Administrative Division, Records

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Section

SE55-9733

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Aberdeen Police Department Administrative - Records

SE55-9734

12/3/2025

Aberdeen Police Department Administrative Division, Records

Section

SE55-9735

12/5/2025

Maryland State Police Personnel Command (18} and Human
Resources Division (9}

SE55-9736

12/5/2025

Maryland State Police LaPlata Barrack (57}

SE55-9737

12/5/2025

Maryland State Police Personnel Command (18} and Human
Resources Division (9}

SE55-9738

12/5/2025

Maryland State Police Personnel Command (18} and Human
Resources Division (9}

SE55-9739

12/8/2025

Maryland State Police LaPlata Barrack (57}

SE55-9740

12/9/2025

Carroll County Sheriff's Office

SE55-9741

12/10/2025

Carroll County Sheriff's Office

SE55-9743

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Maryland Department of Transportation Maryland Port
Administration - Accounting Records
SE55-9744

12/15/2025
Carroll County Sheriff's Office
SE55-9745

12/16/2025
Maryland State Police Golden Ring Barrack
SE55-9746

12/17/2025
Carroll County District Court
SE55-9747

12/17/2025
Carroll County Sheriff's Office
SE55-9748

12/18/2025
Baltimore County Circuit Court Judicial Records & Appeals
SE55-9750

12/18/2025
Maryland State Police LaPlata Barrack (57}
SE55-9751

12/19/2025
Maryland State Police LaPlata Barrack (57}
SE55-9752

12/19/2025
Carroll County Sheriff's Office
SE55-9753

12/23/2025
Howard County Circuit Court
SE55-9754

12/26/2025
Carroll County Sheriff's Office
SE55-9755

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12/29/2025

Anne Arundel County Detention Center

SE55-9756

12/30/2025

Anne Arundel County Detention Center

SE55-9757

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Maryland State Police LaPlata Barrack (57}

SE55-9758

12/30/2025

Carroll County Sheriff's Office

SE55-9759

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Maryland State Police LaPlata Barrack (57}

SE55-9760

1/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9761

1/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9762

1/6/2026

Maryland State Police LaPlata Barrack (57}

SE55-9763

1/6/2026

Maryland District Court Criminal/Traffic

SE55-9764

1/6/2026

Bowie Government City of Bowie Police Department,
Administrative Records

SE55-9765

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Bowie Government City of Bowie Police Department,
Administrative Records

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SE55-9766

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Bowie Government City of Bowie Police Department,

Communications

SE55-9767

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Bowie Government City of Bowie Police Department, Fiscal

Records

SE55-9768

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Bowie Government City of Bowie Police Department, Property

Records

SE55-9769

1/6/2026

Bowie Government City of Bowie Police Department, Police

Records

SE55-9770

1/7/2026

Maryland State Police Barrack F North East

SE55-9771

1/8/2026

City of Cumberland Finance - Utility Billing

SE55-9772

1/8/2026

Maryland State Police LaPlata Barrack (57}

SE55-9773

1/9/2026

Maryland State Police LaPlata Barrack (57}

SE55-9774

1/9/2026

Kent County Department of Social Services

SE55-9775

1/12/2026

Maryland State Police LaPlata Barrack (57}

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SE55-9776

1/12/2026

Carroll County Sheriff's Office

SE55-9777

1/13/2026

Maryland State Police Barrack F North East

SE55-9778

1/13/2026

Maryland State Police Barrack F North East

SE55-9779

1/13/2026

Maryland State Police Barrack F North East

SE55-9780

1/14/2026

Maryland State Police LaPlata Barrack (57}

SE55-9782

1/14/2026

Worcester County Sheriff's Office Expungement Unit

SE55-9783

1/14/2026

Bowie Government Community Services

SE55-9784

1/15/2026

Maryland State Police LaPlata Barrack (57}

SE55-9785

1/19/2026

Carroll County Sheriff's Office

SE55-9786

1/21/2026

Maryland State Police LaPlata Barrack (57}

SE55-9787

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Salisbury SPD - Recruitment

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Salisbury SPD - RECORDS

SE55-9789

1/23/2026

Salisbury SPD - ADMINISTRATIVE

SE55-9790

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Salisbury SPD- OPERATIONS

SE55-9791

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Salisbury SPD- ADMINISTRATION

SE55-9792

1/23/2026

Salisbury SPD - ADMINISTRATION

SE55-9793

1/27/2026

Carroll County Sheriff's Office

SE55-9794

1/27/2026

Carroll County Sheriff's Office

SE55-9795

1/28/2026

Maryland State Police LaPlata Barrack (57}

SE55-9796

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Anne Arundel County Circuit Court Criminal

SE55-9797

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Maryland State Police LaPlata Barrack (57}

SE55-9798

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Carroll County Circuit Court Jury Records

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Fiscal Year 2026

SE55-9799

1/29/2026

Anne Arundel County Circuit Court Criminal

SE55-9800

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Maryland Department of the Environment Water & Science

Admin - Wetlands & Waterways Protection

SE55-9801

1/30/2026

Maryland State Police Barrack F North East

SE55-9802

1/31/2026

Maryland State Police LaPlata Barrack (57}

SE55-9803

1/31/2026

Maryland State Police LaPlata Barrack (57}

SE55-9804

1/31/2026

Maryland State Police LaPlata Barrack (57}

SE55-9805

2/2/2026

Carroll County Sheriff's Office

SE55-9806

2/2/2026

Carroll County Sheriff's Office

SE55-9807

2/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9809

2/5/2026

Anne Arundel County Jennifer Road Detention Center

SE55-9810

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Fiscal Year 2026

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Maryland Department of the Environment WSA - Compliance
Program (Central}

SE55-9811

2/6/2026

Maryland State Police LaPlata Barrack (57}

SE55-9812

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Bowie Government City Manager's Office/City Clerk

SE55-9813

2/9/2026

Maryland State Police LaPlata Barrack (57}

SE55-9814

2/10/2026

Maryland Department of Transportation State Highway

Administration - Office of Environmental Design - Environmental Programs Division

SE55-9815

2/10/2026

Maryland State Police Barrack F North East

SE55-9816

2/11/2026

Kent County Department of Social Services LGA- Administration

SE55-9819

2/12/2026

Carroll County Sheriff's Office

SE55-9820

2/13/2026

Maryland State Police Barrack F North East

SE55-9821

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Maryland State Police LaPlata Barrack (57}

SE55-9822

2/13/2026

Carroll County Sheriff's Office

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Fiscal Year 2026

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Maryland Department of the Environment

SE55-9824

2/18/2026

Maryland State Police Barrack M JFK Memorial Highway

SE55-9825

2/18/2026

Maryland State Police LaPlata Barrack (57}

SE55-9826

2/18/2026

Maryland State Police LaPlata Barrack (57}

SE55-9827

2/19/2026

Montgomery County Circuit Court

SE55-9828

2/19/2026

Montgomery County Circuit Court

SE55-9829

2/20/2026

Maryland Department of the Environment

SE55-9830

2/24/2026

Kent County Department of Social Services LGA

SE55-9831

2/24/2026

Carroll County Sheriff's Office

SE55-9832

2/24/2026

Anne Arundel County Detention Center

SE55-9833

2/25/2026

Maryland State Police Planning and Research Division (2}

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SE55-9834

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Maryland State Police LaPlata Barrack (57}

SE55-9835

2/25/2026

Howard County Circuit Court

SE55-9836

2/26/2026

Maryland State Police Planning and Research Division (2}

SE55-9838

2/26/2026

Maryland State Police Planning and Research Division (2}

SE55-9839

2/27/2026

Maryland State Police Barrack F North East

SE55-9840

2/27/2026

Baltimore County Circuit Court Judicial Records & Appeals

SE55-9841

3/4/2026

Maryland State Police LaPlata Barrack (57}

SE55-9842

3/4/2026

Carroll County Sheriff's Office

SE55-9843

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Carroll County Sheriff's Office

SE55-9844

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Maryland Department of the Environment

SE55-9845

3/4/2026

Maryland Department of the Environment

MSA Annual Report

Fiscal Year 2026

SE55-9846

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Maryland State Police LaPlata Barrack (57}

SE55-9847

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Maryland State Police LaPlata Barrack (57}

SE55-9848

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Maryland State Police LaPlata Barrack (57}

SE55-9849

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Maryland State Police LaPlata Barrack (57}

SE55-9850

3/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9851

3/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9852

3/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9853

3/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9854

3/5/2026

Maryland State Police LaPlata Barrack (57}

SE55-9855

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Anne Arundel County Detention Center

SE55-9857

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Maryland State Police LaPlata Barrack (57}

MSA Annual Report

Fiscal Year 2026

SE55-9858

3/11/2026

Maryland State Police Barrack F North East

SE55-9859

3/12/2026

Maryland Department of the Environment Water & Science
Administration - Compliance Program

SE55-9861

3/16/2026

Salisbury HCCD

SE55-9862

3/16/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "N" ROCKVILLE

SE55-9863

3/16/2026

Maryland Department of General Services, Records
Management Division OAG- CONTRACT LITIGATION UNIT

SE55-9864

3/16/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "L" FORESTVILLE

SE55-9865

3/16/2026

Maryland Department of General Services, Records
Management Division OAG - CONTRACT LITIGATION UNIT

SE55-9866

3/16/2026

Maryland Department of General Services, Records Management Division DEPT OF NATURAL
RESOURCES - OFFICE
OF THE ATTORNEY GENERAL

SE55-9867

3/16/2026

Maryland Department of General Services, Records
Management Division DEPT OF NATURAL RESOURCES - OFFICE OF THE ATTORNEY

MSA Annual Report

Fiscal Year 2026

GENERAL

SE55-9868

3/16/2026

Maryland Department of General Services, Records

Management Division OFFICE OF THE ATTORNEY GENERAL - CENTRAL FILES

SE55-9869

3/16/2026

Maryland Department of General Services, Records

Management Division OPD - CINA - BALTIMORE CITY

SE55-9870

3/16/2026

Maryland Department of General Services, Records Management Division MD INSURANCE
ADMINISTRATION - OAG

SE55-9871

3/16/2026

Maryland Department of General Services, Records

Management Division OAG - CONTRACT LITIGATION UNIT

SE55-9872

3/16/2026

Maryland Department of General Services, Records Management Division DGS -
PROCUREMENT & LOGISTICS/

CONSTRUCTION CONTRACTING UNIT

SE55-9873

3/16/2026

Maryland Department of General Services, Records

Management Division DECD-CDS MULTI FAMILY UNDERWRITING

SE55-9874

3/16/2026

Maryland Department of General Services, Records Management Division DGS -
PROCUREMENT & LOGISTICS/

CONSTRUCTION CONTRACTING UNIT

SE55-9875

3/16/2026

Maryland Department of General Services, Records

Management Division OAG- CONTRACT LITIGATION UNIT

SE55-9876

MSA Annual Report

Fiscal Year 2026

3/16/2026

Maryland Department of General Services, Records

Management Division DEPT OF NATURAL RESOURCES - OFFICE OF THE ATTORNEY
GENERAL

SE55-9877

3/17/2026

Maryland State Police LaPlata Barrack (57}

SE55-9878

3/18/2026

Maryland Interagency Committee on School Construction

SE55-9880

3/19/2026

Maryland Department of General Services, Records Management Division DHCD -
NEIGHBORHOOD REVITALIZATION

SE55-9881

3/19/2026

Maryland Department of General Services, Records

Management Division MSP - BARRACK "E" - SALISBURY

SE55-9882

3/19/2026

Maryland Department of General Services, Records

Management Division MSP - ANNAPOLIS

SE55-9883

3/19/2026

Maryland Department of General Services, Records

Management Division DGS - PROCUREMENT & LOGISTICS/ CONSTRUCTION
CONTRACTING UNIT

SE55-9884

3/19/2026

Maryland Department of General Services, Records

Management Division OAG - CONTRACT LITIGATION UNIT

SE55-9885

3/19/2026

Maryland Department of General Services, Records

Management Division MD DEPT OF AGRICULTURE - HUMAN RESOURCES OFFICE

SE55-9886

MSA Annual Report

Fiscal Year 2026

3/19/2026

Maryland Department of General Services, Records

Management Division OPD - DISTRICT 3 - TALBOT COUNTY

SE55-9887

3/19/2026

Maryland Department of General Services, Records

Management Division OPD - 615 - 4TH DISTRICT

SE55-9888

3/19/2026

Maryland Department of General Services, Records Management Division OPD - CARROLL COUNTY/ DISTRICT 10

SE55-9889

3/19/2026

Maryland Department of General Services, Records

Management Division DHCD - DIVISION OF CREDIT ASSURANCE - MULTI FAMILY

SE55-9890

3/19/2026

Maryland Department of General Services, Records Management Division OPD - DISTRICT 11-2 WASHINGTON COUNTY

SE55-9891

3/19/2026

Maryland State Police Barrack F North East

SE55-9892

3/20/2026

Maryland Department of General Services, Records

Management Division MSP - BARRACK "R" - GOLDEN RING

SE55-9893

3/20/2026

Maryland Department of General Services, Records

Management Division MSP - BARRACK "E" - SALISBURY

SE55-9894

3/20/2026

Maryland Department of General Services, Records

Management Division MSP - BARRACK "X"

SE55-9895

MSA Annual Report

Fiscal Year 2026

3/20/2026

Maryland Department of General Services, Records Management Division MSP - FIRE
MARSHALL - BOMB SQUAD

SE55-9896

3/20/2026

Maryland Department of General Services, Records
Management Division MDSE - PSCP - IAC

SE55-9897

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK " B' - FREDERICK

SE55-9898

3/20/2026

Maryland Department of General Services, Records Management Division OPD - CIRCUIT
COURT CECIL COUNTY

SE55-9899

3/20/2026

Maryland Department of General Services, Records Management Division MSP - BARRACK
"H" "57" - WALDORF

SE55-9900

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "I" EASTON

SE55-9901

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "O" HAGERSTOWN

SE55-9902

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "W" MCHENRY

SE55-9903

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "O" HAGERSTOWN

SE55-9904

MSA Annual Report

Fiscal Year 2026

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "E" - SALISBURY
SE55-9905

3/20/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "W" MCHENRY
SE55-9906

3/24/2026

Maryland Department of General Services, Records
Management Division OPD - DISTRICT 2 - DORCHESTER COUNTY
SE55-9907

3/24/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "H" - LA PLATA
SE55-9908

3/24/2026

Maryland Department of General Services, Records
Management Division MDOT - MINORITY BUSINESS ENTERPRISE
SE55-9909

3/24/2026

Maryland Department of General Services, Records
Management Division OPD - 615 - 4TH DISTRICT
SE55-9910

3/24/2026

Maryland Department of General Services, Records
Management Division MD ENERGY ADMINISTRATION
SE55-9911

3/24/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "L" FORESTVILLE
SE55-9912

3/24/2026

Maryland Department of General Services, Records
Management Division MD AVIATION ADMINISTRATION - AIRPORT OPERATIONS
SE55-9913

MSA Annual Report

Fiscal Year 2026

3/24/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "T" LEONARDTOWN
SE55-9948

3/24/2026

Maryland Department of General Services, Records
Management Division OPD - WICOMICO
SE55-9949

3/24/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "P" GLEN BURNIE
SE55-9952

3/24/2026

Maryland Department of General Services, Records
Management Division DEPT OF LEGISLATIVE SERVICES - OFFICE OF LEGISLATIVE
AUDITS
SE55-9953

3/25/2026

Maryland State Police Strategic Planning Command
SE55-9954

3/25/2026

Prince George's County Circuit Court
SE55-9955

3/25/2026

Prince George's County Circuit Court
SE55-9956

3/25/2026

Prince George's County Circuit Court
SE55-9957

3/31/2026

Maryland Department of General Services, Records Management Division PUBLIC SCHOOL
CONSTRUCTION -
INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION
SE55-9958

3/31/2026

MSA Annual Report

Fiscal Year 2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "O" HAGERSTOWN
SE55-9959

3/31/2026

Maryland Department of General Services, Records Management Division STATE FIRE
MARSHALL - WESTERN
REGION
SE55-9960

3/31/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "E" - SALISBURY
SE55-9961

3/31/2026

Maryland Department of General Services, Records
Management Division MSP - FORESTVILLE BARRACK
SE55-9962

3/31/2026

Maryland Department of General Services, Records Management Division OPD - CARROLL
COUNTY/ DISTRICT 10
SE55-9963

3/31/2026

Maryland Department of General Services, Records Management Division OPD - QUEEN
ANNE'S COUNTY DISTRICT 3
SE55-9964

3/31/2026

Maryland Department of General Services, Records
Management Division OPD - 615 - 4TH DISTRICT
SE55-9965

3/31/2026

Maryland Department of General Services, Records
Management Division MD ENERGY ADMINISTRATION
SE55-9966

3/31/2026

Maryland Department of General Services, Records
Management Division MSP - BARRACK "D", BEL AIR-53
SE55-9967

Maryland State Archives
Paper Disposal Certificates Approved Since Hall of Records Meeting
On 12/2/2025

Format:

Date

Approved

Agency

Certificate Number

9/2/2025

Baltimore County Public School Cord, September 202S

SE55-9699

10/9/2025

Frederick County Circuit Court

SE55-9707

10/22/2025

Frederick County Circuit Court

SE55-9708

11/6/2025

Baltimore County Public School Cords 11/06/202S

SE55-971S

12/8/2025

Maryland State Archives, Special Collections and Library
Services

SE55-9742

12/2/2025

Baltimore County Public School Cords 12/02/202S

SE55-9749

11/18/2025

Baltimore County Public School Cords 11/18/202S

SE55-9781

1/12/2026

Baltimore County Public School Cords 01/12/2026

SE55-9808

5/8/2025

District Court 11 Frederick County

MSA Annual Report

Fiscal Year 2026

SE55-9817

1/22/2026

City of Frederick, Human Resources Department

SE55-9818

1/5/2026

Maryland State Police, Forestville Barrack

SE55-9837

2/18/2026

Baltimore County Public School Cords 02/18/2026

SE55-9860

3/6/2026

Carroll County Circuit Court

SE55-9879

1/19/2024

Maryland State Police, 98-Police Communications Support
Division

SE55-9914

1/19/2024

Maryland State Police, P.C.S.D

SE55-991S

1/19/2024

Maryland State Police, P.C.S.D

SE55-9916

2/15/2024

Maryland State Police, P.C.S.D

SE55-9917

3/5/2024

Maryland State Police, P.C.S.D

SE55-9918

3/21/2024

Maryland State Police, P.C.S.D

SE55-9919

4/1/2024

MSA Annual Report

Fiscal Year 2026

Maryland State Police, P.C.S.D

SE55-9920

4/19/2024

Maryland State Police, Barrack "L", Forestville (61}

SE55-9921

6/1/2024

Maryland State Police, Barrack "L", Forestville (61}

SE55-9922

6/1/2024

Maryland State Police, Barrack "L", Forestville (61}

SE55-9923

6/25/2024

Maryland State Police, Barrack "L", Forestville (61}

SE55-9924

7/31/2024

Department of Natural Resources, ITS

SE55-9925

7/31/2024

Department of Natural Resources, HRS

SE55-9926

8/2S/2024

Department of Natural Resources, FABS

SE55-9927

7/31/2024

Department of Natural Resources, CCS, Unit 14

SE55-9928

7/31/2024

Department of Natural Resources, Critical Area Commission,
Unit 10

SE55-9929

8/5/2024

Department of Natural Resources, Maryland Environmental
Trust (MET}, Unit 13

SE55-9930

MSA Annual Report

Fiscal Year 2026

7/31/2024

Department of Natural Resources, Forestry, Unit 2

SE55-9931

7/31/2024

Department of Natural Resources, Maryland Park Service

SE55-9932

7/31/2024

Department of Natural Resources, Maryland Park Service

SE55-9933

8/2/2024

Office of the Attorney General, Department of Natural
Resources

SE55-9934

8/5/2024

Department of Natural Resources, Wildlife and Heritage

SE55-9935

7/31/2024

Department of Natural Resources, Wildlife and Heritage

SE55-9936

11/14/2024

Maryland State Police, Aviation HQ

SE55-9937

4/8/2025

Maryland State Police, Aviation HQ

SE55-9938

2/25/2026

Maryland State Police, Forestville Barrack

SE55-9939

2/25/2026

Maryland State Police, Forestville Barrack

SE55-9940

2/24/2026

Maryland State Police, Forestville Barrack

SE55-9941

MSA Annual Report

Fiscal Year 2026

2/28/2026

Maryland State Police, Forestville Barrack

SE55-9942

2/27/2026

Maryland State Police, Forestville Barrack

SE55-9943

3/2/2026

Maryland State Police, Forestville Barrack

SE55-9944

3/7/2026

Maryland State Police, Forestville Barrack

SE55-9945

3/8/2026

Maryland State Police, Forestville Barrack

SE55-9946

3/9/2026

Maryland State Police, Forestville Barrack

SE55-9947

3/6/2026

Frederick County Circuit Court

SE55-9950

3/6/2026

Frederick County Circuit Court

SE55-9951

Maryland State Archives
Records Received Since Hall of Records Commission Meeting on
December 2, 2025

DEPARTMENT OF GENERAL SERVICES CONTRACT SERVICES DIVISION

(Construction File)

Date Received

Series No Date Added

New Items

3/6/2026 T298

2010-2014

1 Box

DEPARTMENT OF LEGISLATIVE SERVICES

(Legislative Histories)

Date Received

Series No Date Added

New Items

1/13/2026 T383

1999,2010-2012

115 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

Date Received

Series No Date Added

New Items

11/28/2025 T2048

2025

78 Maps/Plats

GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

Date Received

Series No Date Added

New Items

1/12/2026 T290

01/2025-04/2025

19 Boxes

(Journal and Roll Calls)

Date Received

Series No Date Added

MSA Annual Report
Fiscal Year 2026

New Items
1/12/2026 T291
01/2020-04/2020,
01/2025-04/2025
4 Boxes

GENERAL ASSEMBLY SENATE
(Bill and Resolution File)

Date Received
Series No Date Added
New Items
1/12/2026 T293
01/08/2025-04/07/2025
17 Boxes

(Journal and Roll Calls)

Date Received
Series No Date Added
New Items
1/12/2026 T294
01/08/2025-04/07/2025,
12/16/2025
9 Boxes

MARYLAND STATE COMMISSION ON CRIMINAL SENTENCING POLICY
(Annual Reports)

Date Received
Series No Date Added
New Items
2/9/2026
TE48
1 Digital File

ALLEGANY COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Allegany)

Date Received
Series No Date Added
New Items
11/28/2025 T1896
2025
1 Map/Plat

ANNE ARUNDEL COUNTY BOARD OF APPEALS
(Decisions)

MSA Annual Report
Fiscal Year 2026

Date Received
Series No Date Added
New Items
3/25/2026 T5634
1965-2017
8 Boxes

ANNE ARUNDEL COUNTY COMMISSION FOR WOMEN
(Citations)

Date Received
Series No Date Added
New Items
2/24/2026
T5633
2025
0.5 Box

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Anne Arundel)

Date Received
Series No Date Added
New Items
11/28/2025
T1897
2025
17 Maps/Plats

BALTIMORE CITY CIRCUIT COURT
(Civil Papers, Equity and Law)

Date Received
Series No Date Added
New Items
2/18/2026
T2691
2006-2011, 2013
1242 Boxes

(Execution Docket)

Date Received
Series No Date Added
New Items
2/18/2026
T3660
1983

MSA Annual Report
Fiscal Year 2026

1 Volume

(Non-Support Docket)

Date Received

Series No Date Added

New Items

2/18/2026

T3700

1983-1986

2 Volumes

(Paternity Docket)

Date Received

Series No Date Added

New Items

2/18/2026

T5601

1986

1 Volume

(Paternity Papers)

Date Received

Series No Date Added

New Items

2/18/2026

T3351

2007-2012

509 Boxes

(Paternity, Index)

Date Received

Series No Date Added

New Items

2/18/2026

T5602

11/01/1978-12/31/1985

2 Volumes

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

Date Received

Series No Date Added

New Items

11/28/2025

MSA Annual Report
Fiscal Year 2026

T1898
2025
8 Maps/Plats

BALTIMORE CITY REGISTER OF WILLS
(Administration Accounts)

Date Received
Series No Date Added
New Items
3/17/2026
T605
1974-1981
3 Volumes

(Administration Accounts, Index)

Date Received
Series No Date Added
New Items
3/17/2026
T624
1884-1927
13 Volumes

(Administration Docket)

Date Received
Series No Date Added
New Items
3/17/2026
T644
1767-1924
50 Volumes

(Administration Proceedings)

Date Received
Series No Date Added
New Items
3/17/2026
T5621
1973, 1976-1982
165 Volumes

(Administration Proceedings, Foreign)

Date Received
Series No Date Added

MSA Annual Report
Fiscal Year 2026

New Items
3/17/2026
T5622
1971, 1973, 1976, 1980-
1981
6 Volumes

(Administration Proceedings, Small Estate)

Date Received
Series No Date Added
New Items
3/17/2026
T5623
1969-1972, 1974-1979,
1981
23 Volumes

(Claim Docket, No Estate)

Date Received
Series No Date Added
New Items
3/17/2026
T5620
1989, 1992-1993, 1995,
1997
5 Volumes

(Claims Docket)

Date Received
Series No Date Added
New Items
3/17/2026
T635
1959-2004
14 Volumes

(Estate Docket)

Date Received
Series No Date Added
New Items
3/17/2026
T5589
1925-1940
27 Volumes

MSA Annual Report
Fiscal Year 2026

(Estate Papers)

Date Received

Series No Date Added

New Items

3/17/2026

T1018

1997-2014

8 Boxes

(Foreign Claims Docket)

Date Received

Series No Date Added

New Items

3/17/2026

T5624

1971

1 Volumes

(Guardian Accounts)

Date Received

Series No Date Added

New Items

3/17/2026

T618

1975-1981

2 Volumes

(Guardian Accounts, Index)

Date Received

Series No Date Added

New Items

3/17/2026

T5611

1959-1981

1 Volume

(Guardian Bonds)

Date Received

Series No Date Added

New Items

3/17/2026

T610

1959-1978

2 Volumes

MSA Annual Report
Fiscal Year 2026

(Guardian Estate Docket)

Date Received

Series No Date Added

New Items

3/17/2026

T5610

1932-1997

5 Volumes

(Guardianship Papers)

Date Received

Series No Date Added

New Items

3/17/2026

T854

1999,2004-2022

2 Boxes

(Inheritance Tax Record, Co-Tenancy)

Date Received

Series No Date Added

New Items

3/17/2026

T5627

1936-1998

20 Volumes

(Inventories, Index)

Date Received

Series No Date Added

New Items

3/17/2026

T601

1839-1924, 1966-1981

10 Volumes

(Joint Bank Accounts, Index)

Date Received

Series No Date Added

New Items

3/17/2026

T5628

1939-1997

10 Volumes

MSA Annual Report

Fiscal Year 2026

(Minor Guardian Docket, Index)

Date Received

Series No Date Added

New Items

3/17/2026

T5616

1924-1997

2 Volumes

(Releases)

Date Received

Series No Date Added

New Items

3/17/2026

T613

1977-1981

5 Volumes

(Releases, Index)

Date Received

Series No Date Added

New Items

3/17/2026

T614

1969-1982

1 Volume

(Supplemental Guardian Estate Docket)

Date Received

Series No Date Added

New Items

3/17/2026

T5618

1935-1970, 1975-2003

3 Volumes

(Wills)

Date Received

Series No Date Added

New Items

3/17/2026 T597

1852-1983

371 Volumes

MSA Annual Report

Fiscal Year 2026

BALTIMORE COUNTY CIRCUIT COURT

(Civil Docket)

Date Received

Series No Date Added

New Items

3/3/2026

T2138

1991-1994

78 Volumes

(Civil Papers)

Date Received

Series No Date Added

New Items

11/24/2025

T697

1998-1999

97 Boxes

3/3/2026

T697

1996-2003

93 Boxes

(Civil Party, Index)

Date Received

Series No Date Added

New Items

3/3/2026

T5608

1995-2006

20 Volumes

(Civil, General)

Date Received

Series No Date Added

New Items

3/3/2026

T5606

1984-1991

98 Volumes

(Civil, Non-Support)

Date Received

MSA Annual Report
Fiscal Year 2026

Series No Date Added
New Items
3/3/2026
T5607
1987-1991
7 Volumes

(Civil, Special Proceedings)
Date Received
Series No Date Added
New Items
3/3/2026
T5609
1984-1991
79 Volumes

(Condemnation Docket)
Date Received
Series No Date Added
New Items
3/3/2026
T1238
05/01/1912-03/09/1938,
1957-1984
7 Volumes

(Criminal Papers)
Date Received
Series No Date Added
New Items
1981, 1995—
1996
11/24/2025
T1769
3 Boxes

3/3/2026
T1769
1967-1996
3 Boxes

(District Court Liens)
Date Received
Series No Date Added

MSA Annual Report
Fiscal Year 2026

New Items
3/3/2026
T2428
1994-2006
17 Volumes

(Election Returns)
Date Received
Series No Date Added
New Items
3/3/2026
T2496
1990-2009
1 Volumes

(Equity Docket)
Date Received
Series No Date Added
New Items
3/3/2026
T5617
1851-1984
159 Volumes

(Hospital Lien Record)
Date Received
Series No Date Added
New Items
3/3/2026
T1239
1988-2003
2 Volumes

(Maryland Tax Lien and Judgement Docket)
Date Received
Series No Date Added
New Items
3/3/2026
T5631
01/01/1945-06/30/1965
1 Volume

(Miscellaneous Record)
Date Received

MSA Annual Report
Fiscal Year 2026

Series No Date Added
New Items
3/3/2026
T2491
1893-2012
2 Volumes

(Notice of Sale Requests)
Date Received
Series No Date Added
New Items
3/3/2026
T5629
1996-2012
5 Volumes

(Notice of Sale Requests, Index)
Date Received
Series No Date Added
New Items
3/3/2026
T5630
1981-1982, 1984, 1986-
1998
11 Volumes

(Out of State Uniform Child Custody Jurisdiction Record)
Date Received
Series No Date Added
New Items
3/3/2026
T5615
1987-1996
1 Volume

(Paternity Docket)
Date Received
Series No Date Added
New Items
3/3/2026
T5612
1963-1991
23 Volumes

MSA Annual Report
Fiscal Year 2026

(Public Defender Liens)

Date Received

Series No Date Added

New Items

3/3/2026

T5613

1969-1993

1 Volume

(Trust Docket)

Date Received

Series No Date Added

New Items

3/3/2026

T2139

1965-1968

1 Volume

(Trust Papers)

Date Received

Series No Date Added

New Items

11/25/2025

T2983

1971-1989, 1991-2004,

2006-2010,

2012-2013

32 Boxes

3/3/2026

T2983

2004-2013

13 Boxes

(Uniform Reciprocal Enforcement of Support Act Docket)

Date Received

Series No Date Added

New Items

3/3/2026

T5614

1966-1991

24 Volumes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

MSA Annual Report

Fiscal Year 2026

(Subdivision Plats, Baltimore)

Date Received

Series No Date Added

New Items

11/28/2025

T1899

2025

7 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

Date Received

Series No Date Added

New Items

11/28/2025

T1901

2025

6 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

Date Received

Series No Date Added

New Items

11/28/2025

T1902

2025

34 Maps/Plats

CARROLL COUNTY REGISTER OF WILLS

(Estate Papers)

Date Received

Series No Date Added

New Items

12/11/2025

T3169

6/17/1981-09/17/2014

380 Boxes

(Wills and Codicils)

Date Received

Series No Date Added

New Items

12/11/2025

MSA Annual Report
Fiscal Year 2026

T5603
10/01/2014-03/13/2019
30 Boxes

(Wills, Original)
Date Received
Series No Date Added
New Items
12/11/2025
T2838
11/30/1953-6/13/1990
21 Boxes

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)
Date Received
Series No Date Added
New Items
11/28/2025
T1903
2025
11 Maps/Plats

CHARLES COUNTY CIRCUIT COURT

(Civil Papers)
Date Received
Series No Date Added
New Items
12/12/2025
T2664
01/03/2012-12/28/2012
111 Boxes

(Criminal Papers)
Date Received
Series No Date Added
New Items
12/12/2025 T2663
01/06/2012-
40 Boxes
12/21/2012

CHARLES COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Charles)

MSA Annual Report
Fiscal Year 2026

Date Received
Series No Date Added
New Items
11/28/2025 T1904
2025
2 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Dorchester)

Date Received
Series No Date Added
New Items
11/28/2025
T1905
2025
25 Maps/Plats

FREDERICK COUNTY CIRCUIT COURT
(Adoption and Termination of Parental Rights)

Date Received
Series No Date Added
New Items
12/3/2025
T5474
2012-2013
3 Boxes

(Civil Papers)
Date Received
Series No Date Added
New Items
12/4/2025
T192
1992-2010
1063 Boxes

(Civil, Index)
Date Received
Series No Date Added
New Items
12/3/2025 T5600
07/01/1984-02/09/1998
1 Box

MSA Annual Report
Fiscal Year 2026

(Claims Docket)

Date Received

Series No Date Added

New Items

12/3/2025

T177

1938-1995

1 Volume

(District Court and State Liens)

Date Received

Series No Date Added

New Items

12/3/2025

T5568

2010-2013

7 Boxes

(Equity Papers)

Date Received

Series No Date Added

New Items

12/3/2025

T158

1977-1993

3 Boxes

(Land Records, Grantee Index)

Date Received

Series No Date Added

New Items

12/3/2025

T5596

1972-1981

13 Volumes

(Land Records, Grantor Index)

Date Received

Series No Date Added

New Items

12/3/2025

T5597

1972-1981

13 Volumes

MSA Annual Report

Fiscal Year 2026

(Marriage Licenses, Index)

Date Received

Series No Date Added

New Items

12/3/2025

T5599

1982-1986

2 Volumes

(Marriage Returns)

Date Received

Series No Date Added

New Items

12/3/2025

T4981

1991-2012

4 Boxes

(Unsatisfied Mortgage, Index)

Date Received

Series No Date Added

New Items

12/3/2025

T5598

1937-1971

4 Volumes

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

Date Received

Series No Date Added

New Items

11/28/2025

T1906

2025

22 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

Date Received

Series No Date Added

New Items

11/28/2025

T1907

MSA Annual Report

Fiscal Year 2026

2025

12 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

Date Received

Series No Date Added

New Items

11/28/2025

T1908

2025

15 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

Date Received

Series No Date Added

New Items

11/28/2025

T2466

2025

36 Maps/Plats

HOWARD COUNTY REGISTER OF WILLS

(Estate Papers)

Date Received

Series No Date Added

New Items

2/6/2026

T3622

2007-2014

4 Boxes

(Wills and Codicils)

Date Received

Series No Date Added

New Items

2/6/2026

T5279

2015-2023

14 Boxes

KENT COUNTY CIRCUIT COURT

(Plat Book)

MSA Annual Report
Fiscal Year 2026

Date Received
Series No Date Added
New Items
11/28/2025
T2186
2025
7 Maps/Plats

MONTGOMERY COUNTY CIRCUIT COURT

(Family Papers)
Date Received
Series No Date Added
New Items
2/26/2026
T5189
03/27/2001-6/4/2001
67 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)
Date Received
Series No Date Added
New Items
11/28/2025
T1911
2025
28 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)
Date Received
Series No Date Added
New Items
11/28/2025
T1912
2025
50 Maps/Plats

QUEEN ANNE'S COUNTY CIRCUIT COURT

(License Record)
Date Received
Series No Date Added
New Items
1/15/2026

MSA Annual Report

Fiscal Year 2026

T5117

1971-2025

1 Volume

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

Date Received

Series No Date Added

New Items

11/28/2025

T1913

2025

3 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

Date Received

Series No Date Added

New Items

11/28/2025

T1915

2025

10 Maps/Plats

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

Date Received

Series No Date Added

New Items

11/28/2025

T1916

2025

15 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

Date Received

Series No Date Added

New Items

11/28/2025

T1917

2025

31 Maps/Plats

MSA Annual Report

Fiscal Year 2026

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

Date Received

Series No Date Added

New Items

11/28/2025

T1918

2025

9 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

Date Received

Series No Date Added

New Items

11/28/2025

T1919

2025

19 Maps/Plats

Total number of volumes added: 1,316.00

Total number of boxes added: 3,923.50

Total number of maps/plats added: 446.00

Total number of digital files*: 1.00

***Does not include mdlandrec.net land records**

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

Series Series Title

MSA SC 6490 Phil Grout Photography Collection
MSA SC 6491 Douglas H. Thomas Family Papers
MSA SC 6492 Maryland Women's Heritage Center Collection
MSA SC 6493 Yolanda Frederikse Collection
MSA SC 6494 Al Copp Collection
MSA SC 6495 J. Richard Thomas Library Collection
MSA SC 6496 Edelen Brothers Tobacco Warehouse Records Collection
MSA SC 6497 Richard Lippenholz Photography Collection
MSA SC 6498 Sheppard Kellam Collection
MSA SC 6499 The Inland Architect and News Digest
MSA SC 6500 Hittle Collection of Sources Related to Slavery in Maryland
MSA SC 6501 Lilla Wayson Phibbons Collection
MSA SC 6502 Bradshaws of Maryland Collection
MSA SC 6503 Hardesty Funeral Home & Hopping Funeral Home Records Collection
MSA SC 6504 Secretary Maurice R. Wyatt Collection
MSA SC 6505 South Korean Archives Visit Collection
MSA SC 6506 Sister States of Maryland, Inc. Project Collection
MSA SC 6507 Frank Stockin Collection
MSA SC 6508 R. L. Cecil and Harold Routzahn Collection
MSA SC 6509 Richard and Karin Radhe Collection
MSA SC 6510 Charles Edwood Ardinger Collection
MSA SC 6511 Larry Jendras Jr. Collection



Commission on Artistic Property
Fall 2025 Meeting
Agenda
Maryland State House, December 10, 2025
Old House of Delegates Chamber
10:30AM-12:00PM

Attendees:

Mark B. Letzer, Chairman

Ex-officio Members

Catherine Rogers Arthur, Vice President of Collections & Chief Curator
(Representing Katie Caljean, President & CEO, Maryland Center for
History and Culture)

Sarah J. Hall, Director, Washington County Museum of Art

Eric Freedman, Provost, Maryland Institute College of Art

Brian Lang, Director of Curatorial Affairs, (Representing Charlotte Potter
Kasic, Director, Academy Art Museum)

Elisabeth Long, Dean of University Libraries, Archives and Museums,
Johns Hopkins University (Representing Fred Bronstein, Dean, The
Peabody Institute)

Nicole Wise, Interim Director of Registration (Representing Asma Naeem,
Director, Baltimore Museum of Art)

Public Members

Diane Hutchins, Government Relations Specialist

Sasha Lourie, Associate Curator, Office of Senate Curator, US Capitol

Julie Madden, Former Board Member, Maryland Citizens for the Arts

Joseph Ruzicka, Former Staffer, Department of the Treasury

Special Guests:

Timothy D. Baker, Former State Archivist, Commissioner of Land Patents

Andrew Cohen, Former Executive Director, US Cultural Property Advisory Committee

MSA Staff:

Elaine Rice Bachmann, State Archivist, Commissioner of Land Patents & Secretary, State House Trust
Christopher Kintzel, Director
Robin Gower, Curator

Meeting called to order at 10:36 am

Opening Remarks: Chairman, Mark B. Letzer

- Welcome - Letzer welcomed the commissioners, especially new ex-officio member Eric Freedman. Since there were guests and new members present, everyone in attendance shared their name and affiliation.
- State Archivist Elaine Rice Bachmann acknowledged that it was through the dedicated efforts of former State Archivist Baker that the Maryland State Archives Acquired and moved into a new facility in Woodlawn. It is this location where the majority of the State Art Collection is stored, in special purpose-built museum art storage. In recognition of his efforts, it was announced at his official portrait unveiling in October that the “Rolling Run” facility will now be the Timothy D. Baker building.
- Acknowledgement of Joseph Ruzicka’s service
 - Ruzicka had provided 21 years of service to the Commission, starting in 2004. Letzer and State Archivist Elaine Rice Bachmann then presented Ruzicka a framed Governor’s citation
 - There was also a brief discussion of why the state owned art collection is no longer a capitalized asset and how that change occurred.

Minutes of Previous Meeting

- Minutes of the May 21, 2025 previous meeting were approved.
- 1st motion: Joseph Ruzicka (with edit to his title) 2nd motion: Julie Madden

Staff Highlights Since the Last Meeting:

- Curator Robin Gower discussed the opportunity to attend the online class “A Story of Early American Painting from Winterthur Museum”
- Director Chris Kintzel highlighted the recent lecture by Philadelphia Art Museum curator Alexandra Alevizatos Kirtley “Maryland x Philadelphia: Artistic and Cultural Exchange in the Revolutionary Period”
- Bachmann mentioned the opportunity staff had to attend a special reception at Government House, honoring artist Robert Lugo, whose

piece is on loan from the Baltimore Museum of Art. She explained how loans to Government House are facilitated through Artistic Property and thanked the Baltimore Museum of Art for their partnership.

State Archivist's Report, Elaine Rice Bachmann

- State House Visitor Master Plan 2007-2025
- Hachmann explained the Visitor Master Plan; that it started with the Old Senate Chamber, then Old House of Delegates Chamber, followed by the 19th and 20th century rooms, ending now with the restoration of the Old Treasury Building and exhibits inside. She also acknowledged the work of former Maryland State Archives employees and Commission members Ssasha Lourie and Catherine Arthur for their participation in bringing this plan into fruition. Bachmann also recognized the efforts of the Department of Legislative Services, particularly under the direction of Mark Schneidman for the work on restoring the building. Finally , Bachmann thanked the Commission for their advice, guidance and support over this multi-year project.
- Baker noted the hard work of the Staff of the Commission, who have really transformed the State House and grounds interpretation.
- Maryland 250 Commission/Updates on a Monument to Honor Black Patriots in the Revolutionary War
 - Bachmann explained that while the State House's 250th anniversary is 2030, we can still celebrate its construction as part of the 250th celebrations in 2026
 - She then summarized the Monument project and where it currently is in production, noting that Diane Hutchins is also on the Monument Advisory Committee. Once completed, the sculpture by Branley Cadet will come under the custody and care of the Artistic Property Commission, just like the Thurgood Marshall Memorial on Lawyer's Mall.
 - It will be unveiled on August 29, 2026 to align with the Battle of Brooklyn. This monument will be the first monument in the country on state house grounds to recognize the service of free African Americans during the Revolutionary War.
 - Hutchins mentioned that she recently saw Cadet's work at the National Memorial for Peace and Justice and its companion Legacy Museum in Alabama, and shared an image of that work with the Commissioners.

Director's Report, Christopher Kintzel

- Kintzel mentioned to Commissioners that in conjunction with the Old Treasury Building the grounds have also seen revitalization, including new wayfinding signage across the grounds. As part of this project, the

- DeKalb monument will also have an updated interpretive panel.
- He then reported on the conservation of the original 18th century Iron Chest. Kintzel first thanked Catherine Arthur and the Maryland Center for History and Culture who have been a terrific partner in this project, from stewarding the care of the chest from 1921 to allowing conservation work to occur onsite at their museum. The Archives is planning to highlight the return of the chest to the Old Treasury Building in a joint social media campaign with the museum.
 - Kintzel also thanked the Friends of the Maryland State Archives and the Department General Services for helping to cover the cost of the conservation treatment to the exterior of the chest. The Archives has also been working with locksmiths to attempt to open the one lock that is missing its key, and shared what has been learned about the locks as part of the process.
 - Kintzel acknowledged the work that Gower has done in coordinating the communication between the Archives and its various partners on the Old Treasury Building project. He listed all the partners and their roles.
 - Finally, Kintzel provided a survey of the content of the 11 exhibit panels, the creation of two conjectural watercolor images, and fabrication of replica objects, explaining how the content of the exhibition was supported by research held at the Archives.
 - Hutchins asked if there was a plan to have a special tour for all living comptrollers and treasurers (Kopp and Franchot were on the Appropriations Commission that approved the Old Treasury Building project) along with the current office holders. Bachmann said that planning around the opening was still ongoing, but this was a great opportunity to involve them.

Works of Art Acquired by Curatorial Discretion

Commission members were presented with a packet with information about the works acquired by curatorial discretion and proposed donation forms. Gower described each piece and advocated for their addition to the State's collection.

- Crystal Wall Sconces (four) transferred from DGS/Government House 1988
- Official Portrait of *Timothy D. Baker* (for Annapolis), photograph, 2025
- Official Portrait of *Timothy D. Baker* (for Rolling Run facility), photograph, 2025
- *Peace for the Children of the World*, by Jesse Raudales, oil canvas on triptych, 2024
- 18th Century Iron Chest from the Old Treasury Building, previously deposited at MCHC

- Rice Paper Painted Scroll, Orioles, 1980
- Rice Paper Painted Scroll, Osprey, 1980
- *Maryland Great Escape*, by Rev. Chris Holmes, watercolor 2015

Works of Art for Commission on Artistic Property to Review for Accession:

- Portrait of Governor James Thomas by an as yet unidentified artist, c. 1838
- Miniature of James McHenry by Charles Wilson Peale, 1778
- Miniature of Margaret Caldwell McHenry by Charles Wilson Peale, 1778
- Engraving of James McHenry by Charles Balthazar Julien Fevret de Saint-Memin, 1803
- Silver English Sugar Basket, owned by James and Margaret McHenry, 1798
- McHenry Family crest objects (2) metal, late 18th-early-19th century
- Courtroom sketch of Thurgood Marshall, pastel completed by, Freda Reiter for ABC News, 1976

*The accession of the items listed above were affirmed and approved

- 1st motion: Elisabeth Long, 2nd motion: Diane Hutchins
- ***Sasha Lourie recused himself from the motion**

Curator's report: Robin Gower

- Gower mentioned that as part of the preparations for the Old Treasury Building's opening - a docent manual and communications plan is coming together. Kintzel added that some social media posts can be planned for specific dates, such as the December 17th arrival in Annapolis of the original iron chest from England in 1734
- **Current Outgoing Loans:**
 - Commissioners took a moment to review the list of all current outgoing loans. Upon review, there were no questions.
- **Old Business**
 - Arthur brought up the recent premiere of *Liberty of Conscience*. She appreciated the many people interviewed and their perspectives including that of indigenous Marylanders. She thinks it will be a great tool in teaching the early history of Maryland.
 - Letzer mentioned that there are plans for the film to travel the state and special screenings can be arranged. He also mentioned that while the semiquincentennial is on the forefront of people's minds in 2026, planning can gradually begin towards Maryland's 400th birthday which is just eight years away.

New Business

- None
- **Next Meeting:** June 23, 2026, 10:30 am. Location to be announced.

Motion to Adjourn:

- **1st motion:** Julie Madden, **2nd motion:** Eric Freedman
- The meeting was adjourned at 12:00 pm

Approved by the Maryland Commission on Artistic Property June 23, 2026



**Commission on Artistic Property
Spring 2026 Meeting
Agenda
Maryland State House, June 23, 2026
Old House of Delegates Chamber
10:30AM-12:30PM**

Attendees

- Mark B. Letzer, ***Chairman***

Ex officio members

- Catherine Rogers Arthur, Vice President of Collections & Chief Curator (Representing Katie Caljean, President & CEO, Maryland Center for History & Culture)
- Lehua Fisher, Director of Registration (Representing, Asma Naeem Director, The Baltimore Museum of Art)
- Eric Freedman, Provost, Maryland Institute College of Art
- Sarah J. Hall, Director, Washington County Museum of Fine Arts
- Charlotte Potter Kasic, Director, Academy Art Museum
- Kate Larson, Chief Collections and Curatorial Affairs Officer (Representing, Kate Burgin, Director & CEO, The Walters Art Museum)
- Elisabeth Long, Dean of University Libraries, Archives, and Museums (Representing Fred Bronstein, Dean, The Peabody Institute/Johns Hopkins Univ.)

Public Members

- Dr. Andrew Cohen, Former Executive Director, U.S. Cultural Property Advisory Committee
- Diane Hutchins, Government Relations Specialist
- Dr. James Lide, Creative Director for Interpretation and Content Strategy at G&A LLC
- Sasha Lourie, Associate Curator, Office of Senate Curator, U.S. Capitol
- Julie Madden, Former Board Member, Maryland Citizens for the Arts

- Susan Perrin, Susan Perrin Art Consulting

MSA Staff:

- Elaine Rice Bachmann, State Archivist, Commissioner of Land Patents & Secretary, State House Trust
- Christopher Kintzel, Director
- Robin Gower, Curator
- **Opening Remarks**, Chairman, Mark B. Letzer.

Welcome to newly appointed commissioner(s)

Minutes of Previous Meeting:

Proposed Action by the Commission: motion to approve minutes of the December 10, 2025 meeting

Staff Highlights Since The Last Meeting:

- 12/23/2025 - Elaine Rice Bachmann, Robin Gower, and Chris Kintzel attended a re-enactment of George Washington's resignation in the Senate Chamber of the State House held by the Maryland Sons of the American Revolution
- 02/08/2026 - Lunch and Learn presentation "Unlocking the Vault: Reopening Maryland's Old Treasury Building" presented by Robin and Chris
- 02/10/2026 - Elaine, Chris & Robin attended the ribbon cutting ceremony for the opening of the Old Treasury Building, including remarks by Elaine
- 02/12/2026 - Elaine, Chris & Robin and other MSA staff led tours of the State House for the "Walk for Peace" volunteers accompanying the Theravāda Buddhist monks who concluded their walk in Annapolis at Lawyers' Mall
- 02/16/2026 - Elaine delivered the annual Washington's Birthday Address to the Maryland Senate, in the Old Senate Chamber, speaking about "George Washington and Black Patriots"
- 03/12/2026 - Elaine & Robin attended the ceremony honoring the bicentennial of the passage of 'the Jew Bill in the State House rotunda, including the unveiling of the reinstalled plaque honoring Delegate Thomas Kennedy

- 03/20/2026 – Chris, Robin, and additional MSA staff conducted public programming on site at the Old Treasury Building as part of Maryland Day activities across the city
- 04/21/2026 - Elaine, Chris, and Robin gave a tour of the State House to Truman Semans and Richard Thomas, Jr. to view portraits of Leonard Calvert and Governor James Thomas
- 5/16/2026 - Elaine provided a tour of the Maryland State Archives to the Society of the Ark and the Dove, focusing on Calvert family portraiture and including the Governor's Reception Room.

State Archivist's Report, Elaine Rice Bachmann

- Public Art in Maryland
 - MD250: Update on Monument to Honor Black Patriots in the Revolutionary War
- #### **Director's Report, Christopher J. Kintzel**
- Annual Inventory
 - Columns designed by Benjamin H. Latrobe [MSA SC 2994abcd-3005abcd]
 - Brief history and an explanation of the collaborative plan to restore and reinstall them inside the new Supreme Court building.

Works of Art Acquired by Curatorial Discretion

- Study portrait for Marvin Mandel's Speaker of the House of Delegates portrait (MSA SC 1545-1051) by Wilson Binebrink (1916-2001)
- Portrait bust of William Donald Schaefer (plaster with bronze paint)

Works of Art Acquired by Commission on Artistic Property Review:

-None

Curator's Report, Robin Gower

- Miller Senate Building Exhibits (2026 Legislative Session)
- Project with U.S. Capitol Visitor Center for Old Senate Chamber
- Renewal of loan of portraits of Lords Baltimore with Pratt Library

Proposed Action by the Commission: motion to affirm/approve new accession(s) into the state-owned art collection.

Upcoming Outgoing Loans:

- *Portrait of Madame J, (Young Woman in Black)* by Mary Cassatt [MSA SC 4680- 10-0010] for "Mary Cassatt: Being Independent", three venue

exhibition

- Musée d'Orsay (10/13/2026 - 01/31/2027)
 - National Portrait Gallery London (03/11/2027 -06/13/2027)
 - Museum of Fine Arts Boston (08/07/2027 -11/28/2027)
- *George Washington* by Charles Willson Peale [MSA SC 4680-10-0079]
for "Becoming Peale" at Winterthur Museum, Garden & Library
September 19, 2027 - January 09, 2028

Current Outgoing Loans:

- *Card table* owned by Charles Carroll of Carrollton [MSA SC 1454-3504]
to Historic Annapolis/William Paca House for "We Hold These Truths:
Maryland's Signers and the Declaration of Independence"
September 16, 2024 - September 17, 2027
- *Baldwin Concert Grand Piano* [MSA SC 1545-0601] to the Peabody
Institute October 11, 2024 - October 30, 2026
- Benjamin Latrobe-designed architectural column [MSA SC
1545-3002a-d], Portrait of *Leonard Calvert* [MSA SC 1545-1106], and
Portrait of *William Paca* [MSA SC 4680-10-0083] to the Maryland Center
for History and Culture
 - June 30, 2026-June 30, 2028
- 18 plaster casts of classical figures from the Peabody Art Collection to
the Maryland Institute College of Art
 - June 30, 2024-June 30, 2027
- Painting, *Christ Restoring Sight to the Blind Man* [MSA SC
4680-10-0151] to the Walters Art Museum
June 30, 2024-June 30, 2027
- 49 works of various mediums from the Peabody Art Collection to the
Peabody Institute/Johns Hopkins University - June 30, 2024-June 30,
2027
- Two manuscripts from the Peabody Art Collection to the Johns Hopkins
University/Milton S. Eisenhower Library -August 23, 2021- August 23,
2026
- A French porcelain tea service set [MSA SC 4680-40-0012-39] to the
Homewood House/Johns Hopkins University - June 30, 2024-June 30,
2027

- 7 oil paintings and one sculpture from the Peabody Art Collection to the Baltimore Museum of Art - June 30, 2024-June 30, 2027

Old Business

- None

New Business

- Traveling exhibition of the state-owned art collection to the Academy Art Museum, March -August 2028
 - Potential Transfer of Fine & Decorative works of art into the state-owned art collection from Pimlico Race Track/ MEDCO.
- **Next Meeting:** At the call of the Chairman