

# Maryland State Archives

## Annual Report Fiscal Year 2020

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

Timothy D. Baker  
State Archivist and Commissioner of Land Patents

August 2020

Maryland State Archives  
350 Rowe Boulevard · Annapolis, MD 21401  
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Hon. Larry Hogan  
Governor  
Hon. Boyd K. Rutherford  
Lt. Governor  
Timothy D. Baker  
State Archivist and  
Commissioner of Land Patents  
Matthew P. Lalumia  
Chairman, Maryland Commission  
on Artistic Property



Hall of Records Commission:  
Hon. Mary Ellen Barbera, Chair  
Ellington E. Churchill, Jr.  
Robert L. Caret, Ph.D.  
Ronald Daniels, L.L.M., J.D.  
Hon. William C. Ferguson IV  
Hon. Peter V. R. Franchot  
Peter Kanelos, Ph.D.  
Hon. Nancy K. Kopp  
Mark Letzer  
Hon. Samuel I. Rosenberg  
David Wilson, Ed.D.

August 31, 2020

The Honorable Lawrence J. Hogan, Jr.  
Governor

The Honorable William C. Ferguson IV  
Senate President

The Honorable Adrienne A. Jones  
House Speaker

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

The Maryland State Archives is pleased to submit this annual report for Fiscal Year 2020 as required by State Government Article, § 9-1007(d). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Timothy D. Baker'. The signature is written in a cursive style with a large initial 'T'.

Timothy D. Baker  
State Archivist  
and Commissioner of Land Patents

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# STATE ARCHIVES

## ANNUAL REPORT FY 2020

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### OVERVIEW



- *Hall of Records Commission Agenda, Fall 2019*
- *Hall of Records Commission Agenda, Spring 2020*
- *Commission on Artistic Property Agenda, Fall 2019*

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. In manuscript, print, and electronic formats, they include colonial and State executive, legislative, and judicial records; county court, land, and probate records; publications and reports of State, county, and municipal governments; business records; records of religious bodies; and special collections of maps, newspapers, photographs, and private papers.

### ADMINISTRATION

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

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#### *Administration*

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

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#### *Fiscal Affairs*

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

for Results, for review and presentation to the Department of Budget and Management and the General Assembly.

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*Personnel*

On October 14, 2015, the agency participated in the Statewide Human Resources—Shared Services as part of the Governor’s initiative to consolidate all small agencies’ Personnel Offices. The Unit acts as liaison between the State Archivist and the Shared Services representatives assigned to the Archives. The Unit evaluates and makes staffing recommendations and provides support to Senior Management with Human Resource transactions. The agency has successfully integrated the new payroll and timekeeping system.

Staff in Administration have been essential to the transition to telework necessitated by the COVID-19 closure of the Archives in mid-March and the immediate transition to 100% telework by all staff.

To facilitate the transition to telework, Nassir Rezvan and Teresa Fawley processed the required changes to Workday, and provided timely and detailed information to staff in order to ensure a smooth completion of payroll operations. For those staff who did not have adequate WiFi, or access to a computer, WiFi “hot spots” and laptops were acquired and distributed with the support of the Information Technology staff.



Crystal Stewart, working closely with managers across all departments, acted quickly to assemble specifications for necessary Personal Protective Equipment (PPE) and cleaning supplies in order to begin making the building safe for a return to work. Her heroic early efforts secured a plentiful supply of masks, disinfectant, and wipes at a time when these supplies were scarce. Additionally, plexi-glass barriers were purchased for all areas of the Archives where public interaction takes place including the security desk, lobby reception, and within the Search Room at the public circulation desks.

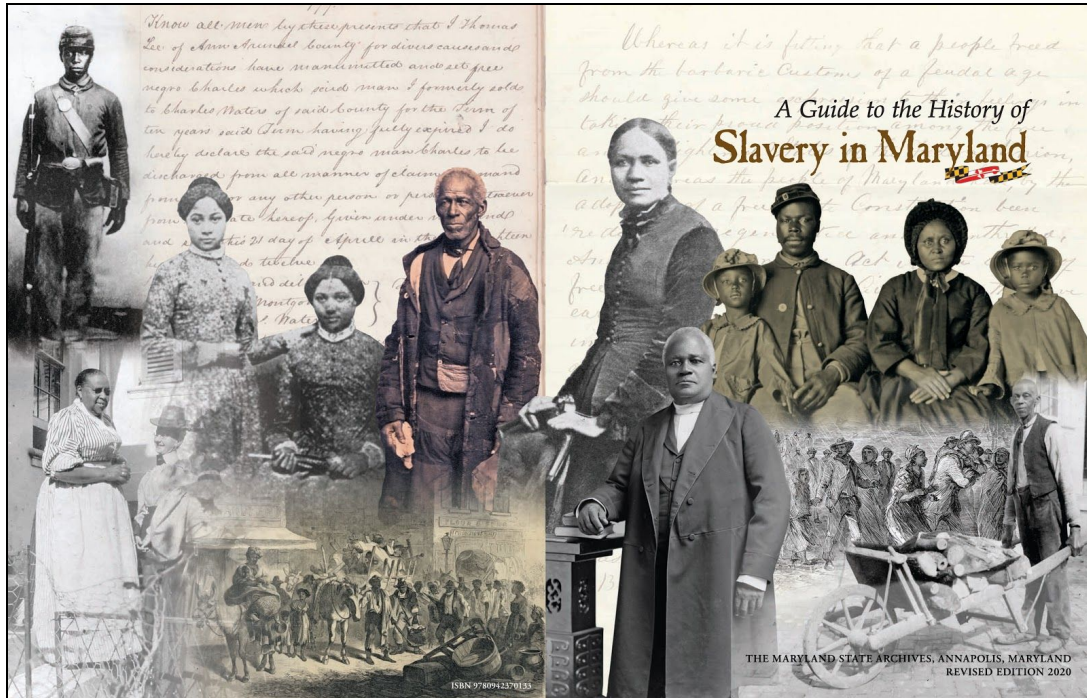
Liz Coelho has continued to monitor order fulfillment which has been conducted almost completely remotely by staff in multiple departments working from home. By coming on site to the Archives on a regular basis since early April, Ms. Coelho has provided consistent customer service by managing order fulfillment, processing mail, and helping to process orders by pulling records for scanning.

All staff members from Administration have been regularly present in the Annapolis offices throughout the telework period, ensuring that essential administrative agency functions are operating and enabling the majority of staff to work safely from home.



## PRINT PUBLICATIONS

The Archives is very proud to have released two new publications this year, both encompassing decades of collective research by staff and based largely on source material within MSA collections.



A new edition of the *Guide to the History of Slavery in Maryland*, originally published in 2007, was published in February. Expanding the scope of the original publication, staff of the Legacy of Slavery in Maryland program added text documenting more stories of Marylanders, both enslaved and free, based on recent research. Updated chapters from the partnering institutions in the original publication, Historic Sotterley and Hampton National Historic Site, are included along with a new essay from Historic St. Mary's City. Many new images have been added to this revised edition, which also includes an updated timeline of events related to slavery in Maryland and its legacy.



*The Maryland State House: 250 Years of History* is the first comprehensive guide to one of the most historic state houses in the country, and Maryland's most iconic building. Compiling many decades of research by Archives staff, principle author Mimi Calver has brought together in one volume the history of the building from its original construction in the late 18th century to the present day. This fully illustrated guidebook includes historic images from the Archives collections, as well as new photography featuring the recently restored historic chambers and exhibits as well as the vibrant working life of the building, which is the oldest state house in continuous legislative use.

Both of these new publications have been beautifully designed by Michele Danoff (Graphics by Design) who collaborated closely with Archives staff on every aspect of the publications.

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## ARTISTIC PROPERTY & PUBLIC OUTREACH

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

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

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### *Conservation / Installations*



Conservation of the portrait of *Queen Anne* (MSA SC 1545-1073) has been completed and the portrait installed in the hallway outside the Governor's Reception Room, completing the interpretation of Maryland's royal heritage in that space.

Over the summer, APC staff worked with Department of Legislative Services photographers to complete detailed photography of the *USS Maryland* silver service on display in the State House Caucus Room.

The recently-acquisitioned William Arthur Smith murals of *Lord Baltimore*, *Charles Willson Peale*, and *George Washington* were conserved, framed, and installed on the second floor of the Casper Taylor House of Delegates Office Building.

The Simmie Knox portrait of *Verda Welcome* (MSA SC 1545-2824) has been conserved and is being lent to the Banneker-Douglass Museum for the celebration of the fiftieth anniversary of the

founding of the Maryland Commission on African American History and Culture. After the conservation, the Enoch Pratt Free Library kindly created a high-resolution scan of the artwork so that a canvas print copy may be made and presented to the Banneker-Douglass museum at the conclusion of the loan. We are grateful to Senate President Emeritus Mike Miller for providing personal financial resources to make this all possible.



The portrait of retired state archivist Dr. Edward C. Papenfuse has been installed as part of the permanent exhibits in the Archives lobby. On October 24, 2019, the Friends of MSA hosted a reception for family and friends of Dr. Papenfuse to celebrate the portrait's installation. This 3D glass lenticular print, on an LED light panel, was created by London-based artist Rob Munday in 2013. It was originally unveiled at the Maryland Historical Society on June 5, 2014. Dr. Papenfuse's grandson Chauncey unveiled the portrait in Annapolis.

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#### *Initiatives of New Presiding Officers*

At the request of Senate President Bill Ferguson, Artistic Property staff coordinated the removal of the portraits of *John Walter Smith* (1845-1925) [MSA SC 1545-1123] and *Edwin Warfield* (1860-1920) [MSA SC 1545-1124] from the Senate Chamber. Both portraits are by Thomas Cromwell Corner, and were installed on the back wall of the chamber where they had been located since the completion of the annex in 1906. Smith was governor from 1900-1904 at the beginning of the construction of the annex and Warfield was governor from 1904-1908 during its completion.

The portraits were replaced by those of *Verda Welcome* (1904-1990) by Simmie Knox, 1991, [MSA SC 1545-2824] and *Thomas V. Mike Miller, Jr.* (b. 1942) by Lisa Egeli, 2002, [MSA SC 1545-3115]. These portraits were unveiled as a surprise when the Senate convened on the evening of Monday, January 13. Welcome was the first African American woman elected to a state senate in the United States. In 1969 she introduced legislation that formed the Maryland Commission on African American History and Culture. Miller is the longest-serving Senate President in the country, having held that position from 1987 to 2020. President Ferguson's initiative marks a new era and honors the contributions of these two important senators. Welcome's daughter, many members of the Miller family, and artist Lisa Egeli were in attendance that evening, and remarks were provided by State Archivist Tim Baker.

<https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/portraits.pdf>

Artistic Property staff also coordinated the inventory and removal of President Emeritus Miller's many personal prints and manuscripts from his State House office to his office in the Miller Senate Building.

As Speaker Adrienne Jones settles into her State House office and new leadership role, Artistic Property staff have assisted her staff in a number of projects. A reduced-size canvas copy of a portrait of *Frederick Douglass* by Simmie Knox, 2014 (the original of which hangs at

Government House) [MSA SC 1545-3471] was provided by the Archives for her office. Similarly, Artistic Property partnered with Imaging Services staff to enhance and print the Instagram photo “Lovie + Harriet” which captured the spontaneous gesture of four-year-old “Lovie” Duncan reaching out her hand to place it in that of Harriet Tubman as depicted in a new mural in Cambridge, Maryland by artist Michael Rosato. Jones later honored Lovie and her family on the floor of the House of Delegates Chamber.

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/tubman\\_mural.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/tubman_mural.pdf)

Artistic Property staff also took a lead role in planning other annual events hosted by the Senate and the House of Delegates. The Senate’s annual George Washington’s Birthday Celebration took place on February 17, and featured Johns Hopkins University professor Dr. Francois Furstenburg, author of *In the Name of the Father: Washington’s Legacy, Slavery, and the Making of a Nation* (2006). For the House of Delegates’ Speakers’ Society, celebrating its twenty-fifth anniversary this year, staff provided historical photos, created a poster, contributed to the program, and coordinated the production of awards for the event.

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### *Thurgood Marshall Memorial*

In February, members of the State House Trust were polled and approved the final design of Lawyers’ Mall, including the reinstallation of the Thurgood Marshall Memorial. Prior to the impact of COVID-19, the reinstallation was anticipated to occur in the late summer/fall of 2020. At this time it is unknown whether the originally anticipated target for completion in advance of the 2021 Legislative Session is still viable. Work continues on the underground infrastructure project which must be completed before the re-installation can begin.

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### Operations during *COVID-19*

The Artistic Property Commission did not hold a spring meeting and remains hopeful that circumstances may allow for a fall meeting. Staff has been teleworking since mid-March with occasional visits to the Archives, the State House, and to the Rolling Run storage facility. Despite distancing, there are a number of exciting things happening. Collaborating through telework has allowed for progress on longer-term goals of improved cataloging and research which will support creating a better web presence for the collection. Our presentation of the USS *Maryland* Silver Service will be especially improved. Last year the entire service was photographed by the Department of Legislative Services which will allow for an individual web-page for each piece.



John Hanson (1721-1783)  
Richard E. Brooks, 1905  
Bronze  
MSA SC 1545-0757



Washington County covered vegetable dish  
Samuel Kirk & Sons (1815-1979), 1906  
Sterling silver  
MSA SC 1545-0937-2

Despite budget cuts, a number of works went out for conservation with the last of the FY2020 funding. The 1905 maquettes of Charles Carroll and John Hanson that were on the rostrum of the Maryland Senate (the full-size ones are at the U.S. Capitol) have been conserved and were returned to the Senate Chamber in mid-July. The 1824 portrait of Governor Samuel Sprigg by Charles Willson Peale, and its frame, are also out for conservation.

A 19th-century painting by Andrew John Henry Way, *Apples*, is being conserved. The New York gilding firm Eli Wilner & Company offered a museum frame conservation grant. The frame for this painting is quite elaborate and in terrible condition. The Archives applied for the grant and learned that although the frame was not selected for the full grant they were willing to conserve the frame at a significantly discounted cost through their museum assistance program.



*Apples*  
Andrew John Henry Way (1826-1888), ca. 1875  
Oil on canvas  
MSA SC 4680-10-0103

Another exciting initiative that is underway as this fiscal year ends is planning for a new commissioned portrait of Thurgood Marshall, who is only represented in the state's collection through sculpture. The idea for the portrait came from Senator William Smith, Jr., who has been named as the first African American Chair of the Senate Judiciary Committee. To commemorate the 50th anniversary of the committee, Senator Smith is partnering with the Archives to explore the possibility of commissioning a portrait of Marshall to hang outside the committee hearing room in the Miller Building. Staff of the Study of the Legacy of Slavery program are working with Artistic Property to reach out to potential artists and we hope to be moving forward on this project soon.

Deputy Archivist Elaine Rice Bachmann has continued to work with First Lady Yumi Hogan to monitor progress on her official portrait as well as that of Governor Hogan. Both will be completed by the end of this year, and there are tentative plans to unveil them in Spring 2021. We are reaching out to Governor O'Malley and Judge O'Malley, now that both of their portraits are completed, to encourage them that they be transferred to state ownership as soon as possible so that they can be installed prior to the Hogans', to maintain the traditional chronological display. We are offering Archives support for any potential unveiling event the O'Malley's may wish to have when gatherings are again permissible.

In her role as secretary of the State House Trust, Ms. Rice Bachmann administered the removal of the Civil War Centennial Commission plaque (1964) from the rotunda of the State House. This plaque, not a part of the inventory of Artistic Property, will be stored at the Archives as part of a collection of bronze plaques previously installed in state buildings.

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## SPECIAL COLLECTIONS AND CONSERVATION

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

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

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

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

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

In FY2020 Special Collections focused on supporting local community organizations. Staff offered training and support for local history groups wanting to better catalog their collections or who wanted to ensure that their citizen-archivists, librarians, or volunteers had a basic knowledge of how to capture important information about the objects, photographs, or records found in their holdings.

Archivists worked with Corey Lewis, MSA Senior Director of Records and Access, to assist donor Vincent Leggett as he began to sort through more than 25 years of artifacts, documents, photographs, and oral histories associated with coastal communities. His project, Blacks of the Chesapeake, seeks to document African American workers in the maritime and seafood processing industries. MSA special collections and conservation staff worked with Mr. Leggett and Mr. Lewis to train student interns in the basics of collection processing. MSA archivists refined the metadata and offered advice to Mr. Leggett on grant opportunities that could support his work. Staff also assisted with cataloging and post-processing digitized VHS recordings belonging to the Blacks of the Chesapeake Collection, preserving the original recordings captured in digital formats with the assistance of a video digitization unit at Johns Hopkins University. In the next fiscal year, the Blacks of the Chesapeake inventory will be made available to the public, with digital images of select photographs available for viewing from MSA catalogue entries.

While the COVID-19 pandemic put many plans for processing and making new collections available to the general public on hold, Special Collections archivists were able to meet via teleconference with members of the East Baltimore Historical Library and LINKS community group, both nonprofit organizations seeking to document and preserve the history of their local communities. Through these efforts, and with a recording made of our presentation, the Special Collections team seeks to offer virtual training and consultation to more groups using web-based communication and video recordings in the next fiscal year.

Work continued during the pandemic with colleagues in Digital Acquisition, Publication and Processing (DAAP) to provide digital images to organizations or individuals seeking to publish images or create exhibitions, and Special Collections staff supported MSA's essential order fulfillment mission. Staff also focused on using social media to publish educational content and to highlight collections of interest to teachers and students engaged in online learning. During this time, Special Collections staff also worked with Information Technology staff to add improvements to the Guide to Special Collections and to prepare a number of recently digitized collections for release via the agency's website and finding aids.

As Special Collections archivists look ahead to FY2021, an important goal is to mentor graduate students working remotely with staff on several on-going departmental projects. Students in need of a field study requirement to fulfill academic credentials will gain practical work experiences. During the pandemic, students have struggled to find placements in online field studies because so few repositories can offer any remote opportunities.

In the summer of 2020, Special Collections staff mentored two Masters' students from the iSchool at University of Maryland College Park and Indiana University Purdue at Indianapolis, as well as a recent Smith College graduate in political science and archival studies. The intern projects enable staff to focus deeply on important initiatives while the students are building new skills and learning how to work in online teams. One student is reviewing the public interface of the Guide to Maryland Newspapers and will be consulting with MSA archivists, database specialists, and web developers to develop a set of requirements for enhancing the patron experience and streamlining access to newspaper digital content. Another student with a background in public librarianship and education is working with Maria Day and Dr. Robert Schoeberlein to create an educational website about the Maryland Battle Flag Collection (MSA SC 1560) and its history from the nineteenth and twentieth centuries. Our Smith College graduate is aiding an interdepartmental team directed by Special Collections to compile colonial-era references to native Marylanders in the Archives of Maryland Online as we continue to assist diverse communities to easily access records relating to their history and culture. Additional prospective interns are being interviewed for the fall semester, and three to four new interns will be working on collections projects beginning in September.

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### *Conservation & Preservation*

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

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



Conservation staff spent the first two-thirds of FY2020 engaged in support of major collections care projects. Staff regularly review in-coming transfers and donations for their preservation condition prior to their acceptance into MSA holdings or immediately upon receipt. Condition oversight by conservators is critical to the overall stewardship of records and the state's artifacts. Archives staff have been improving the state of MSA's map and oversized record room by working with archivists in Appraisal and Special Collections, with support from Constituent Services, Reference and Research, and Digital Acquisition departments. As the physical condition and storage of our oversized plats, survey drawings, court exhibits, and architectural drawings are assessed, efforts are taken to improve housing for heavy and unusually oversized materials, while ensuring that any inherent condition issues, such as previous water damage, folds, or creases, are not reactivated by the way the records are housed and stored.



Conservators also completed an 18-month project to assist Special Collections archivists in the movement of 114 artifacts in the Maryland Battle Flag Collection to the Rolling Run warehouse facility, where the flags were placed in state-of-the-art textile storage units. On February 7, 2020 Artistic Properties Associate Curator Chris Kintzel and contractors with Bonsai Fine Arts assisted with the completion of the relocation project. Art handlers moved the two widest flags -- the Old Defenders

Association National Flag and the Confederate Garrison Flag -- into their new location, where they will be mounted onto textile rolls designed for rugs and other oversized textiles. Conservators then documented the current state of preservation with comprehensive measurements and close-up photographs.

Conservation activities were drawn to a halt by the telework required by the Executive Order at the start of the pandemic in Maryland in March 2020. Conservators' work was redirected toward other initiatives in which their talents could best be used in the telework environment. One conservator focused on promoting best practices of preservation and care of records with the help of MSA's social media team. Photographs and narrative from our paper conservator provided information to the public on how to preserve family treasures.

Additionally, our book conservator was re-trained to work from home as a special collections archivist. With training provided by staff archivists, she cataloged a large collection of digitized postcards whose physical rehousing she had just overseen. She then trained to catalogue born-digital images and has improved description of several digitized photographic collections. Her work will enable several important special collections, including *The A. B. Koger Collection* of the Banneker Douglass Museum (MSA SC 5774), to be made publicly available much sooner than was originally forecast.

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### *Conservation Laboratory*

The Conservation Laboratory preserves the physical integrity of archives material in many forms, including manuscript papers and record books, microfilm, microfiche, photographs,

published books, government publications, maps, and newspapers. The Lab monitors environmental conditions in temperature and humidity controlled storage areas and warehouses. When appropriate, conservation measures are used, including de-acidification and chelating, repair and restoration, polyester encapsulation, phased and other enclosures, and book conservation.

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### *Preservation Outreach*

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

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## RECORDS AND ACCESS

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

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

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## APPRAISAL & DESCRIPTION

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

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

The Appraisal and Description Department also provides records management guidance to Maryland public officials. As reported in the FY2019 Annual Report, the Archives and the Records Management Division developed a four-hour course designed to provide Records Officers with an overview of their records management responsibilities, particularly in the areas of inventorying, scheduling, transferring, and destroying records. Following up on our successful first session in FY2019 in Baltimore, in FY2020 we held three additional sessions for locations in eastern, southern, and western Maryland. These first four sessions trained 128 participants from

State, county, and municipal agencies and represented the executive, legislative, and judicial branches.

After our first four sessions, the Archives and the Records Management Division revised the curriculum based on participant feedback. The course was also streamlined into a three-hour session. The three-hour version of the course was given once before the rest of the scheduled sessions were cancelled due to the pandemic. For FY2021, the Archives and the Records Management Division of the Department of General Services are working to create online training to allow for remote viewing of both live and pre-recorded training content.

The pandemic has required additional adjustments to the work of the Appraisal and Description Department. Staff resources have been redirected to respond to patron inquiries and fulfill record copy orders to ensure continued service to the public despite limited on-site availability. Department staff have also invested time in updating the Archives' social media platforms to keep the public informed during a time of rapidly changing conditions. Additionally, procedures have been revised for capturing website content in order to preserve historic data related to current events. Procedures for retention schedule creation and records transfers have also been revised to encourage social distancing.

In FY2020, the Appraisal and Description Department improved access to vital records in Maryland through an Archives-wide staff collaboration with volunteers and the crowd-sourcing platform FromthePage (<https://fromthepage.com/>). Projects on FromThePage rely on volunteers to transcribe displayed documents using a simple interface. Thanks to this transcription effort, the Archives now has a searchable index for marriage certificates from 1978 and 1979, with additional years currently undergoing transcription. Previously, no indexing existed for those years, requiring a time-consuming manual search to locate each certificate. This is a great assistance in filling orders for marriage certificate copies, which are needed to acquire many important documents and government benefits.

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#### *Records Retention & Disposition Schedules*

The Department helps government agencies manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that are no longer needed for daily work or to destroy records that have no further use. In Maryland, no government record may be destroyed without the approval of the State Archivist. The Department advises agencies on the creation of records retention and disposition schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2020, the State Archivist approved 53 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of records that have met their retention requirements and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable

records retention and disposition schedules in order to alert agencies to any unauthorized destruction. During FY2020, the State Archivist received 392 records disposal certificates.

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### *Records Transfer & Space Management*

During FY2020, the Archives took on permanent government record transfers of 136 record series from 45 government agencies, representing the following volume of records:

794 books  
1,028 boxes  
5,987 maps/plats

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## 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 refills records returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records found on [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). During FY2020, Help Desk staff enrolled 41,881 new subscribers to [mdlandrec.net](http://mdlandrec.net). Staff also fielded 885 inquiries from the public relating to [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). Additionally, they fielded 9,765 other inquiries relating to Archives records or services. Staff from this office processed 4,399 individual file requests from State and local agencies and refilled 5,745 files returned by agencies in their assigned locations within the Archives. For the public, Constituent and Interagency Services staff provided copies of 9,314 files. These ranged from single-page birth, death, and marriage records, to multi-page civil,

equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

Department staff also processed 871 Expungement Orders and conducted 1,307 criminal background checks for various federal, state, and local law enforcement agencies.

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## DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

Digital Acquisition, Processing and Publication originated as Appraisal and Preservation. When appraisal functions were assigned to Appraisal and Description, Acquisition and Preservation Services formed in May 1999. It 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.

FY2020 was a productive year for the department. As part of an ongoing, prioritized effort to digitize the Archives' microfilm holdings, department staff scanned and made accessible 2,865,174 images from microfilm. In addition, staff added another 1,474,263 images derived from paper records. Images of 108,387 series units, drawn from a wide range of records series, were also inspected, processed, and uploaded to the Archives' electronic holdings.

In addition to digitizing its own collections, the department is instrumental in securing permanently valuable digital records created by other government agencies. Chief among these are the land records received from the County Circuit Courts and the photographs generated by the Governor's office. In FY2020, staff inspected, processed, and placed online 12,202 digital land record volumes. Thousands of photographs taken by the Governor's photographers at 545 separate events were cataloged, processed, and made available online. In addition, images of 4,985 subdivision and condominium plats were cataloged and uploaded to plats.net.

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## GOVERNMENT INFORMATION SERVICES

Organized within the State Archives in 1986, Government Information Services assists Marylanders and their agencies of government with current and historical government information, which is continuously updated and revised. Through its internet publication, 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*, Government Reports and Publications, and the Library of the State Archives. Monitoring many sources and conducting research in the public records, government publications, reports, and published materials of Maryland, the department offers a unique asset to Maryland citizens, government officials, and students of Maryland history and government.

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

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

### *Maryland Manual On-Line*

The *Maryland Manual On-Line* is a continuously updated guide to Maryland government. It presents an overview of the organizational structure and personnel of the executive, legislative, and judicial branches of Maryland State and county governments and describes the executive and legislative branches of Maryland municipal governments. Further, the *Manual* shows agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of government agencies. Biographies of government officials appear in the *Maryland Manual On-Line*. These include State legislators, Constitutional officers, members of the Governor's staff, department secretaries, judges, university presidents, Maryland's Congressional delegation, federal judges, and certain other federal officials of Maryland. Biographies of local elected government officials, including county executives, county council members, county commissioners, state's attorneys, sheriffs, circuit court clerks, orphans' court judges, and registers of wills appear as well. Moreover, the Manual gives additional information on local government (county and municipal), intercounty, interagency, and interstate and federal agencies. The Manual also contains the State budget, the Constitution of Maryland, election returns (State and county), and historical lists of local officials. The "Maryland at a Glance" section highlights many Maryland subjects, such as State symbols, Maryland historical chronology (State and county), and Maryland government.

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.

In FY2020, staff for the *Maryland Manual On-Line* has teleworked since March 13, 2020. Often, the intricacy of the work has made it more arduous to work solely in electronic format, but the strength and endurance of Maryland citizens during these difficult times inspires us to give them our best.

Throughout FY2020, the *Maryland Manual* staff has continued to maintain contact with sources for changes in government structure and personnel, compiling the information needed to help Maryland citizens understand the form of government that they and we create and refashion each day. Sections on "Maryland at a Glance" and "Municipalities" were reviewed, updated, and links throughout the Manual were checked, changes in the text keyboarded, and the graphics database maintained. In October 2019, Associate Editor Pat Anderson, new to our staff, was assigned to keep the "Counties" section updated. In addition, our Librarian has sought out electronic government reports and publications to secure, preserve, and make them accessible through the *Maryland Manual On-Line*.

Correction, updates, and additions can be submitted to [mdmanual@mdarchives.state.md.us](mailto:mdmanual@mdarchives.state.md.us).

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

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

### *Government Publications & Reports*

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

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

### *Library*

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

The new system for managing electronic library material to meet security requirements became fully operational in FY2019. With this upgrade, newly acquired library books, dissertations, and other electronic publications will be available from the online Library catalog.

In FY2020, two major donations of library material were received from Maryland historians Burt Kummerow and posthumously from Willard Mumford. These books and pamphlets were cataloged and assigned to the library at the Archives' Rolling Run facility, bringing the total number of acquisitions for the Rolling Run Library to over 1,000 items. These donations provided many standard publications about Maryland history and culture and also books that are examples of beautiful 19th-century bindings.

To contribute to our knowledge of State Archives' Library material both modern and vintage, several volumes of the *History of the Book in America* series were purchased. Also discussed in that series are newspapers, an important holding at the State Archives.

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## INFORMATION SYSTEMS MANAGEMENT

Information Systems Management began in 1989 as Computer Services and reorganized under its current name in 1997. This department oversees Electronic Archives, Information Technology Development, and Information Technology Support for the State Archives and provides software applications and tools to assist the Archives in achieving its goals. Moreover, the office helps other State agencies design and support their own network and web services.

### *Electronic Archives*

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

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

### *Achievements*

In FY2020, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts in making Maryland's land records available online. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited, and transferred daily to the Archives' in-house production servers. Application, database, and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions, and other threats to data integrity. Enhancements during FY2020 include the improvement of the internal tracking and reporting of images received from the Courts. These upgrades allow the staff to better anticipate problems and contact the Courts to resolve any issues before they become critical. In addition to these ongoing efforts, Information Systems Management in coordination with Judicial Information Systems deployed a new data transfer system to add new and updated records from the Courts to the MDLandRec system that bypassed the JIS Mainframe, which was due for retirement.

The Archives' main website was converted successfully from <http://msa.maryland.gov> to <https://msa.maryland.gov>, thus ensuring all communication between a user's browser and the Archives' website is encrypted. HyperText Transfer Protocol Secure (https) is the secure version of http, which is the protocol over which data is sent between a user's browser and the website to which the user is connected.

IT staff completed the development of an eCommerce system that allows the ordering and payment processing of 23 different types of government records: Birth Certificates, Child Custody Documents, Criminal Dispositions or Dockets, Death Certificates, Digital Copies of Microfilm, Divorce Decrees, Legal Cases, Marriage Records, Name Change Decrees, Newspaper Articles, Separation Agreements, Special Collections Items, Religious Records, Probate Records, Property Tax Assessments, Naturalizations, National Guard Service Records, Chancery Court Records, Early Military Records, Certificates of Survey/Land Patents, Census Returns, Deeds/Land Records and others. The Friends of the Maryland State Archives' donation website received an upgrade to use Authorize.Net to process credit cards.

IT staff continued to enhance our in-house developed *Pageviewer* application, available in the Search Room, by upgrading it to be available to the public. Part of this upgrade included using open source software to replace existing software that dramatically improved performance while



also lowering the total cost of ownership of the program. This application allows any user to view the Archives' image collections within a web browser no matter in what format the image was saved.

With the Archives' Rolling Run data center becoming fully operational in FY2018, efforts by the IT staff during FY2020 continued with the completion of the virtualization of all database servers. This critical step upgrades the configuration of the Archives' connection with the Rolling Run data center facility from an active to stand-by environment to an active to active environment. This improves the reliability and security of the IT operations.

Working with the Maryland Lynching Truth and Reconciliation Commission, IT staff created the Maryland Lynching Truth and Reconciliation Commission Website, which includes a pair of Google Forms for uploads and a Contact Form to receive questions or comments from visitors of the site.

FY2020 also saw an enormous amount of dedication by the entire IT staff to support the Archives' staff as they teleworked from home during the COVID-19 pandemic. Coordination included configuring new laptops, training users on accessing VPN and remote connections, reconfiguring existing workstations to allow for remote access from home, and streamlining procedures. Also included in these efforts was extensive planning for the re-opening of the Archives to patrons and meeting on-site safety needs to allow staff to interact with patrons.

Finally in FY2020, significant clean-up work was done on existing equipment including eliminating Windows XP O/S on all workstations, eliminating Windows 2003 O/S on all servers and completing the process of migrating servers from a "real" server environment, where each server resides on a physical box, to a virtualization of the services. This improves the reliability, management, and security of the servers the agency oversees. Also included in this process is the ongoing effort to eliminate all legacy hardware and software residing in the agency.

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## RESEARCH, EDUCATION, OUTREACH, & REFERENCE SERVICES

The basic research functions of Research, Outreach, and Reference Services began with the research needed to compile the *Directory of Maryland Legislators, 1635-1789*, issued by the Hall of Records Commission in 1974, and continued with the Legislative History Project's work leading to *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, sponsored by the Hall of Records Commission (vol. 1, 1979; vol. 2, 1985). Biographical research at the State Archives continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, it re-formed as Research and Student Outreach in 2005.

In October 2015, Research was placed under the Deputy State Archivist. It reorganized as Research, Education, and Outreach in July 2016, and as Research, Education, Outreach, and Reference Services in August 2018.

Using original documentary sources, Research, Education, Outreach, and Reference Services works to interpret, preserve, and improve access to Maryland history through publication, education, and outreach. The department is committed to sharing its collections, resources and professional knowledge with the community at large. Its goal is to ensure that both long-term

and new users are aware of and appreciate the treasures within the State Archives' holdings, as well as find the Archives staff knowledgeable and approachable. The overriding goal is to make the Archives accessible for everyone through timely, courteous customer service and community-based educational outreach designed to teach stakeholders how to most efficiently use our collections.

### *Finding the Maryland 400*

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

In partnership with the Maryland Society of the Sons of the American Revolution, Research, Education, Outreach, and Reference Services identifies and explores 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. A print publication planned for release in 2021 is in the development stages.

### *Educational and Student Outreach*

Educational and Student Outreach began as Educational Outreach and reformed by its current name in July 2016.

In the classroom, Educational and Student Outreach provides outreach and learning opportunities for all communities of students, from middle school to graduate level. Educational partnerships and co-teaching collaborations were conducted with the University of Maryland College Park, St. Mary's College, the United States Naval Academy, Stevenson University, St. John's College, Washington College, University of Baltimore, and Johns Hopkins University. It also oversees continuous research support for the *Archives of Maryland Online* series, the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution, the *Maryland Lynching Truth and Reconciliation Commission* and *Documents for the Classroom* resources. In addition, the program manages and coordinates the student internship program during both the summer and throughout the academic year.

With the COVID-19 pandemic, a particular focus was placed on promotion of online resources and opportunities for students and teachers distance learning at home. Staff was able to quickly convert the summer internship program to a virtual experience to allow for continued educational mentoring of young professionals interested in the field.

### *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 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).

#### *Legacy of Slavery in Maryland*

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

Throughout FY2020, the Legacy of Slavery team has been working closely with the Maryland Lynching Truth and Reconciliation Commission as authorized by the General Assembly (Chapter 41, Acts of 2019), providing research, records management, staffing support, and online services. In addition, Legacy of Slavery program staff also authored and published a new edition of the *Guide to the History of Slavery in Maryland* in February 2020, which included updated text and new images. Staff members also served as consultants in close collaboration with the Artistic Properties team on the creation and installation of the statues of Harriet Tubman and Frederick Douglass in the Maryland State House. The installation culminated with both a joint session of the General Assembly and a day-long, public celebration open house.

#### *Reference Services*

Reference Services began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College in 1935. The Department reformed in May 2007 as Reference and Records Services and became Reference Services again in 2009. It was placed under the Deputy State Archivist in October 2015 and joined Research, Education, Outreach, and Reference Services in August 2018.

Records are made accessible to the public and government agencies through the Search Room, by mail or telephone, and through electronic media. Reference Services oversees the

Search Room and is responsible for the Mail Program, Publication Rights, and Records Services.

In FY2020, the Archives continued to work with an increase in customers seeking records for legal purposes, including those needed to fulfill the Real ID requirements of the Motor Vehicle Administration for license renewal. Staff remained focused on updating collection finding aids online and, after launching birth, death and marriage record guides, also worked on updating user tips for finding probate, land, and court records. In addition, these written webpages were enhanced with video tutorials showing how to navigate both indexes and the records themselves. With the COVID-19 pandemic, Reference Services at the Archives did not close, but rather shifted resources primarily to remote customer assistance. All staff refocused their efforts on customer service by phone, online, email, and mail. A rotating team of staff members provided on-site support to continue necessary hands-on digitization, certification, mail processing, and research in unscanned materials in order to fulfill all customer requests.

#### *Public Search Room*

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 catalogues of the Archives' holdings) are accessible through the State Archives website. Due to COVID-19, direct public access to the Search Room was closed mid-March through the remainder of the fiscal year. However, customer service for those patrons still needing access to records was handled online and via email, mail, and phone. Concurrently, staff developed a plan which was launched at the beginning of FY2021 to accommodate a limited number of patrons in our public search room by appointment.

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## BALTIMORE CITY ARCHIVES

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

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

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

Under subsequent memorandums of understanding with the City, the State Archives has continued to support the administration of the City Archives. A consolidated agreement took

effect on June 30, 2013, extending the State Archives' presence there until July 1, 2018. An extension was negotiated in May of 2018, which continues the current administration arrangement until June 30, 2023.

#### *COVID-19 Closure*

The Archives closed its doors to the general public in mid-March. Staff began to telework at that time. Order and reference inquiries continue to be fielded and fulfilled remotely. An employee is present at the facility on a weekly basis to accommodate file requests and perform other duties, however, records management functions such as record transfers are currently suspended.

#### *Records Management*

FY 2020 witnessed on-going outreach efforts through departmental or record site visits. Meetings or appraisal visits took place with the following departments: Law Department, Labor and Licensing Commission, the Baltimore Parking Authority, Department of Finance, Liquor Board, and the Office of the Mayor. In addition, the City Archives received 1,111 cubic feet of record material from various entities, the bulk being from Health Department sub-units (i.e., Maternal and Infant Care, HIV and STD clinics, Aging and Care, City school student health records, etc.) and the Housing Authority.

#### *Historical Collections*

Processing initiatives focused on papers from the Office of the Mayor dating from 1885-1900 [BRG9, series 3 and 4]. At present, 3.50 linear feet of material has been described to the item level in the online *Guide to Government Records*.

#### *Outreach*

We continued to welcome students from local institutions and elsewhere to the City Archives to use the collections. However, plans to host class meetings and to provide tours to the attendees of a history conference planned for Baltimore were canceled due to the general COVID-19 closures and other restrictions.

Staff, either in-person or virtually, interacted with the greater community during this past year. In August, Rob Schoeberlein gave a presentation on the activities of Baltimore's Civil War-era women. He also served as a judge team captain for the virtual Maryland History Day held in May. He is also on the planning committee for the 2020 Baltimore Unconference, to be held by video conferencing later this year.

In April 2109, the City Archives became the home of the Laurel Cemetery Project. The project still continues to compile a comprehensive list of the burials that took place at the now defunct Laurel Cemetery. Up to twelve volunteers, many connected with the Baltimore African American Historical and Genealogical Society (BAAHGS), visit the Archives weekly to compile burial data derived from digitized death certificates in the State Archives' holdings. The work was suspended in mid-March due to the COVID-19 closure.

We continue to publicize our holdings and build public support for our efforts through the use of social media. We feature images and ephemera from the City Archives holdings on the City Archives' Facebook page.

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# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**November 14, 2019 12:00 noon**

**Electronic Classroom, Maryland State Archives**

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### ***Agenda***

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment

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## Maryland State Archives Hall of Records Commission Meeting

November 14, 2019 12:00 noon

Electronic Classroom, Maryland State Archives

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

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

Attendees:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_attendees\\_fall\\_meeting2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_attendees_fall_meeting2019.pdf)

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

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

Hall of Records Commission Meeting Minutes, May 11, 2019:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_minutes\\_spring\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_minutes_spring_2019.pdf)

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

**July 15:** Tim Baker, Rob Schoeberlein and Archives' staff hosted a Forum of representatives of Maryland history and culture-focused organizations at the Rolling Run facility.

**July 17:** The Archives hosted a Lunch and Learn program on *Colonial Law Enforcement*, presented by Alan Hafner, Howard County Police Department Historian.

**August 28:** The Archives hosted a Lunch and Learn program, with Dr. Rob Schoeberlein providing a presentation on *Baltimore Women and Benevolence during the Civil War Era*.

**September 7:** Elaine Rice Bachmann, Chris Haley, and Maya Davis attended the unveiling of a historic marker commemorating lynchings which occurred in Anne Arundel County.

**October 5:** The Maryland's Four Centuries Project hosted a presentation by Dr. Herbert Brewer of Morgan State University on *The Margaret: The Story of an 18th Century Slave Ship's Journey From West Africa to Maryland*.

**October 19:** The Maryland's Four Centuries Project hosted a program on *French Revolutionary Terror and Violence in Maryland 1793-1795*, presented by Dr. Matthew Hale.

**November 9:** Owen Lourie gave the Veterans Day commemoration address at the Linthicum Veterans Memorial. He spoke on the role of some of Maryland's first veterans, the Maryland 400, whose contributions in 1776 and beyond helped build the Maryland Line into one of the Continental Army's best units.

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

## **Records Retention & Disposal**

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_schedules\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_schedules_fall_2019.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_disposal\\_s\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_disposal_s_fall_2019.pdf)

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

## **State Archivist's Report**

### **Departure of Kevin Swanson - Senior Director - Records and Access**

After 35 years of loyal service to the Maryland State Archives, Kevin Swanson will be retiring at the end of this year. On a personal level, I cannot convey the impact Kevin has had on this agency. From the smallest bit of advice offered to successfully managing some of the biggest projects undertaken in the history of the agency, he has proved himself able, competent, resourceful, and reliable. We will miss him greatly.

I have asked Corey Lewis to assume management responsibilities over Constituent and Interagency Services. This will allow important aspects of our customer services relating to records access services to benefit from Corey's good management skills and collaborative style while continuing under the management umbrella of the Deputy State Archivist. Kathryn Baringer and the Appraisal team will be moved to be directly under the State Archivist. I am hoping that we can continue to make progress in working with state and local government agencies to improve our records management programs throughout the state, and I am looking forward to continuing our efforts at training and collection development.

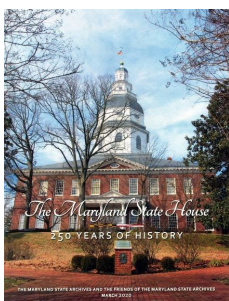
Next, our ability to better serve our patrons has been improved through the systematic digitization and indexing of key series. I want to continue that effort. I have asked James Watson to be the Director of Digital Acquisition, Processing and Publication. Corey will continue to be the senior manager of the department in his new role. James brings excellent project management skills and, like Corey, possesses a strong collaborative spirit. Having a talented member of the Appraisal team working on our efforts to digitize our records will help take these efforts to a new level.

There are two more personnel changes that I would like to note. Maya Davis assumed new and important duties over this past year - - the most notable of which was becoming our legislative officer. She did a great job for us this past Legislative Session and I am looking forward to her continuing in that capacity.

Dale King has come to be recognized as Sheila Simms' deputy in Constituent and Interagency Services and it is time we acknowledge this by formally naming him Sheila's deputy and placing management responsibilities for other members of that team under him.

## **New Initiatives**

### ***The Maryland State House: 250 Years of History, to be published in early 2020***



To commemorate the 250th anniversary of the passage of the act to provide funding for a new state house, the Archives will publish a fully illustrated guide to the history of this National Historic Landmark. Compiling decades of research, this book will include the newly restored historic chambers and the exhibits added as part of the Visitor Experience Master Plan. Beautifully illustrated with historic and contemporary photographs, this guide will engage readers in understanding and appreciating both the events that have taken place in the State House and its architectural importance. Written by Mimi Calver.

### ***A Guide to the History of Slavery in Maryland, New Edition (February 2020)***

The staff of the Legacy of Slavery program has taken the opportunity of the upcoming 2020 unveilings of the Douglass and Tubman statues to update and print a second edition of our *Guide to the History of Slavery in Maryland*. No hard copies remain from the original 2008 run of 10,000, and much new research and interpretation has occurred in the last ten years that merits inclusion. The new edition includes new material from Hampton, Sotterley, and Historic St. Mary's City, the three Maryland historic sites with interpreted, extant slave cabins. We expect to have this new edition in hand in February 2020, in time for the unveiling ceremonies and Black History Month activities. To see an electronic copy of the first edition, please see: [https://msa.maryland.gov/msa/intromsa/pdf/slavery\\_pamphlet.pdf](https://msa.maryland.gov/msa/intromsa/pdf/slavery_pamphlet.pdf)

### ***Finding the Maryland 400***

Project staff have completed research on all of the "Maryland 400" soldiers, and biographies of all 872 soldiers are available on the project's website. The focus now is on bringing all of this work together into a print publication, combining the biographies with all of the other research compiled over the years. The book examines Maryland's Revolutionary War soldiers, before,

during, and after the war, with the goal of being the definitive source on the Maryland Line, telling the story of Maryland's soldiers through the lives of the Maryland 400.

### **The Commission on Artistic Property's Traveling Exhibition**

The State's art collection is full of treasures, and the stories of their creation, acquisition, or donation span centuries. From masterpieces of American art commissioned by the Maryland General Assembly (before the state was even a state) to contemporary art donated by the artist, from celebratory silver to functional furnishings, the collection belongs to the citizens of Maryland. This traveling exhibition - to be shown in four regions of the state: Western Maryland, Central Maryland, Southern Maryland, and the Eastern Shore - brings together diverse highlights from the collection that is overseen by the Maryland State Archives. The majority of the collection is usually on display in the historic Maryland State House, Government House (the Governor's Mansion), and within the Annapolis Legislative and Judicial complex. Other items are lent to and displayed in art museums, historical societies, and historic house museums across the state. Here, in *Treasures of State*, thirty to forty highlights are carefully chosen to tell the story of the collection.

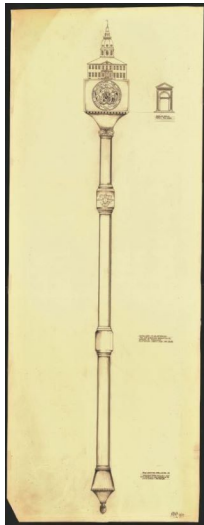
The exhibition is planned in celebration of the 50th Anniversary of the Commission on Artistic Property, which was formed in 1969 expressly to oversee and care for the state-owned art collection. Each venue will host the exhibition for three months and the curatorial staff of the Commission will be available for the host site's opening and for related public programming and interpretation throughout the run of the exhibition. An accompanying publication further exploring the breadth and depth of the collection is anticipated - one hundred copies will be provided to the host site which may be given out at the opening or sold in the museum shop.



### **Search Room Improvements**

The Archives is exploring the acquisition of new, more versatile tables for patron use in the Search Room. The current carrel-type tables are clearly showing their age. Their design also did not anticipate patrons' reliance on laptop computers for note taking and research, and the work surfaces are too small for our many larger volumes. The raised sides of each carrel also present a security issue as they effectively conceal the actions of those who might seek to damage or steal our irreplaceable records.

## A Legacy Mace for the Maryland Senate



Staff of the Archives are working with a local silversmith to design and fabricate a ceremonial mace for use in the Maryland State Senate. The mace is a symbol of authority and legislative independence. The “Speaker’s Mace,” used to mark the start of the legislative session in Maryland’s House of Delegates Chamber, has been in use for over 300 years. Next to the British version in Parliament, it is one of the oldest such symbols in continuous legislative use in the world.

The artisan we are working with is Henry Powell Hopkins, III - a second generation silversmith with compelling ties to Maryland and to the State House. His grandfather helped design the State House annex and was also the supervising architect responsible for the 1939 remodeling of the State Office Building in Annapolis, now known as the James Senate Office Building, and the restoration of the Old Treasury Building (1950).

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None of the above new initiatives are fully funded with General Fund support. Instead, they will be undertaken by combining funds from a variety of sources including grants, private fundraising, donations to our 501(c)3 organization The Friends of the Maryland State Archives, and through the support of the Archives Endowment. The Archives is grateful to organizations which have already pledged support, including:

- ❖ Four Rivers: The Heritage Area of Annapolis, London Town and South County, and The Sons of the American Revolution

***Proposed Action by the Commission: resolution of appreciation for Kevin Swanson’s service to the Archives; congratulations to Corey, James, Maya, and Dale and an endorsement of the new initiatives.***

### ***Presentation of Governor’s Citation***

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_chronology\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_chronology_fall_2019.pdf)

### **MSA’s Forum for History and Culture Organizations**

Every five to ten years, the Maryland State Archives conducts an “environmental scan” of organizations known to collect and house records, artifacts, and artistic property in public and private institutions. The goal of this survey and subsequent meetings is to advance our collective capacity to preserve heritage resources for the benefit of present and future generations. With the support and encouragement of the National Archives, the Archives surveyed over 500 institutions and hosted two separate forums this Summer and Fall.

What we hoped to accomplish:

- Condition Survey of Collections
- Assess the needs of our Community and Constituent Users
- Discuss collections in need of attention / identify collections in danger of being lost because of current conditions or conditions relative to the storage environment
- Promote digitization and crowd-sourced indexing development as well as strategize on data preservation
- Foster greater understanding of the National Historical Publications and Records Commission and invigorate our local board
- Promote grant opportunities for our partners

One significant outcome: the reestablishment of the Maryland History and Culture Collaborative, an informal gathering of professionals throughout Maryland whose job responsibilities include the acquisition, preservation, and management of collections related to Maryland history and culture.

Special thanks to our collaborators:

- ❖ Michelle Gallinger, formerly of the Library of Congress,
- ❖ Burt Kummerow, Founder of the Maryland's Four Centuries Project,
- ❖ Doug McElrath, Director of Special Collections, University of Maryland College Park.

Another important outcome we hope to achieve is engaging this larger community in other opportunities to explore our history in the years leading up to the Anniversary of the founding of Maryland in 2034.

### **Blacks of the Chesapeake Collection**

The Archives partnered this year with Vince Leggett to preserve a Local Legacy Collection, "Blacks of the Chesapeake."

In 1994, Blacks of the Chesapeake began to document African-Americans who worked or continue to work in the maritime and seafood processing industries in the Chesapeake Bay region. The foundation serves the community with a broad range of historical, cultural, and educational activities. In 2000, the Library of Congress designated the foundation as a Local Legacy Project for highlighting this little-known aspect of Maryland's history.

In 2019, the Archives was made aware of storage concerns for this collection. Staff made a site visit to conduct a condition assessment of the collection. The collection consists of documents, photographs, audio visual material, and objects which were stored inside private homes and storage facilities for many years. In an effort to preserve the collection, the Archives rehoused and transferred over 40 record center boxes to our Rolling Run facility to ensure proper archival storage and to begin to identify the general subjects, people, and events featured within each container. Through an ongoing partnership with the Anne Arundel County Public Schools we were able to select five students for a summer internship and train them to inventory the

collection. The successful effort created a detailed inventory which is currently being reviewed by our Special Collections department prior to being added to the special collections database.

Moving forward we are working with Blacks of the Chesapeake to identify grants and funding to digitize this collection. We have been fortunate to form partnerships with Johns Hopkins University for VHS digitization and Digital Maryland Online (Enoch Pratt), which has agreed to host the digitized images when available to provide greater access to this collection.

We feel this is a model that can be used to assist with the development and preservation of other community collections. Ultimately, these collections will reach a much larger audience through the digital exhibition.

### **State House Visitor Experience Master Plan: Update on Statues of Harriet Tubman and Frederick Douglass**

These two new sculptures have been completed in clay and are now being cast in bronze in time for installation in the Old House of Delegates Chamber in early February 2020. Throughout the creative process Archives has collaborated with StudioEIS to develop the details of depiction and interpretation. In July, Ken Morris, a great-great-great grandson of Frederick Douglass, also visited the studio where his hands were life-cast to be incorporated into the details of the Douglass sculpture. Historically, in the creation of the first sculpture of Frederick Douglass in Rochester, New York, Douglass's son Charles' hands were used as a model.

When the sculptures were completed in clay, they were scanned in 3D which will allow for the future creation of maquette-size versions of the sculptures and even 3D printing, if desired.



Ken Morris having molds of his hands made



Clay statues prior to casting in bronze

A Joint Session of the Legislature will convene on Monday, February 10, 2020 to unveil the statues. A public celebration with special programming is scheduled for Saturday, February 15.

### **Maryland Lynching Truth and Reconciliation Commission**

During the 2019 General Assembly Session, the State Archives was named to serve on the Maryland Lynching Truth and Reconciliation Commission (HB307). The Commission held its first meeting on August 12 to organize as a body and select its Acting Chair, Dr. David Fakunle. The Commission then hosted a public presentation at its second meeting on September 12, which included remarks by Dr. Sherilyn Ifill, President and Director-Counsel of the NAACP Legal Defense and Educational Fund and author of *On the Courthouse Lawn*. Dr. Ifill's remarks were followed by a panel discussion on the history of lynching in Maryland. Four public members of the Commission have been nominated to the Governor's Appointments Office for review. A third meeting was held on October 28, and the Commission expects to continue to meet monthly as it prepares to fulfill its legislated mandate of conducting public hearings on lynching in Maryland.

### **Strike for Freedom Exhibit Expansion and Film Event**

We are grateful to the University of Edinburgh for providing grant funds which allowed us to expand our successful *Strike for Freedom: Slavery, Civil War and the Frederick Douglass family in the Walter O. & Linda Evans Collection* exhibit in the Taylor House Office Building. This exhibition, which is free to the public, explores the life and work of Frederick Douglass and his wife and children, who made significant contributions to the struggle for equality in Maryland, in the nation, and abroad. Included are rare manuscript images and photographs which reveal untold tales of hope, despair, love, war, and friendship in the lives of the Douglass family. On September 26, ten additional panels were added to the existing exhibit which originally opened on April 25. The public launch of the expanded exhibit was accompanied by remarks by Speaker of the House Adrienne Jones, a talk by Douglass scholar and exhibit curator, Dr. Celeste-Marie Bernier, and a documentary film viewing. The Archives welcomes visitors to this free, public exhibit at any time the Taylor Building is open.

### **E-commerce**

In August, the Archives launched its new e-commerce system - (<https://shop.msa.maryland.gov/orders/pages/orders.aspx>), a shopping cart environment which allows customers to place and pay for copy orders online. Prior to the release of this new system, orders and payment could only be made in person or via mail and phone. The new e-commerce system represents a great advance for both customers and staff, allowing the entire order process to occur online in a secure payment system with order details transferring automatically to the Archives' work order queue. While customers still have the option of using mail or phone, these advances make placing orders at the Archives much easier for our customers and allow our staff to more effectively manage their fulfillment. The e-commerce system is particularly important given the influx of customer needs related to the REAL ID laws, providing both customers and staff with a streamlined process for managing the increase of legal requests for certified copies of marriage records and divorce decrees required for name change justifications for REAL ID-compliant driver's license validation. The creation of this process has been an outstanding example of a cross-departmental team effort between the Archives' IT, Reference, and Constituent Services departments.

### **REAL ID Order Fulfillment**

The REAL ID Act is a federal law passed by Congress in response to the terrorist attacks of September 11, 2001. The Act established specific minimum federal standards for state-issued driver's licenses and ID cards to be accepted for certain federal purposes, such as entering a



federal building or boarding a domestic commercial flight. While Maryland has been Real ID compliant since 2011, enforcement of the REAL ID Act at the card level begins on October 1, 2020. This looming deadline has resulted in a dramatic increase in requests to the Archives for copies of marriage, divorce, and name change documents needed to meet the filing requirements of the REAL ID Act.

Overall CY2019 requests for such documents increased by nearly 48% over CY2018. As would be expected, the largest increase (+58.53%) was for copies of marriage certificates, followed closely by requests for name change documentation (+45.46%), and copies of divorce decrees (+28.49%). This increased demand for constituent services has meant increased demands on reference staff already thinly spread to meet existing public demand for services.

### **Government Records Collection Finding Aids**

Archives' staff has made it a priority over the last year to update and simplify its online finding aids to assist patrons in more efficiently searching our collections. This effort, coupled with the simplified fee structure discussed at the last Commission meeting and our new e-commerce shopping cart system, has greatly increased our customer service to both remote users online as well as patrons in the Search Room. While this is a long process given the vast variety of record types that we have within our collections, new finding aids for our three most used record groups have been successfully completed and made available online:

- ❖ birth (<http://guide.msa.maryland.gov/pages/viewer.aspx?page=birth>),
- ❖ death (<http://guide.msa.maryland.gov/pages/viewer.aspx?page=death>)
- ❖ marriage records (<http://guide.msa.maryland.gov/pages/viewer.aspx?page=marriage>).

These new vital records finding aids provide users with a step-by-step guide on finding birth, death, and marriage index entries for different counties and in different time periods. Users can access these indexes from home to find the information needed to complete an order request, or can use them in the Search Room to access digitized copies of unrestricted records directly. Printed hand-outs are also provided in the Search Room for users who prefer hard copy finding aids. With the completion of vital records finding aids, we have now moved on to other collections such as assessment, probate, and index checklists. Like the e-commerce project, the improvement of finding aids has been another successful team effort including staff from the IT, Reference, and Appraisal departments.



### **19th Amendment Commission Updates**

The Archives serves on Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. Since the last Hall of Records report, the Commission has unveiled two additional historic markers to commemorate women's suffrage. The first ceremony was held on September 28, in Historic St. Mary's City. This marker commemorates the Margaret Brent Pilgrimage in the summer of 1915, when a group of Maryland suffragettes traveled by covered wagon from Baltimore to St. Mary's City in honor of Brent. This group spent a

total of 23 days traveling throughout Southern Maryland to promote the right of a woman to vote. The second marker was unveiled on October 26, in Oakland. This Garrett County marker commemorates suffrage hikes, which were used as a strategy to promote and gain support for the right of women to vote. Between June 16 and 27, 1914, seven Maryland women marched 100 miles across Garrett County spreading the suffrage message to 14 towns along the way. Their efforts gained 820 new supporters to the suffrage cause, including members from more rural areas who might otherwise not have been able to participate. The next marker unveiling will be in Baltimore City on November 23 to identify the home of Maryland suffragette and 2019 Maryland Women's Hall of Fame inductee Augusta Chissell, followed by a March 2020 ceremony to honor the movement at Goucher College.

### **University of Maryland iSchool Grant Partnership**

The Archives continues its partnership with the University of Maryland College Park iSchool and Digital Curation and Innovation Center, which includes work on the grant-funded International Research Collaboration Network in Computational Archival Science (IRCN-CAS). Working with King's College in London and the United Kingdom National Archives, the Archives and UMCP have participated in a series of symposiums and datathons in both London and Maryland. Research Archivist Ryan Cox traveled to London in June to represent the Archives, sharing data sets, images, recorded material, and research methodology from the Study of the Legacy of Slavery. The UK partners came to the Archives in Annapolis on October 28 and 29 to manipulate datasets, looking for patterns and presenting the results in infographics. The goal of this partnership is to explore how compiling data from important record groups can help us understand new facts about people and places from history that cannot be seen without looking at the data in the aggregate.

<https://dcic.umd.edu/student-led-datathon-at-the-maryland-state-archives/> For more information on this collaboration, please see: <https://dcic.umd.edu>

### **Summer Internship**

On May 29, the Archives welcomed the Class of 2019 summer interns into our longstanding educational program. Once again, students successfully participated in archival work across departments and received direct mentoring from our professional staff in all aspects of archival work, including appraisal, records processing, digitization, collections management, reference services, electronic archives, conservation, and research. In addition to working alongside our staff, students attended a number of professional development presentations and shadowing opportunities throughout the summer, which included connections with archivists and curators from other institutions. The program continued and expanded its partnership with Anne Arundel County Public Schools, with the Archives hosting more high school volunteers seeking academic and community service credit hours than ever before.



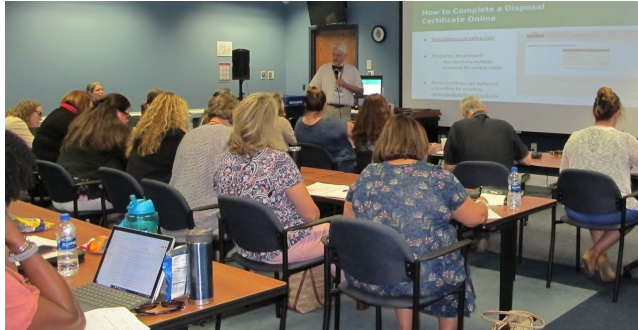
We would like to thank internship sponsors St. John's College, the Sons of the American Revolution, Washington College, the Michael Kurtz Foundation, and Anne Arundel County Public Schools which helped provide direct funding for the program. It was an overwhelmingly

productive and positive summer for both students and staff. The final intern reports can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_intern\\_reports\\_spring\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_intern_reports_spring_2019.pdf)

### **Records Officer Training**

As reported at the last Commission meeting, the Archives was awarded a National Historical Publications and Records Commission (NHPRC) State Board Programming Grant to support training sessions for agency records officers, among other outreach efforts.



The Archives and the Records Management Division of the Department of General Services jointly developed a four-hour training session which provided an overview of records management, defined terms and roles, and highlighted the benefits of good records management. The sessions also provided training on Maryland-specific records procedures, including the creation of retention schedules, records transfers, and

records disposals. Finally, the training provided a description of Special Collections to help public officials identify items that are not records but that are important for preserving the history of the State.

Archives and Records Management staff offered four training sessions between June and October, one each in the central, southern, western, and eastern shore regions. A total of 128 attendees benefited from the training sessions, included representatives from State, county, and municipal agencies.

Feedback from attendees indicate that the training was both necessary and helpful, with the quick pace of registration further emphasizing agencies' desire for this training. The Archives plans to continue these training sessions next year, as well as expand on our online training resources.

### **Thurgood Marshall Memorial**

The State House Trust has approved a design for the re-installation of the Memorial at Lawyers' Mall at the conclusion of the major infrastructure project. In the interim, interpretive panels on the Memorial and the life and accomplishments of Thurgood Marshall have been added to the temporary installation of the Marshall sculpture at the Robert C. Murphy Courts of Appeal building, and on a banner at the Lawyers' Mall construction site. According to current projections the memorial is to be re-installed in late summer/fall 2020, to be completed in advance of the 2021 Legislative Session. It will be crucial for this work to be coordinated with any renovation or reconstruction of the adjacent Department of Legislative Services Building.

## New Acquisition

A gift of the ship's clock from the USS Maryland is in process and is anticipated by the end of the year.

## Conservation / Installations



Conservation of the portrait of *Queen Anne* (MSA SC 1545-1073) has been completed and the portrait installed in the hallway outside of the Governor's Reception Room, completing the interpretation of Maryland's royal heritage in that space.

Over the summer, APC staff worked with DLS photographers to complete detailed photography of the *USS Maryland* silver service on display in the Senate Caucus Room.

The recently-acquisitioned William Arthur Smith murals of *Lord Baltimore*, *Charles Willson Peale*, and *George Washington* were conserved, framed, and installed on the second floor of the Casper Taylor House of Delegates Office Building.

The Simmie Knox portrait of Verda Welcome (MSA SC 1545-2824) has been conserved and is being lent to the Banneker-Douglass Museum for the celebration of the fiftieth anniversary of the founding of the Maryland Commission on African American History and Culture. After the conservation, the Enoch Pratt Free Library kindly created a high-resolution scan of the artwork so that a canvas print copy may be made and presented to the Banneker-Douglass museum at the conclusion of the loan. We are grateful to Senate President Mike Miller for providing personal financial resources to make this all possible.



The portrait of retired state archivist Dr. Edward C. Papenfuse has been installed as part of the permanent exhibits in the MSA lobby. On October 24, the Friends of MSA hosted a reception for family and friends of Dr. Papenfuse to celebrate the portrait's installation. This 3D glass lenticular print, on an LED light panel, was created by London-based artist Rob Munday in 2013. It was originally unveiled at the Maryland Historical Society on June 5, 2014.

Dr. Papenfuse with his youngest grandchild Chauncey Papenfuse, who unveiled the portrait.

### **Government House Trust**

The culmination of the 150th anniversary of Government House is planned to take place on September 17, 2020, with an event to reveal the contents of the 1868 cornerstone. The cornerstone will then be replaced in its original location with additional contents commemorating the current time and the historic anniversary. This event will be sponsored by the Foundation for the Preservation of Government House.



Governor Hogan supporting sales of *"A Dwelling-House and other Conveniences..." The History of Maryland's Government House* at this year's Buy Local Cookout, July 18.

### **Carroll County Photographs Collection Project**

Conservator Camille DiMarco and archivist Megan Craynon oversaw the rehousing and inventory of a recent gift to Special Collections of 35mm film negatives taken by news photographers in Carroll County from 1988 to 2000. Prior to donation, the film had been stored without climate-controlled conditions. Many of the negatives had only brief memos attached identifying subject, photographer, and/or dates. A workflow was created to capture available metadata in a spreadsheet and select archival envelopes for film negative storage. Two regular volunteers and several short-term volunteers have helped staff bring 22 cubic feet of film under inventory control. All negatives are now in archival storage and the descriptions are cataloged on the Guide to Special Collections under MSA SC 6222.

### **Highlighting Several Significant Gifts to Special Collections**

The Archives has recently received a donation of personal papers from politician and lawyer Stephen H. Sachs. Mr. Sachs served as U.S. Attorney for the District of Maryland during President Lyndon Johnson's administration (1967-1970) and was later elected to serve as Maryland's 40th Attorney General (1979-1987). He is particularly known for prosecuting cases involving white collar crime and public corruption. The nearly 40 cubic feet of records document his family, education, military service, and broad aspects of his legal career in public service as well as in private practice. Several boxes in the collection include the papers of his late wife, Sheila K. Sachs, a lawyer in private practice known for her trail-blazing efforts in support of desegregation and gender equality. As the Sachs Collection (MSA SC 6242) is processed and made accessible, researchers will be able to study the many facets of this distinguished public servant and attorney.

Another notable donation to Special Collections' holdings is a gift from the estate of educator and historian Willard Mumford of Annapolis. The donation includes Maryland colonial currency, Civil War letters, and pictorial postcards. This collection is still in preliminary processing, but promises to provide a wealth of rich historical information to researchers. Mumford was an avid collector of eighteenth-century paper money, and the gift includes some striking examples of Maryland bills printed in Annapolis by the Green family of printers. A group of nineteenth-century letters relate to Mr. Mumford's Civil War scholarship on the prisoner of war hospital located at Camp Parole in Annapolis. The Archives' library has also received a substantial donation of Mr. Mumford's books.

### **Conservation of Early M-NCPPC Master Plan**

The records officer for the Maryland-National Capital Park and Planning Commission (M-NCPPC) brought a Preliminary Master Plan map to the Archives for conservation. One of the earliest records documenting the Commission's boundaries, the map required conservation treatment to stabilize the fragile, oversized document and to provide color digitization. Over the course of the summer, paper conservator Jennifer Cruickshank carefully removed the map's wooden dowels and cleaned the surface between the markings of graphite, colored pencil, and ink. She removed pressure-sensitive tape and mended areas of loss and separation. As a team, the department assisted Ms. Cruickshank with washing, de-acidifying, and re-lining the document with Japanese tissue to replace the old linen backing that was separating from the map. The final mends along the edges of the maps are currently underway, to be followed by color digital imaging needed for the agency's upcoming 100th anniversary. The M-NCPPC plans to transfer custody of the map to the Archives once the project is completed.

## **Baltimore City Archives**

### **Administrative Initiatives**

Two positive developments have occurred since our last report. First, the Department of Legislative Reference has drafted a revision of the Baltimore City Code as it pertains to the City Archives operations. The draft replaces aspects of the outdated existing Code and streamlines the retention schedule process so that it is compliant with State regulations. A final draft will soon be shared with the City Council for consideration. Second, Ms. Geri Byrd, Office of the Mayor, has been appointed as the Mayor's liaison to the City Archives. She recently visited the

City Archives for a meeting and tour. Ms. Byrd will help us reinforce the message that good municipal records management is key to good municipal governance.

### **Records Management**

Meetings or appraisal visits took place with the Finance Department, Liquor License Board, Department of Public Works, Office of the Labor Commissioner, and the Baltimore Parking Authority. In addition, record transfers were made into our facility totaling 1,075 cubic feet. The departments represented include Health, Housing Authority, Animal Control, and the Office of State's Attorney.

### **Historical Collections**

Ongoing processing, description, and cataloging, mostly by volunteers, continues at the City Archives. A volunteer is rehousing 1920s-era Law Department case files and entering the case descriptions into our online catalog. Another volunteer is doing similar work with a collection of Baltimore City Government event posters and some historical photographs from the Department of Public Works.

### **Outreach**

The City Archives continues to publicize its holdings in order to build public support through activities on-site and elsewhere, and to welcome area students to use the collections. This fall, the Archives hosted several class sessions with Dr. Morris Speller, Department of History, Johns Hopkins University. His freshman level course, "Displacement: A History of U.S. Cities from Urban Renewal to Gentrification," used Department of Housing records (from BRG 48-39) and other resources. Through the theme of "displacement," the course explored urban reforms and strategies over the twentieth century—ranging from slum clearance to community development— which have sought to improve housing conditions, strengthen neighborhoods, and improve public health in cities.

The City Archives is also the home of the Laurel Cemetery Project. The project seeks to compile a comprehensive list of the two to three thousand burials that took place at the now defunct Laurel Cemetery. Founded in 1852, Laurel was the final resting place of Baltimore's elite African American community (similar to the whites-only Greenmount Cemetery). Each week up to ten volunteers, many connected with the Baltimore African American Historical and Genealogical Society, visit the Archives to compile burial data derived from digitized death certificates in the MSA holdings.

In June, Gerald "Tony" Roberts provided an overview of the City Archives to the Maryland Room staff at Baltimore's Enoch Pratt Free Library. In late August, Dr. Rob Schoeberlein spoke on the topic of *Baltimore Women and Benevolence during the Civil War Era* before a general audience of over thirty individuals at the State Archives.

## Recent Gifts, Deposits, & Acquisitions

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_records\\_received\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_records_received_fall_2019.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_special\\_collections\\_report\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_special_collections_report_fall_2019.pdf)

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

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

**November 18:** Tim Baker, Rob Schoeberlein and Archives' staff will host the second Forum for representatives of Maryland history and culture organizations at the Rolling Run facility from 1:00 to 3:30 p.m.

**December 7:** Archives staff will provide support to the State House by Candlelight event, which features performances by young musicians and vocalists. From 5:00 - 8:00 p.m.

**January 22:** Dr. Richard Bell will present on *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*, at a Lunch and Learn session at noon in the Archives conference room.

**February 12:** Dr. Edward Papenfuss will present on *Remembering Baltimore: The World Frederick Douglass and Anna Murray Douglass Left Behind*, at a Lunch and Learn session at noon in the Archives conference room.

**March 18:** Dr. Ida Jones will present on *The Power of the Ballot*, at a Lunch and Learn session at noon in the Archives conference room.



**Old Business**

**New Business**

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

**Adjournment**

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# Maryland State Archives

## Hall of Records Commission Meeting Minutes

November 14, 2019 12:00 noon

Electronic Classroom, Maryland State Archives

### Call to Order by Chair

The Chair called the meeting to order at 12:03

### Attendees

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

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

Ms. Samantha Igo, *representative of the Comptroller of Maryland*

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

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

Mr. Mark B. Letzer, *President and CEO, Maryland Historical Society*

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

Mr. Jordon Steele, *designee of the President, Johns Hopkins University*

Mr. Michael Swygert, *representative of the Secretary, Department of General Services*

### Opening Remarks / Special Announcements

The Chair conveyed Senate President Thomas V. "Mike" Miller's regrets that he could not attend the meeting.

### Special Guests

The Chair recognized the following new representatives and special guests to the Commission:

Ms. Shaconda Haynie, *Records Management Specialist, Department of General Services*

Ms. Samantha Igo, *representative of the Comptroller of Maryland*

### Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 11, 2019:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_minutes\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_minutes_spring2019.pdf)

Delegate Rosenberg moved to approve the Minutes as drafted and the motion carried unanimously.

## Records Retention & Disposal

Kathryn Baringer, Director of Appraisal and Description, reported that since the last meeting 43 retention schedules had been approved, 20 from state agencies, 15 from county agencies, and 8 from municipal government. The Archives also received 224 disposal certificates, with 169 filed electronically.

Mr. Steele moved to approve the Records Retention Schedules and Disposal Certificates as presented and the motion was carried unanimously.

## State Archivist's Report

### Departure of Kevin Swanson- Senior Director

Timothy Baker, State Archivist and Commissioner of Land Patents, noted the upcoming retirement of Kevin Swanson, Senior Director of Records and Access, and commended Mr. Swanson for the many significant contributions he has made to the agency over the course of a 35-year career. Mr. Baker and Chief Judge Barbera presented Mr. Swanson with a Governor's Citation.



Mr. Baker also introduced staff who had assumed increased responsibilities since the last meeting of the Commission:

- ❖ Kathryn Baringer, Director, Appraisal and Description, will now report directly to the State Archivist
- ❖ Maya Davis has been named as Legislative Liaison
- ❖ Dale King has been named Deputy Director, Constituent Services
- ❖ Corey Lewis has been named Director, Constituent and Interagency Services
- ❖ James Watson has been named Director, Digital Acquisition, Processing and Publication

## New Initiatives

### Publications:

Mr. Baker reported that the Archives will publish two books in early 2020, *The Maryland State House: 250 Years of History* and an updated edition of *A Guide to the History of Slavery in*

Maryland. In addition, the Archives hopes to soon publish the research of the *Finding the Maryland 400 Project*.

### **The Commission on Artistic Property's Traveling Exhibition**

Mr. Baker reported that in celebration of the 50th Anniversary of the Commission on Artistic Property a traveling exhibition - to be shown in four regions of the state: Western Maryland, Central Maryland, Southern Maryland, and the Eastern Shore - will bring together diverse highlights from the State's art collection that is overseen by the Archives. An accompanying publication is anticipated, and one hundred copies will be provided to the host site which may be given out at the opening or sold in the museum shop.

### **Search Room Improvements**

Noting their condition and security deficits, Mr Baker reported that the Archives is exploring the acquisition of new, more versatile tables for patron use in the Search Room.

### **A Legacy Mace for the Maryland Senate**

Mr. Baker reported that Archives staff are working with silversmith Henry Powell Hopkins III, to design and fabricate a ceremonial mace for use in the Maryland State Senate.

Mr. Baker stated that, though Senate President Mike Miller's legacy has already clearly been "sealed," it would be appropriate to commemorate his many years of leadership and service through the creation of this symbol of lawful authority and legislative independence.

\*\*\*\*\*

Mr. Baker noted that none of the new initiatives would be fully funded with General Fund support, but would be undertaken by combining funds from a variety of sources including grants, private fundraising, donations to our 501(c)3 organization, *The Friends of the Maryland State Archives*, and through the support of the Archives Endowment.

Mr. Baker expressed his gratitude to the organizations which have already pledged support, including: Four Rivers: The Heritage Area of Annapolis, London Town and South County, and The Sons of the American Revolution.

Delegate Rosenberg moved to approve a resolution of appreciation for Kevin Swanson's service to the Archives; congratulations to Ms. Baringer, Mr. Lewis, Mr. Watson, Ms. Davis, and Mr. King; and an endorsement of the new initiatives, with the Commission's gratitude toward their funding organizations. Dr. Bell seconded and the motion passed unanimously.

### **Forum for History and Culture Organizations**

Dr. Robert Schoeberlein, Acting City Archivist, Baltimore City, reported that the Archives had conducted an "environmental scan" of organizations known to collect and house records, artifacts, and artistic property in public and private institutions. The Archives received 120 responses, and subsequently hosted two forums to initiate communication and cooperation among the participants. Thirty groups were represented at the first forum and twenty-three at the second.

Four issues were found to be of primary concern to all forum participants: funding, conservation of records and artifacts, storage capacity, and storage conditions. Many institutions also have had documents and objects in their collection for many years for which no Deed of Gift exists, limiting the rights of the institution in managing the collection. Legislation will be introduced to consider this material abandoned property.

One significant outcome of the forums was the reestablishment of the Maryland History and Culture Collaborative, which will provide a clearing house for organizations to assist and partner with each other. An example of such assistance is the Maryland Historical Society's initiative to offer mini-grants to organizations so small that they might not be eligible for federal grants or might not have the resources to apply.

Dr. Schoeberlein thanked forum collaborators Michelle Gallinger, the principal of Gallinger Consulting and formerly of the Library of Congress, Burt Kummerow, Founder of the Maryland's Four Centuries Project, and Doug McElrath, Director of Special Collections, University of Maryland College Park.

### **Blacks of the Chesapeake Collection**

Corey Lewis, Director, Constituent and Interagency Services, reported that the Archives has partnered with Vince Leggett to preserve a Local Legacy Collection, "Blacks of the Chesapeake."

Blacks of the Chesapeake documents African-Americans who worked or continue to work in the maritime and seafood processing industries in the Chesapeake Bay region. Archives staff assisted in the rehousing and transfer of over 40 record center boxes to our Rolling Run facility. Five students from Anne Arundel County Public Schools were selected for summer internships and trained to inventory the collection. The successful effort created a detailed inventory which is currently being reviewed by our Special Collections department prior to being added to the special collections database.

Mr. Lewis noted that the Archives continues to work with Blacks of the Chesapeake to identify grants and funding to digitize this collection. He thanked Johns Hopkins University for VHS digitization of the collection and Digital Maryland Online (Enoch Pratt), which has agreed to host the digitized images when available.

Mr. Lewis stated that this model can be used to assist with the development and preservation of other community collections.

### **State House Visitor Experience Master Plan: Update on Statues of Harriet Tubman and Frederick Douglass**

Elaine Rice Bachmann, Deputy State Archivist, reported that these new sculptures have been completed in clay and are now being cast in bronze for installation in the Old House of Delegates Chamber. A Joint Session of the Legislature will convene on Monday, February 10, 2020 to unveil the statues. A public celebration with special programming is scheduled for Saturday, February 15.

## **E-commerce**

Mr. Swanson reported on the launch of a new e-commerce system in August. He also noted the creation of streamlined finding aids for birth, death, and marriage records held by the Archives, and the continued emphasis on providing online access to indexes to aid patrons in their search for documents. Together, these improvements have had a marked, positive impact on the timely fulfillment of order requests for documents urgently needed to meet REAL ID requirements.

The REAL ID Act established specific minimum federal standards for state-issued driver's licenses and ID cards. Enforcement of the REAL ID Act at the card level begins on October 1, 2020, and this looming deadline has resulted in a dramatic increase in requests to the Archives for copies of marriage, divorce, and name change documents.

Mr. Swanson noted that CY2019 requests for such documents increased by nearly 48% over CY2018. This increased demand for constituent services has meant increased demands on fulfillment staff. The institution of the e-commerce system, combined with more efficient access to finding aids, will help alleviate some of the workload associated with REAL ID requests.

Mr. Swanson acknowledged the staff team effort that went into the development of the e-commerce system and enhanced finding aids, which has resulted in the more efficient fulfillment of order requests.

## **19th Amendment Commission Updates**

Emily Oland Squires, Director, Research, Outreach, and Reference Services, noted that the Archives has been a member of the Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution for six years. The next commemorative marker unveiling will be in Baltimore City on November 23, followed by a March 2020 ceremony to honor the movement at Goucher College.

## **University of Maryland iSchool Grant Partnership**

Ms. Oland Squires reported that the Archives continues its partnership with the University of Maryland College Park iSchool and Digital Curation and Innovation Center. These two organizations hosted a two-day conference at the Archives, with participation from students from the iSchool and King's College in London, and the United Kingdom National Archives. The goal of this partnership is to explore how compiling data from important record groups can help us understand new facts about people and places from history that cannot be seen without looking at the data in the aggregate.

## **Summer Internships**

Ms. Oland Squires thanked internship sponsors St. John's College, the Sons of the American Revolution, Washington College, the Michael Kurtz Foundation, and Anne Arundel County Public Schools for providing direct funding for the program.

## **Records Officer Training**

Ms. Baringer reported that Archives and Records Management staff have conducted four regional training sessions between June and October. A total of 128 attendees benefited from the training sessions, included representatives from State, county, and municipal agencies.

Planning for 2020 training is underway, and online training material is available. Mr. Swygert noted that municipalities, with scarce records management resources, found the training especially beneficial. Mr. Baker stressed that a sound records management program made agency response to Public Information Act enquiries far easier.

### **Thurgood Marshall Memorial**

Catherine Rogers Arthur, Senior Curator and Director, Maryland Commission on Artistic Property, reported that the State House Trust has approved a design for the re-installation of the Memorial at Lawyers' Mall. Interpretive panels on the Memorial have been added to the temporary installation of the Marshall sculpture at the Robert C. Murphy Courts of Appeal building, and on a banner at the Lawyers' Mall construction site. The memorial is to be re-installed in advance of the 2021 Legislative Session.

### **New Acquisition**

Ms. Rogers Arthur reported that a gift of the ship's clock from the USS Maryland is in process.

### **Conservation / Installations**

Ms. Rogers Arthur reported that conservation of the portrait of *Queen Anne* (MSA SC 1545-1073) has been completed and the portrait installed in the hallway outside of the Governor's Reception Room.

Detailed photography of the *USS Maryland* silver service on display in the Senate Caucus Room has been completed, and these photographs will be available on the Archives website as well as the DGS website.

William Arthur Smith murals of *Lord Baltimore*, *Charles Willson Peale*, and *George Washington* were conserved, framed, and installed on the second floor of the Casper Taylor House of Delegates Office Building.

The Simmie Knox portrait of Verda Welcome (MSA SC 1545-2824) has been conserved and is being lent to the Banneker-Douglass Museum for the celebration of the fiftieth anniversary of the founding of the Maryland Commission on African American History and Culture. A high-resolution scan of the artwork will be presented to the Banneker-Douglass museum at the conclusion of the loan. Ms. Rogers Arthur thanked Senate President Mike Miller for providing personal financial resources to make this possible.

The portrait of retired state archivist Dr. Edward C. Papenfuse has been installed as part of the permanent exhibits in the Archives' lobby.

### **Highlighting Several Significant Gifts to Special Collections**

Maria Day reported that the Archives has received a donation of personal papers from politician and lawyer Stephen H. Sachs. Several boxes in the collection include the papers of his late wife, Sheila K. Sachs. Delegate Rosenberg corrected the meeting Agenda by noting that Mr.



Sachs served in both the Johnson and Nixon administrations. The Sachs Collection (MSA SC 6242) is currently being processed.

The Archives has also received a gift from the estate of educator and historian Willard Mumford of Annapolis. The donation includes Maryland colonial currency, Civil War letters, and pictorial postcards. The Archives' library has also received a substantial donation of Mr. Mumford's books. Ms. Day thanked Mrs. Elaine Lineback Mumford for the gift of this collection.

## **Baltimore City Archives**

### **Administrative Initiatives**

Dr. Schoeberlein reported that the Department of Legislative Reference has drafted a revision of the Baltimore City Code as it pertains to the City Archives operations. He also noted that Ms. Geri Byrd, Office of the Mayor, has been appointed as the Mayor's liaison to the City Archives.

### **Outreach**

Dr. Schoeberline acknowledged the important contributions of Laurel Cemetery Project volunteers in compiling a comprehensive list of the thousands of burials that took place at the now defunct Laurel Cemetery.

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

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_records\\_received\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_records_received_fall_2019.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc\\_special\\_collections\\_report\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_special_collections_report_fall_2019.pdf)

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

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

Mr. Baker drew the Commission's attention to two events in which Commission members will provide presentations as part of the Archives' Lunch and Learn outreach program. On January 22, Dr. Richard Bell will present on *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*, and on March 18, Dr. Ida Jones will present on *Baltimore Civil*

*Rights Leader Victorine Q. Adams: The Power of the Ballot.* Both sessions will be held in the Archives' Conference Room at noon.

Mr. Baker also noted with regret the passing of retired Archives' staff member Elaine Hunt and offered his condolences to her family.

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

**Adjournment** - The meeting was adjourned at 1:10

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Chronology of Staff Activities  
May 11, 2019 - November 13, 2019

**May 11:** The Archives hosted the Spring meeting of the Hall of Records Commission.

**May 11:** Rob Schoeberlein and Diane Evartt acted as judges of student projects at State History Day, held at the University of Maryland Baltimore City.

**May 13:** Maya Davis participated in Legislative bill signing as a courier and escort.

**May 13:** State Archivist Tim Baker thanked the staff and volunteers of the Maryland State Archives for their many contributions at the Employee and Volunteer Appreciation Day luncheon.

**May 14:** Emily Oland Squires acted as a moderator during student presentations on *Colonial Annapolis Historic Sites and Figures* at The Key School in Annapolis.

**May 16:** Maya Davis and Megan Craynon gave an introduction and informal presentation on the Archives' Community Collection Day project before the Governor's Hispanic Commission.

**May 17:** Catherine Rogers Arthur, Chris Kintzel, and Elaine Rice Bachmann met with the Baltimore Museum of Art storage task force group at the Rolling Run facility to provide a tour of the Archives' fine art storage areas.

**May 17:** Dawn Steeley, Joyce Riddle, and Corey Lewis provided digitization training to staff members from the Enoch Pratt Free Library.

**May 17:** Owen Lourie represented the Archives at a book reception for *Saving Washington: The Forgotten Story of the Maryland 400 and The Battle of Brooklyn*, a novel by Chris Formant.

**May 20:** Maria Day, Camille DiMarco, and Elaine Rice Bachmann consulted with Beverly and Richard Tilghman regarding the restoration of a Palladio book on architecture.

**May 21:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**May 21:** Elaine Rice Bachmann, Tim Baker, Catherine Rogers Arthur, and Chris Kintzel attended the Spring 2019 meeting of the Maryland Commission on Artistic Property, held at the Rolling Run facility.

**May 21:** Corey Lewis met with Linda Tompkins-Baldwin of the Enoch Pratt Free Library to discuss Community Collections Day, digitization projects, and to demonstrate scanning equipment.

**May 22:** Tim Baker attended a meeting of the Council of State Archivist board of directors.

**May 23:** Megan Craynon, Camille DiMarco, and Corey Lewis met with representatives of St. John's College to discuss the creation of a plan to digitize blueprints of the buildings on St. John's Annapolis campus.

**May 23:** Chris Haley represented the Archives at a meeting of the Annapolis City Dock Action Committee.

**May 29:** Christine Alvey, Maria Day, Corey Lewis, and Tim Baker met with Vince Leggett, director of Blacks of the Chesapeake, to discuss a processing plan for the collection.

**May 29:** Archives' staff welcomed the 2019 student interns on their first day of work at the Archives.

**May 30:** Wei Yang represented the Archives at the Maryland Digital Government Summit.

**May 30:** Chris Haley and Maya Davis met with ITV London for an interview about Harriet Tubman.

**May 31:** Elaine Rice Bachmann served as a judge at the Simulated Congressional Hearings at Severna Park Elementary School.

**June 3:** Emily Oland Squires met with Carol Carmen, Anne Arundel Genealogical Society, to discuss outreach partnerships.

**June 5:** Corey Lewis represented the Archives at a meeting of the Wiley H Bates Legacy Center Board.

**June 6:** Maya Davis represented the Archives at the *Reckoning with 'The Incident'* exhibition's opening reception at the David C. Driskell Center.

**June 6:** Ryan Cox represented the Archives at the South River High School STEM Community Challenge Night ceremony.

**June 7:** Christopher Schini, Kathryn Baringer, Kevin Swanson, Maria Day, and Tim Baker presented a Records Officer Training Session for central Maryland at the Maryland Department of the Environment.

**June 7:** Owen Lourie met with journalist Roberta Reeves for an interview on the *Finding the Maryland 400* research project.

**June 10:** Owen Lourie met with James Adkins, Adam Goodheart, and Tom Moore of Washington College for a Maryland 400 Project radio interview.

**June 10:** Nate Miller attended a Mid-Atlantic Region Conference *Project Management for Archives Workshop* at Thurmont Regional Library.

**June 11:** Maya Davis represented the Archives at a meeting of the Loudon Park Cemetery Project at the Lillie Carroll Jackson Civil Rights Museum in Baltimore.

**June 12:** Chris Haley participated in round table discussions with students at the Vivien T. Thomas Academy in Baltimore regarding the film *Partners of the Heart* and opportunities for minority underprivileged youth.

**June 13:** Maya Davis represented the Archives at a 19th Amendment Commission Tea Event at the Naval Academy Club.

**June 13 - 14:** Elaine Rice Bachmann attended the White House/Winterthur Decorative Arts Colloquium at Winterthur.

**June 14:** Kathryn Baringer represented the Archives at Baltimore County Public School Records Liaison Training at Loyola Graduate Center, Lutherville-Timonium.

**June 15:** Rachel Frazier represented the Archives at the *Revolutionary Rights* exhibition opening at Gunston Hall, Lorton, Virginia.

**June 17:** Maya Davis attended Diversity and Inclusion Training at the Banneker-Douglass Museum, Annapolis.

**June 18:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**June 18:** Corey Lewis hosted representatives of the Bates Legacy Center as they explored the digitization of their collection.

**June 19:** The Archives hosted a Lunch and Learn program on *The Naylor's of Woodborough*, presented by Frank Robinson and Debra Naylor.

**June 19:** Maya Davis and Chris Haley participated in the 400-year commemoration of African American history at the *Howard County Let's Talk: The International Day of Drumming and Healing!* event.

**June 24:** Maya Davis attended a special meeting of the Maryland Commission on African American History and Culture at the Banneker-Douglass Museum.

**June 26:** Tim Baker attended a meeting of the Council of State Archivist board of directors.

**June 27:** Elaine Rice Bachmann met with First Lady Yumi Hogan to discuss plans for commissioning of her official portrait, along with that of Governor Hogan.

**June 29:** Chris Haley represented the Archives at the 2nd Annual Southern Maryland Genealogy & History Fair Day, and gave a presentation on *Genealogy and the Institution of Slavery in Southern Maryland*.

**July 3:** Maria Day was interviewed by a *Capital Gazette* reporter about an original edition of the July 4, 1776 *Maryland Gazette* newspaper in Special Collections.

**July 8:** Chris Kintzel, Catherine Rogers Arthur, and Tim Baker attended a briefing by the Department of General Services to update the members of the State House Trust on plans for the reconstruction of Lawyers' Mall.

**July 9:** Tim Baker attended a meeting of the Maryland Historical Society's Library Committee.

**July 11:** The Archives hosted a Lunch and Learn on *Church of England and Tobacco Economy in Colonial Maryland*, presented by Franklin A. Robinson, Jr.

**July 12:** Kevin Swanson, Kathryn Baringer, Maria Day, and Christopher Schini presented a Records Officer Training Session in southern Maryland at the Charles County Administration Building.

**July 15:** Ryan Cox participated in a Maryland State Department of Education Teacher's Workshop at North Point High School, Waldorf.

**July 15:** Tim Baker, Rob Schoeberlein and Archives' staff hosted a Forum of representatives of Maryland historical and cultural organizations at the Rolling Run facility.

**July 16:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**July 17:** The Archives hosted a Lunch and Learn program on *Colonial Law*, presented by Howard County Police Department Historian and Forensic Consultant Allen Hafner.

**July 18:** Elaine Rice Bachmann participated in the Governor's Buy Local Cookout, assisting with the sale of Government House history books.

**July 22:** Maria Day led interns on a tour of Washington Grove and its archives to provide context for a 19th-century archive that the State Archives is receiving from the Town Council.

**July 22:** Maya Davis attended a meeting of the Loudon Park Cemetery Project.

**July 24:** Chris Haley attended a meeting of the Harriet Tubman Initiatives Working Group.

**July 25:** Tim Baker hosted Delegate Jen Terrasa in a discussion of possible legislation to improve records management in the State.

**July 25:** Tim Baker attended a meeting of Maryland's Four Centuries board of directors.

**July 27:** Maya Davis attended a Maryland Commission on African American History and Culture leadership retreat at the Banneker-Douglass Museum in Annapolis.

**July 30:** Chris Haley and Maya Davis toured the Georgetown Slavery Archive and gave a presentation on the Legacy of Slavery in Maryland program.

**July 31:** Maya Davis attended a meeting of the Harriet Tubman Initiatives Working Group.

**August 2 - 6:** Tim Baker and James Watson attended the annual meeting of the Council of State Archivists in Austin, Texas, where Mr. Watson was the recipient of the Council's Ancestry Leadership Award.

**August 6:** Elaine Rice Bachmann hosted a Maryland Public Television film crew during filming regarding the State House Visitor Experience Master Plan.

**August 7:** Elaine Rice Bachmann attended a meeting of the Maryland Historical Society Museum Committee.

**August 9:** Chris Kintzel and Catherine Rogers Arthur provided State House Guide training in the Old House of Delegates Chamber.

**August 12:** Tim Baker, Chris Haley, and Maya Davis attended a meeting of the Lynching Truth and Reconciliation Commission.

**August 12:** Megan Craynon participated in a focus group session on iSchool ALA accreditation at the University of Maryland.

**August 13:** Rachel Frazier provided a tour and orientation of the Archives to the Anne Arundel Chapter of the National Society of the Daughters of the American Revolution.

**August 19:** Reginald Shorter represented the Archives at the 930gov2019 conference. The conference was created to review current fiscal year accomplishments and discuss what lies ahead for the Information Technology profession in the new year.

**August 22:** V. Joyce Phelps and Christopher Schini conducted a records review site visit with the Maryland Higher Education Commission.

**August 28:** James Watson and Christopher Schini provided records management training to 30 staff members of the Department of Agriculture.

**August 28:** The Archives hosted a Lunch and Learn program, with Dr. Rob Schoeberlein providing a presentation on *Baltimore Women and Benevolence during the Civil War Era*.

**August 30:** The Archives hosted representatives of the City of Laurel, providing guidance on record scanning and updating retention schedules to reflect current scanning practices.

**September 4:** Maya Davis represented the Archives at the City of Annapolis port marker presentation meeting.

**September 7:** Elaine Rice Bachmann, Chris Haley, and Maya Davis represented the Archives at the unveiling of a historic marker commemorating lynchings which occurred in Anne Arundel County.

**September 10:** Tim Baker and Burt Kummerow met with Senate President Mike Miller to discuss the Maryland's Four Centuries project.

**September 10:** Elaine Rice Bachmann attending a board meeting of the Foundation for the Preservation of Government House.

**September 11:** V. Joyce Phelps and Christopher Schini visited the Queen Anne's County Circuit Court to review and appraise historic dockets.

**September 11:** The Archives hosted a Lunch and Learn program on *Burial Grounds at Serenity Farms*, presented by Franklin Robinson, Jr., of the Smithsonian Institution.

**September 12:** Maya Davis, Chris Haley, Elaine Rice Bachmann, and Tim Baker attended a public launch meeting of the the Lynching Truth and Reconciliation Commission at the University of Baltimore.

**September 13:** Kathryn Baringer, Maria Day, Kevin Swanson, and Tim Baker provided a Records Officer Training Session for eastern Maryland at the Queen Anne's County Department of Health.

**September 13:** Chris Haley attended a screening of *Harriet Tubman: Soldier of Freedom* at the Harriet Tubman Underground Railroad Visitor Center.

**September 17:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.



**September 17:** Jennifer Cruickshank and Camille DiMarco met with Laurel Historical Society staff to assess the condition of several books owned by the Society.

**September 19:** Emily Oland Squires attended a meeting of the Four Rivers Education Group at the Annapolis Maritime Museum and Park.

**September 26:** Wei Yang, Reginald Shorter, and Tim Baker attended an Unstructured Data workshop.

**September 26:** Tim Baker, Catherine Rogers Arthur, and Elaine Rice Bachmann attended a *Strike for Freedom, Frederick Douglass* exhibit event at the Taylor House of Delegates Office Building.

**September 26:** Tim Baker hosted a meeting of the Lynching Truth and Reconciliation Commission at the Rolling Run facility.

**September 30:** Catherine Rogers Arthur, Chris Kintzel, and Tim Baker provided a tour of the Rolling Run facility to staff of the Maryland Historical Trust.

**October 4:** Tim Baker, Kevin Swanson, and other members of staff presented a Records Officer Training Session for western Maryland at the Washington County Department of Health.

**October 5:** Elaine Rice Bachmann and Catherine Rogers Arthur attended the Maryland Historical Society's *Spectrum of Fashion* gala opening.

**October 8:** Christopher Schini, V. Joyce Phelps, and Tim Baker received a tour of the Queen Anne's County Circuit Court from Katherine Hager.

**October 8:** Kathryn Baringer moderated the Council of State Archivists' State Electronic Records Initiative webinar *What Do You Mean I Can't Do That With Social Media?*

**October 9:** Chris Haley hosted St. Mary's College students at the Archives for an *Archives and Primary Resources* class.

**October 10 - 12:** Maya Davis attended the Afro American Historical and Genealogical Society National Conference in College Park.

**October 10:** Chris Haley participated in an African American Studies workshop with students from the Vivien Thomas Academy.

**October 15:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**October 15:** Tim Baker attended a meeting of the Maryland History and Cultural Collaborative at the University of Maryland.

**October 16:** Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

**October 17:** Tim Baker attended the dedication of the Thurgood Marshall State Law Library at the Robert C. Murphy Courts of Appeal building in Annapolis..

**October 19:** The Archives hosted a Maryland's Four Centuries Project program on *French Revolutionary Terror and Violence in Maryland 1793-1795*, presented by Dr. Matthew Hale.

**October 23:** Tim Baker, Maria Day and Corey Lewis made a site visit to the University of Maryland Eastern Shore to discuss digitization grant application assistance.

**October 24:** Catherine Rogers Arthur attended the Maryland Historical Trust's annual Architectural Fieldwork Symposium, and also attended *Phoenix Rising*, Preservation Maryland's annual meeting.

**October 24:** The Friends of the Maryland State Archives hosted a private reception for friends and family of Dr. Edward Papenfuse to commemorate the permanent installation of his portrait in the Archives lobby.

**October 26:** Chris Haley gave a presentation at the Odenton Library Genealogy Fair on *Archives Resources and African American History Research*.

**October 30:** Rachel Frazier and Emily Oland Squires presented a Halloween Lunch and Learn program at the Archives on *Spooky Stories from the Archives*.

**October 31:** Emily Oland Squires met with Marji Bayers of Georgetown University to discuss graduate projects.

**November 1:** Archives staff and volunteers hosted the Fall Brick Wall Session, assisting patrons with difficult research questions.

**November 1:** Maya Davis and Elaine Bachmann participated in an Emancipation Day event and homecoming ceremony for the interment of the remains of Smith Price at Asbury United Methodist Church and St. Anne's cemetery.

**November 2:** Chris Haley gave a presentation at Washington County Library on *Archival Resources and African American History Research*.

**November 5:** Tim Baker attended a meeting of the Maryland Historical Society Library Committee.

**November 6:** The Archives hosted a Lunch and Learn program on *Robert Eden*, presented by Michelle Fitzgerald.

**November 8:** James Watson, Christopher Schini, and Megan Craynon presented on a panel titled *I Have A/V Materials to Preserve, Now What? A Conversation*, at the Mid-Atlantic Regional Archives Conference Fall meeting.

**November 9:** Owen Lourie spoke at the Linthicum Veterans Memorial on the Maryland 400 project.

**November 12:** Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

**November 13:** Elaine Rice Bachmann attended a board meeting of the Foundation for the Preservation of Government House.

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**Maryland State Archives  
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**Anne Arundel County Department of Public Works, Bureau of Engineering/Business, Unit 4601**

Rec.: 5/16/2019 Appr.: 9/11/2019 RM Sch. #:C1388A MSA S1521-1474 Supersedes: C918

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**Anne Arundel County Office of Finance**

Rec.: 4/7/2016 Appr.: 6/24/2019 RM Sch. #:C1351 MSA S1521-1466 Supersedes: C641

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**Anne Arundel County Office of Planning and Zoning, Planning and Zoning**

Rec.: 5/30/2016 Appr.: 6/13/2019 RM Sch. #:C1361 MSA S1521-1465 Supersedes: C917, C918, C921

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**Baltimore County Board of Education, Office of Internal Audit**

Rec.: 4/30/2019 Appr.: 5/17/2019 RM Sch. #:C1456 MSA S1521-1462 Supersedes: None

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**Baltimore County Board of Education, Office of the Board of Education**

Rec.: 4/30/2019 Appr.: 5/17/2019 RM Sch. #:C1458 MSA S1521-1463 Supersedes: None

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**Baltimore County Board of Education, Office of the Superintendent**

Rec.: 4/30/2019 Appr.: 5/17/2019 RM Sch. #:C1457 MSA S1521-1461 Supersedes: None

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**City of Cambridge, Cambridge Police Department**

Rec.: 3/13/2018 Appr.: 9/18/2019 RM Sch. #:M397 MSA S1522-399 Supersedes: None

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**City of Cambridge, Finance**

Rec.: 3/13/2018 Appr.: 9/18/2019 RM Sch. #:M396 MSA S1522-400 Supersedes: None

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**City of College Park**

Rec.: 4/30/2019 Appr.: 5/17/2019 RM Sch. #:M412 MSA S1522-394 Supersedes: None

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**City of College Park, Administration**

Rec.: 6/4/2019 Appr.: 8/13/2019 RM Sch. #:M363A1 MSA S1522-397 Supersedes: None

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**City of Frederick, Board of Supervisors of Elections**

Rec.: 4/30/2019 Appr.: 6/6/2019 RM Sch. #:M413 MSA S1522-395 Supersedes: M334

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**City of Frederick, Department of Economic Development**

Rec.: 6/21/2019 Appr.: 8/27/2019 RM Sch. #:M418 MSA S1522-398 Supersedes: None

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**City of Frederick, Legal Department**

Rec.: 4/11/2019 Appr.: 10/2/2019 RM Sch. #:M411 MSA S1522-401 Supersedes: M154, M155, M156

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**City of Frederick, Parking Department**

Rec.: 6/21/2019 Appr.: 7/10/2019 RM Sch. #:M417 MSA S1522-396 Supersedes: M137

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**Department of General Services, Office of Capital Grants and Loans**

Rec.: 6/14/2019 Appr.: 9/11/2019 RM Sch. #:2932 MSA S1468-4109 Supersedes: None

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**Department of Human Services, Child Support Administration**

Rec.: 11/2/2018 Appr.: 5/17/2019 RM Sch. #:2917 MSA S1468-4092 Supersedes: 2619

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**Department of Natural Resources, Forest Service**

Rec.: 8/21/2019 Appr.: 9/11/2019 RM Sch. #:2939 MSA S1468-4110 Supersedes: None

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**Judiciary of Maryland, Circuit Courts**

Rec.: 3/28/2019 Appr.: 5/17/2019 RM Sch. #:2330A MSA S1468-4094 Supersedes: None

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**Maryland Department of Health**

Rec.: 9/18/2018 Appr.: 6/20/2019 RM Sch. #:2913 MSA S1468-4100 Supersedes: 2112

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**Maryland Department of Health, Office of Health Care Quality**

Rec.: 6/14/2019 Appr.: 8/21/2019 RM Sch. #:2931 MSA S1468-4107 Supersedes: 2637

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Audits**

Rec.: 4/30/2019 Appr.: 7/23/2019 RM Sch. #:2927 MSA S1468-4103 Supersedes: 2499

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Customer Service (OCS)**

Rec.: 7/16/2019 Appr.: 7/31/2019 RM Sch. #:2936 MSA S1468-4106 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Environment**

Rec.: 6/14/2019 Appr.: 7/10/2019 RM Sch. #:2933 MSA S1468-4101 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Fleet, Facilities and Administrative Services (OFFAS)**

Rec.: 6/28/2019 Appr.: 7/23/2019 RM Sch. #:2934 MSA S1468-4104 Supersedes: 2516

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Freight and Multimodalism**

Rec.: 5/13/2019 Appr.: 6/3/2019 RM Sch. #:2929 MSA S1468-4096 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Government Affairs (OGA)**

Rec.: 9/20/2019 Appr.: 10/10/2019 RM Sch. #:2940 MSA S1468-4111 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Homeland Security, Emergency Management and Rail Safety**

Rec.: 5/2/2019 Appr.: 6/13/2019 RM Sch. #:2928 MSA S1468-4099 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Planning & Capital Programming (OPCP)**

Rec.: 3/12/2019 Appr.: 6/6/2019 RM Sch. #:2926 MSA S1468-4097 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Policy and Regulations (OPR)**

Rec.: 3/12/2019 Appr.: 5/17/2019 RM Sch. #:2925 MSA S1468-4093 Supersedes: None

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of the Secretary**

Rec.: 7/16/2019 Appr.: 7/31/2019 RM Sch. #:2935 MSA S1468-4105 Supersedes: None

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**Maryland Department of Transportation (MDOT), Transitory and Intermediary Records**

Rec.: 5/20/2019 Appr.: 6/13/2019 RM Sch. #:2930 MSA S1468-4098 Supersedes: None

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**Maryland Transportation Authority (MDTA)**

Rec.: 2/21/2019 Appr.: 5/29/2019 RM Sch. #:2923 MSA S1468-4095 Supersedes: 2707

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**Maryland Transportation Authority (MDTA), Police**

Rec.: 5/24/2019 Appr.: 7/10/2019 RM Sch. #:2923A MSA S1468-4102 Supersedes: 2430, 2430A

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**Montgomery County Government, Ethics Commission**

Rec.: 4/9/2018 Appr.: 6/13/2019 RM Sch. #:C1433 MSA S1521-1464 Supersedes: None

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**Office of the Attorney General**

Rec.: 7/5/2011 Appr.: 8/30/2019 RM Sch. #:2576 MSA S1468-4108 Supersedes: 2320

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**St. Mary's County Department of Human Resources**

Rec.: 3/18/2019 Appr.: 9/11/2019 RM Sch. #:C1453 MSA S1521-1472 Supersedes: C1071

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**St. Mary's County, Department of Economic Development**

Rec.: 4/30/2019 Appr.: 6/24/2019 RM Sch. #:C1459 MSA S1521-1467 Supersedes: C1267

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**St. Mary's County, Department of Emergency Services**

Rec.: 3/28/2019 Appr.: 9/11/2019 RM Sch. #:C1455 MSA S1521-1473 Supersedes: None

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**St. Mary's County, Department of Finance**

Rec.: 6/7/2019 Appr.: 7/10/2019 RM Sch. #:C1462 MSA S1521-1469 Supersedes: C1337, C1339, C1340

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**St. Mary's County, Department of Human Resources**

Rec.: 7/23/2019 Appr.: 8/21/2019 RM Sch. #:C1473 MSA S1521-1471 Supersedes: C1071

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**St. Mary's County, Department of Land Use and Growth Management**

Rec.: 6/28/2019 Appr.: 7/31/2019 RM Sch. #:C1464 MSA S1521-1470 Supersedes: C1260, C1261

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**St. Mary's County, Recreation and Parks, General Files**

Rec.: 11/2/2018 Appr.: 10/2/2019 RM Sch. #:C1444 MSA S1521-1475 Supersedes: None

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**Worcester County Sheriff's Office, Expungement Unit**

Rec.: 6/21/2019 Appr.: 7/2/2019 RM Sch. #:C1463 MSA S1521-1468 Supersedes: None

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**Retention Schedule Summary**

State agency schedules approved - 20

County agency schedules approved - 15

Municipal agency schedules approved - 8

Total number of State Archives schedules approved - 43

Images of all approved State Archives schedules are available online at

[http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/approved\\_schedule.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html)

<b>Disposal Certificate Summary</b>
Total number of digital certificates - 169
Total number of paper certificates - 55
Total number of certificates - 224
Images of all disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

<p style="text-align: center;"><b>Maryland State Archives</b>  <b>Digital Disposal Certificates Approved</b>  <b>Since Hall of Records Meeting</b>  <b>5/30/2019</b></p>		
<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
4/26/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5382
4/26/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5383
4/26/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5384
4/26/2019	Maryland Department of the Environment	SE55-5385
5/1/2019	Maryland State Ethics Commission	SE55-5393
5/1/2019	Carroll County Detention Center	SE55-5394
5/1/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5395
5/1/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5396
5/1/2019	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5397
5/7/2019	Carroll County Detention Center	SE55-5406
5/7/2019	Maryland Department of the Environment	SE55-5407
5/9/2019	City of Cumberland City Clerk	SE55-5408
5/24/2019	Anne Arundel County Community College Document Services/Records Retention	SE55-5415
5/24/2019	Carroll County Detention Center	SE55-5416
5/29/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5417
5/29/2019	Maryland-National Capital Park and Planning Commission	SE55-5418
5/30/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5420
5/30/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5421
5/30/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5422

5/30/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5423
6/4/2019	City of Cumberland City Clerk	SE55-5425
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5430
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5431
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5432
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5433
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5434
6/4/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5435
6/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5436
6/6/2019	Taneytown Government	SE55-5439
6/6/2019	Maryland Department of the Environment	SE55-5440
6/7/2019	Maryland State Police Central Records Division	SE55-5441
6/10/2019	Calvert Circuit Court Juvenile	SE55-5442
6/10/2019	Calvert Circuit Court Juvenile	SE55-5443
6/10/2019	Carroll County Detention Center	SE55-5444
6/10/2019	Carroll County Detention Center	SE55-5445
6/11/2019	Carroll County Sheriff's Office	SE55-5446
6/18/2019	Town of Walkersville Government	SE55-5447
6/18/2019	Carroll County Detention Center	SE55-5448
6/20/2019	Montgomery County Register of Wills	SE55-5449
6/21/2019	Maryland Department of the Environment	SE55-5453
6/26/2019	City of Cumberland City Clerk	SE55-5454
6/27/2019	Carroll County Detention Center	SE55-5455
7/1/2019	Prince George's County Circuit Court	SE55-5458
7/1/2019	Prince George's County Circuit Court	SE55-5459
7/1/2019	Prince George's County Circuit Court	SE55-5460
7/1/2019	Prince George's County Circuit Court	SE55-5461
7/1/2019	Prince George's County Circuit Court	SE55-5462
7/1/2019	Prince George's County Circuit Court	SE55-5463
7/2/2019	Carroll County Circuit Court	SE55-5464
7/9/2019	Carroll County Detention Center	SE55-5465
7/9/2019	Carroll County Detention Center	SE55-5466
7/11/2019	Maryland Department of the Environment	SE55-5467
7/12/2019	Washington County Register of Wills	SE55-5468
7/12/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5469

7/12/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5470
7/12/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5471
7/12/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5472
7/12/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5473
7/12/2019	Prince George's County Circuit Court	SE55-5474
7/12/2019	Prince George's County Circuit Court	SE55-5475
7/16/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5476
7/16/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5477
7/16/2019	Maryland Department of Health and Mental Hygiene OSOP	SE55-5478
7/16/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5479
7/16/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5480
7/16/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5481
7/17/2019	Carroll County Detention Center	SE55-5483
7/18/2019	Charles County Government	SE55-5484
7/18/2019	Charles County Government	SE55-5485
7/22/2019	Maryland Office of the Attorney General Contract Lit - Angela Zerzeles	SE55-5486
7/22/2019	Maryland Office of the Attorney General Contract Lit - Diane Horsey	SE55-5487
7/22/2019	Maryland Office of the Attorney General	SE55-5488
7/22/2019	Maryland Office of the Attorney General Correctional Litigation - Dorianne Meloy	SE55-5489
7/22/2019	Maryland Office of the Attorney General Criminal Appeals - Juliana Cochran	SE55-5490
7/23/2019	Maryland Office of the Attorney General Consumer Protection - Desiree Devoe	SE55-5491
7/25/2019	Maryland Department of the Environment	SE55-5500
7/25/2019	Maryland Department of the Environment Operation Services Administration - Fiscal Services	SE55-5501
7/30/2019	Worcester County Circuit Court Clerk's Office	SE55-5502
7/31/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5503
7/31/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5504
7/31/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5505
8/1/2019	Maryland Department of Transportation Maryland Transportation Authority - Finance	SE55-5506

8/2/2019	Carroll County Detention Center	SE55-5507
8/5/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5510
8/5/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5511
8/6/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5512
8/6/2019	Maryland Department of Health and Mental Hygiene Calvert County Health Department	SE55-5513
8/6/2019	Carroll County Detention Center	SE55-5514
8/7/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5515
8/7/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5516
8/12/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5517
8/12/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5518
8/12/2019	Maryland Department of Agriculture Purchasing Office	SE55-5519
7/24/2019	Anne Arundel County Detention Center, Administration	SE55-5521
8/7/2019	County Commissioners of Calvert County, Personnel	SE55-5522
8/15/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5523
8/16/2019	City of College Park	SE55-5524
8/16/2019	City of College Park	SE55-5525
8/16/2019	Maryland Department of the Environment	SE55-5526
8/19/2019	City of College Park	SE55-5527
8/19/2019	City of College Park	SE55-5528
8/19/2019	Maryland Department of the Environment	SE55-5529
8/20/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5530
8/20/2019	City of College Park	SE55-5531
8/20/2019	Maryland Department of Public Safety and Correctional Services Division of Parole and Probation	SE55-5532
8/21/2019	Maryland State Ethics Commission	SE55-5533
8/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5534
8/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5535
8/22/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5536
8/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5537
8/29/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5541

8/29/2019	Maryland Department of Health and Mental Hygiene Howard County Health Department	SE55-5542
9/3/2019	Maryland State Police Office of the State Fire Marshal, Upper Eastern Region	SE55-5543
9/5/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5544
9/5/2019	Maryland Department of Health and Mental Hygiene Howard County Health Department	SE55-5545
9/9/2019	Maryland Insurance Administration Insurance Fraud	SE55-5546
9/9/2019	Maryland Insurance Administration	SE55-5547
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5548
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5549
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5550
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5551
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5552
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5553
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5554
9/11/2019	Maryland Department of Social Services, Allegany County Finance	SE55-5555
9/11/2019	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-5556
9/11/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5557
9/12/2019	Baltimore County Circuit Court	SE55-5559
9/12/2019	Prince George's County Circuit Court	SE55-5561
9/12/2019	Prince George's County Circuit Court	SE55-5562
9/12/2019	City of College Park	SE55-5564
9/16/2019	Maryland Insurance Administration	SE55-5567
9/16/2019	Maryland Insurance Administration	SE55-5568
9/16/2019	Maryland Insurance Administration	SE55-5569
9/16/2019	Maryland Insurance Administration	SE55-5570
9/16/2019	Maryland Department of Health and Mental Hygiene OSOP	SE55-5571
9/17/2019	Maryland Department of Health and Mental Hygiene CSD	SE55-5572
9/17/2019	Maryland Department of Health and Mental Hygiene DCAR	SE55-5573
9/17/2019	Maryland Department of Health and Mental Hygiene Office of Finance	SE55-5574
9/20/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5575

9/23/2019	Montgomery County Health and Human Services Child Welfare Services	SE55-5576
9/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5577
9/26/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5578
9/26/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5579
9/26/2019	City of Cumberland City Clerk	SE55-5580
9/27/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5581
9/27/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5582
9/30/2019	Maryland Department of Health and Mental Hygiene Cecil County Health Department	SE55-5583
9/30/2019	Maryland Department of Public Safety and Correctional Services Office of the Inspector General	SE55-5589
10/2/2019	City of College Park	SE55-5590
10/3/2019	Maryland Insurance Administration	SE55-5592
10/4/2019	Anne Arundel County Community College Document Services/Records Retention	SE55-5593
10/8/2019	Maryland Department of Health and Mental Hygiene Howard County Health Department	SE55-5594
10/8/2019	Maryland Insurance Administration	SE55-5595
10/8/2019	Maryland Insurance Administration	SE55-5596
10/9/2019	Montgomery County Register of Wills	SE55-5597
10/9/2019	Maryland Department of Agriculture Nutrient Management	SE55-5598
10/9/2019	Maryland Department of Agriculture Nutrient Management	SE55-5599
10/10/2019	Maryland State Police Barrack C Cumberland	SE55-5600
10/10/2019	Maryland Insurance Administration	SE55-5601
10/11/2019	Maryland Insurance Administration	SE55-5602
10/11/2019	Maryland Insurance Administration	SE55-5603
10/17/2019	Carroll County Detention Center	SE55-5604
10/17/2019	Carroll County Detention Center	SE55-5605
10/17/2019	Carroll County Detention Center	SE55-5606
10/17/2019	Carroll County Detention Center	SE55-5607
10/17/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5608
10/17/2019	Carroll County Detention Center	SE55-5609
10/17/2019	Carroll County Detention Center	SE55-5610

Maryland State Archives  
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<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
4/18/2019	Maryland State Department of Education	SE55-5386
4/25/2019	City of Rockville, Police Department	SE55-5387
4/22/2019	District Court 9 Harford County	SE55-5388
4/22/2019	District Court 12 Allegany County	SE55-5389
4/22/2019	District Court 12 Garrett County	SE55-5390
4/22/2019	District Court 12 Garrett County	SE55-5391
4/22/2019	District Court 2 Dorchester County	SE55-5392
4/29/2019	District Court 12 Garrett County	SE55-5398
4/29/2019	District Court 12 Garrett County	SE55-5399
4/29/2019	District Court 7 Anne Arundel County	SE55-5400
4/29/2019	District Court 5 Prince George's County	SE55-5401
4/29/2019	Carroll County Circuit Court	SE55-5402
4/15/2019	City of Salisbury, Police Department	SE55-5403
4/25/2019	Rockville City Police Department, Administrative Bureau	SE55-5404
4/25/2019	City of Salisbury, Department of Neighborhood Services and Code Compliance	SE55-5405
4/29/2019	Wicomico County, Department of Emergency Services	SE55-5410
5/17/2019	District Court 12 Garrett County	SE55-5411
5/17/2019	District Court 12 Garrett County	SE55-5412
5/17/2019	District Court 12 Allegany County	SE55-5413
5/20/2019	District Court 12 Allegany County	SE55-5414
5/29/2019	Queen Anne's County Circuit Court	SE55-5419
6/17/2017	Anne Arundel County Detention Center	SE55-5424
6/3/2019	District Court 3 Talbot County	SE55-5426
6/3/2019	District Court 3 Talbot County	SE55-5427
6/3/2019	District Court 3 Talbot County	SE55-5428
6/3/2019	District Court 3 Talbot County	SE55-5429
5/16/2019	City of Salisbury, Human Resources	SE55-5437
4/28/2019	Anne Arundel County Detention Center, Administration	SE55-5438
6/7/2019	Somerset County Circuit Court	SE55-5450
5/24/2019	Anne Arundel County Detention Center, Administration	SE55-5451
6/10/2019	Anne Arundel County Detention Center, Administration	SE55-5452
6/13/2019	St. Mary's County Government, Office of the County Attorney	SE55-5456
6/17/2019	Anne Arundel County Detention Center, Administration	SE55-5482
7/23/2019	Frederick County Circuit Court, Criminal	SE55-5492



6/3/2019	St. Mary's County Government, Office of the County Attorney	SE55-5493
7/8/2019	District Court 12, Garrett County	SE55-5494
6/8/2019	Wicomico County Government, Finance Department	SE55-5495
7/1/2019	Anne Arundel County Detention Center, Administration	SE55-5496
7/12/2019	Wicomico County Government, Finance Department	SE55-5497
7/8/2019	Anne Arundel County Detention Center, Administration	SE55-5498
7/15/2019	Anne Arundel County Detention Center, Administration	SE55-5499
7/22/2019	City of Salisbury, Department of Neighborhood Services and Code Compliance	SE55-5508
7/18/2019	Maryland State Police, Licensing Division	SE55-5509
8/13/2019	District Court 8 Baltimore County	SE55-5520
8/2/2019	Anne Arundel County Detention Center, Administration	SE55-5538
8/16/2019	City of Salisbury, City Clerk	SE55-5539
8/20/2019	Aberdeen Police Department, Criminal Investigations Division	SE55-5540
8/27/2019	District Court 9, Harford County	SE55-5565
8/6/2019	District Court 12, Garrett County	SE55-5566
9/9/2019	District Court 12, Garrett County	SE55-5584
9/11/2019	District Court 12, Garrett County	SE55-5585
9/17/2019	St. Mary's County Government, Office of the County Attorney	SE55-5586
9/9/2019	District Court 12, Garrett County	SE55-5587
9/11/2019	District Court 12, Garrett County	SE55-5588
8/6/2019	District Court 5, Prince George's County	SE55-5591

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

**(Wetland Maps)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/10/2019	T4200	1976	2000 Maps/Plats

DEPARTMENT OF NATURAL RESOURCES, MARYLAND GEOLOGICAL SURVEY

**(API Aerial Photograph Collection)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5208	1984-1990	8 Boxes

**(County Aerial Photograph Index Maps)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5200	1937-1980	8 Boxes

**(High-Altitude Black-and-White Aerial  
Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5203	1980-1983	1 Boxes

**(High-Altitude Infrared Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5204	1970-1974	1 Boxes

**(Maryland Barrier Island Aerial Photographs,  
Enlargements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5198	1952-1964	12 Boxes

**(Montgomery County Aerial Photographs,  
Enlargements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5199	1966-1974	3 Boxes

**(Quad-Based Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5201	1936-1991	45 Boxes

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**(Quad-Based Infrared Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5205	1988-1989	2 Boxes

**(Quad-Based Photo-Mosaic Index Maps)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5202	1955-1981	1 Boxes

**(United States Geological Survey National Water Information System, Well-Related Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5207	1987-1989	1 Boxes

**(Washington DC and Vicinity Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/19/2019	T5206	1945-1949	9 Boxes

**DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION**

**(Right of Way Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T2048		27 Maps/Plats
6/28/2019	T2048		35 Maps/Plats
7/31/2019	T2048		26 Maps/Plats
8/30/2019	T2048		38 Maps/Plats

**DISTRICT COURT 10 CR**

**(Civil Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/8/2019	T1744	1999-2005	84 Boxes

**DISTRICT COURT 10 HO**

**(Civil Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/8/2019	T1024	2003-2005	73 Boxes

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Maryland State Archives  
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DISTRICT COURT 8 BA  
(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/1/2019	T1442	2002-2005	560 Boxes

DISTRICT COURT 9 HA  
(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/1/2019	T1466	2000-2001, 2003, 2005	86 Boxes

FREDERICK COMMUNITY COLLEGE  
(Real Property Ownership Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2019	T5215	2013-2001	1 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1896	2019	4 Maps/Plats
7/31/2019	T1896	2019	3 Maps/Plats
9/30/2019	T1896	2019	6 Maps/Plats

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1897	2019	17 Maps/Plats
6/28/2019	T1897	2019	37 Maps/Plats
8/30/2019	T1897	2019	54 Maps/Plats
9/30/2019	T1897	2019	22 Maps/Plats

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Maryland State Archives  
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BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1898	2019	18 Maps/Plats
6/28/2019	T1898	2019	4 Maps/Plats
7/31/2019	T1898	2019	108 Maps/Plats
8/30/2019	T1898	2019	32 Maps/Plats
9/30/2019	T1898	2019	2 Maps/Plats

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1899	2019	19 Maps/Plats
6/28/2019	T1899	2019	7 Maps/Plats
8/30/2019	T1899	2019	9 Maps/Plats
9/30/2019	T1899	2019	11 Maps/Plats

BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/2/2019	T679	1994-2009	152 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/2/2019	T1203	2005-2017	1 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/2/2019	T5194	2014-2015	13 Boxes

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Maryland State Archives  
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CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1900	2019	5 Maps/Plats
6/28/2019	T1900	2019	4 Maps/Plats
7/31/2019	T1900	2019	7 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1901	2019	4 Maps/Plats
6/28/2019	T1901	2019	15 Maps/Plats
7/31/2019	T1901	2019	7 Maps/Plats
8/30/2019	T1901	2019	3 Maps/Plats
9/30/2019	T1901	2019	3 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1902	2019	1 Maps/Plats
6/28/2019	T1902	2019	14 Maps/Plats
7/31/2019	T1902	2019	4 Maps/Plats
8/30/2019	T1902	2019	5 Maps/Plats
9/30/2019	T1902	2019	8 Maps/Plats

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1903	2019	8 Maps/Plats
6/28/2019	T1903	2019	9 Maps/Plats
7/31/2019	T1903	2019	5 Maps/Plats
8/30/2019	T1903	2019	6 Maps/Plats

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CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1904	2019	56 Maps/Plats
7/31/2019	T1904	2019	28 Maps/Plats

CHARLES COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/12/2019	T2633	1998-2014	100 Boxes

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1905	2019	7 Maps/Plats
6/28/2019	T1905	2019	7 Maps/Plats
8/30/2019	T1905	2019	26 Maps/Plats

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1906	2019	88 Maps/Plats
6/28/2019	T1906	2019	79 Maps/Plats
7/31/2019	T1906	2019	80 Maps/Plats
8/30/2019	T1906	2019	7 Maps/Plats
9/30/2019	T1906	2019	85 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1907	2019	14 Maps/Plats
6/28/2019	T1907	2019	13 Maps/Plats
7/31/2019	T1907	2019	7 Maps/Plats
8/30/2019	T1907	2019	1 Maps/Plats
9/30/2019	T1907	2019	6 Maps/Plats

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HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1908	2019	40 Maps/Plats
6/28/2019	T1908	2019	15 Maps/Plats
7/31/2019	T1908	2019	16 Maps/Plats
8/30/2019	T1908	2019	23 Maps/Plats
9/30/2019	T1908	2019	9 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T2466	2019	31 Maps/Plats
6/28/2019	T2466	2019	32 Maps/Plats
7/31/2019	T2466	2019	53 Maps/Plats
8/30/2019	T2466	2019	9 Maps/Plats
9/30/2019	T2466	2019	42 Maps/Plats

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T2186	2019	3 Maps/Plats
6/28/2019	T2186	2019	7 Maps/Plats
7/31/2019	T2186	2019	5 Maps/Plats
8/30/2019	T2186	2019	10 Maps/Plats
9/30/2019	T2186	2019	3 Maps/Plats



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KENT COUNTY REGISTER OF WILLS

(Administration Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5209	1820-1966	22 Volumes

(Decedent Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5210	1967-1995	48 Volumes

(Guardianship Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5211	1967-1977	1 Volumes

(Inventories)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5212	1830-1967	25 Volumes

(Orphans Court Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5213	1822-1963	30 Volumes

(Petitions and Orders)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T4851	1963-1966	3 Volumes

(Wills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/22/2019	T5214	1799-1996	34 Volumes

MONTGOMERY COUNTY CIRCUIT COURT

(Civil Papers, Family)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T5189	2002-2005	1167 Boxes

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**(Confessed Judgment Dockets)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T4052	1976-1981	41 Volumes

**(District Court Lien Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T5193	2007-2018	12 Boxes

**(District Court Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T5192	2007-2018	21 Boxes

**(Equity Docket Index and Tax Sale)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T5190	1777-1981	52 Volumes

**(Equity Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T982	1820-1984	127 Volumes

**(Federal Tax Liens and Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T949	2007-2018	15 Boxes

**(Jury Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/16/2019	T3592	2010-2015	27 Boxes

**(Marriage Applications)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T5191	2013-2016	75 Volumes

**(Test Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2019	T960	2005-2015	25 Volumes

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MONTGOMERY COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1911	2019	64 Maps/Plats
6/28/2019	T1911	2019	16 Maps/Plats
7/31/2019	T1911	2019	27 Maps/Plats
8/30/2019	T1911	2019	8 Maps/Plats
9/30/2019	T1911	2019	36 Maps/Plats

MONTGOMERY COUNTY REGISTER OF WILLS  
(Administration Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T732	1952-1969	19 Volumes

(Administration Bonds)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T3407	1954-1969	4 Volumes

(Claims Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T1731	1955-1993	3 Volumes

(Co-Tenancy Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T5195	1955-1969	2 Volumes

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/15/2019	T416	1997-2014	37 Boxes

(General Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T5197	1978-1989	2 Volumes

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**(Guardian Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T1733	1911-1997	12 Volumes

**(Inventories)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T142	1937-1968	10 Volumes

**(Orphans Court Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T1734	1892-1991	8 Volumes

**(Orphans Court Proceedings)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T3406	1893-1948	16 Volumes

**(Petitions and Orders)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T742	1840-1969	58 Volumes

**(Receipts and Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T190	1896-1969	15 Volumes

**(Small Estate Ancillaries)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T5196	1974-1989	1 Volumes

**(Small Estate Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T1223	1967-1968	2 Volumes

**(Wills and Codicils)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/15/2019	T5163	2014-2018	29 Boxes

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**(Wills)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/23/2019	T1736	1777-1850, 1968-1969	8 Volumes

**PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Prince George's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/28/2019	T1912	2019	83 Maps/Plats
7/31/2019	T1912	2019	23 Maps/Plats
8/30/2019	T1912	2019	52 Maps/Plats
9/30/2019	T1912	2019	44 Maps/Plats

**QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Queen Anne's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1913	2019	18 Maps/Plats
6/28/2019	T1913	2019	7 Maps/Plats
7/31/2019	T1913	2019	9 Maps/Plats
8/30/2019	T1913	2019	11 Maps/Plats
9/30/2019	T1913	2019	4 Maps/Plats

**QUEEN ANNE'S COUNTY REGISTER OF WILLS**

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/30/2019	T3690	2000-2009	72 Boxes

**SOMERSET COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Somerset)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1915	2019	4 Maps/Plats
6/28/2019	T1915	2019	4 Maps/Plats
8/30/2019	T1915	2019	5 Maps/Plats
9/30/2019	T1915	2019	3 Maps/Plats

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ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1914	2019	12 Maps/Plats
6/28/2019	T1914	2019	14 Maps/Plats
7/31/2019	T1914	2019	22 Maps/Plats
8/30/2019	T1914	2019	22 Maps/Plats
9/30/2019	T1914	2019	26 Maps/Plats

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1916	2019	13 Maps/Plats
6/28/2019	T1916	2019	12 Maps/Plats
7/31/2019	T1916	2019	17 Maps/Plats
8/30/2019	T1916	2019	17 Maps/Plats
9/30/2019	T1916	2019	14 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1917	2019	81 Maps/Plats
6/28/2019	T1917	2019	9 Maps/Plats
7/31/2019	T1917	2019	80 Maps/Plats
8/30/2019	T1917	2019	5 Maps/Plats
9/30/2019	T1917	2019	8 Maps/Plats

WICOMICO COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/18/2019	T4774	1993-1996	127 Boxes

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/18/2019	T4313	1989-1997	73 Boxes

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WICOMICO COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Wicomico)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1918	2019	5 Maps/Plats
6/28/2019	T1918	2019	14 Maps/Plats
7/31/2019	T1918	2019	56 Maps/Plats
8/30/2019	T1918	2019	5 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Worcester)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2019	T1919	2019	5 Maps/Plats
6/28/2019	T1919	2019	4 Maps/Plats
7/31/2019	T1919	2019	54 Maps/Plats
8/30/2019	T1919	2019	21 Maps/Plats
9/30/2019	T1919	2019	6 Maps/Plats

Total number of volumes added:	643.00
Total number of boxes added:	2,741.00
Total number of maps/plats added:	4,329.00
Total number of CDs added:	0.00

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 6234</a>	Tressler Simmons Pentz Collection
<a href="#">MSA SC 6235</a>	Spanish American War Veterans Collection
<a href="#">MSA SC 6236</a>	Colonial Coin Club Collection
<a href="#">MSA SC 6237</a>	Zumbrun Collection
<a href="#">MSA SC 6238</a>	St. Johns College Blueprints Collection
<a href="#">MSA SC 6239</a>	George Moss Collection
<a href="#">MSA SC 6240</a>	Patricia O'Hanlon Collection
<a href="#">MSA SC 6241</a>	Columbia Archives Collection
<a href="#">MSA SC 6242</a>	Stephen H. Sachs Collection
<a href="#">MSA SC 6243</a>	Ann Giroux Collection
<a href="#">MSA SC 6244</a>	Willard Mumford Collection
<a href="#">MSA SC 6245</a>	Catonsville Times and Herald Argus-Baltimore Countian
<a href="#">MSA SC 6246</a>	Catonsville Times





# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**May 8, 2020 2:00 p.m.**

**Via Teleconference**

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### ***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

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# Maryland State Archives

## Hall of Records Commission Meeting

May 8, 2020 2:00 p.m.

Via Teleconference

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

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

Attendees:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_attendee\\_list\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_attendee_list_spring_2020.pdf)

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

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

Hall of Records Commission Meeting Minutes, November 14, 2019:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_minutes\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_minutes_fall_2019.pdf)

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

**November 18:** Tim Baker, Rob Schoeberlein, and Archives' staff hosted the second Forum for representatives of Maryland history and culture organizations at the Rolling Run facility from 1:00 to 3:30 p.m.

**January 22:** Dr. Richard Bell presented on *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*, at a Lunch and Learn session at the Archives.

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

#### **Records Retention & Disposal**

Retention Schedules:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_schedule\\_report\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_schedule_report_spring_2020.pdf)

Disposal Certificates:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_disposal\\_report\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_disposal_report_spring_2020.pdf)

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

## **State Archivist's Report**

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_chronology\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_chronology_spring_2020.pdf)

### **COVID-19 Response**

Overcoming a myriad of technical and logistical hurdles, the Archives was able to quickly convert our operations from one in which a small handful of staff teleworked occasionally to an organization in which all employees were contributing to the mission of the Archives remotely in one way or another. We are also maintaining a skeleton crew of staff at our two facilities who are there to:

- ensure our systems are up and running
- periodically check on our collections
- maintain and facilitate communication with our patrons and, more importantly, with key staff most all of whom are teleworking, and
- provide access to and copies of records needed for emergency purposes.

### **Continuity of Operations**

The combined efforts of Reference, Appraisal, Constituent & Interagency Services and Administration created a workflow that allows the Archives to continue providing a high level of service while working remotely. Orders are placed online and staff performs the preliminary research off-site, preparing all but the printed, certified records remotely. The skeleton crew at the Archives finishes and closes out the orders. Fortunately, the number of requests has diminished allowing us to keep up with all current demand. File pull and refile/interfile requests from courts and executive agencies have also gone down during this time which has allowed staff to reduce the number of trips made to our storage facilities.

The Archives systematic digitization of its most-accessed record series and many of our indexes has allowed our staff to conduct most research, answer nearly all questions, and fulfill requests off-site.

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

The team was able to complete all outstanding paid orders for record material and keep up with all email correspondence to customers in response to research and support inquiries. When not directly corresponding with the public and fulfilling orders, staff has focused on updating web pages and drafting improved finding aids for enhanced public access to collections.

**Appraisal and Description** has adjusted work processes in response to COVID-19

- Initiated digital review and approval of retention schedules
- Expanded Internet archiving to cover Maryland Coronavirus response pages
- Increased the number of staff filling patron record requests
- Continued social media presence, with an emphasis on available services
- Instituted new quality control projects that can be completed remotely
- New guidance and procedure creation that can be completed remotely

### **Digital Acquisition, Processing, & Publications**

- Processing of land record books for mdlandrec.net are now done remotely
- Reduced staffing at Annapolis and Rolling Run facilities for essential duties only
- Teleworking staff continue the majority of the normal duties from home via remote connection to their workstations
- Development of a selection of projects that all staff within the agency can work on. These projects include image quality review of indexes, further processing and refinement of assessment microfiche collections, and review of oversized pdfs to ensure accessibility of images.

### **Government Information Services**

Staff for the Maryland Manual On-Line, Government Reports and Publications, and the Archives Library have teleworked since March 13, 2020. Often, the intricacy of our work has made it more arduous to work solely in electronic format, but the endurance of Maryland's public and young people inspires us to give them our best. The department:

- Maintains contact with sources for change in government structure and personnel, compiling the information we need to help Marylanders understand the form of government that they and we create and refashion each day.
- Reviews Maryland at a Glance sections, updates county and municipality information, checks links, keyboards changes in our text, and maintains the graphics database.
- Seeks out, secures, preserves, and makes accessible electronic government reports and publications that also are linked in the Maryland Manual On-Line.

For those of you reading this now, please let us know ([mdmanual@mdarchives.state.md.us](mailto:mdmanual@mdarchives.state.md.us)), at any time, when you see something in the Maryland Manual that needs correction or updating. Your help enables us to provide Marylanders with the best available information on government, when they need it.

### **Information Systems Management**

The biggest challenge faced by Archives staff was a technical one. Many teleworking staff have updated PCs at their homes and are running Windows 10. The Archives' firewalls and VPN server use older technology and security features, in many cases making it difficult to log into our systems. The Archives was also initially limited in the number of concurrent licenses to the VPN. IT staff are in the process of upgrading the firewalls and have found ways to mitigate the license limitation.

## **Volunteers**

While the Archives was able to accommodate staff working remotely, this was not possible for our large cohort of volunteers. The Archives' total staff complement is 65 while the volunteer corps is composed of over 85 people. One project alone occupies a significant number of full-time volunteers. On any given day, the Archives might host 25 volunteers working on a project to scan all probate material back to the founding of the colony. This is possibly the largest scanning project of any state archives in the country, and most of the work is undertaken by volunteers. Many volunteers are senior couple Mormon missionaries who relocated to Maryland for eighteen months to work on the project full time. Unfortunately, the COVID-19 emergency necessitated an orderly shutdown of that project, and many of these volunteers returned to their homes throughout the country. It will be difficult to ramp that project back up again.

## **Audit**

The Office of Legislative Audits recently conducted a fiscal compliance audit of the State Archives for the period beginning November 9, 2015 and ending January 20, 2020. There were no findings to report. The report can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_audit\\_report\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_audit_report_spring_2020.pdf)

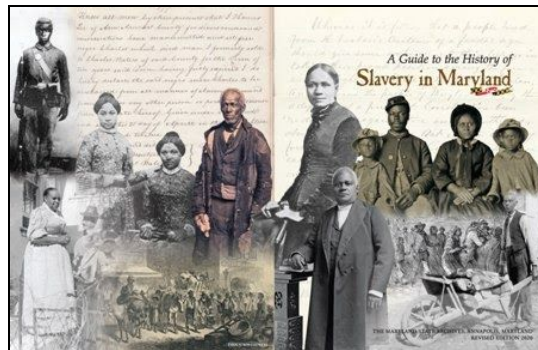
## **Budget**

A budget reduction target for next fiscal year has been received and is under review.

## **Publications**

### **New Edition - Guide to the History of Slavery in Maryland**

The Archives was pleased to publish an updated edition of *A Guide to the History of Slavery in Maryland*. This new edition comes thirteen years after the initial publication and features fully revised text reflecting the ongoing research of the Study of the Legacy of Slavery in Maryland program staff and many new photographs and illustrations. The new look of this edition is the product of Graphics by Design. It was released on February 10, 2020 at a Special Joint Session of the Maryland General Assembly in honor of the installation of the statues of Harriet Tubman and Frederick Douglass in the Old House of Delegates Chamber. Copies of the book were also handed out at the February 15th public open house in celebration of the statues. The Archives is grateful for the support of the Friends of the Maryland State Archives and the Four Rivers Heritage Area for their grants toward the printing of this revised publication. We look forward to promoting this publication, having it available for sale in our book store, and using it in our educational programming as we continue to research and document the history of African Americans in Maryland.



## New Publication on the Maryland State House



Following the restoration of both the Old Senate and the Old House of Delegates Chambers and the implementation of most of the exhibits described in the Visitor Experience Master Plan, as well as other improvements to the State House, the Archives felt the time had come to create a book that addressed the history of the building and the many historic events that have taken place in it. 2019 marked the 250th anniversary of the passage of the bill by the legislature to build the third state house on State Circle in December 1769,

thus the title of the book: *The Maryland State House: 250 Years of History*. As well as the history of the building, the book also details the many important works of art on display at the State House.

It is anticipated that the book will be printed and available for distribution by late May or early June. It has about 100 pages and will be full color throughout. Ten thousand copies will be printed and they will be sold in local bookstores, as well as at the Archives itself. We will also distribute it to Maryland public libraries.



## Maryland 400

Archives' staff, led by archivist Owen Lourie, is currently writing the text for a publication compiled from the biographical research and blog posts of the Finding the Maryland 400 project (<https://msamaryland400.wordpress.com/>). We expect this publication to be completed and produced in the coming year with ongoing assistance from the Friends of the Maryland State Archives and the Sons of the American Revolution.



## Collections Care for Oversized Records

Teams from the Appraisal, Special Collections & Conservation, Constituent Services, Reference and Research, and Digital Acquisition departments are collaborating in an effort to better care for oversized plats, survey drawings, court exhibits, and architectural drawings. Many oversized materials are stored in the so-called "Map Room" which has shelving and drawers designed to store large, flat materials.

The first phase of the project entailed care for records that had previous exposure to dampness and mold — a common problem that plagues archives large and small, no matter how vigilant their staff may be. Teams identified the materials that needed treatment with the help of Conservator Jennifer Cruickshank, then carefully reviewed and separated out any records that needed special care. Archivists vacuumed and rehoused any materials with advice and assistance from our Conservators.

This urgent need to care for a small group of records brought to light some greater collections care needs. Archivists directed by James Watson and Kathryn Baringer are improving the housing, description, and labeling of records so that they are accessible to our constituents. Conservator Camille DiMarco is overseeing the work toward the goal of improving care of oversized holdings. She is advising archivists on how to improve storage spaces and construct better supports and housing. In the process, we are identifying records that need further description and labeling.

The Archives has also discovered that some oversized materials are too large for shelving or drawers, and the dimensions of these records are being documented. The extremely oversized records are either being rolled on tubes with conservators' assistance or housed flat with sturdy support. In some cases, we are relocating records to Rolling Run when their size exceeds what the Map Room can accommodate. We anticipate that archivists will need to continue the project of rolling maps and drawings from both government records and special collections for some time. This focused attention has brought home that adherence to best practices in preservation will increase the longevity of our holdings and enhance the efficiency with which we provide patron access.

## **Commission on Artistic Property**

### **Thurgood Marshall Memorial**

In February, members of the State House Trust were polled and approved the final design of the Thurgood Marshall Memorial re-installation which, prior to the impact of COVID-19, was anticipated to occur in the late summer/fall of 2020. At this time it is unknown whether this will affect the originally anticipated target for completion in advance of the 2021 Legislative Session. Work continues on the underground infrastructure project which must be completed before the re-installation can begin.

### **Initiatives of New Presiding Officers**

At the request of Senate President Ferguson, in early January, Artistic Property staff coordinated the removal of the portraits of John Walter Smith (1845-1925) [MSA SC 1545-1123] and Edwin Warfield (1860-1920) [MSA SC 1545-1124]. Both portraits were by Thomas Cromwell Corner, and were installed on the back wall of the Senate Chamber where they had been located since the completion of the annex in 1906. Smith was governor from 1900-1904 at the beginning of the construction of the annex, and Warfield was governor from 1904-1908 during its completion.

The portraits were replaced by those of Verda Welcome (1904-1990) by Simmie Knox, 1991, [MSA SC 1545-2824] and Thomas V. Mike Miller, Jr. (b. 1942) by Lisa Egeli, 2002, [MSA SC



1545-3115]. The new portraits were unveiled as a surprise when the Senate convened on the evening of Monday, 13 January. Welcome was the first African American woman elected to a state senate in the United States. In 1969 she introduced legislation that formed the Maryland Commission on African American History and Culture. Miller is the longest-serving Senate President in the country, having held that position from 1987 to 2020. President Ferguson's initiative marks a new era and honors the contributions of these two important senators. Welcome's daughter, many members of the Miller family, and artist Lisa Egeli were in attendance that evening.

<https://www.marylandmatters.org/2020/01/14/newly-displayed-portraits-in-senate-chamber-honor-welcome-miller/>

Artistic Property staff also coordinated the inventory and removal of President Emeritus Miller's many personal prints and manuscripts from his State House office to his office in the Miller Senate Building.

As Speaker Adrienne Jones settles into her State House office and new leadership role, Artistic Property staff have assisted her staff in a number of projects. A reduced-size canvas copy of a portrait of Frederick Douglass by Simmie Knox, 2014 (the original of which hangs at Government House) [MSA SC 1545-3471] was provided by the Archives for her office. Similarly, Artistic Property partnered with Imaging Services staff to enhance and print the Instagram photo "Lovie + Harriet" which captured the spontaneous gesture of four-year-old "Lovie" Duncan reaching out her hand to place it in that of Harriet Tubman as depicted in a new mural in Cambridge, Maryland by artist Michael Rosato. Jones later honored Lovie and her family on the floor of the House of Delegates Chamber.

<https://www.marylandmatters.org/2020/01/23/speaker-honors-girl-in-viral-photo-of-harriet-tubman-mural/>

Artistic Property staff also took a lead role in planning other annual events hosted by the Senate and the House of Delegates. The Senate's annual George Washington's Birthday Celebration took place on February 17th, and featured Johns Hopkins University professor Dr. Francois Furstenburg, author of *In the Name of the Father: Washington's Legacy, Slavery, and the Making of a Nation* (2006). For the House of Delegates' Speakers' Society, celebrating its twenty-fifth anniversary this year, staff provided historical photos, created a poster, contributed to the program, and coordinated the production of awards for the event.

### **Tubman & Douglass Statues and Joint Legislative Session**



In late November, in preparation for the addition of new bronze sculptures of Harriet Tubman and Frederick Douglass to the Old House of Delegates Chamber, Artistic Property staff and a larger Archives' curatorial committee, including staff from the Legacy of Slavery in Maryland, oversaw removal, repair, and return of the carpet runner and the creation of interpretive materials. The curatorial team included Tim Baker, Elaine Rice Bachmann, Catherine Arthur, Chris Kintzel, Chris Haley, and Maya Davis. In early December, the team

considered a group of samples of patinated finishes for the sculpture to settle upon the desired color.



Deputy State Archivist Elaine Rice Bachmann traveled to the foundry in New York to observe the finishing process and give final approval of the end result. At the end of January and beginning of February, the sculptures were shipped and installed in the chamber. The curatorial team met with members of the press at an event just prior to their official dedication at a joint Legislative Session the evening of Monday, February 10th. Bachmann and Ivan Schwartz of StudioEIS along with the state's leadership made remarks. Descendants and relatives of Harriet Tubman and Frederick Douglass were in attendance and

opened the doors of the chamber to reveal the sculptures to the public for the first time. Archives staff provided the program for the event as well as special souvenir photos and a bookmark featuring images of the sculptures.



The following Saturday, February 15th, was a full-day celebration of the sculptures, featuring speakers, partner institutions, live musical performance, and historically-based refreshments such as Frederick Douglass' ginger cookies (generously provided by the chefs at Government House) and Harriet Tubman's buttered tea. Archives staff served as hosts for the day of events, supported by volunteers from the National Park Service Network to Freedom staff; Four Rivers Heritage Area; the United States Naval Academy; and the Commerce Department Division of Tourism.

*Johanne Greer (Director of Library and Information Services at the Department of Legislative Services) and her granddaughter, Janiyah Crosby. Right, Millicent Sparks interpreting Harriet Tubman.*



Members of the Maryland Commission on African American History and Culture introduced the speakers, who presented in the Governor's Reception Room, which was graciously made accessible for the public event by the office of Governor Hogan. The presiding officers and members of their staff were in attendance as well. Over 1,500 people attended the free public events throughout the day.

## **Star-Spangled Banner manuscript display in State House**

Artistic Property staff helped coordinate the display of the original Star-Spangled Banner manuscript from the Maryland Historical Society in the Maryland State House. The MHS hosted an event in the Governor's Reception Room the evening of Monday, March 2, for invited guests. Mark Letzer, President and CEO of the MHS, and Louise Hayman, MHS Board President, and Governor Hogan made remarks. Artistic Property arranged for security (in the House vault) and additional staffing throughout its display in the rotunda.

## **New Acquisition/Gift Offer**

The gift of the USS *Maryland* ship's clock was completed in late December. A case will be constructed to add it to the display of the USS *Maryland* silver in the Caucus Room.

Following the recent transfer, conservation, and display of the William Arthur Smith murals from the Maryland House Travel Plaza, daughters of the artist have offered a group of sketches, photographs, and notes documenting the murals' creation and original installation.

## **Treasures of State Exhibition planning committee**

In late November, the exhibition planning committee traveled to the Washington County Museum of Fine Arts, the first planned venue for the traveling exhibition, which is tentatively scheduled to open in 2022. There the committee met with museum staff and viewed prospective gallery spaces in order to better refine the working object list and plan for necessary logistics and insurance. The director of the Museum is an ex officio member of the Maryland Commission on Artistic Property.

## **Conservation**

Two chairs at Government House have recently been conserved to repair a broken leg on a Victorian Easy Chair and damage to the finish of a Potthast side chair. Staff is exploring whether it has access to remaining funds to address sculptures, painting canvases, and frames for works we hope to include in the *Treasures of State* exhibition. Given the pandemic and stay-at-home order, it is unclear whether budgeted conservation funds can be expended before the end of the fiscal year.

## **New Senate Gavel**

The Sons of the Revolution, Maryland Chapter, commissioned a new gavel made from Liberty Tree roots and Wye Oak wood, and the gavel was to be dedicated at an ecumenical service at the Baltimore Basilica on Saturday, March 15th and presented to the Senate on Maryland Day, March 25th. Both events were canceled as Executive Orders prohibited gatherings. These events will be rescheduled for a future date.

## **The Works on Paper from the Peabody Collection**

APC staff has rearranged its small object storage cabinets and painting racks to accommodate the return of items (from the Peabody Art Collection) that have been on long term loan to the

Baltimore Museum of Art. The returned items include the entire works on paper collection (28 boxes, 1096 images) as well as thirteen paintings/empty frames.

### **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 reformed as Digital Records in June 2016, Constituent and Interagency Services was made a separate department.

Constituent and Interagency Services operates the Archives Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files, and refiles records returned to the Archives. The Archives Help Desk provides customer support for on-line Maryland land records ([mdlandrec.net](http://mdlandrec.net) & [plats.net](http://plats.net)). To this point in FY2020, staff has fielded 608 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 8,391 other inquiries relating to Archives records or services.

Staff from this office processed 2,966 individual file returns to State and local agencies, and placed 6,530 files returned by agencies to their assigned locations within the Archives holdings. For the public, copies of files also are produced here. These ranged from single-page birth, death and marriage records, to multi-page civil, equity and divorce decrees, to copies of entire case files, often running to hundreds of pages each.

### **Appraisal and Description**

#### **Staff changes**

James Watson was promoted from Appraisal into a supervisory role in Imaging Services, and Appraisal redistributed duties in response to this change. Appraisal also began the recruitment process to hire a new employee into the department. The recruitment process was not complete when the governor announced a hiring freeze in response to the COVID-19 emergency, and this recruitment is now on indefinite hold. Appraisal will continue its current distribution of duties, which prioritizes:

Encouraging agencies to have effective records management programs, including:

- A responsible records officer
- Up-to-date retention schedules
- Prompt, documented disposal of non-permanent records
- Well-documented transfer of permanent records

Supporting Archives public services, including:

- Fulfillment of record requests
- Improvement of online guidance material

### **Digital Acquisition, Processing, & Publications**

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.

2020 has been a productive year so far for our Imaging Department. Even with the slowing down of scanning operations due to COVID-19, staff have continued to increase the Archives' digital holdings. From January to March, a total of 918,796 images have been generated, 575,521 images from microfilm and 343,275 images from non-microfilm sources. Overall, for FY2020 the Archives has generated 3,525,627 images (2,259,413 images from microfilm and 1,266,214 images from non-microfilm sources).

### **Department of Legislative Services Scanning Project**

The Archives has been engaged in a digitization project for the Department of Legislative Services to provide text searchable pdfs of all legislative bill history files from 1976-1999. The project includes physical paper and microfilm scanning digitization, and will improve access to the material for both legislative staff and researchers.

All files from 1976-1991 are being scanned from the original paper files, while the balance of the material covering 1992-1999 have been scanned from microfilm. The Archives has completed all targeted microfilm scanning, as well as additional material covering files from 1986, for a total of 577 reels. In regards to the physical record scanning, the Archives' has scanned a total of 94 cubic feet of files.

The first set of pdfs delivered to the Department of Legislative Services covered 1976-1992. This transfer comprised 6,082 pdfs. Future deliveries will be sent as each year's worth of pdfs are completed.

### **Department of Assessment and Taxation Microfiche Processing Project**

Tax Assessment books, produced by the Department of Assessment and Taxation, document all tax assessments in a county for a given fiscal year. These were initially bound volumes but the format has changed with technological developments. In the 1980's and through the early 2000s, the primary format for these records was microfiche. Several years ago, the Archives began digitizing these records to increase the ease of access to the records for our staff. Over 70% of the material located in 24 record series was scanned. The remaining units of microfiche will be scanned at a later date.

It was later identified that our internal image viewing software had issues displaying these scanned images in their raw format and that each "volume" was quite large, many easily over 5000 images. For these reasons, and with many of our staff having limited telework options during the COVID-19 quarantine, it was decided to enact a plan that had been in development for a while.

Each tax assessment volume is organized by district and then alphabetically within each district and therefore could potentially be broken down into smaller, more digestible sections. Staff have been asked to review each digitized volume and identify the breaks between districts. With these identified breaks, smaller text searchable pdfs can be created. These pdfs are then

reviewed to identify any imaging issues to be corrected. The pdfs are then linked to the internal Guide to Government Records website for staff use.

### **Department of Assessment and Taxation Data Conversion Project**

The format for tax assessment records series has changed over time from paper, to microfilm, to digital. When SDAT began to record these assessments digitally, they used proprietary software by the KODAK company and transferred the data to the Archives on CD's. When a request for a particular assessment from these discs was received, a member of staff would simply look up the requested information and print/email a copy to the patron. Archives eventually stopped receiving the information on discs and now receives it as an annual digital file that is downloaded directly from SDAT and uploaded into our system.

The current issue faced by the Archives is that the data that was originally transferred on CD still exists solely on these discs. Due to the age of the discs, most of the PCs used by staff no longer recognize them when placed in their disc drives. Additionally, the KODAK software used to access the data requires the use of a machine using the Microsoft XP operating system which is no longer supported. This limits access to one or two older PCs that are still capable of reading the discs. As a result, the potential for this data to be lost is high and requires immediate attention.

Earlier this year, interns began working to move assessment record data from CDs to formatted text files. These text files will act as an archival copy. A text-searchable PDF will then be created from the text files and act as an access copy and will be linked to the Guide to Government Records. This project is being monitored by Appraisal Department staff to ensure that each file is described appropriately. The overall goal of this project is the long term preservation of this at-risk data. The new version of this data will allow Archives staff to quickly reply to requests and make certain that we are not dependent on older hardware/software for access to the data.

This project has been delayed due to the COVID-19 quarantine, but as of March 13th our interns converted one fiscal year (2000-2001) worth of data for Allegany County. This will equate to roughly 25+ district level pdfs that will be linked to our Guide to Government Records for staff use. More progress will be made once the Archives resumes normal operations.

### **Maryland Indexes Image Review**

A second project initiated during the COVID-19 quarantine is a review of various scanned index series that are available to the public. These index series were or are in the process of being digitized from the Archives' card catalog. Staff review all units that have been scanned for a record series and enter in any image issues that they identify into a spreadsheet. Out of 18 index series chosen to be reviewed, 11 have been completed and 7 are currently in review. Issues that have been identified can then be corrected once the Archives returns to normal operations.

## Research, Education, Outreach, and Reference Services

### **Lunch and Learn Program**

The Archives was pleased to host Hall of Records Commission member Dr. Richard Bell of the University of Maryland at the January Lunch and Learn program event. Dr. Bell gave a presentation on his most recent publication, *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*. Registration for the event was at capacity, and Dr. Bell's talk was very well received by an appreciative audience.



In addition to Dr. Bell, the Archives hosted former State Archivist Dr. Edward Papenfuse, former Artistic Properties intern Michelle Fitzgerald now Assistant Curator of Homewood Museum, and Drs. Gary Homana and Morna McDermott McNulty of Towson University in the Lunch and Learn program.

Due to COVID-19, the Archives suspended all public programming in March. Regrettably, we were forced to postpone the Lunch and Learn scheduled with Hall of Records Commission member Dr. Ida Jones of Morgan State University. Dr. Jones was to have spoken on her

most recent publication *Baltimore Civil Rights Leader Victorine Q. Adams: The Power of the Ballot*. We look forward to rescheduling this event with Dr. Jones in the future and resuming the public programming schedule once the Archives has returned to normal operations.

### **19th Amendment Commission**

The Maryland State Archives continues to serve on the Governor's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. The Commission hosted a historic marker unveiling on February 28, 2020 on the campus of Goucher College to commemorate the staff and students of the college who were part of the suffrage movement. This marker was made possible by a grant from the Pomeroy Foundation to the Maryland Women's Heritage Center. Hall of Records



Commission member Dr. Ida Jones was in attendance and was one of the featured speakers. In response to COVID-19, the 19th Amendment Commission cancelled its premiere event scheduled for March 7, 2020. This event, the Women of the World (WOW) festival, was expected to draw hundreds of attendees to a day-long conference. Given the evolving public health crisis, this event was cancelled and the Commission is now exploring the production of an online program for later this year, possibly in August, to coincide with the actual centennial anniversary date of the ratification of the 19th Amendment.

## **Maryland Lynching Truth and Reconciliation Commission**

The Maryland State Archives is pleased to serve on the Maryland Lynching Truth and Reconciliation Commission. The State Archivist serves as a Commissioner and Chris Haley and Maya Davis of the Legacy of Slavery program provide research and staffing support for the Commission. The Archives has consistently participated in the Logistics and the Research Committees of the Commission and is contributing to the development of plans to hold public hearings throughout the state. In addition to hosting and maintaining the Commission website, the Archives has hosted a number of the public, full Commission meetings and Committee meetings at its Annapolis and Rolling Run facilities. The Archives also provides access to collection materials that will assist the Commission members in documenting incidents and victims of lynching, as well as providing one of the repositories for the files and work product of the Commission itself. For more information, please see:

<https://msa.maryland.gov/lynching-truth-reconciliation/>.

## **Joint Session and Public Open House Celebration of Tubman and Douglass**



The Archives staff was honored to coordinate two educational celebrations of the new statues of Harriet Tubman and Frederick Douglass in the restored Old House Chamber of the Maryland State House. Archives staff provided planning and support for the statue unveilings that occurred during a joint legislative session on the evening of February 10, 2020. This event was hosted by Speaker Adrienne A. Jones and included remarks by Speaker Jones, President Ferguson, Senator Miller, Governor Hogan, Deputy State Archivist Elaine Rice Bachmann, Ivan Schwartz of StudioEIS, and featured musical selections by The Wright Quartet.

The Archives also hosted a day-long public open house on February 15, 2020, which included living history interpretation, scholarly talks, gospel choir performances, children's activities, refreshments, and of course, photo opportunities and a chance to interact with the new statues. The amazing day included presentations by Millicent Sparks, who provided a living history interpretation of Harriet Tubman; a talk by Douglass descendant Ken Morris; lectures by Tubman scholar Dr. Kate Larson and Douglass scholar Dr. Celeste-Marie Bernier; a concert by the Extensions of Faith Praise Choir; and a panel including all the speakers joined by Harriet Tubman descendant Tina Wyatt. The staff of the Archives was honored to welcome approximately 1,500 guests to the State House throughout the day. We would like to thank the partners whose sponsorship made the public event possible, including the Four Rivers Heritage Area, the National Parks Service, the United States Naval Academy, Annapolis Transportation, and Small Cakes Cupcakery and Creamery. The newly published second edition of the *Guide to the History of Slavery in Maryland* was distributed at both events.



## **Education Activities**

Archives' staff has provided support to a number of educational initiatives and universities during this period. Most notably, the Legacy of Slavery program continued its partnership with the University of Maryland iSchool Digital Curation and Innovation Center. After hosting the International Computational Archival Science Datathon at the Archives in Annapolis this past October, Archivists Chris Haley and Maya Davis travelled to London in January 2020 on a UK Humanities Grant to a conference at the The Alan Turing Institute. In addition to the Maryland State Archives and University of Maryland, participants in this conference exchange were the British National Archives and King's College. The topic of both these conferences was to share ways that archival records can be mined for aggregate data which can allow users to explore patterns in American history and cultural heritage. The faculty of the DCIC continues to use the research of the Legacy of Slavery program to train their students in the archival track. Archives' staff also co-taught classes and made presentations in Archives and research to students from Bowie State University, University of Maryland, St. John's College, and St. Mary's College.

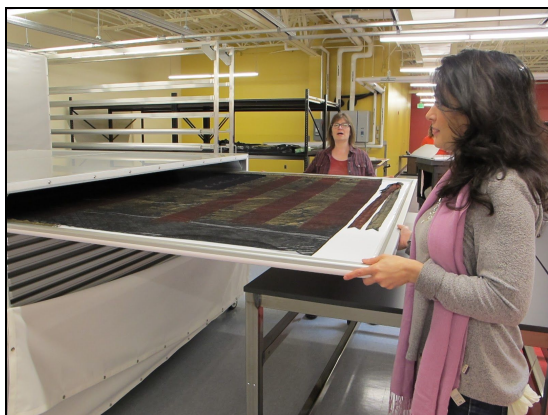
## **2020 Summer Internship Program**

The 2020 Summer Internship Program has been cancelled due to COVID-19. The Archives' staff is exploring ways to work with partners to engage student interns either later in the year or in a remote capacity. We would particularly like to thank St. John's College, Washington College, and UMD's iSchool for their flexibility and willingness to work with us on behalf of their students. We look forward to reinstating this program next year.

## **Special Collections & Conservation**

### **Relocation of Maryland Battle Flag Collection**

The Department of Special Collections and Conservation has completed a two-year project to move the Maryland Battle Flag Collection ([MSA SC 1560](#)) from Annapolis into state-of-the-art storage cabinets at Rolling Run. Two conservators and two archivists moved 119 textiles, transporting four to six flags per month between April 2018 and October 2019. We were ably assisted by members of the Constituent Services staff, our student interns, and volunteers to



carefully remove tacks holding the flags to their flag poles, wrap each flag, and move via Archives' courier vehicles to the Rolling Run. Our team then installed the flags into the museum furniture designed for preserving textiles on flat trays. On February 7, 2020 we had the assistance of Artistic Properties Associate Curator Chris Kintzel and contractors with Bonsai Fine Arts to complete the flag relocation project. Art handlers moved the two widest flags -- the Old Defenders Association National Flag and the Confederate Garrison Flag-- into their new location, where they will be mounted onto textile rolls designed for rugs and other oversized textiles. At Rolling Run, Conservator

Jennifer Cruickshank led a project to document the preservation conditions of each of the flags so we can better understand how to care for them in their new storage environment.

Director of Special Collections & Conservation Maria Day is researching the collection along with Baltimore City Archivist Dr. Robert W. Schoeberlein with a goal towards publishing about the collection. The earliest portions of the collection date to 1900, when the General Assembly established a Battle Flag Commission to gather, preserve, and display the Civil War colors from Maryland's Union and Confederate units. The Commission negotiated for the transfer of the flags and arranged for the building of privately-funded display cases within the State House. In 1906 and 1907, the State took possession of the flags amid great ceremony. Flags from World War I units of the Maryland National Guard expanded the exhibit some years later. The Archives received the flag collection when our current Annapolis building opened to the public in 1985. Although called Maryland "Battle Flag" Collection, not only are there military colors representing specific army regiments and Maryland State Guard units, but also flags representing a military hospital, a battalion's church, Maryland Naval Militia ensigns, a garrison flag, and the Old Defenders veterans organization flag. Plans are in place to develop a website and to publish the collection's history.

### ***Montgomery County Sentinel* Newspaper Donation**

In late February 2020, the Archives began conversations with the owner of the recently closed newspaper *Montgomery County Sentinel* regarding the disposition of the volumes of published issues housed in the newspaper's offices. Under its most recent ownership, the *Montgomery County Sentinel* had been published for 57 years. Prior publishing history stretches as far back as 1855, making the *Sentinel* a fixture of county news reporting and an important historic newspaper. In early March 2020, staff from the Archives met the newspaper owners at their offices in Rockville to transfer into Archives custody 150 bound volumes and four boxes of loose issues, spanning from 1933 up until the final issue from January 2020. Final cataloging remains to be done, however it is clear that this acquisition will give the Archives a nearly complete run of this important newspaper title, preserving access to community history for future generations.

### ***Baltimore American* Digitization Program**

The digital Google News Archive contains only 16 years of the newspapers the *Baltimore American and Commercial Daily Advertiser* and *Baltimore American*, while the full run ranged 1857 to 1964. Special Collections holds many volumes and single issues of these titles, covering a large portion of the period. The preservation state of these newspapers is very poor, despite archivists' efforts to protect them. The news was printed on inexpensive pulp paper that has become yellow and brittle with age, and it is too fragile to touch without breaking off the edges. In 2019, the Archives launched an effort to digitize issues of the newspaper with an eye toward increasing public accessibility. Conservator Camille DiMarco and Imaging Archivist Tyrone Jones have taken the lead on this effort. Camille carefully disbinds the printed volumes and, with the help of volunteers, lays the pages on black paper so they can be more effectively positioned in the Scanmaster equipment. With Camille's help, Tyrone has digitized issues from January-June 1873, and the entire year of 1874. This program may take some time with current resources, but we are optimistic that the uncompressed images will deliver content to those of our constituents who have not had access to the *Baltimore American's* coverage of news events.

## **Baltimore City Archives**

### **COVID-19 Closure**

The City Archives, out of an abundance of caution, closed its doors to all researchers and volunteers on March 16th. State employees deployed there also began to work remotely on this day. On March 18, Mayor Bernard “Jack” Young issued a directive that all City employees who were considered telework-eligible should telework for the foreseeable future. Gerald Roberts, the sole City employee at our facility, is now working remotely. City Archives and State Archives staff still continue to visit the building on a weekly basis.

### **City Code Revision Bill and Status**

On February 24th, a records management bill was introduced into Baltimore’s City Council. The culmination of many years of City and State cooperation and effort, the bill is entitled “Modernizing, Correcting, and Conforming For the purpose of repealing and replacing City Code provisions regarding Baltimore City records management program to conform to State law requirements and to reflect modern practices in records management.” This bill seeks to purge the antiquated and disused portions found within the current City Code, with the last such Code updating occurring in the late 1970s.

Currently, only two agencies have submitted reports to the records management bill. Both of these entities filed their reports in mid-March. Before the COVID-19 closures began, Councilman William Henry, chair of the committee that would be hearing the bill, indicated that a hearing would not be scheduled until sometime in May. However, given the current closure situation, that timetable is no longer feasible. You may download the bill or view any updates to its status at:

<https://baltimore.legistar.com/LegislationDetail.aspx?ID=4342011&GUID=9CF50A3F-D558-4477-9279-30571C1BA680&Options=ID|Text|&Search=records>

### **Staffing**

Saul Gibusiwa, Searchroom Coordinator, retired on the 1st of April. He first came to the State Archives as part of our annual Summer internship. Hired in 2001, Saul worked as a digitization technician before coming to the City Archives during the summer of 2009. His job duties expanded greatly from that point forward to embrace research appointment coordination, records retrieval, collection processing, and telephone and email reference. He was highly regarded by staff and volunteers and will be sorely missed. The timetable for his replacement cannot be determined at present.

### **Record Management Activities**

Three meetings or appraisal visits to City offices have taken place since the last Hall of Records Commission meeting. The offices visited include the Housing Authority of Baltimore City, the Health Department, and the Liquor Board. Records transfers to the City Archives totaled 303 cubic feet. Departments or units represented include Department of Housing and Community Development, the Health Department and the Office of Animal Control. Eight retention schedules have been drafted; none have been finalized.

## Historical Collections

Indexing, description, and processing continues on papers from the Office of the Mayor dating from 1885-1900 [BRG9, series 3 and 4], with the work being done primarily by volunteers. The rehousing and description of City Law Department historical case files [BRG13-2] also continues, a task that started in 2010.

## Internship

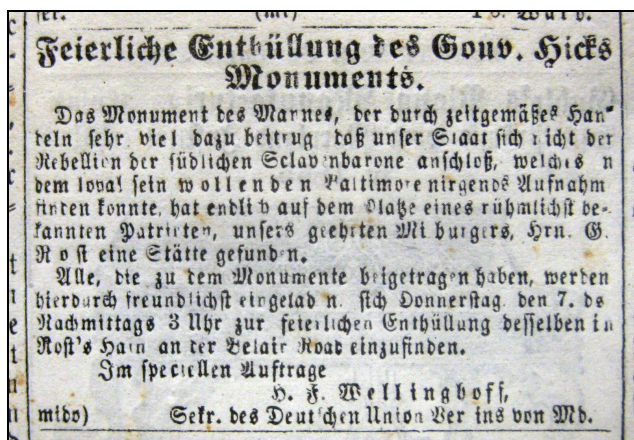
The City Archives hosted a graduate student intern from the University of Maryland College of Information Studies. Mr. Matthew Caruso began working on his field study internship on the 27th of January. His assigned work plan included additional processing of the Mayoral Papers of Kurt L. Schmoke [BRG9-44], with an emphasis on the series relating to Peter Marudas, Director of Intergovernmental Affairs, and Honora Freeman, Director of Baltimore Development Corporation. Great progress was made until the COVID-19 closure. We then assigned Mr. Caruso remote work transcribing Maryland marriage licenses on the FromThePage website. The University is pleased to accept this task as an alternate practicum experience, allowing Mr. Caruso to graduate this spring as planned.

## Outreach

The City Archives continues to publicize its holdings in order to build public support for our efforts through social media and blog postings, on-site activities, and public meetings held elsewhere.

The City Archives is now a partner in the Bmore Unconference (also known as the Baltimore Unconference.) Unconferences are events run by participants. Attendees set the agenda for discussions, lead the sessions and workshops that fill the schedule, and create an environment of innovation and productive discussion. This one-day event for people who care about public history and historic preservation in and around Baltimore, is scheduled for September 18th at the Museum of Industry. Acting City Archivist Rob Schoeberlein is on the organizing committee.

Dr. Schoeberlein also served as a judging team captain for the Maryland History Day 2020 State Contest. Radically different than in previous years when the events were held at the University of Maryland Baltimore County, all reviewing and judging took place online.



Dr. Schoeberlein penned an article on a little known Civil War monument erected in 1866. Entitled “Baltimore’s First Civil War Monument: ‘An Object Lesson to Posterity of the Loyalty of German-Americans,’” it details the circumstances surrounding the Governor Thomas H. Hicks monument, drawing upon many City Archives resources. It appears in *The Report*, V 48, March 2020 (A Journal of German-American History published by the Society for the History of The Germans in Maryland).

The volunteer team of the Laurel Cemetery Project continued with its research five days a week within our search room until the COVID-19 closure. The project, initiated in April 2019, hoped to

compile a comprehensive list of what was then thought to be approximately 2,000 burials that took place at the now defunct Laurel Cemetery. However, more than 13,000 internments have been discovered to date. The research is derived from digitized death certificates found within the State Archives' holdings.

### **Researchers and Topics**

The City Archives continued to welcome researchers, from both local universities and abroad, to examine its holdings. Thirty-three researcher appointments have been facilitated since the last Commission meeting up to our March 16th closure. Twentieth-century topics still garnered the greatest interest. A Johns Hopkins University professor focused upon Baltimore equal rights activism during World War II. Other topics included: the history of education and the Baltimore City Public Schools; drug laws during the early 1970s; the Baltimore City Literacy Corporation; and the Flag House Court Public Housing Project and its transition to Albemarle Square in 2006.

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

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

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_transfer\\_report\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_transfer_report_spring_2020.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_special\\_collections\\_report\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_special_collections_report_spring_2020.pdf)

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

### **Old Business**

### **New Business**

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

### **Adjournment**

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Mr. Timothy D. Baker  
State Archivist and Commissioner of Land Patents  
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## Maryland State Archives

### DRAFT

### Hall of Records Commission Meeting Minutes

May 8, 2020 2:00 p.m.

Via Teleconference

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#### Call to Order by Chair

Attendees:

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

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

Ms. Bernadette Benik, *designee of the Treasurer of Maryland*

Mr. Tom Brennan, *designee of the Comptroller of Maryland*

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

The Honorable William C. "Bill" Ferguson IV, *President of the Senate*

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

The Honorable Nancy K. Kopp, *Treasurer of Maryland*

Mr. Mark B. Letzer, *President and CEO of the Maryland Historical Society*

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

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

Mr. Jordon Steele, *designee of the President, Johns Hopkins University*

#### Opening Remarks / Special Announcements

The Chair welcomed Commission members, designees, Archives' staff, and members of the public.

#### Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 14, 2019:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_minutes\\_fall\\_2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_minutes_fall_2019.pdf)

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

State Archivist Tim Baker reported on the success of the second Forum for representatives of Maryland history and culture organizations at the Rolling Run facility, held on November 18,

2019. The Forum facilitates discussion between these organizations on ways to assist and support each other.

Mr. Baker thanked Dr. Richard Bell for his presentation on *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*, at a Lunch and Learn session at the Archives. He also expressed his regret that a presentation by Dr. Ida Jones on *Baltimore Civil Rights Leader Victorine Q. Adams: The Power of the Ballot* had to be postponed due to the COVID-19 emergency, but anticipates the rescheduling of the talk once the Archives returns to normal operations.

The Chair moved that the minutes be approved and the special meetings of the Commission recognized. The motion was unanimously approved.

### **Records Retention & Disposal**

Mr. Baker reported that, since the last Hall of Records Commission meeting, he approved 30 retention schedules. These consisted of 11 from State agencies, 6 from county agencies, and 13 from municipal agencies.

Mr. Baker also reported the receipt of 203 disposal certificates, 144 of those being submitted digitally and the remaining 59 by paper submission. He noted that he was particularly pleased with the increased number of electronic submissions.

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

### **State Archivist's Report**

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

Mr. Baker invited the members to review the outreach activities of Archives' staff as being indicative of Archives' goals and priorities.

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_chronology\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_chronology_spring_2020.pdf)

#### **COVID-19 Response**

Mr. Baker thanked the Department of General Services for their continued support of the Archives' physical infrastructure during this public health emergency.

Mr. Baker reported that the Archives overcame a myriad of technical and logistical hurdles to convert operations from one in which a small handful of staff teleworked occasionally to an organization in which all employees were contributing to the mission of the Archives remotely in one way or another. He noted that the Archives continues to provide a high level of service to state agencies and the public while working remotely, fulfilling record orders in a timely manner.



Challenges include upgrading the firewalls needed for teleworking staff to securely use Virtual Private Network (VPN).

Mr. Baker announced that on-site public programming was cancelled for the rest of the year, but noted that staff were committed to providing online offerings to the public. As an example, he highlighted the work of Special Collections Department staff in creating and presenting a webinar on *Community Collecting*.

Mr. Baker outlined a phased approach to the transition going forward, emphasizing the safety of staff, visitors, and Archives' collections as being the foremost consideration. An appointment-only reference model would be instituted, with consideration given to patrons needing documents for short-fused requirements. Communication will be important in defining visit protocols and Personal Protection Equipment (PPE) requirements, and in managing expectations in order to avoid conflicts.

The Archives donated the bulk of its PPE stock in support of Anne Arundel Medical Center. Mr. Baker thanked staff member Jennifer Cruickshank for her timely recommendation that the Archives' supply of PPE, including masks, respirators, disposable smocks, shoe covers etc., could best serve frontline responders during this public health emergency. The restocking of PPE will be an important step in the reopening of the Archives to both staff and the public.

The Chair seconded Mr. Baker's emphasis on safety, noting that all Commission members were likely in a similar situation at their own workplaces. She thanked Archives staff for their courage and perseverance, and expressed gratitude that everyone attending was healthy and able to be productive during this difficult time.

## **Volunteers**

Mr. Baker reported that the Archives was unable to support the work of its volunteer cohort during the emergency, necessitating an orderly shutdown of the Register of Wills/FamilySearch organization probate scanning project. Many of the volunteers have returned to their homes in other states, and Mr. Baker noted with regret that it will be difficult to ramp this important project back up again.

## **Audit**

Mr. Baker reported that The Office of Legislative Audits' recent fiscal compliance audit resulted in no findings to report. Mr. Baker thanked Director of Administration Nassir Rezvan for his work in achieving this result.

## **Budget**

Mr. Baker reported that a significant budget reduction target for the next fiscal year has been received and is under review. He stated that his primary goal in addressing this reduction was job preservation.

## **Publications**

Deputy State Archivist Elaine Rice Bachmann reported that an updated edition of *A Guide to the History of Slavery in Maryland* has been published. This new edition comes thirteen years after the initial publication and features fully revised text reflecting the ongoing research of the Study of the Legacy of Slavery in Maryland program staff, with many new photographs and illustrations. Ms. Rice Bachmann thanked Maya Davis and Christopher Haley of the Legacy of Slavery program staff, as well as Emily Oland Squires, for their research and contributions. The Archives is grateful for the support of the Friends of the Maryland State Archives and the Four Rivers Heritage Area for their grants toward the printing of this revised publication.

Ms. Rice Bachmann thanked Mimi Calver for her work on *The Maryland State House: 250 Years of History*, which will be printed and available for distribution by late May or early June. Ten thousand copies will be printed and will be sold in local bookstores, as well as at the Archives itself. Copies will also be distributed to Maryland public libraries.

Ms. Rice Bachmann noted the work being done by Owen Lourie in writing the text for a publication compiled from the biographical research and blog posts of the Finding the Maryland 400 project. She thanked the Friends of the Maryland State Archives and the Sons of the American Revolution for their continuing support of the project.

## **Tubman & Douglass Statues and Joint Legislative Session**

Ms. Rice Bachmann reported on the unveiling of statues of Frederick Douglass and Harriet Tubman at their official dedication at a joint Legislative Session the evening of Monday, February 10th. This event was the culmination of years of planning for the statues, their development and design, as well as the related structural reinforcement required to the floor of the Old House of Delegates Chamber to support the bronze lifesize figures. Ms. Rice Bachmann noted the contributions of Tim Baker, Catherine Rogers Arthur, Christopher Kintzel, Christopher Haley, and Maya Davis of the Archives' staff in bringing this project to its successful conclusion. The joint session was presided over by Senate President William Ferguson and Speaker of the House of Delegates Adrienne Jones. Governor Larry Hogan and First Lady Yumi Hogan, along with Lt. Governor Boyd Rutherford, were also in attendance. Bachmann and Ivan Schwartz of StudioEIS, along with the state's leadership, made remarks. Descendants and relatives of Harriet Tubman and Frederick Douglass were in attendance and were invited by Speaker Jones to join the leadership in opening the doors of the chamber to reveal the sculptures to the public for the first time.

The following Saturday saw a full-day public celebration of the sculptures, featuring speakers, partner institutions, reenactors, and a live musical performance. Members of the Maryland Commission on African American History and Culture introduced the speakers who presented in the Governor's Reception Room, which was graciously made accessible for the public event by the office of Governor Hogan. The presiding officers and members of their staff were in attendance as well. Over 1,500 people attended the free public events throughout the day.

Ms. Rice Bachmann thanked the chefs at Government House, the National Park Service Network to Freedom staff, Four Rivers Heritage Area, the United States Naval Academy, the

Maryland Commission on African American History and Culture, and the Commerce Department Division of Tourism for their support of these events.

### **Senate Chamber Portraiture**

Mr. Baker reported that, at the request of Senate President William Ferguson, portraits of Verda Welcome (1904-1990) by Simmie Knox, and Thomas V. Mike Miller, Jr. by Lisa Egeli, were installed on the back wall of the Senate Chamber in January. President Ferguson noted his later conversation with President Miller concerning this moving tribute, and thanked Mr. Baker and the Archives' staff for their work.

### **Baltimore City Archives**

Dr. Robert Schoberlein, Acting City Archivist, reported that the Archives closed to the public on March 15th in response to the public health emergency. Dr. Schoberlein and Gerald Roberts, the sole City employee at the facility, are now working remotely.

Dr. Schoberlein also noted that Saul Gibusiwa, Searchroom Coordinator, retired on April 1st. He was highly regarded by staff and volunteers and will be sorely missed. Mr. Roberts is also contemplating retirement this summer and, given the current hiring climate, the timetable for their replacement cannot be determined at present. Student intern Matthew Caruso will continue with the Archives as a volunteer.

Dr. Schoberlein reported on the introduction of a records management bill into Baltimore's City Council. The bill seeks to purge the antiquated and disused portions found within the current City Code, with the last such Code updating occurring in the late 1970s. Mr. Baker expressed the State Archives' strong support for this bill.

Dr. Schoberlein invited Commission members to read his article on a Civil War monument erected in 1866. Entitled "Baltimore's First Civil War Monument: 'An Object Lesson to Posterity of the Loyalty of German-Americans'," it details the circumstances surrounding the erection of the Governor Thomas H. Hicks monument, drawing upon many City Archives resources. It can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_civil\\_war\\_monument\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_civil_war_monument_spring_2020.pdf)

Notes for Dr. Schoberlein's report to the Commission can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc\\_civil\\_war\\_monument\\_spring\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000051/hrc_civil_war_monument_spring_2020.pdf)

**Old Business-** No old business

**New Business-** No new business

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

**Adjournment-** The Chair wished members and participants a safe and healthy summer. The meeting adjourned at 3:05.

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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Chronology of Staff Activities  
November 14, 2019 - May 7, 2020

**November 14:** The Archives hosted the Fall meeting of the Hall of Records Commission.

**November 15:** Tim Baker attended a meeting of cultural institutions at Lincoln University for a conversation about the role and future of African American Cultural Heritage in the region and about the Underground Railroad in particular.

**November 16:** Tim Baker attended a meeting of the Lynching Truth and Reconciliation Commission.

**November 17:** Maya Davis gave a presentation on “Enslaved Marriages” at the Riversdale House Museum.

**November 18:** Camille DiMarco provided a Book Conservation Workshop at the Greenfield Library, St. John’s College.

**November 18:** Rob Schoeberlein, Tim Baker, and Archives staff hosted an NHPRC funded forum to promote collaboration and collection preservation among cultural institutions in Maryland. Representatives of cultural and historical organizations participated in the gathering.

**November 19:** Maya Davis provided information on careers in Archives to a Howard University Public History class.

**November 19:** Catherine Rogers Arthur and Tim Baker made a visit to Henry “Hoppy” Hopkins’ silversmith studio for planning and design direction for the proposed Senate mace.

**November 20:** The Archives’ Special Collections & Conservation Department hosted a University of Maryland Intern-for-a-Day.

**November 21:** Tim Baker, Catherine Rogers Arthur, and Chris Kintzel toured the Washington County Museum of Fine Arts with members of the *Treasures of State* Exhibition committee for exhibition planning.

**November 27:** Elaine Rice Bachmann met with Governor Hogan and artist Cedric Egeli to discuss preliminary steps in the creation of Governor Hogan’s official portrait.

**December 02:** Tim Baker chaired the annual meeting of the Data Preservation Advisory Panel of the Maryland Geological Survey at the Rolling Run facility.

**December 02:** Elaine Rice Bachmann attended a meeting of the Maryland Historical Society Museum Committee.

**December 02:** Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

**December 03:** Tim Baker and Rob Schoberlein hosted a meeting of the Maryland Historical Records Advisory Board at the Rolling Run facility.

**December 04:** The Archives hosted a public Lunch and Learn event, screening the new documentary *Voices of Baltimore* followed by a Q&A session with the filmmakers from Towson University.

**December 04:** Chris Haley attended the Annapolis Memories Senior ID Party, sharing copies of historic photographs for seniors to assist in identifying locations, people, and events in the photographs.

**December 04:** Tim Baker and Elaine Rice Bachmann met with Senator Bill Ferguson to discuss the State House Trust.

**December 05:** Tim Baker, Joyce Phelps, and Kathryn Baringer met with Anne Arundel County Circuit Court Clerk Scott Poyer and Chief Deputy Mary Catherine Fowler to discuss methods for effectively separating permanent and non-permanent material and arrange a regular transfer schedule for the permanent records.

**December 09:** Maya Davis and Tim Baker attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**December 09 - 13:** James Watson attended the Heritage Emergency and Response Training (HEART) program at the Smithsonian Institution.

**December 10:** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**December 10:** Kevin Swanson and Kathryn Baringer attended a meeting of the Circuit Court Real Property Records Improvement Fund Oversight Committee.

**December 11:** Chris Kintzel, Catherine Rogers Arthur, and Elaine Rice Bachmann attended the Night of the Arts reception at Government House.

**December 12:** The Archives hosted a meeting of the Artistic Property Commission.

**December 12:** Chris Haley participated on a panel for the Leadership Anne Arundel Arts Council.

**December 13:** Special Collections archivists hosted a visit by donor Robert Tennenbaum, retired architect, urban planner, and educator.

**December 16:** Elaine Rice Bachmann provided a tour of the State House to a class of third graders, who also met with Speaker Jones as part of their tour.

**December 16:** Archives staff celebrated the thirty-five year career of Kevin Swanson upon his retirement from state service.

**December 17:** Corey Lewis attended a meeting of Digital Cultural Heritage DC.

**December 19:** Elaine Rice Bachmann provided a tour of the State House and Government House for Gigi's Playhouse.

**December 20:** Tim Baker attended a meeting of the Lynching Truth and Reconciliation Commission chairs.

**December 23:** Joyce Phelps and Kathryn Baringer attended an Anne Arundel County Circuit Court Meet & Greet and received a courthouse tour.

**January 03:** Corey Lewis provided a presentation on digitization to the Prince Hall Grande Lodge.

**January 08:** Kathryn Baringer attended a meeting of the Council of State Archives' State Electronic Records Initiative Committee.

**January 09:** James Watson and Kathryn Baringer participated in a records retention panel at the Maryland Government Finance Officers Association Winter Conference.

**January 10:** Maya Davis attended a meeting of the Maryland Commission on African American History and Culture Nominations Committee.

**January 13:** The Archives hosted a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**January 13:** Tim Baker delivered remarks at the unveiling of portraits of Verda Welcome and Thomas V. "Mike" Miller in the Maryland Senate.

**January 14:** Corey Lewis and Jenn Cruickshank participated in the Community Challenge STEM Students Presentations at Glen Burnie High School.

**January 14:** Kathryn Baringer moderated the Council of State Archives State Electronic Records Initiative (SERI) webinar "PST! Hey, It's Email!"

**January 15:** Emily Oland Squires participated in a meeting of the Four Rivers Coordinating Council.

**January 15:** Sheila Simms and Corey Lewis attended a demonstration of a scanner by the staff of St. John's College.

**January 17:** Maya Davis participated in a meeting of the Maryland Commission on African American History and Culture Banneker Douglass Museum Committee.

**January 17 - 22:** Chris Haley and Maya Davis attended and presented at a University of Maryland iSchool DCIC Digital Archives Conference at the Alan Turing Institute in London.

**January 21:** Tim Baker attended an iScan / Humanim appreciation lunch for Kevin Swanson.

**January 22:** Dr. Richard Bell presented on his book *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home* at a Lunch and Learn public event at the Archives.

**January 22:** Maya Davis participated in a meeting of the Harriet Tubman Initiatives Working Group.

**January 23:** Emily Oland Squires participated in a meeting of the Four Rivers Education Committee.

**January 23:** Megan Craynon, Maria Day, Corey Lewis, and Tim Baker participated in a meeting with Blacks of the Chesapeake founder Vince Leggett.

**January 24:** James Watson and Kathryn Baringer spoke about records management on a panel at the Maryland Government Finance Officers Association Conference.

**January 24:** Rob Schoeberlein attended a meeting with the Laurel Cemetery Project Committee at Coppin State University.

**January 27:** Corey Lewis and Maya Davis met with James Briddell to discuss the area known as Briddletown (Berlin, Maryland) which was established in 1866 by free blacks and former slaves who settled there in the years following the Civil War.

**January 28:** Maya Davis attended a Women's Suffrage meeting at Union Baptist Church in Baltimore.

**January 29:** Tim Baker attended a meeting of the board of the Maryland's Four Centuries project.

**January 30:** Tim Baker attended the Maryland Historical Society's "30,000 Foot View" leadership presentation on administration and programs.

**January 30:** Emily Oland Squires gave a presentation on the Maryland State Archives and the field of archives at St. John's College.

**February 03:** Tim Baker and Catherine Rogers Arthur met with Hoppy Hopkins and Elizabeth Visconage, Vice President of St. Mary's Seminary, to view the Seminary's ceremonial mace. They also met with Jackie O'Regan and Jim Stimpert of Johns Hopkins University's Milton S. Eisenhower Library to view JHU's ceremonial mace.



**February 03:** Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

**February 04:** Kathryn Baringer attended a meeting of the Council of State Archivists, State Electronic Records Initiative's Education and Programming Committee.

**February 04:** Tim Baker and Elaine Rice Bachmann met with Mark Letzer at the Maryland Historical Society to plan for the Star-Spangled Banner manuscript's visit to the State House.

**February 05:** Rachel Frazier and Maria Day hosted students from St. Mary's College on a tour of the Archives and a presentation about using collection material.

**February 05:** Rob Schoeberlein attended a Publications Committee meeting at the Maryland Historical Society.

**February 06:** Megan Craynon received a Special Collections donation from Senator John Astle.

**February 06:** Jenn Cruickshank attended a meeting of the Washington Conservation Guild for a lecture on *The Use of Gels in Parchment Conservation* by Cathie Magee, Post-Graduate Conservation Fellow at the Library of Congress.

**February 08:** Elaine Rice Bachmann, Catherine Rogers Arthur, and Mimi Calver provided tours of Government House and the State House for the National Governors' Association Spouses meeting and Elaine gave remarks to the group with First Lady Yumi Hogan at the luncheon meeting at Government House

**February 09:** Chris Haley gave a presentation on the Legacy of Slavery in Maryland website and African American history in Maryland at the Greenbelt Community Center.

**February 10:** The Archives hosted a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**February 10:** Archives staff participated in an early access press viewing and briefing on the statues of Harriet Tubman and Frederick Douglass.

**February 10:** Archives staff organized and participated in the unveiling of statues of Frederick Douglass and Harriet Tubman at a Special Joint Session of the Maryland Legislature, with Elaine Rice Bachmann, Secretary of the State House Trust, delivering the opening remarks.

**February 11:** Megan Craynon gave an interview about working in the archival field for Dr. Ursula Gorham and University of Maryland iSchool students.

**February 11:** Emily Oland Squires had a meeting with COATV to discuss the installation of new statues in the State House and possible coverage by the City of Annapolis.

**February 12:** Dr. Edward Papenfuse presented a talk on *Overlooked Stories from the Archives* at a Lunch and Learn public event hosted by the Archives.

**February 12:** Rob Schoeberlein met with Caprice Di Liello, Maryland Room Manager, Enoch Pratt Free Library, to discuss how to improve the coordination of reference services between the Baltimore City Archives and the Pratt Library.

**February 15:** The Archives hosted a meeting of the Maryland Lynching Truth and Reconciliation Commission.

**February 15:** Archives staff hosted public programs to celebrate the installation of the Harriet Tubman and Frederick Douglass statues at the State House.

**February 15:** Owen Lourie attended a meeting of the Maryland Sons of the American Revolution.

**February 17:** Catherine Rogers Arthur and Chris Kintzel planned and attended the Senate's annual George Washington's Birthday Celebration in the Old Senate Chamber.

**February 19:** Maya Davis and Tim Baker attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

**February 19:** Chris Haley and Emily Oland Squires provided an overview of the Legacy of Slavery in Maryland website and gave instruction on conducting African American-related research at the Archives to Bowie State University students.

**February 19:** Elaine Rice Bachmann spoke to the Severna Park High School Chapter of Rho Kappa (Social Studies Honor Society) on the value of statuary and monuments, and the responsibility of public institutions in interpreting history.

**February 19:** Chris Haley attended a meeting of the Frederick Douglass Park on the Tuckahoe stakeholders.

**February 22:** Maya Davis attended a meeting of the Prince George's County Lynching Coalition.

**February 24:** The Archives hosted a Virtual Brick Wall event to assist patrons with their difficult research conundrums.

**February 25:** Tim Baker attended a meeting of the Council of State Archivists Advocacy Committee.

**February 25:** Elaine Rice Bachmann joined First Lady Yumi Hogan on a visit to the studio of artist Cedric Egeli to view progress on the governor's portrait.

**February 25:** Chris Haley and Maya Davis attended a reception in honor of African American Subject and Quilt-maker Joan Gaither.

**February 25:** Corey Lewis met with Nia Redmond of the East Baltimore Historical Library at Henderson Hopkins School to discuss digitization and storage issues.

**February 26:** Tim Baker and Chris Kintzel provided a tour of the Rolling Run facility to Archives volunteers.

**February 28:** Rob Schoeberlein attended an organizing committee meeting of the Bmore Unconference at the Baltimore Museum of Industry.

**February 28:** Rob Schoeberlein attended a meeting with the Laurel Cemetery Project Committee at Coppin State University.

**March 2:** Catherine Rogers Arthur and Rob Schoeberlein attended the Maryland Historical Society's Star-Spangled Banner event in the Governor's Reception Room.

**March 3:** Megan Craynon led the staff team in the transfer of a donation from the *Montgomery County Sentinel* newspaper offices into Special Collections.

**March 4:** Chris Haley and Emily Oland Squires led a follow-up, hands-on workshop for a class from Bowie State University on African American Research at the Maryland State Archives.

**March 6:** Kathryn Baringer, joined by Shaconda Haynie of the Records Management Division of the Department of General Services, provided a training session for public officials on *Records Management 101* in Hagerstown.

**March 6:** Conservator Jennifer Cruickshank attended the Washington Conservation Guild meeting and lecture on the use of gels for preserving parchment.

**March 16:** The Search Room closes due to the COVID-19 pandemic.

**April 2:** Conservator Jennifer Cruickshank attended the first virtual meeting of the Washington Conservation Guild and a lecture by the Smithsonian American Art Museum Chief Conservator, Amber Kerr, on *A Call to Climate Action for Cultural Heritage*.

**April 8:** Rob Schoeberlein participated in a Maryland Historical Society Board of Trustees video conference meeting

**April 13:** Tim Baker, Maya Davis, and Chris Haley participated in a virtual meeting of the Maryland Lynching Truth and Reconciliation Commission.

**April 15:** Tim Baker and Maya Davis attended a virtual meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

**April 17:** Tim Baker, Maya Davis, and Chris Haley attended a virtual Special Meeting of the Maryland Lynching Truth and Reconciliation Commission.

**April 18:** Tim Baker, Maya Davis, and Chris Haley attended a virtual meeting of the Maryland Lynching Memorial Project. Tim Baker gave a presentation on the public hearings to be scheduled by the Maryland Lynching Truth and Reconciliation Commission.

**April 21:** Rob Schoeberlein and Tim Baker participated in a Maryland Historical Society Library Committee video conference meeting

**April 22:** Maya Davis and Chris Haley participated in a meeting of the Prince George's County Lynching Coalition Research Committee. Ms. Davis gave a presentation on the history of documenting lynchings.

**April 25:** Maya Davis participated in a meeting of the Prince George's County Lynching Coalition.

**May 2:** Rob Schoeberlein served as a judge for the virtual version of Maryland History Day. He served as a team captain and reviewed student documentaries in the two weeks prior to the event.

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/14/29019**

**Aberdeen Police Department, Code Enforcement Unit**

Appr: 12/05/2019 RM Sch.#M429 MSA S1522-405

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**Anne Arundel County Office of Central Services, Risk Management Division**

Appr: 01/06/2020 RM Sch.# C1399 MSA S1521-1478 Supersedes C906

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**Baltimore County Health and Human Services Baltimore County Local Management Board**

Appr: 04/08/2020 RM Sch.# C1490

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**Baltimore County Public Schools, School Records**

Appr: 03/24/2020 RM Sch.# C1483

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**Baltimore County Public Schools, Student Records**

Appr: 03/24/2020 RM Sch.# C1482

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**City of Cambridge, Administration**

Appr: 12/16/2019 RM Sch.# M398 MSA S1522-410

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**City of Frederick, Facilities**

Appr: 04/01/2020 RM Sch.# M442

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**City of Frederick, Frederick Municipal Airport (FDK)**

Appr: 12/05/2019 RM Sch.# M435 MSA S1522-406 Supersedes M143

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**Gaithersburg Police Department**

Appr: 02/18/2020 RM Sch.# M439 MSA S1522-413 Supersedes M301

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**Maryland Department of Agriculture, Animal Health Section**

Appr: 02/26/2020 RM Sch.# 2909 MSA S1568-4121 Supersedes 2573

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**Maryland Department of State Police, Chemical Test for Alcohol Unit (CTAU)**

Appr: 01/22/2020 RM Sch.# 971-41-2 MSA S1568-4119 Supersedes 971-41-1

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**Maryland Department of State Police, Chemical Test for Alcohol Unit (CTAU)**

Appr: 03/24/2020 RM Sch.# 971-41-2a

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**Maryland Department of the Environment (MDE), Operational Services Administration, Office of Fiscal Services**

Appr: 11/20/2019 RM Sch.# 2946 MSA S1468-4113 Supersedes 2633

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**Maryland Department of the Environment, Operational Services Administration**

Appr: 02/26/2020 RM Sch.# 2942 MSA S1468-4120 Supersedes 2614A2

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Diversity and Equity (ODE)**

Appr: 12/03/2019 RM Sch.# 2950 MSA S1468-4116 Supersedes 2389

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Human Resources (OHR)**

Appr: 12/03/2019 RM Sch.# 2941 MSA S1468-4114 Supersedes 1822

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Planning & Capital Programming (OPCP)**

Appr: 01/06/2020 RM Sch.# 2926A MSA S1468-4117

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Public Affairs (OPA)**

Appr: 12/03/2019 RM Sch.# 2948 MSA S1468-4115

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**Maryland Transportation Authority (MDTA), Police**

Appr: 01/06/2020 RM Sch.# 2951 MSA S1468-4118

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**Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Transportation Technology Services (OTTS)**

Appr: 11/04/2019 RM Sch.# 2923A2 MSA S1468-4112

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**Montgomery County, Village of Chevy Chase, Section 5**

Appr: 12/05/2019 RM Sch.# M414 MSA S1522-404

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**St. Mary's County Department of Public Works and Transportation**

Appr: 12/03/2019 RM Sch.# C1454 MSA S1521-1477 Supersedes C1268

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**St. Mary's County, Recreation and Parks, Museums**

Appr: 11/20/2019 RM Sch.# C1443 MSA S1521-1476

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**Town of Chevy Chase View**

Appr: 12/05/2019 RM Sch.# M306A MSA S1521-407

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**Town of Emmitsburg, Accounting Department, Finance**

Appr: 11/13/2019 RM Sch.# M406 MSA S1522-402

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**Town of Emmitsburg, Administration**

Appr: 12/16/2019 RM Sch.# M408 MSA S1522-408 Supersedes M28

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**Town of Emmitsburg, Planning and Zoning Department**

Appr: 12/16/2019 RM Sch.# M407 MSA S1522-409 Supersedes M28

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**Town of Garrett Park**

Appr: 12/05/2019 RM Sch.# M409 MSA S1522-403

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**Town of Glen Echo**

Appr: 01/06/2020 RM Sch.# M437 MSA S1522-411

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**Village of North Chevy Chase, Montgomery County**

Appr: 02/10/2020 RM Sch.# M430 MSA S1522-412

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**Retention Schedule Summary**

State agency schedules approved - 11

County agency schedules approved - 6

Municipal agency schedules approved - 13

Total number of State Archives schedules approved - 30

Images of all approved State Archives schedules are available online at

[http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/approved\\_schedule.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html)

Disposal Certificate Summary
Total number of digital certificates – 144
Total number of paper certificates – 59
Total number of certificates – 203
Images of all disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

**Maryland State Archives  
Digital Disposal Certificates Approved  
Since Hall of Records Meeting  
11/14/2019**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/21/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5611
10/21/2019	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-5612
10/22/2019	City of Cumberland City Clerk	SE55-5616
10/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5617
10/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5618
10/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5619
10/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5620
10/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5621
10/23/2019	Worcester County Government Administration Budget Office	SE55-5622
10/24/2019	Carroll County Detention Center	SE55-5623
10/24/2019	Worcester County Government Administration Budget Office	SE55-5624
10/29/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5625
10/31/2019	Queen Anne's County Circuit Court	SE55-5626
10/31/2019	Queen Anne's County Circuit Court	SE55-5627
10/31/2019	Queen Anne's County Circuit Court	SE55-5628
11/04/2019	Worcester County Government Administration Budget Office	SE55-5629
11/13/2019	Worcester County Government Administration Budget Office	SE55-5630
11/05/2019	Carroll County Detention Center	SE55-5631



11/05/2019	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-5632
11/06/2019	Carroll County Detention Center	SE55-5633
11/06/2019	Carroll County Detention Center	SE55-5634
11/07/2019	Maryland Department of Transportation The Secretary's Office - Office of Policy and Regulations	SE55-5635
11/07/2019	Maryland Department of Transportation Maryland Transportation Authority - Operations Support/Maximo	SE55-5636
11/07/2019	Maryland Department of Transportation Maryland Transportation Authority - Procurement	SE55-5637
11/15/2019	Maryland Department of Transportation Maryland Port Administration - Procurement	SE55-5638
11/15/2019	Maryland Department of Transportation Maryland Port Administration - Security	SE55-5639
11/19/2019	Maryland Department of Agriculture Program Planning & Development and State Soil Conservation Committee	SE55-5641
11/19/2019	Maryland Department of Agriculture Program Planning & Development	SE55-5642
11/20/2019	Charles County State's Attorney Office	SE55-5643
11/20/2019	Charles County State's Attorney Office	SE55-5644
11/20/2019	Charles County State's Attorney Office	SE55-5645
11/21/2019	City of Cumberland City Clerk	SE55-5646
11/21/2019	Maryland Department of the Environment	SE55-5647
11/21/2019	Maryland Department of Agriculture State Chemist	SE55-5648
11/22/2019	Maryland Department of Transportation The Secretary's Office - Office of Procurement	SE55-5649
11/26/2019	Maryland Department of Agriculture Fiscal Services	SE55-5650
11/26/2019	Carroll County Detention Center	SE55-5651
11/26/2019	Maryland Department of Agriculture Apiary, Plant Protection, Noxious Weed Control	SE55-5652
11/26/2019	Maryland Department of Agriculture Human Resources	SE55-5653
11/27/2019	Carroll County Detention Center	SE55-5654
12/02/2019	Maryland-National Capital Park and Planning Commission	SE55-5655
12/03/2019	Maryland Department of Agriculture Apiary, Plant Protection, Noxious Weed Control	SE55-5656
12/03/2019	Maryland Department of Agriculture State Chemist	SE55-5657
12/03/2019	Maryland Department of Agriculture Weights & Measures	SE55-5658
12/03/2019	Maryland Department of Agriculture Weights & Measures	SE55-5659
12/04/2019	Maryland Department of Agriculture State Board of Veterinary Medical Examiners	SE55-5660

12/04/2019	Maryland Department of Agriculture State Board of Veterinary Medical Examiners	SE55-5661
12/04/2019	Carroll County Detention Center	SE55-5662
12/04/2019	Cumberland Police Department	SE55-5663
12/04/2019	Cumberland Police Department Central Records	SE55-5664
11/14/2019	St. Mary's County, Treasurer's Office	SE55-5666
11/12/2019	Anne Arundel County Detention Center, Administration	SE55-5667
12/11/2019	Maryland Department of Transportation The Secretary's Office - Office of Policy and Regulations	SE55-5668
12/11/2019	Maryland Department of Transportation The Secretary's Office - Office of Real Estate	SE55-5669
12/12/2019	Carroll County Detention Center	SE55-5670
12/12/2019	Maryland Department of Commerce	SE55-5671
12/12/2019	Maryland Department of Commerce	SE55-5672
12/13/2019	City of College Park	SE55-5673
12/18/2019	City of Cumberland City Clerk	SE55-5674
12/19/2019	Carroll County Detention Center	SE55-5675
12/20/2019	Worcester County Government Administration Budget Office	SE55-5676
10/18/2019	Somerset County Circuit Court	SE55-5677
10/29/2019	Dorchester County Circuit Court	SE55-5678
12/09/2019	District Court 6, Montgomery County	SE55-5679
12/30/2019	Worcester County Government Administration Budget Office	SE55-5680
12/30/2019	Worcester County Government Administration Budget Office	SE55-5681
12/30/2019	Worcester County Government Administration Budget Office	SE55-5682
12/31/2019	Carroll County Detention Center	SE55-5683
01/02/2020	Maryland Department of Transportation Maryland Transportation Authority - Finance	SE55-5684
01/06/2020	Worcester County Circuit Court Clerk's Office	SE55-5685
01/06/2020	Anne Arundel County Community College Document Services/Records Retention	SE55-5686
01/08/2020	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5687
01/08/2020	Maryland Department of Health and Mental Hygiene Frederick County Health Department	SE55-5688
01/08/2020	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5689
01/08/2020	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5690
01/08/2020	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5691

All information from 10/18/2019 to 4/6/2020

01/08/2020	Maryland Department of Health and Mental Hygiene Calvert County Health Department	SE55-5692
01/09/2020	Washington County Register of Wills	SE55-5693
01/09/2020	City of Cumberland Finance - Utility Billing	SE55-5694
01/09/2020	Carroll County Detention Center	SE55-5695
01/11/2020	Prince George's County Circuit Court Records Management	SE55-5696
01/13/2020	Prince George's County Circuit Court Records Management	SE55-5697
01/15/2020	Charles County State's Attorney Office	SE55-5711
01/16/2020	Montgomery County Department of Health and Human Services Contract Management Team	SE55-5712
01/17/2020	Worcester County Sheriff's Office	SE55-5713
01/18/2020	Maryland State Police Planning and Research	SE55-5715
01/21/2020	Anne Arundel County Community College Document Services/Records Retention	SE55-5716
01/21/2020	Maryland Office of Public Defender District Court	SE55-5717
01/23/2020	Carroll County Detention Center	SE55-5718
01/24/2020	City of Cumberland City Clerk	SE55-5719
01/28/2020	Maryland Office of the Attorney General Correctional Litigation - LaToya Jenifer-Evans	SE55-5720
01/28/2020	Maryland Office of the Attorney General Consumer Protection - Deriree Devoe	SE55-5721
01/28/2020	Maryland Department of Transportation The Secretary's Office - Office of Real Estate	SE55-5722
01/28/2020	Carroll County Detention Center	SE55-5723
01/28/2020	City of Cumberland City Clerk	SE55-5724
01/29/2020	Maryland Department of Public Safety and Correctional Services Human Resources Services Division	SE55-5725
02/03/2020	Charles County Government	SE55-5727
02/04/2020	City of Frederick Police Department	SE55-5737
02/10/2020	Maryland State Ethics Commission	SE55-5738
02/10/2020	Maryland Department of Transportation Maryland Transportation Authority - Division of Communications	SE55-5740
02/10/2020	Maryland Department of Transportation Maryland Transportation Authority - Division of Communications	SE55-5741
02/10/2020	Maryland Department of Transportation Maryland Transportation Authority - Division of Operations	SE55-5742
02/10/2020	Maryland Department of Transportation Maryland Transportation Authority - Division of Operations -Traffic Management and Support Services	SE55-5743
02/18/2020	Carroll County Detention Center	SE55-5744
02/18/2020	Carroll County Detention Center	SE55-5745

All information from 10/18/2019 to 4/6/2020

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02/19/2020	City of Cumberland City Clerk	SE55-5746
02/21/2020	Garrett Circuit Court Clerk of Circuit Court	SE55-5750
02/21/2020	Carroll County Detention Center	SE55-5751
02/25/2020	Village of Martin's Additions	SE55-5752
02/25/2020	Maryland District Court Criminal/Traffic	SE55-5753
02/26/2020	Carroll County Detention Center	SE55-5754
03/02/2020	Carroll County Detention Center	SE55-5765
03/04/2020	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5770
03/04/2020	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5771
03/04/2020	Maryland Department of Health and Mental Hygiene Labs	SE55-5772
03/04/2020	Maryland Department of Health and Mental Hygiene Labs	SE55-5773
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5774
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5775
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5776
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5777
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5778
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5779
03/04/2020	Maryland Department of Health and Mental Hygiene Labs	SE55-5780
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5781
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5782
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5783
03/04/2020	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5784
03/05/2020	Maryland Department of Transportation Maryland Transportation Authority - JFK2 Stockroom	SE55-5785
03/05/2020	Saint Mary's County Register of Wills	SE55-5786
03/09/2020	Anne Arundel County Detention Center	SE55-5787
03/10/2020	Carroll County Detention Center	SE55-5788

03/12/2020	Maryland Department of Transportation Maryland Port Administration - Office of Security	SE55-5790
03/13/2020	Maryland Department of Health and Mental Hygiene Calvert County Health Department	SE55-5791
03/13/2020	Maryland Department of Health and Mental Hygiene PHPA	SE55-5792
03/13/2020	Maryland Department of Health and Mental Hygiene PHPA	SE55-5793
03/13/2020	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5794
03/13/2020	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5795
03/13/2020	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5796
03/13/2020	Maryland Department of Health and Mental Hygiene Labs	SE55-5797
03/16/2020	St. Mary's County Circuit Court Clerk's Office	SE55-5810
03/16/2020	St. Mary's County Circuit Court Clerk's Office	SE55-5811
03/18/2020	Carroll County Detention Center	SE55-5812
03/19/2020	St. Mary's County Circuit Court Clerk's Office	SE55-5813
03/19/2020	Queen Anne's County Circuit Court Land Records / Licensing	SE55-5817

**Maryland State Archives**  
**Paper Disposal Certificates Approved**  
**Since Hall of Records Meeting**  
**On 11/14/2019**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
07/31/2019	District Court 11, Washington County (S1469-3165)	SE55-5613
08/14/2019	District Court 12 Allegany County (S1469-3166)	SE55-5614
08/14/2019	District Court 12 Allegany County (S1469-3167)	SE55-5615
10/17/2019	Anne Arundel County Detention Center, Administration (S1469-3175)	SE55-5640
10/09/2019	Department of Transportation Motor Vehicle Administration, Bel Air Branch (S1469-3184)	SE55-5665
12/10/2019	City of Salisbury, Community Development (S1469-3189)	SE55-5698
12/10/2019	City of Salisbury, City Clerk (S1469-3190)	SE55-5699
10/08/2019	District Court 3 Cecil County (S1469-3191)	SE55-5700
10/21/2019	District Court 3 Cecil County (S1469-3192)	SE55-5701
10/21/2019	District Court 3 Cecil County (S1469-3193)	SE55-5702
11/20/2019	District Court 5 Prince George's County (S1469-3194)	SE55-5703
12/30/2019	District Court 2 Worcester County (S1469-3197)	SE55-5704
09/06/2019	Frederick Community College, Continuing Education and Workforce Development, CPR (S1469-3155)	SE55-5705
09/06/2019	Frederick Community College, Continuing Education and Workforce Development, CNA (S1469-3156)	SE55-5706
09/23/2019	District Court 9, Harford County (S1469-3169)	SE55-5707
09/23/2019	District Court 9, Harford County (S1469-3170)	SE55-5708
12/18/2019	Aberdeen Police Department, Code Enforcement (S1469-3195)	SE55-5709
01/06/2020	District Court 7 Anne Arundel County (S1469-3198)	SE55-5710
10/07/2019	Maryland Department of Transportation (Submitted by paper S1469-3171)	SE55-5714
01/02/2020	Department of the Environment (MDE), Air and Radiation Administration (ARA), Air Quality Control Program (AQCP) (S1469-3200)	SE55-5726
10/28/2019	Frederick Community College, Learning Support, Office of Adult Services (S1469-3201)	SE55-5728
06/06/2018	Frederick Community College, Continuing Education and Workforce Development (CEWD), Registration (S1469-3202)	SE55-5729
01/06/2020	County Commissioners of Calvert County, Personnel (S1469-3207)	SE55-5730

01/06/2020	St. Mary's County Government, Office of the County Attorney (S1469-3208)	SE55-5731
01/10/2020	County Commissioners of Calvert County, Personnel (S1469-3209)	SE55-5732
01/15/2020	City of Rockville, Police Department (S1469-3211)	SE55-5733
01/10/2020	Charles County Sheriff's Office, Corrections (S1469-3212)	SE55-5734
01/10/2020	Calvert County Government, Office of the County Administrator (S1469-3213)	SE55-5735
01/16/2020	Department of Human Services, Administrative Operations, Risk Management Division (S1469-3214)	SE55-5736
12/18/2019	Anne Arundel County Circuit Court (S1469-3220)	SE55-5739
09/30/2020	Charles County Sheriff's Office, Administrative Services, Accounting (S1469-3221)	SE55-5747
01/23/2020	County Commissioners of Calvert County, Personnel (S1469-3225)	SE55-5748
02/06/2020	County Commissioners of Calvert County, Personnel (S1469-3226)	SE55-5749
11/22/2019	Division of Correction, Home Detention Enforcement Unit (S1469-3188)	SE55-5755
02/05/2020	Harford County Circuit Court (S1469-3196)	SE55-5756
01/07/2020	Maryland Higher Education Commission (S1469-3210)	SE55-5757
02/05/2020	District Court 2 Somerset County (S1469-3224)	SE55-5758
08/26/2019	District Court 1 Baltimore City (S1469-3230)	SE55-5759
08/26/2019	District Court 1 Baltimore City (S1469-3231)	SE55-5760
08/26/2019	District Court 1 Baltimore City (S1469-3232)	SE55-5761
01/22/2020	District Court 1 Baltimore City (S1469-3233)	SE55-5762
02/12/2020	District Court 12 Allegany County (S1469-3238)	SE55-5763
02/21/2020	District Court 12 Allegany County (S1469-3239)	SE55-5764
01/06/2020	Motor Vehicle Administration (S1469-3217)	SE55-5766
01/10/2020	Motor Vehicle Administration, Field Operations (S1469-3218)	SE55-5767
01/30/2020	Motor Vehicle Administration, Bel Air Branch (S1469-3227)	SE55-5768
03/03/2020	Worcester County Health Department (S1469-3236)	SE55-5769
11/06/2019	District Court 8 Baltimore County (S1469-3176)	SE55-5798
11/06/2019	District Court 8 Baltimore County (S1469-3177)	SE55-5799
11/06/2019	District Court 8 Baltimore County (S1469-3178)	SE55-5800
11/06/2019	District Court 8 Baltimore County (S1469-3179)	SE55-5801
11/06/2019	District Court 8 Baltimore County (S1469-3180)	SE55-5802
11/06/2019	District Court 8 Baltimore County (S1469-3181)	SE55-5803
11/06/2019	District Court 8 Baltimore County (S1469-3182)	SE55-5804
11/06/2019	District Court 8 Baltimore County (S1469-3183)	SE55-5805

All information from 10/18/2019 to 4/6/2020

02/20/2020	City of Salisbury, Department of Internal Services/Parking and Procurement (S1469-3237)	SE55-5806
02/21/2020	City of Salisbury, Department of Internal Services/Parking and Procurement (S1469-3240)	SE55-5807
02/21/2020	Carroll County Circuit Court (S1469-3241)	SE55-5808
02/20/2020	Maryland State Police, Barrack L, Forestville (S1469-3246)	SE55-5809



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Maryland State Archives  
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BOARD OF LAW EXAMINERS

**(Accounting Ledgers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/26/2019	T5236	2000-2015	5 Boxes

**(Application Character Files)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/26/2019	T5238	1972-2019	24 Boxes

**(Out of State Attorneys, Applications)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/26/2019	T3736	1982-2011	12 Boxes

**(Special Board Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/26/2019	T5237	1930-2006	2 Boxes

**(Waiver Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/26/2019	T5239	1982-2014	4 Boxes

DEPARTMENT OF GENERAL SERVICES OFFICE OF THE ATTORNEY GENERAL

**(Real Property Transactions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/26/2020	T5272		43 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

**(Right of Way Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T2048	2019	110 Maps/Plats
1/31/2020	T2048		82 Maps/Plats
2/28/2020	T2048		70 Maps/Plats

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Maryland State Archives  
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GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/7/2020	T290	2019	13 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/7/2020	T291	2019	3 Boxes

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/7/2020	T293	2019	12 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/7/2020	T294	2019	4 Boxes

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/12/2019	T857	2018-2019	6 Boxes

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Maryland State Archives  
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MARYLAND DEPARTMENT OF HEALTH, WORCESTER COUNTY HEALTH  
DEPARTMENT

**(Birth Certificate)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2019	T5267	1867-1999	4 Volumes, 9 Boxes

**(Death Certificate)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2019	T5268	1922-1923, 1925-1971, 1980-1982	5 Boxes

**(Register of Birth)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2019	T5266	1922-1932	11 Volumes

**(Register of Deaths)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/30/2019	T5265	1922-1932	10 Volumes

Maryland State Archives  
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MARYLAND DEPARTMENT OF TRANSPORTATION THE SECRETARY'S OFFICE,  
OFFICE OF PLANNING AND CAPITAL PROGRAMMING

**(Annual Attainment Report on Transportation System Performance)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5260	2002-2019	1 Boxes

**(Other State Plans Produced By Office of Planning and Capital Programming)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5263	2001-2003, 2007-2009, 2011-2012, 2014-2020	1 Boxes

**(State Plans, Bicycle and Pedestrian Master Plan)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5262	2002, 2009, 2015, 2019	1 Boxes

**(State Plans, Maryland Transportation Plan)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5261	1995, 1999, 2002, 2004, 2009, 2014, 2016, 2019	1 Boxes

**(Task Force Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5264	2000, 2003, 2007, 2011, 2013, 2014, 2017	1 Boxes

MARYLAND DEPARTMENT OF TRANSPORTATION, THE SECRETARY'S OFFICE,  
OFFICE OF PLANNING AND CAPITAL PROGRAMMING

**(Consolidated Transportation Program)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2019	T5259	1983, 1985, 1992, 1994, 1998, 2002, 2015-2019	2 Boxes

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Maryland State Archives  
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ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1896	2019	7 Maps/Plats
1/31/2020	T1896	2020	9 Maps/Plats
2/28/2020	T1896	2020	5 Maps/Plats
3/31/2020	T1896	2020	1 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/5/2020	T2326	2007-2008	2 Boxes

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/5/2020	T1067	1992, 1994- 1998, 2000- 2007	145 Boxes

(Trust Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/5/2020	T2642	1992-1993, 2001, 2003- 2005	3 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1897	2019	32 Maps/Plats
12/31/2019	T1897	2019	61 Maps/Plats
1/31/2020	T1897	2020	7 Maps/Plats
2/28/2020	T1897	2020	33 Maps/Plats

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Maryland State Archives  
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ANNE ARUNDEL COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2020	T72	2009-2014	39 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2020	T1176	1998-2019	2 Boxes

(Joint and Inheritance Taxes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2020	T1754	1959-1963	1 Boxes

(Large and Small Estate Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2020	T5271	1986-1997	1 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2020	T5270	2014-2019	39 Boxes

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1898	2019	4 Maps/Plats
12/31/2019	T1898	2019	44 Maps/Plats
1/31/2020	T1898	2020	14 Maps/Plats
2/28/2020	T1898	2020	4 Maps/Plats
3/31/2020	T1898	2020	6 Maps/Plats

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Maryland State Archives  
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BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1899	2019	29 Maps/Plats
1/31/2020	T1899	2020	10 Maps/Plats
2/28/2020	T1899	2020	18 Maps/Plats
3/31/2020	T1899	2020	9 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1900	2019	12 Maps/Plats
2/28/2020	T1900	2020	7 Maps/Plats
3/31/2020	T1900	2020	13 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1901	2019	3 Maps/Plats
12/31/2019	T1901	2019	17 Maps/Plats
1/31/2020	T1901	2020	10 Maps/Plats
2/28/2020	T1901	2020	10 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1902	2019	8 Maps/Plats
1/31/2020	T1902	2020	11 Maps/Plats
2/28/2020	T1902	2020	73 Maps/Plats
3/31/2020	T1902	2020	3 Maps/Plats

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Maryland State Archives  
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CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1903	2019	4 Maps/Plats
12/31/2019	T1903	2019	9 Maps/Plats
1/31/2020	T1903	2020	16 Maps/Plats
2/28/2020	T1903	2020	3 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1904	2019	49 Maps/Plats
3/31/2020	T1904	2020	15 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1905	2019	6 Maps/Plats
3/31/2020	T1905	2020	9 Maps/Plats

DORCHESTER COUNTY REGISTER OF WILLS

(Administration Accounts, Distributions, and Dividends)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5245	1852-1976	30 Volumes

(Administration and Guardian Bond)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5253	1880	1 Volumes

(Applications for Letters)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5244	1910-1974	21 Volumes



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Maryland State Archives  
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**(Bonds)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5250	1852-1960	17 Volumes

**(Chancery Proceedings)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5251	1882-1962	8 Volumes

**(Claim Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5256	1952	1 Volumes

**(Distributions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5248	1852-1926	4 Volumes

**(Dividends)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5258	1852	1 Volumes

**(Indentures and Dividends)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5254	1920-1936	1 Volumes

**(Inventories)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5240	1851-1936	43 Volumes

**(Inventories, Joint)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5241	1949-1974	1 Volumes

**(Inventories, Personal)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5242	1937-1970	12 Volumes

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Maryland State Archives  
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**(Inventories, Real)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5243	1938-1962	6 Volumes

**(Joint and Co-Tenancy Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5246	1964-1977	2 Volumes

**(Key to Administrations)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5249	1852-1997	20 Volumes

**(Petitions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5252	1909-1968	10 Volumes

**(Real Estate Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5257		1 Volumes

**(Small Estate Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5247	1945-1976	4 Volumes

**(Valuations, Divisions, Indentures, and Awards)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2019	T5255	1852	1 Volumes

**FREDERICK PLANNING DEPARTMENT**

**(Planning Commission Files, Zoning Ordinance Review Maps, Site and Subdivision Plans)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/10/2020	T5269	1946-1979	15 Boxes

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Maryland State Archives  
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FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1906	2019	40 Maps/Plats
12/31/2019	T1906	2019	40 Maps/Plats
1/31/2020	T1906	2020	79 Maps/Plats
2/28/2020	T1906	2020	68 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1907	2019	3 Maps/Plats
12/31/2019	T1907	2019	6 Maps/Plats
1/31/2020	T1907	2020	9 Maps/Plats
2/28/2020	T1907	2020	5 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1908	2019	10 Maps/Plats
12/31/2019	T1908	2019	10 Maps/Plats
1/31/2020	T1908	2020	40 Maps/Plats
2/28/2020	T1908	2020	9 Maps/Plats
3/31/2020	T1908	2020	17 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T2466	2019	10 Maps/Plats
12/31/2019	T2466	2019	50 Maps/Plats
1/31/2020	T2466	2020	52 Maps/Plats
2/28/2020	T2466	2020	58 Maps/Plats
3/31/2020	T2466	2020	18 Maps/Plats

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Maryland State Archives  
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KENT COUNTY CIRCUIT COURT

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T2186	2019	8 Maps/Plats
12/31/2019	T2186	2019	5 Maps/Plats
1/31/2020	T2186	2020	7 Maps/Plats
3/31/2020	T2186	2020	7 Maps/Plats

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Montgomery)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1911	2019	93 Maps/Plats
1/31/2020	T1911	2020	8 Maps/Plats
2/28/2020	T1911	2020	19 Maps/Plats
3/31/2020	T1911	2020	13 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Prince George's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1912	2019	50 Maps/Plats
12/31/2019	T1912	2019	49 Maps/Plats
1/31/2020	T1912	2020	29 Maps/Plats
2/28/2020	T1912	2020	29 Maps/Plats

QUEEN ANNE'S COUNTY CIRCUIT COURT

**(Appearance Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5234	1916-1947	5 Volumes

**(Civil Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5227	1907-1916, 1943-1947	5 Volumes

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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/14/2019

**(Claims Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5230	1898-1903, 1934-1936, 1943-1969	4 Volumes

**(Crier's Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5226	1910-1912	2 Volumes

**(Criminal Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5224	1850-1947	74 Volumes

**(Death Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5221	1865-1887	1 Volumes

**(Execution Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5229	1907-1969	3 Volumes

**(Financial Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5223	1881-2010	17 Volumes

**(Grand Jury Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5172	1957-1970	2 Boxes

**(Judgment Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5235	1842-1974	13 Volumes

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Maryland State Archives  
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**(Judgments, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5133	1882-1962	9 Volumes

**(Judicial Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5217	1868-1887	2 Volumes

**(License Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5222	11/6/2019	1 Volumes

**(Magistrate Docket, Civil)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5232	1939-1967	8 Volumes

**(Magistrate Docket, Criminal)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5231	1939-1967	14 Volumes

**(Magistrate Judgments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5233	1909-1974	3 Volumes

**(Minute Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5218	1848-1976	13 Volumes

**(Ordinance Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5120	1964-1974	1 Volumes

**(Real Estate Division)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5220		1 Volumes

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Maryland State Archives  
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**(Trial Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5216	1866-1947	56 Volumes

**(Trial Magistrate Motor Vehicle Cases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5228	1937-1951	22 Volumes

**(Trials Appearances)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5225	1906, 1942-1943	4 Volumes

**(Trustee Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2019	T5219	1865-1978	4 Volumes

**QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Queen Anne's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1913	2019	19 Maps/Plats
12/31/2019	T1913	2019	39 Maps/Plats
1/31/2020	T1913	2020	9 Maps/Plats
2/28/2020	T1913	2020	22 Maps/Plats
3/31/2020	T1913	2020	10 Maps/Plats

**SOMERSET COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Somerset)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1915	2019	8 Maps/Plats
1/31/2020	T1915	2020	6 Maps/Plats
2/28/2020	T1915	2020	5 Maps/Plats

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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 11/14/2019

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1914	2019	23 Maps/Plats
1/31/2020	T1914	2020	7 Maps/Plats
2/28/2020	T1914	2020	24 Maps/Plats
3/31/2020	T1914	2020	13 Maps/Plats

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1916	2019	21 Maps/Plats
12/31/2019	T1916	2019	23 Maps/Plats
1/31/2020	T1916	2020	37 Maps/Plats
3/31/2020	T1916	2020	19 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/29/2019	T1917	2019	52 Maps/Plats
12/31/2019	T1917	2019	20 Maps/Plats
1/31/2020	T1917	2020	27 Maps/Plats
2/28/2020	T1917	2020	2 Maps/Plats
3/31/2020	T1917	2020	9 Maps/Plats

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1918	2019	68 Maps/Plats
1/31/2020	T1918	2020	6 Maps/Plats
2/28/2020	T1918	2020	14 Maps/Plats



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Maryland State Archives  
 Records Received  
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 on 11/14/2019

WORCESTER COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Worcester)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2019	T1919	2019	8 Maps/Plats
1/31/2020	T1919	2020	3 Maps/Plats
2/28/2020	T1919	2020	25 Maps/Plats
3/31/2020	T1919	2020	16 Maps/Plats

Total number of volumes added:	471.00
Total number of boxes added:	398.00
Total number of maps/plats added:	2,209.00
Total number of CDs added:	0.00

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 6247</a>	Kauffman Collection
<a href="#">MSA SC 6248</a>	Maryland Genealogical Society Collection
<a href="#">MSA SC 6249</a>	Glenn L. Martin Company Land Records Collection
<a href="#">MSA SC 6250</a>	Blacks of the Chesapeake Collection
<a href="#">MSA SC 6251</a>	Nippard Collection
<a href="#">MSA SC 6252</a>	Maryland State House 250th Anniversary Photograph Collection
<a href="#">MSA SC 6253</a>	Atwell-Owings-Geraci Family Collection
<a href="#">MSA SC 6254</a>	Garth Baxter Collection
<a href="#">MSA SC 6255</a>	Kelly-Kohlman Collection
<a href="#">MSA SC 6256</a>	Northeast Times Booster
<a href="#">MSA SC 6257</a>	Northeast Times Reporter Collection
<a href="#">MSA SC 6258</a>	Soundoff Newspaper Collection
<a href="#">MSA SC 6259</a>	Laurel Leader Collection
<a href="#">MSA SC 6260</a>	Town of Barnesville Collection
<a href="#">MSA SC 6261</a>	Messenger Collection
<a href="#">MSA SC 6262</a>	Baltimore Messenger Collection
<a href="#">MSA SC 6263</a>	Monday Morning Newspaper Collection
<a href="#">MSA SC 6264</a>	Bowie News Collection
<a href="#">MSA SC 6265</a>	Treasurer Lucille Maurer Collection
<a href="#">MSA SC 6266</a>	William W. Williams Collection
<a href="#">MSA SC 6267</a>	Frank Lopez Collection
<a href="#">MSA SC 6268</a>	Harriet Elizabeth Brown Digital Scrapbook Collection
<a href="#">MSA SC 6269</a>	Lynn Kapiloff Montgomery County Sentinel Collection
<a href="#">MSA SC 6270</a>	George Callaghan Film Collection



**Maryland Commission on Artistic Property  
*Semi-Annual Meeting***

**Maryland State Archives**

**350 Rowe Boulevard  
Annapolis, MD**

***December 12, 2019 at 10:30 am***

**Agenda**

**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Julia Marciari-Alexander, Director, Walters Art Museum

Phil Cantelon, CEO, History Associates, Inc.

Daniel Fulco, Curator, Washington County Museum of Fine Arts

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Diane Hutchins, Vice President Government Affairs, Maryland Zoo

Rebecca Massie Lane, Director, Washington County Museum of Fine Arts

Mark Letzer, President and CEO, Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board Member, Maryland Citizens for the Arts

Jackie O'Regan, Johns Hopkins University (representing Fred Bronstein)

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Ben Simons, Director, Academy Art Museum

David Terry, Assistant Professor, Morgan State University

**Archives' Staff:**

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

**Opening Remarks**

Chairman, Matthew P. Lalumia

- Welcome
- Announcement of Rebecca Massie Lane's retirement, introduction of Daniel Fulco

## **Minutes of Previous Meeting**

- **Minutes of May 21, 2019**

### **Informational Written Summary of APC Staff Activities (since May 21, 2019):**

**May 31:** Elaine Rice Bachmann served as a judge at the Simulated Congressional Hearings at Severna Park Elementary School.

**June 13 - 14:** Elaine Rice Bachmann attended the White House/Winterthur Decorative Arts Colloquium at Winterthur.

**June 27:** Elaine Rice Bachmann met with First Lady Yumi Hogan to discuss plans for commissioning of her official portrait, along with that of Governor Hogan.

**July 8:** Chris Kintzel, Catherine Rogers Arthur, and Tim Baker attended a briefing by the Department of General Services to update the members of the State House Trust on plans for the reconstruction of Lawyers' Mall.

**July 18:** Elaine Rice Bachmann participated in the Governor's Buy Local Cookout, assisting with the sale of Government House history books.

**July 22:** Catherine Rogers Arthur went to Studio EIS in Brooklyn, NY to meet Ken Morris, third great-grandson of Frederick Douglass and observe life-casting of his hands for the Frederick Douglass sculpture.

**August 6:** Elaine Rice Bachmann hosted a Maryland Public Television film crew and was interviewed about the creation of the Douglass and Tubman sculptures and the State House Visitor Experience Master Plan.

**August 7:** Elaine Rice Bachmann attended a meeting of the Maryland Historical Society Museum Committee.

**August 9:** Chris Kintzel and Catherine Rogers Arthur provided State House Guide training in the Old House of Delegates Chamber.

**September 6:** Catherine Rogers Arthur provided tours of the State House for two groups of Visit Annapolis staff members.

**September 10:** Elaine Rice Bachmann attending a board meeting of the Foundation for the Preservation of Government House.

**September 26:** Tim Baker, Catherine Rogers Arthur, and Elaine Rice Bachmann attended a *Strike for Freedom, Frederick Douglass* exhibit event at the Taylor House of Delegates Office Building.

**September 30:** Catherine Rogers Arthur, Chris Kintzel, and Tim Baker provided a tour of the Rolling Run facility to staff of the Maryland Historical Trust.

**October 5:** Elaine Rice Bachmann and Catherine Rogers Arthur attended the Maryland Historical Society's *Spectrum of Fashion* gala opening.

**October 24:** Catherine Rogers Arthur attended the Maryland Historical Trust's annual Architectural Fieldwork Symposium, and also attended *Phoenix Rising*, Preservation Maryland's annual meeting.

**October 24:** The Friends of the Maryland State Archives hosted a private reception for friends and family of Dr. Edward Papenfuse to commemorate the permanent installation of his portrait in the Archives lobby.

**November 6:** The Archives hosted a Lunch and Learn program on *Robert Eden*, presented by former APC staff member Michelle Fitzgerald.

**November 13:** Elaine Rice Bachmann attended a board meeting of the Foundation for the *Preservation of Government House*.

**November 21:** Chairman Lalumia, Tim Baker, Catherine Rogers Arthur, and Chris Kintzel visited the Washington County Museum of Fine Arts to meet with staff and view gallery spaces for exhibition planning.

**November 21:** Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel attended a State House Trust briefing on the progress and plans for Lawyers' Mall.

**November 24:** Catherine Rogers Arthur attended the Fall Assembly of the Society of The Ark and The Dove, assisting Senate President Miller. Copies of *Maryland's Historic Legislative Chambers* were distributed to 145 attendees.

**November 27:** Elaine Rice Bachmann met with Governor Hogan and artist Cedric Egeli at Government House re: Hogan's gubernatorial portrait.

**December 7:** Elaine Rice Bachmann, Catherine Rogers Arthur and Chris Kintzel assisted with State House by Candlelight.

## **Recent and Upcoming Loans**

### **Outgoing loans:**

- Miniature portrait, *Anna Maria Tilghman Chew* (MSA SC 4680-12-0011) by Robert Field (1769–1819) to Hammond Harwood House (March 14, 2019 to January 15, 2020) for *A Perfect Profile: Miniature Paintings, Silhouettes, & Landscapes Of Early Annapolis*.

- *Portrait of Madame J* (MSA SC 4680-10-0010), by Mary Cassatt (1844-1926) to Van Gogh Museum (Amsterdam) & Clark Institute, for "Artists' Fans: from Fashion to Formalism" 02/2022-11/2022

**State Archivist Report:**

- General update
- Session 2020, Leadership Transition

**Deputy State Archivist Report**

- Lawyers' Mall Update
- 2019 publication, 250<sup>th</sup> Anniversary of the Maryland State House
- Frederick Douglass and Harriet Tubman Statues – Old House of Delegates Chamber, related programming
- Government House 1868 cornerstone event, September 2020

**Director's Report:**

- Smith Murals installed, Taylor House of Delegates Office Building
- USS *Maryland* clock, pending gift
- George Washington's Birthday Celebration, *Lives Bound Together: Slavery at George Washington's Mount Vernon*
- Sons of the Revolution gift of Senate Gavel, Maryland Day presentation
- Spring trip to Mount Vernon for Friends of the Maryland State Archives
- Assistance to presiding officers with their offices and related art

**Associate Curator's Report**

- Conservation of Verda Welcome portrait, (MSA SC 1545-2824) by Simmie Knox (b.1935) exhibit at Banneker Douglass Museum
- Revamp of the APC Website
- Conservation assessment of paintings and frames for potential inclusion in traveling exhibition and projects underway

**Old Business:**

- Suitability study for works of art in the collection and venues for a travelling exhibition to promote the state-owned art collection throughout the state

**New Business:**

- As may be raised by the members

Next meeting: Spring 2020 at the call of the chairman

Adjournment

	<p><b>Maryland Commission on Artistic Property</b> <b><i>Semi-Annual Meeting</i></b></p> <p><b>Maryland State Archives</b> <b>350 Rowe Boulevard</b> <b>Annapolis, MD</b></p> <p><b><i>December 12, 2019 at 10:30 am</i></b></p> <p><b>Draft Minutes</b></p>
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**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Daniel Fulco, Curator, Washington County Museum of Fine Arts

Jenn Harr, Collections Mgr., Walters Art Museum, representing Julia Marciari-Alexander

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Diane Hutchins, Vice President Government Affairs, Maryland Zoo

Rebecca Massie Lane, Director, Washington County Museum of Fine Arts

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board Member, Maryland Citizens for the Arts

Jackie O'Regan, Johns Hopkins University (representing Fred Bronstein)

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Ben Simons, Director, Academy Art Museum

**Archives' Staff:**

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

The meeting was called to order at 10:40 AM by the chairman.

**Opening Remarks:**

Chairman, Matthew P. Lalumia

Mr. Lalumia welcomed special guest Daniel Fulco, curator from the Washington County Museum of Fine Arts and also thanked outgoing ex officio member Rebecca Massie Lane for her years of service to the commission and wished her well in her retirement and said that she is always welcome to attend future meetings.

Ms. Bachmann presented a copy of the new publication, '*A Dwelling-House and Other Conveniences... A History of Maryland's Government House*', to Ms. Lane as a token of everyone's appreciation for her years of service.

Ms. Lane briefly addressed the members and staff stating that she enjoyed her time advising the commission and it was pleasure working with everyone

The commission reviewed the staff activities since the last meeting (May 21, 2019)

- Elaine Bachmann highlighted her recent meetings with Governor Hogan and Mrs. Hogan concerning the commissioning of their official portraits. Both portraits are well underway and will be completed before the end of 2020. The unveiling of the portraits is planned to take place at Government House, tentatively in the Spring of 2021.
- Mr. Kintzel updated the commission on the status of the current outgoing loans.

The Commission was informed of several major projects that the staff had completed since the last meeting as well as plans for the development of potential projects over the next six months. These include:

- Legislative Session Updates and leadership changes
- Completion of the State House Visitor Master Plan - Old Treasury Building and adding the Equestrian Statue and George Washington's servant to the State House grounds.
- Creation/design of a silver ceremonial mace with Wye Oak wood for the Senate
- Lawyers Mall project updates and final design changes
- Government House Event - Opening of the time capsule in the cornerstone, last event to celebrate the 150th anniversary (September 2020)
- Comprehensive guide book on the State House to celebrate its 250th Anniversary. (Spring 2020)



- Presentation of a gavel for former Senate President Miller from the Sons of the Revolution on Maryland Day.
- Friends of the Maryland State Archives Trip to Mt. Vernon

**Old Business:**

The members were updated on the staff's progress in putting together a small traveling exhibition highlighting some of the treasures from the state's art collection. The exhibit is planned to go to three or four different venues throughout the state.

**New Business:**

None

The meeting was adjourned at 12:27 PM

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