



Maryland State Archives

Annual Report Fiscal Year 2022

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

Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents

August 2022

Maryland State Archives
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Hon. Larry Hogan
Governor
Hon. Boyd K. Rutherford
Lt. Governor
Elaine Rice Bachmann
State Archivist and
Commissioner of Land Patents
Matthew P. Lalumia
Chairman, Maryland Commission
on Artistic Property



Hall of Records Commission:
Hon. Matthew J. Fader Chair
Ellington E. Churchill, Jr.
Robert L. Caret, Ph.D.
Ronald Daniels, L.L.M., J.D.
Nora Demleitner, L.L.M., J.D.
Hon. Dereck E. Davis
Hon. William C. Ferguson IV
Hon. Peter V. R. Franchot
Mark Letzer
Hon. Samuel I. Rosenberg
David Wilson, Ed.D.

August 29, 2022

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 2022 as required by State Government Article, § 9-1007(d). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

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

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

Sincerely,

Elaine Rice Bachmann
State Archivist
and Commissioner of Land Patents

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STATE ARCHIVES

ANNUAL REPORT FY 2022

OVERVIEW



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

As Maryland's historical agency, the State Archives is the central depository for

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

ARCHIVES OUTREACH

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

ADMINISTRATION

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

Administration

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

Fiscal Administration

The Fiscal Administration Unit provides guidance to Archives' senior management on fiscal and budgetary matters. The staff tracks and monitors expenditures, processes accounts payables and receivables, maintains employee leave and payroll records, deposits cash receipts, and

compiles and submits all mandated financial reports. The Unit manages inventory control including fixed assets, supplies, and materials in accordance with state inventory standards. The unit manages travel services and oversees fleet services.

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

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



Personnel

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

Fair Practices Office

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

ARTISTIC PROPERTY & PUBLIC OUTREACH

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

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

Overview and Highlights

FY2022 was a busy and exciting year for the Artistic Property Commission. Last July, the Commission partnered with Historic Annapolis in *Founding Freedoms: The Essential American Documents*. This exhibit, which ran from September through November at the Maryland State House, featured loans from the private collection of philanthropist and Maryland native David M. Rubenstein. His loans included important printings of the Declaration of Independence, United States Constitution, and Bill of Rights, presented in a historical context alongside the State House's permanent display of George Washington's 1783 Resignation Speech. Together they told the story of the formation of the United States from the patriotic ideals of the Thirteen Colonies in the Revolutionary War to the democratic principles of the Founding Generation in their creation of our government. In displaying these documents surrounding the resignation speech, visitors had the rare opportunity to see, all at once, the four most important founding documents in American history.

As a result of her efforts on this exhibition and in recognition of her collaborative and supportive work with other agencies and organizations, Catherine Arthur, Director and Senior Curator of Artistic Property, was recognized by the Four Rivers Heritage Area as the Heritage Professional of the Year. She was presented with the award at a ceremony at Historic London Town.

Throughout the 2022 Legislative Session, the staff of the Artistic Property Commission worked closely with the presiding officers, staff, and legislators to mark numerous anniversaries, retirements, and events, including the Senate's Presidents Day Celebration where Dr. Freeman Hrabowski of UMBC spoke and vocalists from the school's a capella group the Cleftomaniacs performed.



On Maryland Day, The Society of Sons of the Revolution in the State of Maryland presented a new gavel to the Maryland Senate with much fanfare and ceremony. The gavel, handmade of wood from Maryland's Wye Oak and roots from the Liberty Tree which stood on the campus of Saint John's College, had been dedicated at an interfaith service at the Baltimore Basilica a week earlier. It then sailed aboard the *Pride of Baltimore II* from Baltimore to Annapolis City Dock and was then marched to the State House under color guard and accompanied by a fife and drum corps, and was presented to Senate President William Ferguson in Session.

Elaine Rice Bachmann, Scott Watkins, Maryland Society, Sons of the Revolution, and Catherine Arthur

The 250th Anniversary of the laying of the cornerstone of the Maryland State House was recognized. The cornerstone was laid on March 28, 1772 with

construction continuing through 1779, so we will plan for additional celebrations through 2029. On the evening of March 28, 2022, Maryland members of the America 250 Commission were recognized with citations in both legislative chambers and tours were provided to legislators and other commissioners.

Also for Maryland Day and in conjunction with the actual State House 250th, APC partnered with Maryland Center for History and Culture to display in the Committee Room Tench Tilghman's original Revolutionary War uniform and a high-quality modern reproduction alongside Tilghman's swords and spurs and the great Charles Willson Peale painting of *Washington, Lafayette, and Tilghman at Yorktown*. In the Stairwell Room, documents from the Archives' collections were displayed, including the Treaty of Paris proclamation sent to Maryland Governor William Paca from Thomas Mifflin, the president of Congress, as well as Paca's proclamation to Maryland's citizens.

Gifts

Portraits of the leadership of the state are the core of the state-owned art collection, displayed throughout the Annapolis complex. They chronicle not only the history of important leaders but also the rich tapestry and tradition of Maryland portrait artists. This year, Artistic Property and the State Archivist had the honor to work with contemporary Maryland portrait artists on a number of important projects. Though some of the work occurred in prior years, unveilings were planned for this year. A portrait of the late Speaker of the House of Delegates, Michael E. Busch, by local artist Rick Casali, was unveiled on sine die, April 11, 2022.

The official portraits of Governor Larry Hogan and First Lady Yumi Hogan were unveiled at Government House at a special reception on May 12, 2022. Archives staff helped oversee the entire process, from sittings and photo shoots to framing, delivery, and installation, all while keeping everything top secret until the big event. The portraits will remain together at Government House until late 2022, when the governor's portrait will move to the Governor's Reception Room at the State House. The first lady's portrait will take its place in the stairwell in the Entrance Hall of Government House. The portraits were funded by The Foundation for the Preservation of Government House of Maryland, Inc., created in 2015 by the governor and first lady to support and promote the preservation of the historic residence of Maryland's governors and their families.



Catherine Arthur prepares a portrait drape



Former State Archivist Tim Baker, Elaine Rice Bachmann, First Lady Yumi Hogan, Chris Kintzel, and Mimi Calver

Governor Hogan's portrait was painted by Cedric Egeli, a member of one of Maryland's most prolific families of painters, whose home and studio are in nearby Edgewater. Egeli's father was the renowned portraitist Bjorn Egeli; his portraits of prior Maryland governors, first ladies, and members of the State Senate and Judiciary are included in the state's art collection as well as works by many other members of the talented Egeli family and their students. Professor Jinchul Kim of Salisbury painted the first lady's portrait in which she is wearing a "hanbok", which literally means "Korean clothing." Professor Kim is a member of the faculty at Salisbury University, teaching Senior Exhibition, Painting and Drawing classes, and is head of the painting and drawing areas. Kim was born in South Korea and came to the United States in 1989. He earned a BFA and MFA from King Se-Jong University in Seoul, Korea, concentrating in painting. In 1993, he earned another MFA from the School of Visual Arts in New York City.

The [unveiling brochure](#) gives more information on the artists.

Conservation projects

Samuel Sprigg by Charles Willson Peale

Landscape by Charles Volkmar

Admiralty Sound, Terra del Fuego by Rockwell Kent

Chief Judge John M. Robinson by Marie de Ford Keller

The Custom House, Venice, School of Francesco Guardi

One Who Can Read by Thomas Hovenden

Night Scene: Conflagration on a Lake attributed to Jacques Antoine Volaire

Beach Scene by Samuel Colman

SPECIAL COLLECTIONS, CONSERVATION & LIBRARY SERVICES

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

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

Special Collections supervises the care, preservation, accessioning, and description of private records. These are usually given to the State Archives by private donors and generally consist of newspapers, religious records, maps, photographs, personal letters, diaries, architectural plans, and other manuscript documents. Maps in the Archives collection, for example, date from 1565 to the present. They serve as an important resource for scientists, historians, and citizens

interested in the Chesapeake watershed. Photographs illustrate a cross section of Maryland life and culture, including agriculture, architecture, family life, government, nautical and naval affairs, recreation, and sports. In addition, the State Archives has microfilmed the records of nearly 700 religious institutions of various denominations and more than 900 newspaper titles from across the State. Microfilm images of the religious records and newspaper holdings have been digitized for preservation and access.

With the exception of the State-owned art collection, the Director of Special Collections, in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections. Offers of gifts of fine art are reviewed by the Director of Artistic Property and the State Archivist. Materials are accepted on the basis of their historical or cultural value, relevance to the holdings of the State Archives, their condition, and the Archives' capacity to provide for their proper storage and care. Materials may be placed on deposit if their contents are to be digitized as a reference collection at the State Archives, and the original materials returned to the owner. Special Collections supports the Reference archivists, responding to patrons' in-depth questions related to special collections materials. In FY2022, there continued to be an increased demand for responses to substantive questions from patrons who were unable to travel to Annapolis due to the pandemic. Reference connects patrons with Special Collections archivists to narrow down which collections may answer a patron's inquiry or to respond to requests for digital images needed in publications and exhibitions. The Special Collections archivists also assist patrons with general questions that arise from newspapers, maps, religious records, photographs and other topics concentrated in our holdings.

Special Collections donations have increased since FY2021 in a return to pre-pandemic levels. Archivists are processing collections that are part of the 2020 pandemic backlog, as well as incoming donations. This work has allowed staff to mentor up-and-coming professionals through internships and field study placements, giving emerging archivists opportunities for in-person collections training. In FY2022 our team began to process a large donation of private papers from former Maryland Attorney General Stephen H. Sachs and his family. Staff also continues to focus on newspapers as a priority, rehousing and cataloging local papers representing regions across the state, including Baltimore, Prince George's, Howard, Frederick, Carroll, and St. Mary's counties. The Archives is also anticipating a donation of Queen Anne's County newspapers in FY2023.

This year's outreach efforts are amplifying the voices of Chesapeake Indigenous peoples who have so often been silenced and ignored. Special Collections archivists are working closely with the Information Technology department to construct a website allowing patrons to browse and search for government records collections concerning the Maryland government's interactions with Indigenous people. The site will debut in FY2023 and be called *Mayis*, a word meaning "path" in a Renape dialect of the Algonquin language group. Archivists are in dialogue with representatives from Indigenous communities about their access needs, and are collaborating with library professionals, scholars, and educators to create a resource centering the Native heritage of this region. Staff wrote a successful FY2023 grant proposal to the Maryland Heritage Areas Authority to support outreach and educational expansion of the website with partners in the Heart of Chesapeake Country and Beach to Bay Heritage Areas on the Eastern Shore.

In October 2021 the Archives published an [Inclusivity in Cataloging](#) statement on the Archives' website homepage, as well as the landing page for both the Guide to Government Records and

the Guide to Special Collections. This statement was drafted as part of a cross-departmental effort to address equity issues in Archives' cataloging and public facing finding aids and websites, in keeping with best practices emerging in the fields of Archives and Libraries. The next stage of the ongoing project is to focus on identifying offensive or problematic language and establishing best practices for remediation of such language, either through contextualization or removal of terminology, as well as to engage in outreach in order to hear directly from potentially affected communities. Special Collections staff supervised a graduate intern in Summer 2022, who focused on identifying terminology considered outdated or racist in regards to African American communities. The Archives committee for reparative description will review this work in the next phase in order to make a recommendation of implementation to the State Archivist for approval. Throughout the project the Archives is accepting feedback from user communities, which can be submitted at any time online through the [Inclusivity Feedback Form](#).

Conservation & Preservation

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

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

Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of archival material in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published books, government publications, maps, and newspapers. The conservators monitor environmental conditions in temperature and humidity controlled storage areas and warehouses. When appropriate, conservation measures are used, including de-acidification and chelating, repair and restoration, polyester encapsulation, phased and other enclosures, and book conservation.

The primary project for Conservation in FY2022 has been to stabilize government records from the Scharf Papers (MSA S1005) in preparation for digitization. Conservators, interns, and volunteers have labeled and prepared 93 boxes of Scharf Papers documents for digitization since December 2021.

Preservation Outreach

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



Outreach opportunities in FY2022 have called upon our conservators to evaluate the condition of photographs in the AfroNews collection and to stabilize charter documents from the Prince Hall Grand Lodge of Baltimore. Our staff hosted an in-person training for Lodge volunteers, who spent an afternoon learning how to rehouse historic materials. Training new staff and interns in the proper care and treatment of archival materials is a significant role for Conservation staff. Our conservators have also been training new volunteers on careful document handling for several digitization initiatives.

Jenn Cruickshank with Prince Hall Grand Lodge volunteers

Government Publications, Reports, & Library

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

Government Publications & Reports

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

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

Government Reports and Publications accessioned in FY2022 include 952 in print and 345 in electronic format.

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. For FY2022, 254 accessions were added to the Library.

In FY2022, Special Collections received a posthumous donation from the private library of John McGrain. The library material consists of books and pamphlets, as well as ephemera such as brochures and handouts acquired at tours of historic sites and other places of interest. Cataloging this material has been a major project of the Archives Library this year.

As of July 21, 2022, a total of 579 record entries have been added to the online Library catalog for the McGrain Library at the State Archives. This bibliographic information will be used by Special Collections for descriptions in MSA SC 4300-9.

APPRAISAL & DESCRIPTION

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

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

Records Retention & Disposition Schedules

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

coordinating the State's records management program. In FY2022, the State Archivist approved 52 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 FY2022, the State Archivist received 421 records disposal certificates.

Records Transfer & Space Management

During FY2022, the Archives took on permanent government record transfers of 210 record series from 84 government agencies, representing numerous electronic records and also the following volume of paper records:

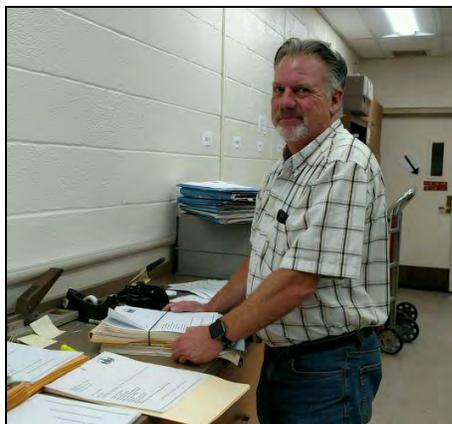
2,513 boxes
2,931 volumes
7,035 maps/plats

RECORDS AND ACCESS

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

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

CONSTITUENT & INTERAGENCY SERVICES



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

This office operates the Archives' Help Desk. The department handles requests from the public for copies of records, fulfills government agency requests for files, and refills records returned to the Archives. The Help Desk also provides customer support for online Maryland land records found on mdlandrec.net and plats.net. During

FY2022 staff fielded 10,778 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 6,869 other inquiries relating to Archives records or services. Staff from this office processed 4,042 individual file requests from State and local agencies and refiled 1,861 files returned by agencies in their assigned locations within the Archives. Constituent and Interagency Services staff provided copies of 2,995 files to the public. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

Department staff also processed 36 Expungement Orders and conducted over 1,400 criminal background checks for various federal, state, and local law enforcement agencies.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

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

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

In FY2022 the Archives generated 4,555,850 images from both paper and microfilm sources. This increase in digitization efforts from last fiscal year was based on the need to provide easy access to various government record collections of the state to the public during the pandemic. Since the start of the pandemic, 170 record collections have been made available for free public access through the Archives' Guide to Government Records website. In addition, 55 collections have been digitized for staff use so they can better respond to patron requests. To further this goal, an additional 53 collections have been targeted for digitization over the course of the next two fiscal years for public access through that website.

GOVERNMENT INFORMATION SERVICES

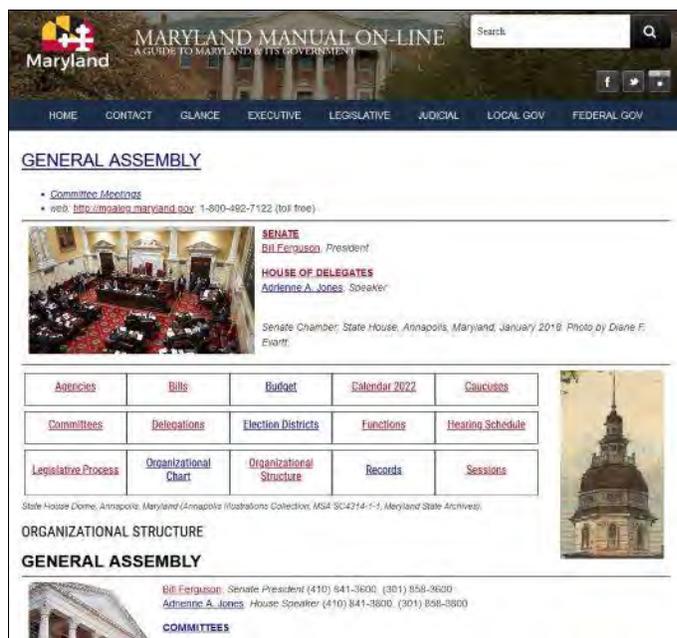
Organized within the State Archives in 1986, Government Information Services assists Marylanders and their agencies of government with current and historical government information, which is continuously updated and revised. Through its internet publication, the *Maryland Manual On-Line*, Government 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*. 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. Formerly under Government Information Services, Government Reports and Publications, and the Library of the State Archives transferred to Special Collections and Conservation in March 2022.

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 FY2022, two new staff members began work as Assistant Editors for the *Maryland Manual*: James Bigwood began in December 2021, and Joyce Phelps started in January 2022, after transferring from Appraisal and Description.

Corrections, updates, and additions for the *Maryland Manual On-Line* may be submitted to mdmanual@maryland.gov.

INFORMATION SYSTEMS MANAGEMENT

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

Electronic Archives

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

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

RESEARCH, EDUCATION, OUTREACH, & REFERENCE SERVICES

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



Research, it re-formed as Research and Student Outreach in 2005. In October 2015, Research was placed under the Deputy State Archivist. It reorganized as Research, Education, and Outreach in July 2016, and as Research, Education, Outreach, and Reference Services in August 2018.

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.

Legacy of Slavery in Maryland

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

In FY2022 a dedicated team of volunteers continued the record mining work for county census records from 1830 through 1890 to add to the searchable online database on the Legacy of Slavery website, which currently includes 438,442 entries related to enslaved and free blacks in Maryland.

Maryland Lynching Truth and Reconciliation Commission

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

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

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

that were compiled for an earlier project, *Judge Lynch's Court*, where 40 individuals who were the victims of mob violence are listed. Since that effort, which began at the turn of the 21st century, more information has been uncovered by historians and groups such as Bryan Stevenson's Equal Justice Initiative and the Maryland Lynching Memorial Project. This renewed interest has led Archives staff to prioritize the identification of collections that will assist the Commission in documenting information and making it accessible to the public. Staff will also archive the Commission's own records, including those research materials donated by the public regarding this history of lynchings in Maryland, making them a permanent state collection.

In FY2022 the Commission held two public hearings, one in Allegany County in October 2021 and one in Baltimore County in June 2022. Three more hearings are scheduled for the fall of 2022. The Archives maintains the website of the Commission and has posted the meeting minutes and hearing recordings online.

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 conjunction with *America 250*, the semiquincentennial of the nation's founding, is in the drafting 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. John's College, Washington College, Johns Hopkins University, Vassar College, University of Wisconsin, and Wayne State University. In addition, the program manages and coordinates the student internship program both during the summer and throughout the academic year. The program also maintains a partnership with the Enoch Pratt Free Library and the Maryland Four Centuries project to produce a year-long series of free, online Lunch and Learn programs in which guest speakers discuss the importance of primary resources, archival research, and the preservation of Maryland's heritage.



In FY2022, the Maryland State Archives returned to its traditional in-person internship program after two years of predominantly remote participation by students. Interns joined departments agency-wide to experience hands-on learning with Reference Services, Research, Imaging Services, Special Collections, Conservation, Constituent Services, Appraisal, and Information Technology. In addition, Archives' staff participated in 114 outreach presentations over the course of the year.

Land Office

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

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

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

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

Designated Commissioner of Land Patents in 1967, the State Archivist is responsible for issuing land patents and certificates of reservation and for conducting court hearings (Chapter 355, Acts of 1967). Prior to 1967, the Land Office was a separate agency. In performing Land Office

duties, the State Archivist acts independently of the duties imposed as State Archivist (Code Real Property Article, secs. 13-101 through 13-504).

The Archives did not receive any new land patent applications or certificate of reservation applications in FY2022.

Reference Services

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

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



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

In FY2022, the Archives' public Search Room was fully open for all regular, pre-pandemic hours, serving both scheduled appointments and walk-in customers. The staff served 1,869 in-person customers during this fiscal year in the Search Room. In addition, reference staff responded to 15,543

complex research inquiries by email and fulfilled 6,584 paid orders compared to 15,119 research inquiries and 4,010 paid orders in the preceding fiscal year.

BALTIMORE CITY ARCHIVES

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

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

The City's attention to its own archives has been cyclical in nature. Reduced operational funding curtailed its operations starting in the 1980s. A slow decline ensued. Through a 2009 special agreement, the Maryland State Archives began to revive and sustain the City Archives, even

supplying staff there in 2010. Efforts to bring its holdings into an online catalog benefited from financial support from the National Historical Publications and Records Commission.

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

Record Management Activities

The transfer of records to the City Archives resumed in October 2021. In FY2022, 225 cubic feet of record material was transferred into the building. This historically low number may reflect the lingering effect of the pandemic on City agencies and their record management activities. In addition, eight meetings with various departments, virtual and in-person, took place.



Dr. Robert Schoeberlein, Acting City Archivist

Reference Services

In August 2021, the City Archives re-opened its search room to researchers and the general public. The Archives offers full on-site service in the search room, by appointment only, Tuesday through Thursday.

The City Archives hosted 170 on-site research appointments in FY2022. Twentieth-century records and topics, many relating to racial equity issues, continue to be of great interest, as are records from the Baltimore Board of Zoning Appeals, City Planning Department, and the City Law Department. In addition, reference staff responded to 817 research or general inquiries by email.

Research Initiatives

Research performed during the pandemic resulted in publications in FY2022. Staff research focused on the Baltimore Civil War era with an emphasis on women's history resulted in a book chapter in *The Civil War in Maryland Reconsidered* (LSU Press). A legal history article set in Federal Era Baltimore appeared in the *Maryland Historical Magazine* in the spring of 2022.

Outreach

The City Archives participated once again in the organization of the annual Baltimore Unconference. The Archives also continued to publicize its holdings through social media initiatives designed to build public support. The Archives' Instagram account was re-activated at the end of January. Instagram posts, now linked with Facebook, have reached a wide audience, and the City Archives now has 6.6k Facebook followers.



Maryland State Archives

Hall of Records Commission Meeting

November 4, 2021 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Attendees:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_attendees_fall2021.pdf

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 17, 2021:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_minutes_spring2021.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

June 10: Catherine Rogers Arthur presented on *Maryland's Artistic Property, Highlights of Recent Acquisitions* at a Lunch and Learn program hosted by the Archives.

July 8: Dr. Ida Jones presented on *Baltimore Civil Rights Leader Victorine Q. Adams: The Power of the Ballot* at a Lunch and Learn program hosted by the Archives.

August 12: Re-enactor Diane Rey presented on *Meet Maryland's Anne Catharine Green* at a Lunch and Learn program hosted by the Archives.

September 9: Isaac Shearn and Elgin Klugh presented on *Researching Baltimore's Historic Laurel Cemetery* at a Lunch and Learn program hosted by the Archives.

September 9: Elaine Rice Bachmann, Catherine Arthur and Chris Kintzel attended the opening of the exhibition, *Founding Freedoms: The Essential American Documents, Selections from the David M. Rubenstein Collection*, a joint exhibition of the Maryland State Archives and Historic Annapolis, at the Maryland State House.

October 14: Rachel Frazier presented on *Mysterious Maryland: Stories of the Bizarre and Unexplained from the Stacks of the Maryland State Archives* at a Lunch and Learn program hosted by 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/se14/000000/000054/hrc_record_schedules_fall2021.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_record_disposal_fall2021.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/se14/000000/000054/hrc_chronology_fall2021.pdf

White House Historical Association

Elaine Rice Bachmann participated in the celebration of the 60th anniversary of the founding of the White House Historical Association, which included the official launch of the new edition of *Designing Camelot: The Kennedy White House Restoration and Its Legacy* by James Archer Abbott and Ms. Bachmann. The program included a conversation with the authors moderated by journalist and biographer Susan Page. A link to the recorded program can be found here: <https://www.whitehousehistory.org/videos/white-house-history-with-susan-page-designing-camelot>

Publications

Over the coming year staff will focus on completing the Archives' next planned publication, which will be a full compilation of our work on the Maryland 400, Maryland's Revolutionary War soldiers who saved the Continental Army in 1776. Led by Archivist Owen Lourie and with the ongoing support of the Friends of the Maryland State Archives and the Sons of the American Revolution, this multi-year research project will culminate in a hard copy book. We hope the publication will gain support, promotion and recognition from both the Maryland and United States Semiquincentennial Commissions.

Commission on Artistic Property

Founding Freedoms Exhibition at the Maryland State House



On September 9, 2021 the Archives, in partnership with Historic Annapolis and thanks to the support of the State House Trust, celebrated the opening of *Founding Freedoms: The Essential American Documents*. This exhibition brings together the four most important founding documents, the Declaration of Independence, the Constitution, the Bill of Rights, and George Washington's original handwritten speech resigning his commission as the commander-in-chief of the Continental Army. Washington delivered this speech in the Old Senate Chamber before Congress on December 23, 1783. The other documents, original printings of the Declaration, Constitution and Bill of Rights, have been lent by Maryland native David M. Rubenstein. In his remarks, Mr. Rubenstein singled out the phrase "We hold these truths to be self-evident, that all men are created equal," as the central belief and aspiration of our country, later cited by Abraham Lincoln and Martin Luther King, Jr. in their speeches.

In her welcome address, Maryland State Archivist, Elaine Rice Bachmann noted, "While we call this exhibition 'the essential documents' of the period of our founding, we all know that the ideals expressed in them were not then, and have not yet been, realized for all Americans. What we can acknowledge, and what we should appreciate, is that these documents here before us are the building blocks from which all later, more expansive, freedoms were built-- though they were hard-won through war, protests, legal battles, and untold human suffering and sacrifice. Let us appreciate the history and majesty of these rare survivals, and let us be inspired, as were those citizens who first read them centuries ago, to act on the promises they make."



The exhibition runs through November 14, 2021, and APC staff members have been busy co-hosting tours of the State House for area private schools with Historic Annapolis staff and guides. Students from Key School and St. Mary's have walked to the State House for their tours. Public Schools have not yet lifted pandemic field trip restrictions.

We the People: The Citizen and the Constitution. High school students from Frederick County visited *Founding Freedoms* and were greeted by Governor Larry Hogan

The year 2022 will mark the 250th anniversary of the construction of the Maryland State House, and the Artistic Property commission hopes to be able to update and improve installations at the State House in recognition of this important milestone.

Acquisitions

The Artistic Property Commission acquired several different objects this past summer by means of transfer and gifts.

A silver sauce tureen and silver sauce boat from the late 19th century were recently transferred from Government House to the care, custody and control of the Artistic Property Commission. The curatorial staff is still doing research into the early provenance of these pieces.



Sauce boat
EGW & S EPNS
MSA SC 1545-3518



Sauce tureen
S Kirk. and Son
MSA SC 1545-3519



Ms. Elizabeth Yancy Brooks Carey donated this impressive card table attributed to master craftsman John Needles (1786-1878) to the state in honor of her late father, George Leiper Carey III. John Needles was contracted by the state to make furniture for the Maryland Legislature in the 19th century. Mahogany, brass, circa 1815. MSA SC 1545-3520

The Artistic Property Commission of the Maryland State Archives recently added a group of three screen prints by African American Baltimore artist Tom Miller (1945-2000). Miller's screenprints, acrylic paintings, and painted found object furniture are rendered in the artist's self-described "Afro-Deco" style. His work was the subject of a major retrospective at the Baltimore Museum of Art in 1995 and a memorial exhibition in 2002. His bold and innovative

style is represented in many regional collections and is an important addition to the state-owned art collection. Once framed, these works will be displayed at the Maryland State Archives.

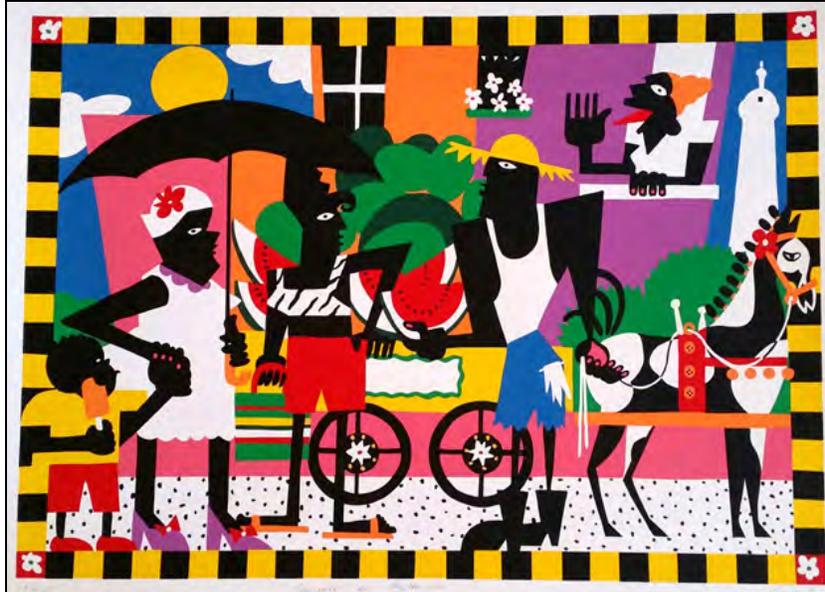
Acquisitions such as these demonstrate the Archives' commitment to diversifying its collections to be more inclusive and representative of all Marylanders. These works were purchased by the Friends of the Maryland State Archives through the generous support of donors to this initiative.



The National Aquarium in Baltimore, 1996, (Edition of 75)
Anonymous gift in honor of Tim Baker, Maryland State Archivist
and Commissioner of Land Patents (2015-2021)
MSA SC 1545-3523



Maryland Crab Feast, 1994, (Edition of 195)
Gift of Eileen McGuckian and Phil Cantelon
MSA SC 1545-3522



Summer in Baltimore, 1994, (Edition of 195)
Gift of Steven Scott, Steven Scott Gallery, Inc.
MSA SC 1545-3521

Constituent & Interagency Services

Constituent and Interagency Services operates the Archives Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Archives Help Desk provides customer support for online Maryland land records (mdlandrec.net & plats.net). Thus far in FY2022, staff have fielded 2,364 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 1,748 other inquiries relating to Archives records or services. Staff from this office processed 1,142 individual file returns to State and local agencies, and have refiled 14,236 records so far this fiscal year. For the public, 1,238 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files, often running to hundreds of pages each. Department staff also received and are in the process of conducting over 900 criminal background checks for various federal, state, and local law enforcement agencies.

Appraisal and Description

Scharf Collection Access Grant Project

This spring, the Archives was awarded a \$50,056 National Historical Publications and Records Commission grant to improve accessibility to the Scharf Collection at the Maryland State Archives. John Thomas Scharf, an American historian, author, politician, and lawyer from Baltimore, industriously compiled the records in the late 1800's, often saving the documents from certain loss. Consisting of 40 cubic feet, the collection incorporates a wide range of documents covering 200 years of Maryland and US history, including the Revolutionary War, the early republic, and the War of 1812. Since these records were collected from various sources they have become separated from their origins and so are often overlooked by researchers. This project will digitize the series, making the records more accessible while protecting the original documents. This grant will also allow the Archives to enhance the cataloging of

cross-references and finding aids, making it easier for anyone looking for information to find this valuable collection. This project will be a major initiative this year, requiring the cooperation of the Appraisal and Description, Conservation and Preservation, and Digital Acquisition, Processing, & Publication departments.

Inclusiveness in Cataloging

Recent conversations about social inequality have prompted the Archives to re-examine its role as custodian of records and interpreters of history. Christopher Schini of the Appraisal and Description Department initiated a staff workgroup to investigate this role, particularly in the area of record catalogs and finding aids. Past cataloging practices have failed to include the entire range of diverse people that comprise our stakeholders over Maryland's long history. As a first step in addressing the shortcomings of historic records descriptions, findings aids, and naming conventions, a "Statement on Inclusiveness in Cataloging" has been drafted and will be published this Fall. To open the door to conversation in order to identify areas of weakness and develop and implement best practices regarding racial, gender, and sexual identity in our catalogs, finding aids, and descriptive information, we will be inviting comments and suggestions from users and stakeholders. We see this as an ongoing process to continually improve access to all records for all users. Best practices are constantly evolving and we will strive to keep pace with the highest standards for cataloging.

Digital Acquisition, Processing, & Publications

The digital preservation and imaging services offered by the Archives are managed and coordinated 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.

As of last month, FY2022 has seen fairly consistent digital image production. To date, the Archives has generated a total of 1,033,770 images. Of these images, 224,797 were derived from microfilm scans and the remaining 808,973 images were from paper scanning.

Department of Legislative Services Scanning Project

Over the course of the past year and a half the Archives has been coordinating a digitization project with the Department of Legislative Services. The scope of this project was to digitize all Legislative History Files from 1975 through 1991. This project consisted of the scanning of both paper record material and microfilm. Over the course of the project over 600 record center boxes and 584 reels of microfilm were scanned and uploaded to the Archives' electronic storage array. In addition to this, a pdf copy of each file is being transferred to Legislative Services to assist them with their ability to quickly fulfill requests. It is expected that this final part of the project will be completed by the end of November.

S1772, Marriage License Scanning Project

In September 2021, the imaging staff began a large-scale scanning project to digitize all county marriage license records covering the time period of 1941-1951. This project will consist of the scanning of over 800 boxes of paper records which are in the process of being organized alphabetically. Once digitized, Archives staff and members of the public visiting the Archives will have a quick and efficient way to access these records. This will speed up the process of fulfilling copy requests, which is especially important given the need to acquire copies of this material as part of the REAL ID initiative.

Research, Education, Outreach, and Reference Services

Reference Services Update

Reference staff continue to assess and nimbly adjust services to meet our customers' needs both virtually and in person, with team members working in close collaboration with other departments to provide efficient and timely service. The Archives has returned to pre-pandemic hours for on-site service in our search room, accommodating both appointments and walk-in customers Tuesday through Friday from 8:30am to 4:30pm as well as on the first Saturday of each month. Staff have also remained focused on providing outstanding remote customer service to those who cannot or do not wish to visit in person. As a result, staff successfully handled a record breaking number of research inquiries and document orders in FY2021. Reference staff responded to 15,119 complex research inquiries by email and fulfilled 3,988 paid orders compared to 3,881 research inquiries and 1,542 paid orders in FY2021. This heightened demand for remote service has continued into FY2022. In the first quarter alone, Reference Services staff responded to 4,126 complex research inquiries by email, fulfilled 1,374 paid orders, and handled 554 appointment requests. To complete this work, and keep the public search room open regular hours, we are balancing staffing resources assigned to in-person assistance with staff assigned to remote services tasks to align with demand and keep orders and correspondence within a reasonable turnaround. A robust appointments system has helped staff keep up with the workflow, allowing them to prepare for appointments in advance while spending less time assessing patron needs extemporaneously. This service has benefitted patrons as well, ending the delays experienced when a record sought was held at our warehouse and not available the same day and stopping wasted trips when a patron is sent in error by another agency.

Reference staff regularly collaborate with the Imaging Services department to make more historic, unrestricted digital records available online for direct access by stakeholders. This year, in addition to the release of death records that are over 100 years old, the team focused on historic probate materials, including estate records such as wills and inventories created prior to 1920. To assist researchers in the use of these materials online guides were enhanced, including a [training video](#) to go with our written [death records walkthrough](#), as well as a [probate record finding aid](#).

In addition, staff also partnered with the Information Technology department to make positive adjustments to our services. Online order forms were updated to provide the most straightforward and user-friendly ordering options for customers. They now have simple ways to order both certified and uncertified materials, as well as request paper or digital copies of our most requested materials. Reference also teamed with Information Technology to provide a publicly accessible computer workstation in the lobby to allow guests to place orders, self-register, and view rules and orientation materials before entering the search room. Finally, Reference Services also collaborated across departments to launch PageViewer, a new online image viewing software, to enhance public access to digital records remotely.

Maryland Lynching Truth and Reconciliation Commission Activities

The Maryland Lynching Truth and Reconciliation Commission was authorized by the General Assembly ([Chapter 41, Acts of 2019](#)) in June 2019. Chris Haley serves as the Commissioner representing the Archives.

On June 18, 2021 the Commission held a joint press conference with the Maryland Commission for African American History and Culture announcing their partnership to work toward racial equity and justice. The conference was attended by both Commissions and held at the

Banneker-Douglass Museum on the eve of Juneteenth, which was formally recognized by both the federal and state government this year.



Over the last two years, the Commissioners have been compiling research, coordinating with local coalitions of stakeholders across the state, and holding open meetings to plan for a series of public hearings in communities where racial terror lynchings took place. The hearings began this fall with the goal of developing recommendations rooted in restorative justice for addressing the legacy of lynching. At the hearings members of the public, including the descendants of victims, witnesses, and perpetrators, have the opportunity to offer testimony about how these murders have impacted their lives and their communities in addition to allowing them the opportunity to make recommendations for achieving racial healing. Members of the public are also able to submit written testimony. The hearings provide an opportunity to identify and bring to light possible cases of racial terror lynching that are remembered in families and communities but for which there is little or no documentation.

The first public hearing was held on Saturday, October 2, 2021 and was co-hosted by the Commission and the Allegany County Lynching Truth and Reconciliation Committee (ACLTRC). While it was hoped that all hearings could be conducted in person, to ensure the safety of the public and to minimize the spread of COVID-19 the hearing was held online. The community came together online to hear the story of [Robert Hughes, aka William Burns](#), lynched in Cumberland Maryland on October 6, 1907. Testimony was provided by two descendants of Robert Hughes, a descendant of Jesse Page who was with Robert Hughes at the time of arrest, an administrator from the Equal Justice Initiative, the President of the Allegany County NAACP, a reporter from the Cumberland Times, and the current Chief of the Cumberland Police Force.

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

Alex Haley 100th Birthday Commemorations

August 11, 2021 marked the 100th anniversary of the birth of Alex Haley, renowned author and acknowledged father of modern genealogy due to his groundbreaking work *Roots*. In honor of this milestone, a year of commemorations have been planned globally, with many events here in Maryland, to recognize the significant role of Annapolis in his family story. The Archives has



The 3x5 index card that pointed to the *Lord Ligonier* reference in the *Maryland Gazette*. The families of Alex Haley and Phebe Jacobsen met to celebrate the author and the archivist's long friendship and research partnership.

always been proud of the role its collections played in supporting Alex Haley's genealogical research. Archivist Phebe Jacobsen (1922-2000) worked closely with Haley and it was their partnership that led to the discovery of the vital connection between his family's oral history and the documentation of the ship *Lord Ligonier*, which carried a cargo of enslaved Africans from The Gambia in 1767, including his ancestor Kunte Kinte. While the period documentation for this is from the *Maryland Gazette*, it was a 3x5 card in the index of the Archives that led Haley to the original newspaper account. It is a testament to the importance of archival work and the diligence of archivists and librarians who catalogue original source material. The Archives is also proud of the work that Chris Haley, Alex's nephew, has done at the Archives for 28 years, most recently as the Director of the Study of Slavery in Maryland.



To celebrate the Alex Haley legacy, Chris Haley planned and participated in a number of virtual and in-person events. On August 11, he gave a free online lecture on family history in partnership with Historic Annapolis. On August 18, the City of Annapolis proclaimed Alex Haley Day and Mayor Gavin Buckley presented Chris the key to the city. This proclamation and key have been donated to the Maryland State Archives and become part of the Haley Centennial Collection [MSA SC 6305]. On September 18, Chris organized a genealogical workshop in partnership with Lyndra Pratt-Marshall of the Alex Haley-Kunta Kinte

Foundation, hosted by the Banneker-Douglass Museum as part of the museum's grand re-opening. On September 24, the Archives hosted a small exhibit and reunion of Jacobsen and Haley family members that included viewing of correspondence and artifacts related to the research conducted at the Archives for *Roots*. Afterwards, the Calvary United Methodist Church held an Alex Haley Legacy Roundtable Panel Discussion, which included members of the Haley family and dignitaries from The Gambia. On Saturday, September 25, the annual Kunta Kinte Festival held at City Dock and Susan Campbell Park highlighted the centennial anniversary.

As this commemorative year continues, Archives staff will continue to support and promote these celebrations and recognize the importance that family history and genealogical research play in our shared heritage.

2021 Summer Internship Wrap Up

The staff continued its forty plus year tradition of hosting interns this summer. Although the program was slightly non-traditional for the second year in a row, given that many students completed their assignments either partially or completely remotely, it was a productive ten weeks.

This year's cohort included 32 students from Maryland high schools, undergraduate, and graduate level programs, including McDaniel College, St. John's College, Washington College, University of Maryland College Park, University of Maryland Baltimore County, and the United States Naval Academy as well as Damascus and Old Mill High Schools. Many students fulfilled graduation requirements, earned stipends from their institutions, completed field studies and gained academic or community service credit as a result of their participation. The Archives is grateful to all the students and staff mentors for their hard work, and to our funding partners St. John's College, the United States Naval Academy, and the Starr Center for the Study of the American Experience who provided additional opportunities for students placed with us.



Using online meetings, digital materials, shared documents, and social distanced seating on-site the interns contributed to vital projects throughout the Archives, working with Imaging, Artistic Properties, Special Collections, Research and Conservation. The staff was able to make important progress on many fronts due to their flexibility and willingness to contribute even under less than ideal circumstances. Editors dedicated the summer issue of [*The Clamshell* newsletter](#) to intern articles to

provide a detailed glimpse into this longstanding summer program and the many projects to which the students contributed. Students interested in next summer's internship can watch the Archives' website in January for an announcement about the 2022 summer program.

Educational Partnerships

Staff continued to be responsive to both schools and community organizations with presentations on the resources of the Archives. On September 21, Chris Haley joined our partners at the University of Maryland iSchool for the Digital Curation in Big Data Collections student seminar, in support of the students who are working on Legacy of Slavery database findings. On September 30, he gave an online presentation about the Legacy of Slavery in

Maryland to the History Methods Class at Johns Hopkins University. On October 19, Archivist Kasey Maes gave a virtual presentation on Genealogical Resources and an Online Tour to the Harford County Public Library. On October 27, Search Room Coordinator Rachel Frazier taught a virtual class for University of Maryland students in the historic preservation class and then hosted the students in a series of small group, in-person appointments in the public search room.

Staff also gave several research-based public presentations in partnership with Historic Annapolis, the Enoch Pratt Free Library, Anne Arundel County Public Library, and the Maryland 400 Project. Catherine Rogers Arthur and Chris Kintzel of the Artistic Properties department conducted State House curatorial tours for the Key School middle school division on October 5 and October 20, and St. Mary's Lower School on October 13 and 14. Throughout the year, the Archives has also hosted a number of student interns for credit from both the Anne Arundel County Public School Student Internship Placement Program and the Anne Arundel County Public School Service Learning Program. In addition, Emily Oland Squires serves on the Education Committee of the Four Rivers Heritage Area, which connects local history and heritage organizations with the social studies coordinators of the public school system.

Special Collections & Conservation

Donations & Collections Processing

Special Collections archivists have accepted a steady stream of donations from private individuals and organizations since our last report. Our goal is to continue to enhance holdings of historical and cultural significance, representing the state and local communities. The Paul E. Sluby, Sr. and Dr. Patricia Carter Sluby Collection (MSA SC 6294) is perhaps the most significant collection to be recently accessioned. Paul Edward Sluby, Sr. (1934–2019) was a nationally-respected genealogist who specialized in researching cemeteries in Washington, D.C. and Maryland. During his lifetime he was also considered by many to be one of the foremost educators and speakers on African American genealogy in the United States. Mr. Sluby was a founding member of the Afro-American Historical and Genealogical Society and a prolific book author. His widow, Dr. Patricia Carter Sluby, a biographer and expert on African American inventors, told us that even she was not aware of the extent of Paul Sluby's publications until she began to look for a public repository to accept his papers. Special Collections is honored to receive copies of Mr. Sluby's books, educational materials, research papers, photographs, and genealogical research files. Ava Lehrman, a summer intern from St. John's College, fully processed the initial donation which forms the bulk of Mr. Sluby's legacy, and the catalog is now accessible to researchers. The Sluby Collection's inventory can be viewed in the Guide to Special Collections. Subsequent papers will continue to be added to the inventory this autumn.

Special Collections & Conservation staff also turned their attention to the significant backlog of processing that grew during the pandemic lockdowns with the necessity of placing the Archives' focus on serving reference inquiries. The first steps were to rehouse more recent donations and assign them accession numbers along with a temporary storage space. A few collections stood out from the group as requiring immediate attention due to historical importance. The Civil War letters collected by historian Willard Mumford were among the significant donations that our archivists originally expected to be made available to researchers during 2020. Mr. Mumford avidly collected Civil War correspondence written by soldiers in Annapolis who were convalescing in the hospital at the St. John's College campus, as well as prisoners of war or soldiers stationed at Camp Parole, just outside of the city. Again, summer intern Ava Lehrman performed exceptional work in describing each letter and paper in Mr. Mumford's Civil War series to a high degree of detail. The letters are currently with our Imaging technicians and will

be viewable to the public later in the year. A preservation group from Anne Arundel County has approached Special Collections about partnering to create a story map of the Parole area using Mr. Mumford's letters as touchstones in order to tell the story of soldiers' experiences in Annapolis during the conflict.

Reference Activities

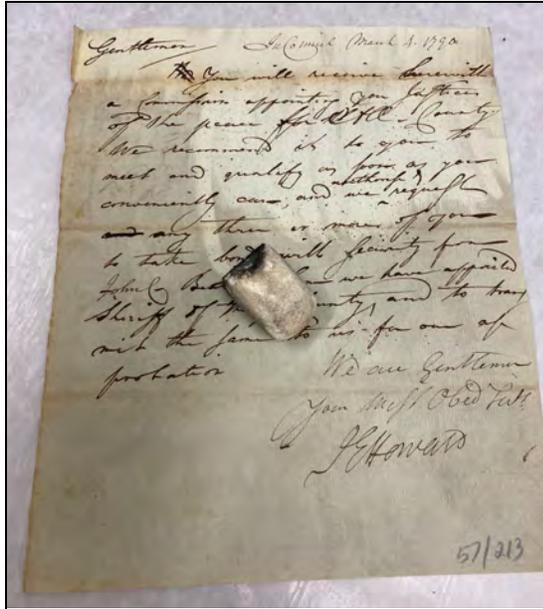
Special Collections continued to receive a high volume of reference inquiries over the summer. Notable were the unusual number of inquiries from museums and publishers who were moving forward with exhibitions and book projects which had been on hold during 2020. Staff spent considerable time locating photographs, documents, and maps to assist curators and authors who were unable to travel for research. The current trend clearly demonstrates that patrons' demands for digital access for graphic materials (photographs, illustrations, and maps) and digitized documents will continue to constitute a majority of the Special Collections team's reference activities.

Diversity & Inclusion Priorities for Special Collections

The department continues to work on creating a resource about and for indigenous people within the Chesapeake region. Megan Craynon and Maria Day have been working with MSA's database and web design team on the requirements for an information portal to house the data generated by our survey of the English colonial records in Archives of Maryland Online. Both have been responding to an increasing number of inquiries from members of tribal communities and scholars about records that refer to Native communities, place names, specific documents, and biographical information. Megan Craynon continues her in-depth research on treaties housed at the Archives, guided by the legacy of archivist Phebe Robinson Jacobsen. Regular progress reports are made to the Maryland Commission on Indian Affairs, and conversations with Commissioners and tribal leaders who are supportive of Archives' efforts have provided staff with knowledge about the current Indigenous population of our state, which adds to staff's understanding of the reference resources we can provide. Maria Day accepted an invitation to collaborate with the Maryland Traditions program of the Maryland State Arts Council and the Maryland State Department of Education to pool resources for educators regarding indigenous history and culture.

Conservation Projects

The Conservation team is focusing on the preservation of manuscript records from the early Republic as part of the Scharf grant project. The work requires conservators to assess the condition of each document, while triaging which ones need special care. Most Scharf collection documents need some cleaning and labeling with their accession numbers, and project manager Camille DiMarco has devised a tracking system for our team to verify each document against the Guide to Government records inventory. The condition of some documents requires preservation treatments to stabilize very fragile papers, including mending holes or losses with rice tissue paper and wheat starch paste. Other documents need to be flattened in order for digitization work to proceed more smoothly. Given the volume of digitization required by our agency to fulfill the grant and to make this collection accessible to the general public online, the Conservation team's role in this work is critical to success.



Additionally, Conservators have worked closely with the Appraisal department on consultations regarding state agency transfers in which a preservation assessment is needed prior to the transfer. Assessments of other organizations' records and consultations are also part of Conservators' duties when our agency offers to assist repositories in the state with temporary storage and collaborative projects based at our Rolling Run facility. One recent example of this work is Jennifer Cruickshank's collaboration with Appraisal archivists in consultation with the archives director for the AFRO News. The work involves site-visits, visual and chemical assessments, along with advice and resources covering preservation and storage best practices. The AFRO News archives will be presented with a condition report on the current status of photograph and newspaper material and results of testing for past environmental issues, such as mold, that might affect the long-term preservation of their archive. Collections care is also vital to protecting our own agency holdings.

The private papers of Governor Marvin Mandel reside in Special Collections (MSA SC 5394). Until now, there have been few requests for access to his legacy. Recently, however, our team was approached by a doctoral scholar from the Johns Hopkins University, and archivists and conservators made a plan to revisit the condition and accessibility of Governor Mandel's papers. Our assessment revealed that, despite long-term storage in an archives environment, the portion of papers recovered from the Governor's private residence after a flood in 2001 do show some past damage from both mold and pests. The conservators have worked closely with archivists to examine and when necessary vacuum documents that would otherwise be unsuitable for serving to a researcher. The current focus is on the materials requested by the Hopkins scholar, however a larger plan for preservation assessment and treatment of the whole collection is underway.

Baltimore City Archives

City Archives Re-opening

In August 2021, the City Archives re-opened its search room to researchers and the general public. Hours are limited to three days per week and all visitors are seen by appointment only. Volunteers were welcomed back in October.

As a City of Baltimore facility, the Archives abides by the guidelines of the local health ordinance of August 9, 2021 that requires indoor mask wearing. The HVAC system fan is kept running continuously and four air purifier units are located within the search room.

Record Management Activities

No appraisal visits to City agencies have occurred since March 2020. However, several videoconference or telephone meetings with departments (i.e., City Law Department) have occurred since the previous Commission meeting. We resumed the transfer of records to the City Archives on October 1. Since that time, 105 cubic feet of record material has been received into the building. This material came from the Office of the President of the City Council, the Board of Estimates, and the City Retirement System.

Thirty-one boxes of case files for the Office of the States Attorney for Baltimore City have been retrieved and provided upon city departmental request. All the retrievals represent the re-opening of specific, individual cases.

A total of eight bill files have been digitized and delivered electronically to the City Law Department and the City Department of Legislative Reference.

Staffing

On September 9, a job announcement for the open Search Room Coordinator position was posted on the State of Maryland employment website. City Archives staff subsequently shared the posting with local archivist listservs. When submissions closed two weeks later, a total of ninety-three individuals had applied. A much smaller pool of applications, initially vetted by the Department of Budget and Management, is currently under review by the interviewing team. The goal is to have a new team member hired and in place before the end of 2021.

Researchers and Topics

City Archives has hosted twelve on-site research appointments through October 15. Records viewed include Baltimore Board of Zoning Appeals case files (1931-1939) and mayoral papers from various administrations. Topics relating to racial equity and income disparity continue to be of great interest. Zoning Appeals case file information is being used by one researcher to create a database which will be mapped using geographic information system (GIS) software. Once this has been completed, the researcher will use census tract data to see if race, ethnicity, and class may have been factored into these decisions. Another visitor is finishing a book manuscript entitled: *Stop the Road: Baltimore's epic 40-year battle over Interstate Highways, 1940-1980*. The book will detail how the City and its planners routed expressways through neighborhoods whose residents lacked the apparent political or economic clout to defend their homes from destruction and their lives from disruption.

Donations

In June, the Archives received two Baltimore City Police arrest dockets. One detailed Northern District arrests in 1904-1905. The second volume was a day-to-day compilation of Baltimore City arrests from all districts dating from May to December 1872. The volumes were subsequently transferred to the State Archives which holds existing series of both types of records.

In September, 15 record storage boxes were retrieved from a former employee of the Baltimore City Planning Office. Dr. Connie Lieder worked on various projects such as 1960s neighborhood

urban renewal, the 1980s renovations of Lexington Market, and the development of Harborplace. The records include research files, publications, and color slides.

The Baltimore City Historical Society continues to add material to its existing special collection. Old publications, photographs, even one volume of The Baltimore Daily Post for April-May-June, 1927, came in through our doors this summer.

Volunteers

After a hiatus of almost 19 months (with the exception of a six week experiment in fall 2020), City Archives welcomed volunteers back into the search room. Several members of the Laurel Cemetery Project team have been making regular visits since October 5.

Upcoming Special Meetings of the Commission & Events of Interest

December 9: Chris Haugh to present on *Stories in Stone: Mt. Olivet Cemetery* at a Lunch and Learn program hosted by the 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/se14/000000/000054/hrc_records_receive_d_fall2021.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_special_collections_fall2021.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

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

Hall of Records Commission Meeting Minutes

November 4, 2021 2:00 p.m.

Via Teleconference

Call to Order by Chair The Chair called the meeting to order at 2:05.

Attendees:

The Honorable Joseph M. Getty, *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*

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 Center for History and Culture*

Ms. Sally McMillan Robb, *representative of the President of the Senate*

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

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

Ms. Allison Seyler, *designee of the President, Johns Hopkins University*

Opening Remarks / Special Announcements

The Chair recounted his long association with the Maryland State Archives, first as a young researcher doing architectural field work with the assistance of archivist Phebe Jacobsen, and today as Chief Judge of the Court of Appeals researching the history of the Court of Appeals Building. He commended the assistance of Archives' staff in supporting his research efforts.

Ms. Elaine Rice Bachmann thanked former State Archivist Tim Baker and the Blue Ribbon Panel for her selection as State Archivist. She acknowledged the upcoming retirement of Nassir Rezvan, the Archives' Director of Administration and chief financial officer, and thanked him for his legacy of a financially sound agency. Ms. Rice Bachmann also acknowledged the upcoming retirement of Secretary Kopp, thanking her for her strong advocacy for the Archives. Delegate Sandy Rosenberg also thanked Secretary Kopp for her mentorship during their time together as State Delegates.

President Ferguson expressed gratitude to the Archives for the loan and installation of a painting by Rockwell Kent in his Senate office, calling the work a testament to the quality of the State's artistic collection.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 17, 2021:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_minutes_spring2021.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

Ms. Rice Bachmann thanked the Enoch Pratt Library for their partnership in keeping the Archives' Lunch and Learn program active during the pandemic. She also thanked Dr. Jones for her participation in the Lunch and Learn program as a guest speaker.

Ms. Benik moved that the Minutes be approved and the special meetings of the Commission recognized. Mr. Letzer seconded the motion and the motion was unanimously approved.

Records Retention & Disposal

Kathryn Baringer, Director of the Appraisal and Description Department, reported the approval of 11 retention schedules since the last meeting of the Commission, six from state agencies and five from county agencies. The Archives received 176 disposal certificates, 105 sent digitally and 71 by mail.

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_record_schedules_fall2021.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_record_disposal_fall2021.pdf

Ms. Robertson moved to approve the records retention schedules and disposal schedules, seconded by Dr. Bell. The motion was unanimously approved.

State Archivist's Report

Ms. Rice Bachmann acknowledged the work of Michael Swygert, former Director of the Records Management Division of the Department of General Services, thanking him for his collaboration in developing Archives' records management policy and training programs for state agencies.

Ms. Rice Bachmann noted the work of researcher Owen Lourie in editing the Archives' next planned publication, which will be a full compilation of staff work on the Maryland 400, Maryland's Revolutionary War soldiers who saved the Continental Army in 1776.

The Chair acknowledged the assistance of Owen Lourie in researching the history of the seal of the Court of Appeals.

Ms. Rice Bachmann congratulated Catherine Rogers Arthur, who would be honored that evening as the recipient of the Four Rivers Heritage Area's *Heritage Professional of the Year* award. She noted that Ms. Rogers Arthur was nominated by Historic Annapolis in recognition of her work on the *Founding Freedoms; The Essential American Documents* exhibition at the

Maryland State House, with supporting letters from the Archives and the staff of David R. Rubenstein.

Emily Oland Squires, Director of the Research, Outreach & Reference Services Department, thanked St. John's College, the C.V. Starr Center of Washington College, and the United States Naval Academy for the additional opportunities and direct funding they provided to this year's internship program.

Maria Day, Director of the Special Collections and Conservation Department, thanked Patricia Sluby for the donation of the Paul E. Sluby, Sr. and Dr. Patricia Carter Sluby Collection to the Archives. She also thanked Archives' Librarian Christine Alvey and St. John's College intern Ava Lehrman for their work in making the collection accessible.

Ms. Day thanked Smith College graduate Iris Afantchao and University of Maryland iSchool students Charlotte Treadwell, William Frederick III, Theana Kastens and Rachael Kirschenmann for their work on the Native American Resources project. She acknowledged Archives IT staff members Ashley Kern, Chris Lindsay, Frank Patnaude and Tim Brooks for their work in creating the database and interface for the project.

Recent Gifts, Deposits & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_records_received_fall2021.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000054/hrc_special_collections_fall2021.pdf

Government Reports and Publications Accessions:

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>

The Chair moved to recognize the recent gifts, deposits and acquisitions and the motion was unanimously approved.

The Chair encouraged members and attendees to visit the *Founding Freedoms: The Essential American Documents* exhibit at the State House. The exhibit closes on November 14.

The Chair called for new and old business. Hearing none, the Chair adjourned the meeting of the Hall of Records Commission at 3:25 pm

Ms. Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents
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Chronology of Staff Activities
May 16, 2021 - November 4, 2021

May 17: The Archives hosted a meeting of the Hall of Records Commission.

May 17: Emily Oland Squires, Chris Haley and Maya Davis attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Research Committee.

May 18 - 19: James Watson, Maria Day and Rachel Frazier presented *Response in a Time of Need: Models of Creative Thinking and Continuity of Customer Service during the Pandemic* at the Best Practice Exchange 2021, organized by Corey Lewis.

May 18: Chris Haley and Maya Davis attended the *Advancing Together National Symposium on Racial Justice and Social Change*, hosted by the U.S. Bahá'í Office of Public Affairs.

May 19: Maya Davis, Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Logistics Committee.

May 19: Elaine Rice Bachmann was interviewed for a podcast of *Destination Annapolis*, a program of Visit Annapolis and Anne Arundel County.

May 19: Robert Schoeberlein participated in a meeting of the Maryland Center for History and Culture's Publications Committee.

May 20: Chris Haley and Maya Davis attended a meeting of the Office of Tourism and Development for National Parks Service Underground Railroad Fellows.

May 22: Chris Haley presented at a meeting of the Prince George's County Lynching Memorial Project on creating an introductory video for the program.

May 25: Chris Haley attended the kick-off meeting of the *Expanding Enslaved Hub: Peoples of the Historical Slave Trade* NEH Grant Award partnership group.

May 25: Emily Oland Squires and Chris Haley attended a presentation by National Parks Service Underground Railroad Fellows on *Research in the Time of COVID-19: Case Studies from 400 Years of African American History Fellowship*.

May 26: Maria Day attended a meeting of the Maryland Newspaper Project advisory board.

May 30: Chris Haley presented to a meeting of the Prince George's County Lynching Memorial Project media workgroup.

June 1: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Education and Programming sub-committee.

June 2: Chris Haley and Owen Lourie met with C.V. Starr Center staff to discuss collaboration on the Chesapeake Heartland Project.

June 3: Owen Lourie provided a presentation on the Maryland 400 to the American Battlefield Trust's annual conference.

June 3: Emily Oland Squires participated in a Council of State Archivists workgroup discussion on Reopening Archives Safely.

June 3: Maya Davis and Chris Haley attended a meeting of the Office of Tourism and Development for National Parks Service Underground Railroad Fellows.

June 7: Maria Day and Megan Craynon, along with graduate interns William Frederick and Theana Kastens, presented a project update to the Maryland Commission on Indian Affairs.

June 7: Chris Haley gave a presentation on the Legacy of Slavery in Maryland to residents of the Bayleigh Chase Independent Living Center.

June 8: Chris Haley was interviewed by the State Comptroller's office for its *Revenews* Podcast.

June 9: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

June 10: Catherine Rogers Arthur presented on *Maryland's Artistic Property, Highlights of Recent Acquisitions* at a virtual Lunch and Learn hosted by the Archives in partnership with the Enoch Pratt Free Library and the Maryland Four Centuries Project.

June 10: Elaine Rice Bachmann provided a tour of the State House for the Park School Mock Trial Team.

June 13: Chris Haley attended a meeting of the Prince George's County Maryland Lynching Memorial Project.

June 14: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

June 15: Chris Haley met with staff from Hancock's Resolution historic site to discuss interpretive planning and inclusion.

June 15: Elaine Rice Bachmann and Catherine Rogers Arthur provided a tour of the State House to graduate students in the Winterthur Program in American Material Culture, University of Delaware.

June 15: Elaine Rice Bachmann attended a rededication ceremony at the Severna Park Library for the plaque honoring victims of lynching in Anne Arundel County.

June 15: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

June 16: Robert Schoeberlein participated in a meeting of the Maryland Center for History and Culture Board of Trustees.

June 15: Chris Haley met with staff from Hancock's Resolution historic site to discuss interpretive planning and inclusion.

June 17: Chris Haley presented at the Annapolis City Dock Action Committee Meeting regarding historical interpretation.

June 18: Emily Oland Squires and Chris Halley participated in Annapolis Juneteenth 2021 commemorations virtually and at the Banneker-Douglass Museum. The commemorations were co-hosted by the Maryland Commission on African American History and Culture and the Maryland Lynching Truth and Reconciliation Commission.

June 21: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Research Committee.

June 23: Chris Haley participated in a Social Justice discussion with the Anne Arundel County Police Department.

June 23: V. Joyce Phelps II and Chris Schini made an on-site visit to Kent County Circuit Court to review records for a potential transfer and scanning project.

June 24: V. Joyce Phelps II and Maria Day made an on-site visit to Prince George's African American Museum and Cultural Center.

June 25: Chris Haley participated in a StoryCorps Oral History project on the topic of Alex Haley's 100th birthday.

June 25: Chris Haley presented on the Legacy of Slavery in Maryland to the Bethel Dukes Chapter of the Association for the Study of African American Life and History.

June 28: Chris Haley participated in the unveiling of the *Guardians of the First Amendment Memorial* in Annapolis.

June 30: Timothy D. Baker retired as State Archivist and Commissioner of Land Patents. He was succeeded by Elaine Rice Bachmann.

July 1: Emily Oland Squires attended *Always in Season*, a panel discussion on modern lynching in America, hosted by the Maryland Lynching Memorial Project and the Maryland Lynching Truth and Reconciliation Commission.

July 2: Emily Oland Squires participated in *Black History on the Chesapeake Bay*, sponsored by the National Parks Service.

July 6: Elaine Rice Bachmann attended a board meeting of the Foundation for the Preservation of Government House.

July 6: Chris Haley participated in the Riversdale House Museum African American History Focus Group.

July 7: Chris Haley participated in the B&O Railroad Interpretation Workgroup.

July 8: Dr. Ida Jones presented on *Baltimore Civil Rights Leader Victorine Q. Adams: The Power of the Ballot* at a Lunch and Learn hosted by the Archives in collaboration with the Enoch Pratt Free Library and the Maryland Four Centuries Project.

July 8: Chris Haley gave a presentation on African American genealogy at a meeting of the Maryland Genealogical Society.

July 8: Christopher Schini and Maria Day co-hosted a consultation with the Maryland School for the Blind on archival preservation of records from the school's history.

July 9: Chris Haley consulted with University of Maryland students on the Social Justice and Equity Reflection Project.

July 10: Chris Haley participated in a Black Leadership Summit at Mount Clare Mansion in Baltimore.

July 10: Elaine Rice Bachmann, Emily Oland Squires and Chris Haley participated in a Maryland Lynching Truth and Reconciliation Commission meeting.

July 14: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

July 14: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

July 15: Elaine Rice Bachmann took the Oath of Office as State Archivist, administered by Anne Arundel County Clerk Scott Poyer at the Anne Arundel County Courthouse.

July 15: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture's Museum Committee.

July 19: Emily Oland Squires and Chris Haley participated in the Maryland Lynching Truth and Reconciliation Commission's Research and Logistics Committees Joint Meeting.

July 19: Elaine Rice Bachmann was interviewed by Stewart McLaurin, president of the White House Historical Association, for a podcast on the publication of *Designing Camelot: The Kennedy White House Restoration and Its Legacy*.

July 19: Elaine Rice Bachmann attended a meeting of the Maryland Semiquincentennial Commission.

July 20: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

July 21: Emily Oland Squires participated in a meeting of the Four Rivers Heritage Area Coordinating Council.

July 21: Chris Haley consulted with the Harriet Tubman Initiatives Work Group of the National Parks Service.

July 23: Chris Haley participated in a Prince George's County Lynching Coalition Oral History Initiative discussion.

July 23: Chris Haley consulted with University of Maryland students on the Social Justice and Equity Reflection Project.

July 26: V Joyce Phelps II conducted a site visit to the Harford County Circuit Court.

July 26: Elaine Rice Bachmann, with co-author James Archer Abbott, presented a virtual lecture to Smithsonian Associates on the new edition of *Designing Camelot: The Kennedy White House and Its Legacy*.

July 27: Robert Schoeberlein chaired a meeting of the Maryland Center for History and Culture Library Committee.

July 27: Chris Haley was interviewed by The John Mitchell, Jr. Program for History, Justice and Race about the Legacy of Slavery in Maryland.

July 27: Emily Oland Squires participated in the Maryland Commission on African American History and Culture's Anti-Racism Training Program.

July 28: Elaine Rice Bachmann, with co-author James Archer Abbott, was interviewed by Susan Page for the White House Historical Association Quarterly lecture, at Decatur House, Washington, D.C.

August 3: Elaine Rice Bachmann participated in the Society of American Archivists' annual business meeting.

August 5: Corey Lewis met with a representative of the Prince Hall Grande Lodge to evaluate a book for scanning or preservation.

August 5: Elaine Rice Bachmann attended the Society of American Archivists' Presidential address.

August 9: Chris Haley and Elaine Rice Bachmann attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

August 9: Camille DiMarco, Corey Lewis, Megan Craynon and Maria Day consulted with Annapolis Maritime Museum on the digital preservation of ships' logbooks.

August 11: Chris Haley was interviewed by WJZ-TV regarding the celebration of Alex Haley's 100th birthday and the Network to Freedom National Parks Service Underground Railroad fellows.

August 11: Chris Haley gave a virtual presentation for Historic Annapolis regarding Alex Haley's 100th birthday.

August 11: Elaine Rice Bachmann attended a meeting of the Maryland State Library Resource Center's Strategic Plan Focus Group for Special Libraries.

August 11: Kathryn Baringer gave a virtual presentation at the Council of State Archives 2021 Work Session

August 12: Re-enactor Diane Rey presented on *Meet Maryland's Anne Catharine Green* at a virtual Lunch and Learn hosted by the Archives in collaboration with the Enoch Pratt Free Library and the Maryland Four Centuries Project.

August 12: Maria Day hosted a planning meeting with University of Baltimore Special Collections archivist Angela Rodgers-Koukoui in preparation for co-hosting the fall Maryland History and Culture Collaborative meeting.

August 14: The City of Annapolis and Mayor Gavin Buckley presented the Key to the City and gave a proclamation in honor of Alex Haley's 100th birthday.

August 16: Corey Lewis and Maria Day consulted with DAR librarian Janet Ammerman about preserving the Maryland DAR Society's records in digital formats

August 16: Chris Haley attended a joint meeting of the Maryland Lynching Truth and Reconciliation Commission's Research and Logistics Committees.

August 16: Megan Craynon attended a meeting of the Maryland Commission on Indian Affairs.

August 17: Frank Patnaude and V Joyce Phelps II met with electronic records archivists from Arizona to share their experiences setting up digital record transfer projects with Maryland's circuit courts.

August 17: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

August 18: Kathryn Baringer and Elaine Rice Bachmann attended the 2021 Council of State Archivists business meeting.

August 18: Maria Day hosted a visit by Mame Warren, the Archives' former curator of photographs and a major donor.

August 23: James Watson, Maria Day and Christopher Schini met with Utah State Archives staff to discuss ways of improving collection access.

August 23: Liz Coelho attended Maryland Charity Campaign loaned executive training.

August 24: Chris Haley attended a meeting of the Riversdale House Museum Focus Group.

August 24: Chris Haley attended an Asbury Methodist Church African American History Roundtable discussion.

August 24: Chris Haley provided a filmed interview concerning Archives material used in the *Reclamation: An Exploration of Slavery Artifacts from the Sterns Collection* exhibit at the Reginald F. Lewis Museum.

August 25: Chris Haley attended a meeting of the Prince George's County Memorial Lynching Project.

August 27: Maria Day, Corey Lewis and Camille DiMarco consulted on the preservation of historic records through digitization with Frederick County Historical Society archivist, Anita Hoffman.

August 30: Chris Haley was interviewed by *Pathfinders Magazine* about the Legacy of Slavery in Maryland.

August 31: Robert Schoeberlein, Chris Haley and Elaine Rice Bachmann attended a meeting of the Historic African American Cemetery Study Group hosted by Elizabeth Hughes, Director, Maryland Historical Trust.

August 31: Catherine Rogers Arthur provided a tour of the State House to Miss Maryland and other title holders.

September 7: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

September 8: Jennifer Cruickshank consulted with family historian Elizabeth Freedlander on preserving her family's 18th- and 19th-century records.

September 8: Maria Day attended the first meeting of a state-wide indigenous curriculum working group organized by the Maryland State Arts Council and the Maryland State Department of Education.

September 8: Chris Haley consulted with the Maryland Center for History and Culture on a five-year strategic plan.

September 8: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

September 9: The Archives hosted a virtual Lunch and Learn program on *Researching Baltimore's Historic Laurel Cemetery*, presented by Isaac Shearn and Elgin Klugh, in collaboration with the Enoch Pratt Free Library and the Maryland Four Centuries Project.

September 9: Elaine Rice Bachmann, Catherine Rogers Arthur and Chris Kintzel attended the Orlando Ridout V Memorial Lecture, given by David M. Rubenstein, in the Governor's Reception Room, Maryland State House.

September 9: Elaine Rice Bachmann presented remarks, and Catherine Rogers Arthur and Chris Kintzel attended the opening of the exhibition, *Founding Freedoms: The Essential American Documents, Selections from the David M. Rubenstein Collection*, a joint exhibition of Maryland State Archives and Historic Annapolis, at the Maryland State House.

September 9: Emily Oland Squires attended C.V. Starr Center Intern Presentations for the Summer American Experience Program 2021.

September 11: Owen Lourie presented on the Maryland 400 at Historic Annapolis' *Leaving Home: Meet the First Maryland Regiment* event.

September 13: Elaine Rice Bachmann, Emily Oland Squires and Chris Haley participated in a meeting of the Maryland Truth and Reconciliation Commission.

September 14: Emily Oland Squires attended the Maryland Day planning meeting for the Four Rivers Heritage Area.

September 16: Catherine Rogers Arthur provided a tour of the State House and the Founding Freedoms exhibition to a local chapter of the Philanthropic Educational Organization.

September 16: Kathryn Baringer met with staff from the Department of General Services to plan targeted records management training outreach to state agencies approaching the end of their property leases.

September 16: Robert Schoeberlein participated in a virtual training meeting organized by the Maryland Center for History and Culture on diversity, equity and inclusion in the workplace.

September 18: Chris Haley hosted a genealogical workshop at the Banneker-Douglass Museum in honor of Alex Haley's 100th birthday.

September 20: Emily Oland Squires and Chris Haley participated in a joint meeting of the Maryland Lynching Truth and Reconciliation Commission Research and Logistics Committees.

September 21: Emily Oland Squires participated in the Four Rivers Directors Summit meeting.

September 21: Chris Haley participated in a meeting of Anne Arundel County's Lynching Project to discuss fall Commission hearings.

September 21: Chris Haley participated in *University of Maryland iSchool Digital Curation in Big Data Collections* student seminar presentations.

September 22: Emily Oland Squires participated in a meeting of the Four Rivers Education Committee.

September 22: Robert Schoeberlein participated in a meeting of the Maryland Center for History and Culture Board of Trustees.

September 24: The Archives hosted members of the Alex Haley and Phebe Jacobsen Family Reunion to view a special exhibition of materials related to the historical and personal relationship of the author and the archivist.

September 24: Chris Haley participated in a roundtable discussion on the Alex Haley Legacy at the Calvary United Methodist Church.

September 25: Chris Haley participated in the Kunta Kinte Festival in commemoration of Alex Haley's 100th birthday.

September 29: Elaine Rice Bachmann and Robert Schoeberlein attended a reception at the Maryland Center for History and Culture to welcome Terri Lee Freeman, Director of the Reginald F. Lewis Museum.

September 29: Kathryn Baringer and Jennifer Cruickshank made a site visit to The AFRO News Archive at Morgan State University.

September 29: Emily Oland Squires and Chris Haley consulted on the expansion of the boundaries of the heritage area at a Four Rivers Heritage Area Rebranding Strategy Session.

September 30: Elaine Rice Bachmann presented a lecture to The Society of the Colonial Dames of America on the Kennedy White House restoration, at the White House Historical Association.

September 30: Chris Haley presented to a Johns Hopkins University history class on the Legacy of Slavery in Maryland.

September 30: Chris Haley participated on a panel for the AFI Screening of *Civil War (Or How Do We Think We Are)* with filmmaker Rachel Boynton.

October 1: Robert Schoeberlein participated in a meeting of the Olmsted 200 Maryland Planning Committee. The group is exploring ways to commemorate the 200th anniversary of the birthday of Frederick Law Olmsted by highlighting his many Maryland-related projects.

October 2: Chris Haley and Emily Oland Squires attended a virtual Maryland Lynching Truth and Reconciliation Commission hearing in Allegany County.

October 5: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

October 6: Robert Schoeberlein participated in a meeting of the Maryland Center for History and Culture Publications Committee.

October 6: Maria Day participated in an indigenous curriculum working group meeting organized by the Maryland State Arts Council and Maryland State Department of Education.

October 7: Emily Oland Squires participating in the Diversifying Cultural Institutions Workgroup with Baltimore National Heritage Area.

October 8: Megan Craynon attended the Mid-Atlantic Region Archives Conference annual meeting.

October 12: Catherine Rogers Arthur and Chris Kintzel jointly provided State House Tours to St. Mary's School 4th grade with Historic Annapolis docents.

October 13: Catherine Rogers Arthur and Chris Kintzel jointly provided State House Tours to St. Mary's School 4th grade with Historic Annapolis docents.

October 13: Kathryn Baringer attended a meeting of the Council of State Archivists State Electronic Record Initiative Steering Committee.

October 14: Catherine Rogers Arthur and Chris Kintzel jointly provided State House Tours to St. Mary's School 4th grade with Historic Annapolis docents.

October 14: Rachel Frazier gave a virtual Lunch and Learn Halloween presentation on *Mysterious Maryland: Stories of the Bizarre and Unexplained from the Stacks of the Maryland State Archives* in collaboration with the Enoch Pratt Free Library and the Maryland Four Centuries Project.

October 14: Chris Haley gave a presentation on *African American History and Genealogy* for the Maryland Genealogical Society and Maryland Public Television.

October 15: Catherine Rogers Arthur and Chris Kintzel jointly provided State House Tours to St. Mary's School 5th grade with Historic Annapolis docents.

October 18: Chris Haley and Emily Oland Squires attended the joint meeting of the Maryland Lynching Truth and Reconciliation Commission Research and Logistics Committees.

October 19: Catherine Rogers Arthur and Chris Kintzel provided State House and Founding Freedoms Tour to Annapolis Food Tours.

October 20: Catherine Rogers Arthur and Chris Kintzel jointly provided State House Tours to Key School 7th grade with Historic Annapolis docents.

October 19: Kasey Maes gave a virtual presentation on genealogical resources and an online tour of the Maryland State Archives website to the Harford County Public Library.

October 20: Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Coordinating Council.

October 21: Robert Schoeberlein hosted a meeting and provided a tour of the Baltimore City Archives to the Archives Committee of the Friends of the Maryland Olmsted Landscapes and Parks.

October 23: Chris Haley and Emily Oland Squires attended a virtual Maryland Lynching Truth and Reconciliation Commission hearing in St. Mary's and Calvert Counties.

October 25: Catherine Arthur and Chris Kintzel jointly provided tours to Severn School 4th graders with Historic Annapolis docents.

October 26: Robert Schoeberlein chaired a meeting of the Maryland Center for History and Culture Library Committee.

October 27: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture Museum Committee.

October 27: Rachel Frazier presented on *An Introduction to Resources at the Maryland State Archives* to an online class from the University of Maryland College Park.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 5/17/2021**

Baltimore County Public Schools, Board of Education, Office of Internal Audit

Rec.: 7/27/2021 Appr.: 8/24/2021 RM Sch. #:C1505 MSA S1521-1492 Supersedes: C1456

Baltimore County Public Schools, Department of Business Services, Fiscal Services, Office of Third Party Billing

Rec.: 11/24/2020 Appr.: 6/11/2021 RM Sch. #:C1497 MSA S1521-1489 Supersedes: None

Baltimore County Public Schools, Division of Business Services, Office of Transportation

Rec.: 8/24/2021 Appr.: 8/27/2021 RM Sch. #:C1501 MSA S1521-1493 Supersedes: None

Baltimore County Public Schools, Division of Human Resources, Staff Relations and Employee Performance

Rec.: 7/26/2021 Appr.: 8/16/2021 RM Sch. #:C1503 MSA S1521-1491 Supersedes: None

Department of Natural Resources, Aquatic Resources, Fishing and Boating Services

Rec.: 3/22/2017 Appr.: 8/16/2021 RM Sch. #:2812 MSA S1468-4137 Supersedes: None

Department of Natural Resources, Fishing and Boating Services

Rec.: 7/28/2020 Appr.: 8/16/2021 RM Sch. #:2812 MSA S1468-4137 Supersedes: None

Department of Transportation, Maryland Transit Administration

Rec.: 6/7/2021 Appr.: 6/29/2021 RM Sch. #:2968 MSA S1468-4136 Supersedes: None

Maryland Department of Veterans Affairs

Rec.: 3/15/2021 Appr.: 5/19/2021 RM Sch. #:2898A1 MSA S1468-4134 Supersedes: None

Maryland State Police - 31 - Internal Affairs

Rec.: 4/22/2021 Appr.: 5/21/2021 RM Sch. #:971-31-8A MSA S1468-4135 Supersedes: None

Maryland State Police, Forensic Sciences Division

Rec.: 12/18/2019 Appr.: 5/24/2021 RM Sch. #:971-21-3 MSA S1468-4133 Supersedes: 971-21-2

Washington County, Information Technology

Rec.: 7/16/2019 Appr.: 8/3/2021 RM Sch. #:C1468 MSA S1521-1490 Supersedes: C1070

Retention Schedule Summary

State agency schedules approved - 6

County agency schedules approved - 5

Total number of State Archives schedules approved - 11

Images of all approved State Archives schedules are available online at

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

Disposal Certificate Summary
Total number of digital certificates - 105
Total number of paper certificates - 71
Total number of certificates - 176
Images of disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

**Maryland State Archives
Digital Disposal Certificates Approved
Since Hall of Records Meeting
5/17/2021**

Date Approved	Agency	Certificate Number
4/30/2021	Carroll County Sheriff's Office	SE55-6151
4/30/2021	Maryland State Police Barrack C Cumberland	SE55-6152
5/6/2021	City of Cumberland City Clerk	SE55-6153
5/6/2021	Carroll County Detention Center	SE55-6154
5/8/2021	St. Mary's County Detention Center	SE55-6155
5/10/2021	Baltimore County Circuit Court	SE55-6156
5/14/2021	Saint Mary's County Register of Wills	SE55-6157
5/17/2021	Maryland Office of the Attorney General Contract Lit - Diane Horsey	SE55-6158
5/17/2021	Maryland Office of the Attorney General Criminal Appeals - Juliana Cochran	SE55-6159
5/17/2021	Maryland Office of the Attorney General Opinions -Deborah Spence	SE55-6160
5/18/2021	Garrett Circuit Court	SE55-6163
5/19/2021	Carroll County Detention Center	SE55-6164
5/19/2021	Maryland Department of the Environment	SE55-6165
5/21/2021	Howard County Circuit Court	SE55-6166
5/24/2021	Garrett Circuit Court	SE55-6167
2/10/2021	District Court 7 Anne Arundel County	SE55-6169
5/20/2021	Baltimore City Circuit Court	SE55-6170
6/3/2021	Maryland Department of Transportation Maryland Transportation Authority - Human Resources	SE55-6171
6/3/2021	Allegany Circuit Court Fiscal	SE55-6172
6/3/2021	Allegany Circuit Court Fiscal	SE55-6173
6/3/2021	Allegany Circuit Court	SE55-6174
6/3/2021	Maryland Department of Transportation Maryland Transportation Authority - JFK2 Stockroom	SE55-6175
6/4/2021	Charles County Government	SE55-6176
6/4/2021	Montgomery County Register of Wills	SE55-6177
6/4/2021	Howard County Circuit Court	SE55-6178

6/7/2021	Anne Arundel County Community College Document Services/Records Retention	SE55-6179
6/9/2021	Carroll County Detention Center	SE55-6180
6/13/2021	Village of Martin's Additions	SE55-6181
6/15/2021	Town of Somerset	SE55-6182
6/17/2021	Howard County Circuit Court	SE55-6183
6/17/2021	Howard County Circuit Court	SE55-6184
6/22/2021	Frederick Police Department Professional Services Division	SE55-6185
6/23/2021	Howard County Circuit Court	SE55-6202
6/24/2021	Howard County Circuit Court	SE55-6203
6/24/2021	Howard County Circuit Court	SE55-6204
6/29/2021	Howard County Circuit Court	SE55-6205
6/30/2021	Howard County Circuit Court	SE55-6206
6/30/2021	St. Mary's County Detention Center	SE55-6207
7/8/2021	Maryland State Police Office of State Fire Marshal	SE55-6216
7/9/2021	Saint Mary's County Register of Wills	SE55-6217
7/9/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA) - Office of Human Resources and Workforce Development (OHRAWD)	SE55-6218
7/14/2021	Carroll County Detention Center	SE55-6220
7/28/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA) - Finance	SE55-6232
7/29/2021	Maryland Department of Agriculture Purchasing Office	SE55-6233
8/2/2021	Maryland Department of the Environment	SE55-6234
8/2/2021	Maryland Department of the Environment	SE55-6235
8/3/2021	Cecil County Circuit Court Court Administration	SE55-6236
8/6/2021	Carroll County Detention Center	SE55-6240
8/25/2021	Carroll County Detention Center	SE55-6260
8/27/2021	Anne Arundel County Community College Document Services/Records Retention	SE55-6261
9/3/2021	Salisbury Government City Clerk's Office	SE55-6271
9/8/2021	City of Cumberland	SE55-6272
9/15/2021	Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) - Bel Air Branch	SE55-6274
9/15/2021	Carroll County Detention Center	SE55-6275
9/21/2021	Montgomery Circuit Court	SE55-6276
9/22/2021	County Commissioners of Calvert County County Attorney	SE55-6277
9/22/2021	Maryland Department of Transportation Maryland Transportation Authority - Human Resources	SE55-6278
9/24/2021	Talbot County Register of Wills	SE55-6279
9/24/2021	Cumberland Police Department	SE55-6280
9/24/2021	Cumberland Police Department	SE55-6281
9/24/2021	Cumberland Police Department	SE55-6282
9/27/2021	Montgomery Circuit Court	SE55-6284

9/28/2021	Carroll County Detention Center	SE55-6285
9/30/2021	Salisbury Government	SE55-6286
9/30/2021	Maryland Insurance Administration	SE55-6287
10/1/2021	Prince George's County Circuit Court Records Management	SE55-6288
10/1/2021	Maryland Insurance Administration	SE55-6289
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6290
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6291
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6292
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6293
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6294
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6295
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6296
10/4/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6297
10/4/2021	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-6298
10/4/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6299
10/4/2021	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-6300
10/4/2021	Maryland-National Capital Park and Planning Commission	SE55-6301
10/5/2021	Carroll County Detention Center	SE55-6302
10/5/2021	Carroll County Detention Center	SE55-6303
10/5/2021	Carroll County Detention Center	SE55-6304
10/5/2021	Chevy Chase Village Government	SE55-6305
10/5/2021	Maryland Department of Health and Mental Hygiene PHPA	SE55-6306
10/5/2021	Maryland Department of Health and Mental Hygiene Fredrick County Health Department	SE55-6307
10/5/2021	Maryland Department of Health and Mental Hygiene	SE55-6308
10/5/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6309
10/5/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6310
10/5/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6311
10/6/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6312
10/6/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6313

10/6/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6314
10/6/2021	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-6315
10/6/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6316
10/6/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6317
10/6/2021	Maryland Department of Health and Mental Hygiene Fredrick County Health Department	SE55-6318
10/6/2021	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-6319
10/6/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6320
10/6/2021	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-6321
10/8/2021	Maryland Department of Transportation Maryland Aviation Administration (MAA) - Administration and Performance	SE55-6322
10/8/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6323
10/8/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6324
10/8/2021	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-6325
10/8/2021	Maryland Department of Health and Mental Hygiene Labs	SE55-6326
10/8/2021	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-6327

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 5/17/2021

Date Approved	Agency	Certificate Number
5/4/2021	Washington County Circuit Court	SE55-6161
4/28/2021	Washington County Circuit Court	SE55-6162
10/14/2020	District Court 5 Prince George's County	SE55-6168
3/23/2020	District Court 12 Garrett County	SE55-6186
10/28/2020	District Court 12 Garrett County	SE55-6187
10/28/2020	District Court 12 Garrett County	SE55-6188
10/28/2020	District Court 12 Garrett County	SE55-6189
10/28/2020	District Court 12 Garrett County	SE55-6190
1/5/2021	District Court 12 Garrett County	SE55-6191
1/5/2021	District Court 12 Garrett County	SE55-6192
1/5/2021	District Court 12 Garrett County	SE55-6193
1/5/2021	District Court 12 Garrett County	SE55-6194
1/5/2021	District Court 12 Garrett County	SE55-6195
7/28/2020	District Court 12 Allegany County	SE55-6196
10/20/2020	District Court 12 Allegany County	SE55-6197
10/20/2020	District Court 12 Allegany County	SE55-6198
10/22/2020	District Court 12 Allegany County	SE55-6199
5/21/2021	District Court 9 Harford County	SE55-6200
4/15/2021	District Court 6 Montgomery County	SE55-6201
4/29/2021	Charles County Sheriff's Office, Support Services, Records	SE55-6208
2/24/2020	District Court 3 Cecil County	SE55-6209
1/14/2020	District Court 7 Anne Arundel County	SE55-6210
10/27/2020	District Court 3 Cecil County	SE55-6211
3/25/2021	City of Bowie, City Clerk/City Manager's Office	SE55-6212
10/3/2020	Baltimore County Public Schools, School Records	SE55-6213
3/18/2020	Baltimore County Public Schools, School Records	SE55-6214
7/22/2020	Baltimore County Public Schools, School Records	SE55-6215
6/28/2021	Anne Arundel County Detention Center, Administration	SE55-6219
4/21/2021	District Court 5 Prince George's County	SE55-6221
8/16/2019	Frederick Community College, Finance and Human Resources, Children's Center	SE55-6222
9/6/2019	Frederick Community College, Finance and Human Resources, Children's Center	SE55-6223
2/14/2019	Frederick Community College, Finance and Human Resources/Finance	SE55-6224
1/2/2020	District Court 6 Montgomery County	SE55-6225
10/4/2018	Charles County Sheriff's Office, Finance, Accounting	SE55-6226

1/31/2020	Charles County Sheriff's Office, Support Services, Records	SE55-6227
2/14/2020	District Court 12 Allegany County	SE55-6228
6/11/2020	Garrett County Circuit Court	SE55-6229
7/6/2021	Anne Arundel County Detention Center, Administration	SE55-6230
7/23/2021	Anne Arundel County Detention Center, Administration	SE55-6231
1/10/2020	Division of Correction, Home Detention Enforcement Unit	SE55-6237
2/6/2020	St. Mary's County Sheriff's Office, Records Section	SE55-6238
1/25/2021	County Commissioners for Calvert County, Personnel	SE55-6239
6/9/2021	Frederick County Circuit Court	SE55-6241
7/6/2021	District Court 03 Kent County	SE55-6242
7/6/2021	District Court 03 Kent County	SE55-6243
7/6/2021	District Court 03 Kent County	SE55-6244
7/6/2021	District Court 03 Kent County	SE55-6245
7/6/2021	District Court 03 Kent County	SE55-6246
7/6/2021	District Court 03 Kent County	SE55-6247
7/6/2021	District Court 03 Kent County	SE55-6248
7/6/2021	District Court 03 Kent County	SE55-6249
7/6/2021	District Court 03 Kent County	SE55-6250
7/13/2021	District Court 03 Kent County	SE55-6251
7/23/2021	St. Mary's County Government, Office of the County Attorney	SE55-6252
7/23/2021	District Court 3 Queen Anne's County	SE55-6253
7/23/2021	District Court 3 Queen Anne's County	SE55-6254
7/23/2021	District Court 3 Queen Anne's County	SE55-6255
7/23/2021	District Court 3 Queen Anne's County	SE55-6256
7/23/2021	District Court 3 Queen Anne's County	SE55-6257
8/5/2021	Department of Human Services, Baltimore County Social Services	SE55-6258
8/11/2021	Maryland Higher Education Commission	SE55-6259
	District Court 2 Dorchester County	SE55-6262
	District Court 2 Dorchester County	SE55-6263
	District Court 2 Dorchester County	SE55-6264
8/10/2021	District Court 3 Cecil County	SE55-6265
8/10/2021	District Court 3 Cecil County	SE55-6266
8/10/2021	District Court 3 Cecil County	SE55-6267
8/12/2021	District Court 3 Talbot County	SE55-6268
8/12/2021	District Court 3 Talbot County	SE55-6269
8/12/2021	District Court 3 Talbot County	SE55-6270
6/4/2021	Baltimore County Public Schools, Student Records	SE55-6283

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 5/17/21

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>
5/31/2021	T2048		37 Maps/Plats
6/30/2021	T2048		35 Maps/Plats
7/30/2021	T2048		54 Maps/Plats
8/31/2021	T2048		84 Maps/Plats
9/30/2021	T2048		88 Maps/Plats

ALLEGANY COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1896	2021	14 Maps/Plats
6/30/2021	T1896	2021	5 Maps/Plats
7/30/2021	T1896	2021	1 Maps/Plats
8/31/2021	T1896	2021	6 Maps/Plats
9/30/2021	T1896	2021	11 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 5/17/21

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/25/2021	T2326	1994-1996, 2006-2014	37 Boxes

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/25/2021	T1067	1992-2009	22 Boxes
7/27/2021	T1067	1991-2009	165 Boxes

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/25/2021	T1411	1993-2003	120 Boxes

(State Roads Commission Land Acquisition Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/25/2021	T5278	1956-1979	11 Boxes

(Trust Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/27/2021	T2642	1983-1992	34 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1897	2021	8 Maps/Plats
7/30/2021	T1897	2021	36 Maps/Plats
8/31/2021	T1897	2021	19 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 5/17/21

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>
5/31/2021	T1898	2021	16 Maps/Plats
6/30/2021	T1898	2021	32 Maps/Plats
8/31/2021	T1898	2021	14 Maps/Plats
9/30/2021	T1898	2021	26 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>
5/31/2021	T1899	2021	21 Maps/Plats
6/30/2021	T1899	2021	7 Maps/Plats
7/30/2021	T1899	2021	7 Maps/Plats
8/31/2021	T1899	2021	9 Maps/Plats
9/30/2021	T1899	2021	8 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>
5/26/2021	T679	1986, 2008-2011	185 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/26/2021	T1203	2004-2019	1 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/26/2021	T5194	2014-2015	10 Boxes

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
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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>
5/31/2021	T1900	2021	13 Maps/Plats
6/30/2021	T1900	2021	9 Maps/Plats
7/30/2021	T1900	2021	2 Maps/Plats
8/31/2021	T1900	2021	6 Maps/Plats
9/30/2021	T1900	2021	11 Maps/Plats

CALVERT COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/11/2021	T5164	2003-2014	103 Boxes

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1901	2021	4 Maps/Plats
6/30/2021	T1901	2021	8 Maps/Plats
7/30/2021	T1901	2021	4 Maps/Plats
8/31/2021	T1901	2021	19 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>
5/31/2021	T1902	2021	23 Maps/Plats
7/30/2021	T1902	2021	10 Maps/Plats
8/31/2021	T1902	2021	2 Maps/Plats
9/30/2021	T1902	2021	4 Maps/Plats

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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>
5/31/2021	T1903	2021	15 Maps/Plats
6/30/2021	T1903	2021	7 Maps/Plats
7/30/2021	T1903	2021	13 Maps/Plats
8/31/2021	T1903	2021	6 Maps/Plats
9/30/2021	T1903	2021	11 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1904	2021	11 Maps/Plats
6/30/2021	T1904	2021	6 Maps/Plats
8/31/2021	T1904	2021	23 Maps/Plats
9/30/2021	T1904	2021	16 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>
5/31/2021	T1905	2021	98 Maps/Plats
6/30/2021	T1905	2021	8 Maps/Plats
7/30/2021	T1905	2021	34 Maps/Plats
8/31/2021	T1905	2021	8 Maps/Plats
9/30/2021	T1905	2021	18 Maps/Plats

FREDERICK PLANNING DEPARTMENT

(Board of Zoning Appeals)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/2/2021	T5286	1929-1985	10 Boxes

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>
5/31/2021	T1906	2021	102 Maps/Plats
6/30/2021	T1906	2021	76 Maps/Plats
7/30/2021	T1906	2021	84 Maps/Plats
8/31/2021	T1906	2021	57 Maps/Plats
9/30/2021	T1906	2021	49 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>
5/31/2021	T1907	2021	3 Maps/Plats
6/23/2021	T1907	2021	13 Maps/Plats
7/30/2021	T1907	2021	8 Maps/Plats
8/31/2021	T1907	2021	19 Maps/Plats
9/30/2021	T1907	2021	7 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>
5/31/2021	T1908	2021	16 Maps/Plats
6/30/2021	T1908	2021	17 Maps/Plats
7/30/2021	T1908	2021	30 Maps/Plats
8/31/2021	T1908	2021	14 Maps/Plats
9/30/2021	T1908	2021	28 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T2466	2021	61 Maps/Plats
6/30/2021	T2466	2021	6 Maps/Plats
7/30/2021	T2466	2021	31 Maps/Plats
8/31/2021	T2466	2021	26 Maps/Plats
9/30/2021	T2466	2021	28 Maps/Plats

Maryland State Archives
Records Received
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HOWARD COUNTY REGISTER OF WILLS

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/17/2021	T5279	2014-2019	29 Boxes

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T2186	2021	4 Maps/Plats
6/30/2021	T2186	2021	3 Maps/Plats
7/30/2021	T2186	2021	4 Maps/Plats
9/30/2021	T2186	2021	2 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>
5/31/2021	T1911	2021	8 Maps/Plats
6/30/2021	T1911	2021	19 Maps/Plats
7/30/2021	T1911	2021	13 Maps/Plats
8/31/2021	T1911	2021	28 Maps/Plats
9/30/2021	T1911	2021	15 Maps/Plats

MONTGOMERY COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2021	T416	2003-2014	20 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2021	T5163	2014-2019	61 Boxes

Maryland State Archives
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PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1912	2021	53 Maps/Plats
6/30/2021	T1912	2021	74 Maps/Plats
7/30/2021	T1912	2021	70 Maps/Plats
8/31/2021	T1912	2021	115 Maps/Plats
9/30/2021	T1912	2021	30 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>
5/31/2021	T1913	2021	33 Maps/Plats
6/30/2021	T1913	2021	16 Maps/Plats
7/30/2021	T1913	2021	22 Maps/Plats
8/31/2021	T1913	2021	18 Maps/Plats
9/30/2021	T1913	2021	9 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1915	2021	4 Maps/Plats
6/30/2021	T1915	2021	2 Maps/Plats
7/30/2021	T1915	2021	4 Maps/Plats
8/31/2021	T1915	2021	4 Maps/Plats
9/30/2021	T1915	2021	2 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2021	T1914	2021	27 Maps/Plats
7/30/2021	T1914	2021	26 Maps/Plats
8/31/2021	T1914	2021	18 Maps/Plats
9/30/2021	T1914	2021	9 Maps/Plats

Maryland State Archives
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TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1916	2021	21 Maps/Plats
6/30/2021	T1916	2021	18 Maps/Plats
7/30/2021	T1916	2021	52 Maps/Plats
8/31/2021	T1916	2021	53 Maps/Plats
9/30/2021	T1916	2021	31 Maps/Plats

Maryland State Archives
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VILLAGE OF MARTIN'S ADDITIONS VILLAGE MANAGER

(Administrative File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5283		4 Boxes

(Building Plans)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5111	2012-2017	18 Boxes

(Elections)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5285	1963-1972, 1977-2003, 2016	1 Boxes

(General File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5284	1956, 1964, 1979-2017	2 Boxes

(Historic Documents)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5280	1894, 1909- 1930, 1961- 2013	3 Boxes

(Minutes, Legal and Ordinances)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5282	1979-2016	4 Boxes

(Special Accounting Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/7/2021	T5281	1949-2019	1 Boxes

Maryland State Archives
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WASHINGTON COUNTY CIRCUIT COURT

(Equity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/1/2021	T425	1885	1 Boxes

(Judgment Papers, Original)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/1/2021	T5299	1928-1998	1 Boxes

(Voter Registration Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/1/2021	T5298	1908	10 Volumes

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1917	2021	36 Maps/Plats
6/30/2021	T1917	2021	19 Maps/Plats
7/30/2021	T1917	2021	19 Maps/Plats
8/31/2021	T1917	2021	37 Maps/Plats
9/30/2021	T1917	2021	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>
5/31/2021	T1918	2021	11 Maps/Plats
6/30/2021	T1918	2021	47 Maps/Plats
7/30/2021	T1918	2021	11 Maps/Plats
8/31/2021	T1918	2021	54 Maps/Plats
9/30/2021	T1918	2021	18 Maps/Plats

Maryland State Archives
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WORCESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2021	T1919	2021	23 Maps/Plats
6/30/2021	T1919	2021	25 Maps/Plats
7/30/2021	T1919	2021	10 Maps/Plats
8/31/2021	T1919	2021	32 Maps/Plats
9/30/2021	T1919	2021	17 Maps/Plats

Total number of volumes added:	10.00
Total number of boxes added:	843.00
Total number of maps/plats added:	2,777.00
Total number of CDs added:	0.00

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

Series	Series Title
MSA SC 6294	Paul E. Sluby, Sr. and Dr. Patricia Carter Sluby Collection
MSA SC 6295	Gerald Stansbury Collection
MSA SC 6296	Mensey Johns Collection
MSA SC 6297	First Lady Yumi Hogan Collection
MSA SC 6298	400 Years of African American History Fellows Project Collection
MSA SC 6299	The Avenue News
MSA SC 6300	Montgomery County Sentinel Collection
MSA SC 6301	Joan Scurlock Research Collection
MSA SC 6302	Lillian Powell Musterman Collection
MSA SC 6303	Homeland Land Records Collection
MSA SC 6304	Historic Maryland Newspaper Program Collection
MSA SC 6305	Alex Haley Centennial Collection
MSA SC 6306	Dennis Robin Collection
MSA SC 6307	Most Worshipful Prince Hall Grand Lodge Collection
MSA SC 6308	Steven Scott Collection
MSA SC 6309	Heritage Frederick Collection
MSA SC 6310	Robert "Bootsie" Campbell Collection
MSA SC 6311	Frank Tippett Collection
MSA SC 6312	<i>Edwards's Baltimore Daily Advertiser</i>
MSA SC 6313	Susan Hadary Collection
MSA SC 6314	Bond Collection



Maryland State Archives

Hall of Records Commission Meeting

June 16, 2022 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Attendees:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_attendees_spring2022.pdf

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 4, 2021:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_minutes_fall2021.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

January 13: The Archives hosted a Lunch and Learn program on *Preservation: The Last Best Hope*, presented by Nick Redding, president and CEO of Preservation Maryland.

February 10: The Archives hosted a Lunch and Learn program on the book *Heroes of the Underground Railroad in Washington and Maryland*, presented by author Dr. Jenny Masur.

March 19: Catherine Rogers Arthur, Elaine Rice Bachmann and Chris Kintzel attended the Senate Gavel dedication at the Basilica of the Assumption in Baltimore.

March 25: Catherine Rogers Arthur facilitated, and former State Archivist Tim Baker attended, the presentation of the Maryland Senate Gavel. Owen Lourie, Liz Coelho, and James Bigwood also attended. Mr. Bigwood is a board member of the Sons of the Revolution, which presented the colors at the Maryland Day presentation ceremony and created this gavel made of wood from the Wye Oak and roots of the Liberty Tree.

April 11: Catherine Rogers Arthur attended Sine Die in the House of Delegates and made remarks at the unveiling of a new portrait of the late Speaker Michael E. Busch, by Rick Casali.

May 12: The Archives hosted a Lunch and Learn program on *The Reemergence of the Peale Center for Baltimore History and Architecture* presented by Chief Strategy Officer Nancy Proctor and Chief Experience Officer David London, The Peale Center.

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

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_schedules_spring_2022.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_disposal_spring_2022.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/se14/000000/000055/hrc_chronology_spring2022.pdf

Commission on Artistic Property

Throughout the 2022 Legislative Session, staff of the Artistic Property Commission worked closely with the presiding officers, staff, and legislators to mark numerous anniversaries, retirements, and events. Portraits of the leadership of the state are the core of the state-owned art collection, and are displayed throughout the Annapolis complex. They chronicle not only the history of important leaders but also the rich tapestry and tradition of Maryland portrait artists.

Staff also worked with the Judiciary and the Treasurer's office, particularly in the adjustment of portraits at the Court of Appeals. Those on display were temporarily removed for re-painting of the space, which provided the opportunity to install the portraits more chronologically and enhance biographical and interpretive material about the Chief Judges in a gallery guide. As plans move forward for a new Court of Appeals Building, staff will look to address long-standing conservation needs before the portraits' installation in a new building. Though completed, the transfer of Chief Judge Mary Ellen Barbera's new portrait has not yet occurred. For the Treasurer's Office, portraits were moved within the office suite and third floor conference room. Former Treasurer Kopp's portrait is being painted by artist Simmie Knox, a Maryland artist whose talent is well-represented in the collection.



The role of the Archives' Artistic Property Commission and its staff is to care for, administer and interpret the collection. This extends to growing and guiding the collection in meaningful ways. Most often this happens through donated historical objects but, as in this case, the collection is enhanced through the commission of current artists to create new works of art. The Commission staff and the State Archivist have been involved with a number of new portrait commissions which have culminated in unveilings this spring. Recently, thanks to the efforts of Speaker Adrienne Jones and her former chief of staff Alex Hughes, the legislature appropriated funds for portraits of the presiding officers. The late Speaker Michael E. Busch was not painted during his lifetime so a posthumous portrait was created.

The artist selected to paint Busch's portrait could not have been more perfectly suited to the task. Rick Casali, an Annapolis native, attended St. Mary's High School, as did Speaker Busch, who was also a teacher and coach there. Mr. Casali attended the Maryland Institute College of Art before apprenticing to Annapolis artist John Ebersburger, and then to Cedric and Jonette Egeli. He lives in Galesville, so was one of Busch's constituents.

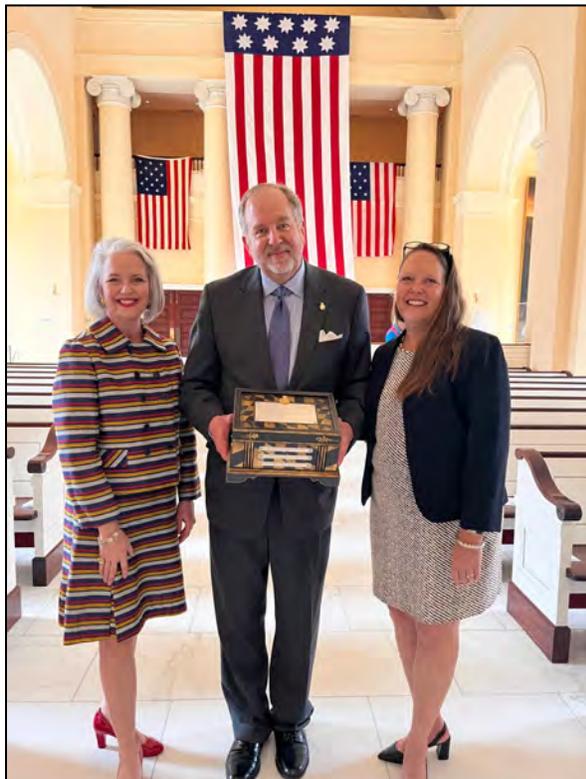
Mr. Casali studied and taught at Maryland Hall for the Creative Arts. In 2020, in honor of Speaker Busch's dedication to the arts and decades of support of Maryland Hall, it was renamed in his honor as the Michael E. Busch Center for the Arts at Maryland Hall. Since Busch never "sat" for a portrait during his lifetime, the Archives and friends of Speaker Busch provided photographs of the subject that captured his essence. On April 11th (Sine Die), this beautiful and evocative portrait was unveiled in the House of Delegates Chamber. Catherine Arthur, the Archives' Director and Senior Curator of Artistic Property made remarks and shared the artist's statement on his behalf, as he was unable to be present in the House of Delegates Chamber for the unveiling.

The official portraits of Governor Larry Hogan and First Lady Yumi Hogan were unveiled at Government House on May 12. Governor Hogan's portrait was painted by Cedric Egeli, a Maryland artist whose work is well represented in the state's collection. Governor Hogan is depicted in the Empire Room of Government House with a view through the Palladian window of the State House dome—the first governor's portrait to feature the capitol in the background.

The First Lady's portrait is also by a Maryland artist, Jimchul Kim, a professor of art at Salisbury University. In the portrait, the First Lady wears the traditional Korean hanbok in honor of her native country, and is depicted in the Federal Reception Room of Government House. The portrait is the first work of art in the collection by a Maryland Korean American artist. A promised painting by Yumi Hogan, herself an artist, will become the second.



The portraits were privately funded by The Foundation for the Preservation of Government House of Maryland, Inc.



On Maryland Day, March 25, the Maryland Society of the Sons of the Revolution presented the Senate of Maryland with a beautiful new gavel made from wood from the Wye Oak and roots of the Liberty Tree which stood on what is now the St. John's campus. A special dedication ceremony was held at the Baltimore Basilica on Saturday, March 19. The gavel sailed aboard the Pride of Baltimore II from Baltimore to Annapolis, where it was marched from City Dock by fife and drum band and color guard, and presented by the Sons in Session.

Also in preparation for the Maryland Day celebration, APC staff partnered with the Maryland Center for History and Culture. A rare surviving Revolutionary War uniform belonging to Tench Tilghman was placed on display for a brief two-week installation, along with a reproduction which will remain through mid-June. It was displayed in the Senate Committee Room in proximity to the

state-owned *Washington, Lafayette, and Tilghman at Yorktown* by Charles Willson Peale, as well as swords and spurs that also belonged to Tilghman.

A number of conservation projects have been completed or are underway, including *Chief Judge John M. Robinson* by Marie de Ford Keller, and *The Custom House, Venice*, school of Francesco Guardi. Conservation funding limits the number of paintings and decorative art objects that can be addressed each year. Plans are progressing for a traveling exhibition of highlights of the state-owned art collection to be displayed at the Washington County Museum of Fine Arts in 2024.

At the last meeting of the Artistic Property Commission on May 25, 2022, Chairman Matthew P. Lalumia, who has served for thirty years, announced that he would be retiring from the Commission after the fall 2022 meeting.

Constituent & Interagency Services

The department's Help Desk handles requests from the public for copies of records, fulfills government agency requests for files, and refiles records returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records found on mdlandrec.net and plats.net. During FY2022 staff fielded 8,052 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 5,703 other inquiries relating to Archives' records or services. Staff from this office processed 3,764 individual file requests from State and local agencies and refiled over 1,000 files returned by agencies in their assigned locations within the Archives. Constituent and Interagency Services staff provided copies of 4,713 files to the public. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

Department staff also processed 35 Expungement Orders and conducted 4,447 criminal background checks for various federal, state, and local law enforcement agencies

Digital Acquisition, Processing and Publication

Production Overview

For FY2022, the Digital Acquisition, Processing and Publication Department is on target to surpass last years' number of digital images generated. To date, the department has generated 4,045,936 images (2,628,863 from microfilm and 1,417,073 from traditional paper sources). At the current production level, the Department is expected to generate over 4.3 million digital images by the end of the fiscal year.

As part of the digitization efforts of the department, the digital holdings of the Maryland State Archives have been further expanded. At the start of the pandemic, the need to provide access to our most requested collections was made a priority. As of the end of May 2022, the department has digitized and made available online 170 record series for public access outside of the Archives. An additional 54 record series have also been digitized and made available internally in our Searchroom. The response from the public has been very positive as the Archives continues this process.

Scharf Grant Scanning Project

Beginning in October 2021, DAPP staff and volunteers began digitizing the contents of S1005 (Scharf Collection) as part of a NHPRC grant. As each box of material is prepared by the Conservation and Appraisal Department, the contents are digitized at a document level and

uploaded to the Archives' permanent electronic repository. Over 30,000 images, or just over 50% of the collection, have been generated over the course of the project as of May 31, 2022.

Crowd-Sourcing

Earlier this calendar year, the Archives acquired a new document scanner (Bookeye 5 by Image Access) for use in the Searchroom. While one of the main purposes for the placement of the scanner is to allow visitors to scan documents they are researching, the additional use of this scanner is to allow volunteers to assist in the digitizing of targeted record collections (crowd-sourcing). The series that will be targeted are those that, if digitized, would greatly improve the accessibility of these series. The first series that will be digitized using this method will be S1005 (Scharf Collection).

Appraisal and Description

Outreach

The Appraisal and Description Department has continued its records management outreach. In addition to our regularly scheduled online records management training, in January we provided a training session designed specifically for agencies that are approaching the end of the leases on their offices. This training session was developed by the Department of General Services and included speakers from the Archives, the Records Management Division, and the Maryland Department of Information Technology. The focus of the records management training portion was to encourage effective records management as a way to ensure efficient space usage. For example, a robust records management plan ensures the prompt disposal of records no longer needed, avoiding the need for unnecessary record storage space.

Archives' outreach also extended beyond government agencies. The Archives recently entered into an agreement with the Afro American Newspaper Company to provide temporary storage for their historic collections of newspaper the AFRO. This agreement also allows the use of digitization equipment and digital image storage to help to further documentation and preservation of the collection. The Archives also entered into an agreement for the temporary storage of historic film and photographic negatives of the Baltimore Museum of Industry. We are holding this collection in our archival storage while the museum raises the funds to build proper archival storage at their facility.

Email Management

The Appraisal and Description Department is also looking into a growing records management issue: email management. Along with the State Archivist and IT staff, this department has started discussions with the Department of General Services and the Department of Information Management for the development of policies and tools to manage statewide Google email. Email poses such a records management challenge because of the extensive number of government emails produced every day and the wide variety of content that email contains. Policies and tools are necessary to ensure that email is retained as long as it has administrative or historical value, destroyed when appropriate, and is searchable and accessible throughout its lifecycle. Efficient management of email is also fiscally necessary, to make certain we aren't paying unnecessarily for email storage or email accounts.

Research, Education, Outreach, and Reference Services

Reference Services - Customer Service Update

The Archives continues to offer full on-site service in our Searchroom, accommodating both appointments and walk-in customers Tuesday through Friday from 8:30am to 4:30pm, as well

as on the first Saturday of each month. As of May 11, we have hosted 1,619 in-person visits to the Searchroom in FY2022.

Although we have returned to pre-pandemic, in-person accessibility, staff members remain committed to providing outstanding remote customer service as well to those who cannot or do not wish to visit in person. As a result, staff continues to successfully handle high numbers of research inquiries and document orders. In the first three quarters of FY2022, reference staff responded to 13,661 complex research inquiries by email and fulfilled 5,778 paid orders compared to 3,881 research inquiries and 1,542 paid orders in FY2021. We do not see this heightened demand for remote services diminishing, even though our in-person service has also grown. To complete this work, and keep the public Searchroom open regular hours, we continue to balance staffing resources assigned to in-person assistance with staff assigned to remote services tasks to align with demand and keep orders and correspondence within a reasonable turnaround. Currently, all reference inquiries and appointment requests are responded to within one business day and orders are completed and sent in under two weeks, unless extensive, prolonged correspondence is needed to identify customer needs.

A robust appointments system continues to allow staff to keep up with the workflow, allowing them to prepare for appointments in advance while spending less time assessing patron needs extemporaneously. This service has benefitted patrons as well, ending the delays experienced when a record was held at our off-site warehouse and not available the same day, and curtailing wasted trips when a patron is sent in error by another agency. This year we instituted a feedback survey for guests who visit in person. The overwhelming majority favor the opportunity to communicate with professional archivists in advance, while still having the option to visit without an appointment as needed. These ongoing services, developed and implemented during the height of the pandemic, have resulted in enhanced customer satisfaction in reference services.

Research - Maryland Lynching Truth and Reconciliation Commission Activities

On June 4, the Maryland Truth and Reconciliation Commission held its second public hearing. This hearing took place in Baltimore County at the Old Court House, and recognized the lynching of [Howard Cooper](#) on July 12, 1885 in Towson. Members of the public were given the option of attending this hearing either online or in person. https://www.youtube.com/channel/UC64fOcum0WAXjHgE-0_zDA

This fall the Commission is planning to hold the third hearing, which will take place in Anne Arundel County. Details are still taking shape for this event and will be published on the Commission's website as soon as possible.

In addition to hearings on March 26, Commissioners participated in the soil collection ceremony held by the Harford County Committee of the Maryland Lynching Memorial Project. This ceremony was planned in conjunction with the Equal Justice Initiative and invited the public to help collect soil in remembrance of three victims of lynching from Baltimore County. The soil will be preserved and displayed by the National Memorial for Peace and Justice in Alabama, which documents the victims of racial terror lynchings across the country. The three men remembered at this ceremony were [Lewis Harris](#), [Jim Quinn](#), and [Isaac Moore](#). On May 14, the James Taylor Justice Coalition of Kent County also held a soil collection and commemoration ceremony to share the story of [James Taylor](#). These counties will also be holding public hearings later in the year.

In 2021, the Commission was awarded an Emmett Till grant from the US Department of Justice to help support this important work. With these funds, the research company Heritage Associates has been engaged to conduct genealogical research and to identify community members who may have knowledge of or information about these lynchings. The group is also seeking descendants of victims and anyone who would like to participate in the telling of these stories. Those who have information to share, or would like to participate, can contact [Heritage Associates](#) directly.

Education - 2022 Summer Internship

The staff continues its forty-plus year tradition of hosting interns this summer, welcoming students back onsite this summer after two years of conducting the program remotely. This summer the Archives is mentoring fifteen students from across the state on seven different projects in five departments. While the Archives was able to offer students virtual opportunities in 2020 and 2021, students will now return to the traditional ten week program where they can receive valuable hands-on experience. Posts on students' activities will be made on our social media accounts and in the agency newsletter, [The Clamshell](#). A full report will be made in the Fall Commission meeting agenda. The Archives would like to recognize the following programs for providing financial support to our summer intern program: Governor's Public Scholars Program, Maryland Institute for Innovative Computing, Starr Center for the Study of the American Experience, St. John's College, and Washington College. We sincerely appreciate the collaboration of these partners

Special Collections, Conservation and Library Services

Organization

This Spring, the Library and Government Publications functions were reorganized under the direction of Megan Craynon, who also continues to manage projects in Special Collections. This shift enables Craynon to put her library science and project management expertise towards improving digital access to government reports and publications. This also formalizes Craynon's collaboration with Archives' Librarian Christine Alvey, and supports the planning for updating the library and government publications catalogs to better support digital access for researchers.

McGrain Collection

Special Collections and the Library are currently collaborating to accession the library belonging to John McGrain (1931-2021), the former Baltimore County Historian. Mr. McGrain donated a large collection of photographs, research, and ephemera to the Archives during his lifetime, and the recent donation comes from his family as part of settling his estate. The Archives is pleased to work to give the public access to Mr. McGrain's scholarly library, due to the richness of his rare and specialist books on the history and culture of Baltimore County; mill and industrial history; and other Maryland topics.

Indigenous Records Access Project

Managed by Special Collections, the project is well into its web design phase. Archivists asked for and received several submissions from Indigenous groups across the Chesapeake Bay region for naming the site. The word "Mayis" [pronounced /Mah yees/] will appear in the site's logo. From the Renape dialect, a Native language once spoken on the Eastern Shore, it is translated as meaning a "path" or "to go on". It describes the role of the site in providing researchers and the public with a pathway into the Archives' records concerning Indigenous peoples. Archives's Webmaster Nicole Saini is designing a logo and incorporating photography of Native landscapes and flora and fauna to make the site both visually appealing and welcoming. Special Collections is working closely with the web development team from IT to

ensure that the Indigenous record data will point to original documents that can be found in the *Archives of Maryland Online*. The goal of launching the Mayis - Maryland State Archives Indigenous Records site in the early autumn of 2022 is on schedule.

The Archives submitted a Maryland Heritage Areas Authority grant proposal to fund an expansion of the Mayis Indigenous Records project in FY23. We expect to learn in July if the Heritage Areas funding will support our research into Indigenous records relating to Peoples of the Eastern Shore as well as promotion of the website to educators and Tribal communities in the region. The Archives continues to partner with the Maryland Commission on Indian Affairs and Tribal community researchers, as well as new groups who are interested in this work. Department Director Maria Day is promoting this project to social studies educators through a contact in the Maryland State Department of Education, and has been communicating regularly with American Indian communities on the Eastern Shore. Megan Craynon is participating in the Guide to Indigenous MD Taskforce's development of a website and smartphone app with which to partner with local libraries and community groups who would like to educate the public about Indigenous sites throughout Maryland.

Scharf Project

Conservation team members have focused much of their efforts on ensuring that documents in the Scharf Collection are prepared for digitization. As the project continues, Camille DiMarco will review the documents in advance and assign work to conservators and volunteers based upon the difficulty level of the tasks. DiMarco will train two summer interns to assist with document cleaning and stabilization. The Scharf project will remain a focus of the Conservation team throughout the end of this fiscal year and until the grant concludes.

Outreach

In addition to working on paper treatments for the Scharf project and in-house order fulfillment, Jennifer Cruickshank has consulted with archivists and community groups on collections care. Recently, she offered guidance to archivists working on the *Afro News* project as they deal with photographs and other media requiring special care and handling. She also re-humidified tightly rolled charter documents dating to the founding of several historic African American lodges as part of the Archives' continuing outreach to community archives.

Baltimore City Archives

Records Management

Meetings, virtual or in-person, took place with the following Baltimore City departments: Department of Legislative Reference (3), Office of the Comptroller, Department of Housing and Community Development, Environmental Control Board, Bureau of Municipal and Zoning Appeals, and the Office of Civil Rights. Four records transfers were completed comprising 120 cubic feet of material. The departments represented in the transfers include the Employees Retirement System and several sub-units of the Health Department, namely the Tuberculosis (TB) Clinic, Renal Registrations, and the Family Planning Clinic.

Staffing

Jeni Spamer started work as the new Archivist/Searchroom Coordinator at the Baltimore City Archives in January 2022. Spamer served previously as the Archivist of the Virginia Mason Health System of Seattle, Washington. Her experience ranges from digital archiving and web exhibition curation to hands-on collection processing. Spamer, who holds a Master of Science of Information from the University of Michigan, had volunteered at the Baltimore City Archives from 2016 to 2019.

Reference Services

The City Archives offers full on-site service in the Searchroom, by appointment only, Tuesday through Thursday from 10:00am to 3:00pm. The Archives hosted forty-nine in-person research visits since the November 2021 Hall of Records Commission meeting.

The City Archives continues to receive a large number of inquiries for records held by other entities. Historically, this has always been the case. We experienced an almost 1:1 ratio of misdirected phone and email inquiries since February 2022. Many inquiries, often relating to vital records or land records, are redirected to the State Archives and elsewhere.

Researchers and Topics

We continued to welcome researchers to use our collections, from both local and out-of-state colleges as well as family historians. Twentieth-century topics still garner the greatest interest. Research topics have ranged from mid-century policing in Baltimore (resource: Mayor William Donald Schaefer Papers, BRG9-42) to East-West Highway construction and community displacement (resource: Department of Planning, 1932-1988, BRG60).

Other record groups consulted included: Baltimore City Property Tax Records, 1798-1991, BRG4; Department of Education, 1830-2001, BRG31; Department of Public Works, 1794-1977, and BRG47; Department of Recreation and Parks, 1946-1980.

Outreach

The City Archives continues to publicize its holdings through social media initiatives designed to build public support for our efforts. The Archives' [Instagram](#) account was re-activated at the end of January and since that time 20 posts have been made. Facebook posts, linked with Instagram, have reached an audience of just over 10,000, and we now have 6.6k followers.

Publication is another form of outreach, by which we can display and disseminate the value of the records we hold to the public. Dr. Rob Schoeberlein's article, "When Harry Met Elsey: Madness, Power and Justice in Federal Era Baltimore", appeared in the recently published [Maryland Historical Magazine](#) (v.116, no.1, pp.49-84) and drew heavily from the resources found at the State Archives and the City Archives. The piece examines several Chancery Court-related cases relating to trustee/guardianship matters and estate ownership. Societal beliefs about mental illness, along with gender and class-based behavioral expectations, color the sequence of events and inform the outcomes. Race also comes into play in certain decision-making.

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/se14/000000/000055/hrc_records_received_spring_2022.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_special_collections_spring_2022.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Ms. Elaine Rice Bachmann

State Archivist and Commissioner of Land Patents

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Maryland State Archives

Hall of Records Commission Draft Meeting Minutes

June 16, 2022 2:00 p.m.

Via Teleconference

Call to Order by Chair The Chair called the meeting to order at 2:03.

Attendees:

The Honorable Matthew J. Fader, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*
Dr. Richard Bell, *designee of the Chancellor, University System of Maryland*
Ms. Cissy Blasi, *representative of the Treasurer of Maryland*
Mr. Ellington Churchill, *Secretary, Department of General Services*
Ms. Nora Demleitner, *president of St. John's College*
Ms. Catherine Dixon, *designee of the President, St. John's College*
Dr. Ida Jones, *designee of the President, Morgan State University*
Ms. Ellen Robertson, *designee of the Secretary of the Department of General Services*
The Honorable Samuel I. "Sandy" Rosenberg, *House of Delegates*

Opening Remarks / Special Announcements

Ms. Elaine Rice Bachmann introduced the new Chair of the Commission, Chief Judge Matthew J. Fader. There has been a long tradition of the Chief Judge assuming the chairmanship, and Ms. Rice Bachmann thanked the Chair for his willingness to continue that tradition. The Chair affirmed in his remarks the importance of knowing where you come from historically in determining where you need to go, and said he looks forward to a long association with the Archives.

Ms. Bachmann introduced Ms. Demleitner as a new member of the Commission. Ms. Demleitner was named president of St. John's College, Annapolis in September of 2021.

Ms. Bachmann acknowledged former Chief Judge and Chair Joseph Getty, thanking him for his strong support of the Archives' mission during his tenure.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 4, 2021:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_minutes_fall2021.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

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

Delegate Rosenberg moved that the Minutes be approved and the special meetings of the Commission be recognized. Dr. Bell seconded the motion and the motion was unanimously approved.

Records Retention & Disposal

Kathryn Baringer, Director of the Department of Appraisal and Description, reported the approval of 40 retention schedules since the last meeting of the Commission, 11 from state agencies, 18 from county agencies and 11 from municipalities. The Archives received 267 disposal certificates, of which 195 were sent digitally and 72 by mail.

Ms. Baringer also noted the State Archivist's recognition of The Edward H. Nabb Research Center for Delmarva History & Culture at Salisbury University as a designated local archives for the City of Salisbury. Ms. Rice Bachmann expressed her great pleasure at designating the Nabb Center as a local archives, noting the professionalism and close partnership of the Nabb Center Archivist and the Records Manager of the City of Salisbury.

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_schedules_spring_2022.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_disposal_spring_2022.pdf

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

State Archivist's Report

Ms. Rice Bachmann introduced two new staff members to the Commission: John N. Telan, Deputy Director of Administration, and Jenni Spamer, Search Room Coordinator for Baltimore City Archives.

Ms. Rice Bachmann acknowledged the work of Teresa Fawley, Director of Administration, in facilitating organizational planning and staff hiring. The Archives has been fortunate in filling vacancies that pre-date Covid, which is particularly important in ensuring the pass-down of knowledge in support of succession training.

The Archives' budget outlook is good, holding steady with a modest increase for staff, insurance, and IT infrastructure costs. The building is nearing its 40th-year anniversary, and its maintenance and the preservation of the Archives' aesthetic is an important goal.

Ms. Rice Bachmann drew the Commission's attention to Dr. Richard Bell's book *Stolen: Five Free Boys Kidnapped into Slavery and Their Astonishing Odyssey Home*, as a reminder of the

importance of the archival record in researching our history. Dr. Bell noted that he had done research for the book in 14 states and 45 different archives, and praised the Maryland State Archives as a leader in the preservation of the records of our national heritage.

Catherine Arthur thanked the Maryland Center for History and Culture for their partnership in a Maryland Day display at the State House, featuring a rare surviving Revolutionary War uniform belonging to Tench Tilghman.

Ms. Rice Bachmann acknowledged the support given to the Archives by the Foundation for the Preservation of Government House throughout Governor Hogan's tenure. She also shared images of the official portraits of Governor Hogan and First Lady Yumi Hogan, noting that Governor Hogan's was the first depicting the State House in the portrait.

Kathryn Baringer noted the Archives' partnership with the Department of General Services' Records Management Division and the Department of Information Technology in the development of policies and tools for the management of government emails. Ms. Rice Bachmann acknowledged especially the Records Management Divisions' Director Christian Skipper, a former Archives' staff member, whose experience and deep understanding of what constitutes a permanent record will prove invaluable to this project.

Dr. Robert Schoeberlein, Acting City Archivist for Baltimore City, acknowledged the support of Baltimore City government and the Department of Legislative Reference over the last six months, including environmental testing of the Archives' facility, negotiating repairs with the landlord, providing \$5000 for supplies, and underwriting the cost of shredding non-permanent records.

Ms. Rice Bachmann thanked Archives staff for their presentations and their work on the meeting agenda.

Recent Gifts, Deposits & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_records_received_spring_2022.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000055/hrc_special_collections_spring_2022.pdf

Government Reports and Publications Accessions:

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>

Secretary Churchill moved to recognize the recent gifts, deposits and acquisitions, seconded by Delegate Rosenberg. The motion was unanimously approved.

The Chair called for new and old business. Hearing none, the Chair adjourned the meeting of the Hall of Records Commission at 3:25 pm

Ms. Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents
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Chronology of Staff Activities
November 4, 2021 - June 15, 2022

November 4: The Archives hosted a virtual meeting of the Hall of Records Commission.

November 4: Catherine Rogers Arthur was honored by the Four Rivers Heritage Area as Heritage Professional of the Year in an awards ceremony at Historic London Town and Gardens.

November 5: Elaine Rice Bachmann was the keynote speaker at the Delaware Antiques Show. She spoke on her book, *Designing Camelot: The Kennedy White House Restoration and Its Legacy* (co-authored with James Archer Abbott), published by the White House Historical Association in 2021.

November 5: Rob Schoeberlein provided an oral history on his family and growing up in Baltimore for the East Baltimore Historical Library permanent collection.

November 6: Chris Haley attended the *Torn Apart by Slavery, Repairing through Genealogy* workshop at Riversdale House Museum.

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

November 9: Chris Kintzel, Catherine Rogers Arthur and Elaine Rice Bachmann met with staff of Historic Annapolis to discuss the State House as a “partner site” for the HA museum.

November 10: Chris Haley participated as a panelist on the *Historical Perspectives About Combating Lynching in America* webinar.

November 10: Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

November 10: Release date of *The Civil War in Maryland Reconsidered* (Conflicting Worlds: New Dimensions of the American Civil War, LSU Press). Rob Schoeberlein authored a chapter in this work entitled “Maryland’s Women at War”.

November 15 - 17: James Watson attended the 2021 Digital Directions conference.

November 15: Emily Oland Squires and Chris Haley attended a joint meeting of the Research and Logistics Committee of the Maryland Lynching Truth and Reconciliation Commission.

November 16: Elaine Rice Bachmann attended a meeting of the 21st Century Club for a discussion on *Managing COVID and Other Public Health Issues in Anne Arundel County*.

November 16: Chris Haley recorded an interview for The Literacy Project about Freedom Schools.

November 17: Emily Oland Squires attended a meeting of the Council of State Archivists' Education Committee regarding social studies resources.

November 17: Chris Haley presented at an Annapolis City Dock Workgroup meeting.

November 18: The new keyword search function was implemented on Govpics website, which hosts the Governor's Photo Gallery online.

November 18: Chris Haley peer-reviewed an article for the Maryland Historical Magazine titled *Slavery at Maryland's Washington College, 1782-1865*.

November 18: Rob Schoeberlein participated in a meeting of the Historic African American Cemetery Working Group, organized by the Maryland Historical Trust.

November 20: Chris Haley attended a General Meeting of the Prince George's County Lynching Memorial Project.

November 22: Nate Miller, Rachel Frazier, and Chris Haley provided assistance during the filming of an Iron Works documentary in the Archives' Search Room.

November 23: Megan Craynon, Maria Day, Catherine Rogers Arthur, and Elaine Rice Bachmann toured 99 Main Street's *Annapolis* exhibition to view Archives' loans.

November 29: Maria Day presented the Indigenous Records project at the Convening for Tribal communities as part of the Maryland State Arts Council's Land Acknowledgement Project.

November 30: Chris Haley spoke at Riversdale House Museum Diversity and Inclusion Exhibit Focus Group meeting.

December 2: Chris Kintzel and Catherine Rogers Arthur provided a tour of the State House to 20 U.S. Naval Academy midshipmen.

December 2: Elaine Rice Bachmann attended a meeting of the Maryland250 Commission.

December 2: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

December 2: Maria Day and Megan Craynon met with the Bond family regarding their intent to donate the papers of Adna Bond, former State Forester.

December 3: Catherine Rogers Arthur provided a tour of the State House to members of the Maryland Chamber of Commerce.

December 3: Chris Haley served as a consultant on the curatorial panel of the *Passion and Purpose: Black Activism in Maryland* exhibit at the Maryland Center for History and Culture.

December 4: Rachel Frazier gave a presentation on *Exploring the Maryland State Archives' Website* to a meeting of the Genealogy Circle of the Enoch Pratt Library.

December 6: Maria Day and Megan Craynon presented at a meeting of the Maryland Commission on Indian Affairs.

December 6: Rob Schoeberlein presented an overview of the history of the Baltimore-based architectural firm of Wrenn, Lewis & Jencks during the Dead Architects Society quarterly meeting.

December 7: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

December 9: The Archives hosted a Lunch and Learn presentation on *Stories in Stone - Mount Olivet Cemetery in Frederick, Maryland*.

December 9: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 2*.

December 13: Elaine Rice Bachmann, Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

December 14: Emily Oland Squires represented the Archives at the National Parks Service's *Network to Freedom Open House* program.

December 15: Chris Haley attended a presentation by University of Maryland iSchool students on topics concerning the legacy of slavery in Maryland.

December 15: Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture (MCHC) Board of Trustees.

December 15: Chris Haley provided consultation on the Chase Lloyd House's history of enslaved occupants and workers.

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

December 17: Elaine Rice Bachmann and Catherine Rogers Arthur attended the funeral of Judge John Sause.

December 17: Kathryn Baringer attended a meeting of the Land Records Oversight Committee.

December 20: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Joint Committee.

December 21: Chris Haley spoke at a meeting of the Riversdale House Museum Diversity and Inclusion Exhibit Focus Group.

December 29: Maria Day met with community activists interested in preserving the Annapolis Gold Star Collection of rare and fragile books in the Anne Arundel County Public Library.

January 4: Elaine Rice Bachmann provided a tour of the State House to the first-lady elect of Virginia.

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

January 6: Emily Oland Squires attended a meeting of the Four Rivers Historic Area Rebranding Focus Group.

January 7: Corey Lewis met with Blacks of the Chesapeake staff to discuss digitization of their collection.

January 7: Chris Haley met with the Maryland Black History 365 Work Group.

January 10: Chris Haley attended a meeting of the Underground Railroad Advisory Committee of the B&O Railroad Museum.

January 10: Kathryn Baringer and Corey Lewis met with the AFRO newspaper staff

January 10: Chris Haley met with Speaker Jones and the Anne Arundel County Delegation of the House of Delegates.

January 12: Emily Oland Squires attended a meeting of the Four Rivers Historic Area Education Committee.

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

January 13: The Archives hosted a Lunch and Learn program on *Preservation: The Last Best Hope*, presented by Nick Redding, president and CEO of Preservation Maryland.

January 14: Tyrone Jones and Eddie Creek hosted the curator of the Banneker-Douglass Museum during a research visit to the Archives' Rolling Run facility.

January 15: Chris Haley attended a meeting of the Prince George's County Lynching Memorial Project.

January 18: Kathryn Baringer attended a meeting of the Council Of State Archivists' Education and Programming Committee.

January 18: Corey Lewis attended a meeting of the DC Cultural Heritage Imaging Group.

January 19: Emily Oland Squires attended a meeting of the Four Rivers Historic Area Coordinating Council.

January 19: Chris Haley attended a meeting of the Harriet Tubman Initiatives Working Group.

January 19: Maria Day and Megan Craynon met with the executive directors of Maryland Heritage Areas to discuss partnership and grant-writing for the MSA Indigenous Records website.

January 21: Rob Schoeberlein participated in a meeting of the Historic African American Cemetery Working Group, organized by the Maryland Historical Trust.

January 24: Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission's Joint Committee.

January 25: Emily Oland Squires met with staff of the Enoch Pratt Library regarding outreach programming and partnership planning.

January 25: Chris Haley spoke at a meeting of the Riversdale House Museum Diversity and Inclusion Exhibit Focus Group.

January 25: Rob Schoeberlein and Corey Lewis attended a meeting of the Maryland Center for History and Culture (MCHC) Library Committee. Dr. Schoeberlein chairs the committee.

January 27: Corey Lewis met with Anne Arundel County Public School staff to discuss possible internship opportunities.

January 27: Chris Haley met with Lisa Robinson of WBAL to discuss the Legacy of Slavery in Maryland program.

January 27: Kathryn Baringer gave a presentation on records management to help State agencies that are planning to move their office space.

January 27: Emily Oland Squires met with director Maya Davis regarding budget and grant opportunities for diversity and inclusivity education and outreach programming at Riversdale House Museum.

January 31: Elaine Rice Bachmann, Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

February 1: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming Committee.

February 2: Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

February 2: Maria Day attended a meeting of the Mid-Atlantic Region Conferences 50th Anniversary Planning Committee.

February 3: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

February 5: Catherine Rogers Arthur attended the unveiling of the restored Banneker-Douglass Museum's William Arthur Smith I-95 Maryland House mural of Andrew Ellicott and Benjamin Banneker.

February 5: Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture (MCHC) Publications Committee.

February 7: Maria Day and Megan Craynon delivered the Green Bag to the Governor's Appointment Office. Dating back to 17th century England, the term "Green Bag" refers to the green satchel that is used once every year to bring the gubernatorial nominations to the Senate. It is a longstanding tradition for a member of the governor's staff to deliver the bag to the Maryland State Senate.

February 2: Maria Day attended a meeting of the Mid-Atlantic Region Conferences 50th Anniversary Planning Committee.

February 7: Chris Haley attended a planning meeting at the B&O Railroad Museum as an exhibit consultant on inclusivity.

February 8: Chris Haley presented on *A Guide to the History of Slavery in Maryland* for the Anne Arundel County Office of Equity, Diversity, and Inclusion.

February 8: Elaine Rice Bachmann and Kathryn Baringer met with Judy Sause to receive a transfer of the personnel papers of Judge John Sause.

February 9: Emily Oland Squires attended a St. John's College presentation on *What is the Maryland State Archives* and to discuss internship opportunities.

February 9: Megan Craynon attending a meeting of the Indigenous Maryland Guide task force.

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

February 9: Chris Haley presented on *Alex Haley: Father of African American Genealogy* at the Calvert County Public Library.

February 10: Emily Oland Squires attended the Chesapeake Crossroads/Four Rivers Historic Area Summit meeting.

February 10: The Archives hosted a Lunch and Learn program on the book *Heroes of the Underground Railroad in Washington and Maryland*, presented by author Dr. Jenny Masur.

February 10: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 2*.

February 10: Chris Haley conducted a site visit to the Dr. Upton Scott House in Annapolis to discuss underground tunnels and their possible connection to the Underground Railroad.

February 14: Elaine Rice Bachmann attended a meeting of the Maryland250 Commission.

February 14: Chris Haley gave an interview to The Calvert County Times on the legacy of author Alex Haley.

February 14: Chris Haley, Emily Oland Squires and Elaine Rice Bachmann attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

February 14: Rob Schoeberlein participated in a meeting of the Historic African American Cemetery Working Group, organized by the Maryland Historical Trust.

February 15: Chris Kintzel and Kathryn Baringer received collections from The AFRO newspaper. The collections will receive temporary storage space and scanning facilities from the Archives.

February 16: Camille DiMarco, Jenn Cruickshank, Maria Day and other staff met with staff from the Harriet Tubman Underground Railroad State Park to discuss the logistics of an exhibition loan of documents related to Harriet Tubman.

February 17: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 3*.

February 18: Chris Haley participated in a documentary video on the value of records preservation for *Persistence, Purpose, and Preservation: Rosenwald Schools in Anne Arundel County*.

February 18: Chris Haley participated in a meeting of the Annapolis City Dock Restoration Work Group.

February 24: Megan Craynon participated in a meeting of the Mid-Atlantic Regional Conference Local Arrangements Committee.

February 24: Chris Haley spoke at the Baltimore National Heritage screening of *Unmarked*, a documentary film about African American cemeteries.

February 26: Catherine Rogers Arthur provided a tour of the State House to Baltimore Boy Scouts of America Troop 35 in conjunction with Governor's Office staff.

February 27: James Watson attended the ESRI Cartography Certification course.

February 28: Emily Oland Squires and Chris Haley attended a joint meeting of the Maryland Lynching Truth and Reconciliation Commission Research and Logistics Committees.

February 28: Elaine Rice Bachmann attended a meeting of the Council of State Archivists' Executive Director Search Committee.

February 28: Chris Haley met with the Annapolis City Council regarding the creation of a Legacy Circle to represent inclusion and diversity at Annapolis City Dock.

March 1: Camille DiMarco installed documents loaned by the Archives at the Harriet Tubman Underground Railroad State Park.

March 1: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Record Initiative Education and Programming Committee.

March 1: Chris Haley and Emily Oland Squires met with recipients of the Maryland Center for History and Culture's Miller Grant regarding creating a lynching research database.

March 2: Chris Haley met with the Annapolis City Council regarding inclusion and diversity at Annapolis City Dock.

March 4: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture Museum Committee.

March 7: Elaine Rice Bachmann participated in a Council of State Archivists' executive director search interview.

March 8: Catherine Rogers Arthur participated in interviews for a Maryland Military Department Administrator II (Museum Center Manager) position.

March 10: The Archives hosted a Lunch and Learn program on *Reflections on Early Maryland and Its Lost City*, presented by Dr. Henry Miller, Maryland Heritage Scholar, Historic St. Mary's City.

March 10: Catherine Rogers Arthur provided a tour of the State House to members of the Governor's staff.

March 10: Elaine Rice Bachmann, Liz Coelho, Corey Lewis, Wei Yang and Kathryn Baringer completed the Council of State Archivists' Digital Preservation Capability Maturity Model Self-Assessment Survey.

March 10: Chris Haley participated as a consultant on the *Passion and Purpose* exhibition planning work group for the Maryland Center for History and Culture.

March 13: Chris Haley provided a presentation on *The Legacy of Slavery in Maryland with an Eastern Shore Focus* at the Harriet Tubman 200th Birthday Celebration at the Harriet Tubman National Underground Railroad Visitor Center.

March 14: Elaine Rice Bachmann, Emily Oland Squires and Chris Haley participated in the meeting of the Maryland Lynching Truth and Reconciliation Commission.

March 14: Chris Haley was interviewed by WPYR on the legacy of slavery and historic practices of incarceration of African American children.

March 14: Maria Day and Megan Craynon met with Jim and Janet Douglas to discuss donations from Historic Takoma in Takoma Park.

March 14: Elaine Rice Bachmann participated in a Council of State Archivists' executive director search interview.

March 14: Rob Schoeberlein attended a Maryland Center for History and Culture (MCHC) Board of Trustees diversity and inclusion workshop.

March 15: Elaine Rice Bachmann, Catherine Rogers Arthur and Mimi Calver facilitated the presentation of the Speaker's Society Awards on the House floor.

March 15: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Record Initiative Education and Programming Committee.

March 15: Chris Haley and Reference staff hosted a research visit with Dr. Celeste Maire Bernier regarding archival collections on the Frederick Douglass family.

March 16: Chris Haley presented on genealogy to the Historic Sotterley Foundation.

March 16: Kathryn Baringer and Elaine Rice Bachmann were given a tour of the UMD Edward H. Nabb Research Center in Salisbury.

March 16: Corey Lewis provided camera digitization training to the AFRO newspaper staff.

March 16: Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture (MCHC) Board of Trustees.

March 16: Emily Oland Squires met with Marco Tomaino to discuss educational outreach with the UNC Chapel Hill Master of Library Studies program.

March 16: Owen Lourie and Maria Day attended a presentation on *New Perspectives on Haberdeventure Plantation in Charles County, Maryland* at the Thomas Stone National Historic Site.

March 17: Elaine Rice Bachmann met with new St. John's College president and Hall of Records Commission member Nora Demleitner to welcome her to Annapolis.

March 17: Wei Yang attended a meeting of the Maryland Digital Summit Advisory Board.

March 18: Chris Haley gave an interview to a reporter from the *Culpepper Star-Exponent* on the legacy of slavery in Maryland.

March 18: Chris Haley met with the Anne Arundel County Office of Diversity and Inclusion on the legacy of slavery in Maryland.

March 19: Catherine Rogers Arthur, Elaine Rice Bachmann and Chris Kintzel attended the Senate Gavel dedication at the Basilica of the Assumption in Baltimore.

March 21: Elaine Rice Bachmann participated in a Council of State Archivists' executive director search interview.

March 21: Rob Schoeberlein participated in a meeting of the Historic African American Cemetery Working Group, organized by the Maryland Historical Trust.

March 21: Emily Oland Squires and Chris Haley attended a meeting of the Joint Committee of the Maryland Lynching Truth and Reconciliation Commission.

March 24: Elaine Rice Bachmann was interviewed by *Antiques and the Arts Weekly*.

March 25: Catherine Rogers Arthur facilitated, and former State Archivist Tim Baker attended, the presentation of the Maryland Senate Gavel. Owen Lourie, Liz Coelho, and James Bigwood also attended. Mr. Bigwood is a board member of the Sons of the Revolution, which presented the colors at the Maryland Day presentation ceremony and created this gavel made of wood from the Wye Oak and roots of the Liberty Tree.

March 28: Elaine Rice Bachmann participated in a Council of State Archivists' executive director search interview.

March 28: Chris Kintzel, James Bigwood and Elaine Rice Bachmann attended sessions of the Senate and House during which the Maryland250 Commission was acknowledged. A State House tour was also provided to legislators.

March 30: Maria Day and Megan Craynon attended Visual Resources Association 2022.

March 30: Chris Haley was interviewed for the Lancaster History podcast regarding the National Parks Service Network to Freedom program.

April 1: Elaine Rice Bachmann attended St. Mary's College of Maryland Public Art Selection Round 2 (Maryland Public Art Commission)

April 2: Elaine Rice Bachmann presented a lecture on *Designing Camelot* at The Colony Club in New York City for the National Society of the Daughters of the American Revolution, New York City Chapter, at their annual luncheon commemorating the wedding anniversary of George and Martha Washington.

April 2: Corey Lewis gave a presentation on *Church History Curation* to the East Baltimore Historical Library

April 4: Maria Day and Megan Craynon attended a meeting of the Maryland Commission on Indian Affairs.

April 5: Elaine Rice Bachmann attended a meeting of the Maryland250 Resource Stewardship & Heritage Tourism Committee.

April 5: Corey Lewis provided a tour of the Rolling Run facility to AFRO/Coppin Academy students.

April 6: Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

April 7: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

April 9: Rob Schoeberlein's article, *When Harry Met Elsey: Madness, Power, and Justice in Federal-Era Baltimore*, was published in the Maryland Historical Magazine. The piece explores multiple legal cases from the Archives' holdings.

April 11: Catherine Rogers Arthur attended Sine Die in the House of Delegates and made remarks at the unveiling of a new portrait of the late Speaker Michael E. Busch, by Rick Casali.

April 11: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

April 14: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 2*.

April 18: Emily Oland Squires attended a joint meeting of the Maryland Lynching Truth and Reconciliation Commission's Research and Logistics Committees.

April 18: Rob Schoeberlein participated in a meeting of the Historic African American Cemetery Working Group, organized by the Maryland Historical Trust.

April 19: Corey Lewis attended a meeting of the DC Cultural Heritage Imaging Group.

April 20: Chris Haley served as a consultant on the curatorial panel of the *Passion and Purpose: Black Activism in Maryland* exhibit at the Maryland Center for History and Culture.

April 21: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 3*.

April 23: Maria Day was a panelist at Johns Hopkins University's Inheritance Baltimore conference on *Transcribing, Archiving and Mobilizing Oral History*.

April 23: Catherine Rogers Arthur provided a State House tour to forty Smithsonian Associates.

April 23: Chris Haley conducted research on the correspondence between former archivist Phebe Jabobsen and author Alex Haley at the Beck Cultural Heritage Center and University of Tennessee at Knoxville.

April 26: Chris Kintzel, Catherine Rogers Arthur and Elaine Rice Bachmann attended a reception for the National Association of State Chief Administrators Conference and provided tours of the State House.

April 26: Rob Schoeberlein and Corey Lewis attended the Maryland Center for History and Culture Library Committee meeting.

April 26 and 28: Jeni Spamer participated in Diversity, Equity, Access and Inclusivity (DEAI) training provided by Equity in The Center.

April 29: Elaine Rice Bachmann gave a Distinguished Speaker Series presentation at the Philadelphia Antiques Show about *Designing Camelot*.

April 30: Chris Haley served as a panelist in a racial justice presentation for the Beck Cultural Heritage Center and University of Tennessee at Knoxville.

April 30: Corey Lewis gave a presentation on *Church History Curation* to the East Baltimore Historical Library

May 2: Elaine Rice Bachmann participated in a Delaware Tourism event as the guest of Governor Carney at Winterthur Museum, Garden, and Library in Winterthur, Delaware.

May 2: Maria Day consulted with the Historical Society of Harford County about their collections care and digitization projects at their newly renovated facility in Bel Air.

May 4 Corey Lewis and Maryland Institute College of Art staff made a site visit to The Prince Hall Grand Lodge Masons.

May 5: Elaine Rice Bachmann attended the Director's Reception for the opening of the exhibition she guest-curated for Winterthur Museum, *Jacqueline Kennedy and H.F. du Pont: From Winterthur to the White House*, which will run until January 8, 2023.

May 9: Elaine Rice Bachmann hosted the annual Employee Appreciation Lunch and presented service pins to 20 staff members, including a 50-year pin to Diane Evertt, Director of Government Information Services. Former State Archivist Tim Baker was also in attendance.

May 9: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

May 10: Elaine Rice Bachmann gave a lecture as part of the *Why History Matters* series at Winterthur Museum and Gardens, Delaware.

May 10 - 11: Rob Schoeberlein participated in Diversity, Equity, Access and Inclusivity (DEAI) training provided by Equity in The Center.

May 10: Kathryn Baringer moderated a webinar for the Council of State Archivists' State Electronic Records Initiative.

May 11: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

May 11: Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

May 12: Elaine Rice Bachmann St. Mary's College of Maryland Public Art Selection Round 3. (Maryland Public Art Commission)

May 12: The Archives hosted a Lunch and Learn program on *The Reemergence of the Peale Center for Baltimore History and Architecture* presented by Chief Strategy Officer Nancy Proctor and Chief Experience Officer David London, The Peale Center.

May 12: Catherine Rogers Arthur facilitated and Elaine Rice Bachmann, Chris Kintzel and Mimi Calver facilitated and attended the unveiling of the official portraits of Governor Larry Hogan and First Lady Yumi Hogan at Government House.

May 12: Maria Day gave a preview of the Indigenous Records website to social studies teachers at a Maryland State Department of Education's supervisor briefing at Jefferson Patterson Park and Museum.

May 16: Chris Haley and Emily Oland Squires attended a joint meeting of the Maryland Lynching Truth and Reconciliation Commission Research and Logistics Committees.

May 16: Elaine Rice Bachmann and Catherine Rogers Arthur attended a meeting of statewide humanities leaders to discuss work priorities and challenges, and to discover opportunities for partnerships.

May 17: Kasey Maes presented on *Resources at the Maryland State Archives* for the Harford County Public Library.

May 17: Maria Day presented on *Vintage Auto Travel in Maryland State Archives Special Collections, 1910-1965* for Montgomery History's History Conversations series.

May 17: Corey Lewis attended a meeting of the DC Cultural Heritage Imaging Group.

May 17: Corey Lewis, Jennifer Cruickshank and James Watson attended the Digital Transitions Spring Roundtable 2022

May 18: Corey Lewis, Jennifer Cruickshank and Maria Day consulted with members of the Prince Hall Grand Lodge, Baltimore, on the preservation and digitization of their charter.

May 18: Archives' staff provided a tour of the Archives to staff from the Kent County Register of Wills.

May 18: Rob Schoeberlein attended a meeting of the Maryland Center for History and Culture (MCHC) Publications Committee.

May 23: Chris Haley was interviewed for "Meanwhile in Annapolis" about the history of racial terror lynching in the state.

May 24: Chris Haley attended a Riversdale Historic Home work group meeting as a consultant on diversity and inclusivity.

May 25: Elaine Rice Bachmann, Catherine Rogers Arthur and Chris Kintzel hosted the Artistic Property Commission's virtual spring update.

May 25: Elaine Rice Bachmann attended the presentation of the Washington Prize at Mount Vernon, sponsored by Washington College, the Gilder Lehrman Institute of American History, and George Washington's Mount Vernon.

June 1: First day of the Maryland State Archives' summer internship program.

June 2: Wei Yang attended the Maryland Digital Summit at BWI Airport.

June 2: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

June 4: Rachel Frazier gave a presentation on genealogical research to the Baltimore Afro-American Historical and Genealogical Society.

June 4: Chris Haley and Emily Oland Squires attended the virtual Maryland Lynching Truth and Reconciliation Commission Public Hearing for Baltimore County, Maryland.

June 8: Emily Oland Squires attended a meeting of the Chesapeake Crossroads/Four Rivers Historic Area Education Committee.

June 8: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative Steering Committee.

June 9: The Archives hosted a Lunch and Learn Program on *Reversing the Sail: Black Maryland in Africa*, presented by Dr. Herbert Brewer of Morgan State University.

June 9: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 2*.

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

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 11/4/2021**

Baltimore County Public Schools, Community Superintendents

Rec.: 8/24/2021 Appr.: 2/23/2022 RM Sch. #:C1508 MSA S1521-1506 Supersedes: None

Baltimore County Public Schools, Department of Communications and Community Outreach

Rec.: 11/16/2021 Appr.: 1/27/2022 RM Sch. #:C1512 MSA S1521-1503 Supersedes: None

Baltimore County Public Schools, Division of Business Services

Rec.: 11/18/2021 Appr.: 11/30/2021 RM Sch. #:C1513 MSA S1521-1496 Supersedes: None

Baltimore County Public Schools, Division of Business Services, Department of Facilities Management and Strategic Planning

Rec.: 11/4/2021 Appr.: 11/30/2021 RM Sch. #:C1517 MSA S1521-1499 Supersedes: None

Baltimore County Public Schools, Division of Business Services, Department of Information Technology

Rec.: 7/26/2021 Appr.: 11/30/2021 RM Sch. #:C1504 MSA S1521-1495 Supersedes: None

Baltimore County Public Schools, Division of Business Services, Fiscal Services

Rec.: 8/24/2021 Appr.: 2/23/2022 RM Sch. #:C1507 MSA S1521-1505 Supersedes: None

Baltimore County Public Schools, Division of Curriculum and Instruction

Rec.: 8/24/2021 Appr.: 2/23/2022 RM Sch. #:C1509 MSA S1521-1507 Supersedes: None

Baltimore County Public Schools, Division of Human Resources, Operations

Rec.: 11/16/2021 Appr.: 1/27/2022 RM Sch. #:C1510 MSA S1521-1501 Supersedes: None

Baltimore County Public Schools, Division of Human Resources, Recruitment and Staffing

Rec.: 11/18/2021 Appr.: 1/27/2022 RM Sch. #:C1514 MSA S1521-1504 Supersedes: None

Baltimore County Public Schools, Division of Research, Accountability and Assessment

Rec.: 8/24/2021 Appr.: 3/4/2022 RM Sch. #:C1500 MSA S1521-1508 Supersedes: None

Baltimore County Public Schools, Division of School Climate and Safety

Rec.: 8/24/2021 Appr.: 3/4/2022 RM Sch. #:C1502 MSA S1521-1509 Supersedes: None

Baltimore County Public Schools, Division of Business Services, Office of Food and Nutrition

Rec.: 11/19/2021 Appr.: 11/30/2021 RM Sch. #:C1516 MSA S1521-1498 Supersedes: None

Baltimore County Public Schools, Office of the Chief of Staff

Rec.: 11/18/2021 Appr.: 11/30/2021 RM Sch. #:C1515 MSA S1521-1497 Supersedes: None

Baltimore County Public Schools, Records common to all offices and schools

Rec.: 11/16/2021 Appr.: 1/27/2022 RM Sch. #:C1511 MSA S1521-1502 Supersedes: None

**Maryland State Archives
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City of Frederick Department of Public Workds, Water Treatment

Rec.: 4/13/2022 Appr.: 5/19/2022 RM Sch. #:M462 MSA S1522-426 Supersedes: M157

City of Frederick, Budget and Purchasing

Rec.: 12/12/2019 Appr.: 4/13/2022 RM Sch. #:M438 MSA S1522-425 Supersedes: M147

City of Frederick, Human Resources Department

Rec.: 7/12/2021 Appr.: 2/23/2022 RM Sch. #:M448 MSA S1522-424 Supersedes: M152

City of Frederick, Weinberg Center for the Arts

Rec.: 4/5/2021 Appr.: 2/15/2022 RM Sch. #:M445 MSA S1522-423 Supersedes: M140

City of Salisbury Police Department

Rec.: 4/13/2022 Appr.: 5/19/2022 RM Sch. #:M344A MSA S1522-427 Supersedes: None

City of Taneytown, Police

Rec.: 5/13/2020 Appr.: 12/22/2021 RM Sch. #:M133A MSA S1522-420 Supersedes: None

Comptroller of Maryland, Office of Human Resources

Rec.: 11/24/2021 Appr.: 3/4/2022 RM Sch. #:2977 MSA S1468-4147 Supersedes: 2577, 2577A

Department of Natural Resources, Human Resources Service

Rec.: 12/8/2021 Appr.: 1/19/2022 RM Sch. #:2973 MSA S1468-4140 Supersedes: None

Federalsburg Police Department

Rec.: 1/12/2022 Appr.: 1/24/2022 RM Sch. #:M452 MSA S1522-422 Supersedes: None

Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of SMall and Minority Business Policy (OSMBP)

Rec.: 12/8/2021 Appr.: 1/19/2022 RM Sch. #:2980 MSA S1468-4141 Supersedes: None

Maryland State Archives

Rec.: 9/1/2021 Appr.: 10/12/2021 RM Sch. #:2976 MSA S1468-4138 Supersedes: 2754

Maryland State Police, Administrative Hearing Section (14)

Rec.: 12/10/2021 Appr.: 2/7/2022 RM Sch. #:971-14-2 MSA S1468-4145 Supersedes: 971-14-1

Maryland State Police, Chemical Test for Alcohol Unit (CTAU) - 41

Rec.: 1/12/2022 Appr.: 1/27/2022 RM Sch. #:971-41-2A1 MSA S1468-4143 Supersedes: None

Maryland State Police, Education and Training Division (19)

Rec.: 12/7/2021 Appr.: 1/19/2022 RM Sch. #:971-19-1 MSA S1468-4139 Supersedes: 971-19-A-13

**Maryland State Archives
Records Retention Schedules Approved
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Maryland State Police, Human Resources Division

Rec.: 1/12/2022 Appr.: 5/13/2022 RM Sch. #:971-09-2 MSA S1468-4149 Supersedes: 971-9-1, 971-6-4, 971-15B

Maryland State Police, Office of Media Communications (5)

Rec.: 12/7/2021 Appr.: 2/7/2022 RM Sch. #:971-05-3 MSA S1468-4144 Supersedes: 971-5-2

Maryland State Police, Planning and Research (02)

Rec.: 12/7/2021 Appr.: 1/27/2022 RM Sch. #:971-02-1 MSA S1468-4142 Supersedes: 971-2-A-8

Maryland Transportation Authority (MDTA) Police

Rec.: 2/14/2022 Appr.: 2/23/2022 RM Sch. #:2923A4 MSA S1468-4146 Supersedes: None

Somerset County Sheriff's Office, Medical

Rec.: 4/13/2022 Appr.: 5/13/2022 RM Sch. #:C1523 MSA S1521-1511 Supersedes: None

Somerset County Sheriff's Office, Personnel

Rec.: 4/13/2022 Appr.: 5/13/2022 RM Sch. #:C1525 MSA S1521-1512 Supersedes: None

St. Mary's County, Office of the County Attorney

Rec.: 2/6/2020 Appr.: 3/22/2022 RM Sch. #:C1489 MSA S1521-1510 Supersedes: None

Town of Garrett Park

Rec.: 12/8/2021 Appr.: 1/19/2022 RM Sch. #:M409A MSA S1522-421 Supersedes: None

Town of Somerset, Administration

Rec.: 8/4/2021 Appr.: 12/22/2021 RM Sch. #:M449 MSA S1522-417 Supersedes: M225

Town of Somerset, Finance

Rec.: 4/4/2021 Appr.: 12/22/2021 RM Sch. #:M450 MSA S1522-418 Supersedes: M226

Town of Somerset, Public Works

Rec.: 4/4/2021 Appr.: 12/22/2021 RM Sch. #:M451 MSA S1522-419 Supersedes: None

Washington County, Black Rock Golf Course

Rec.: 11/6/2019 Appr.: 1/19/2022 RM Sch. #:C1476 MSA S1521-1500 Supersedes: None

Retention Schedule Summary

State agency schedules approved -11

County agency schedules approved - 18

Municipal agency schedules approved - 11

Total number of State Archives schedules approved -40

Images of all approved State Archives schedules are available online at

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

Disposal Certificate Summary
Total number of digital certificates - 195
Total number of paper certificates - 72
Total number of certificates - 267
Images of disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Digital Disposal Certificates Approved Since Hall of Records Meeting 11/4/2021</p>		
Date Approved	Agency	Certificate Number
10/12/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6328
10/12/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6329
10/12/2021	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-6330
10/12/2021	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6331
10/12/2021	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-6332
10/12/2021	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-6333
10/14/2021	Carroll County Detention Center CCDC Records	SE55-6334
10/14/2021	Carroll County Detention Center CCDC Records	SE55-6335
10/15/2021	City of Cumberland	SE55-6336
10/15/2021	Maryland Department of Transportation Maryland Aviation Administration (MAA) - Administration and Performance Management Division, Office of Administrative Services	SE55-6337
10/15/2021	City of Cumberland City Clerk	SE55-6338
10/18/2021	Maryland Department of the Environment Operational Services - Central Services	SE55-6339
10/19/2021	Garrett Circuit Court	SE55-6340
10/19/2021	Maryland Department of the Environment	SE55-6343
10/22/2021	Charles County State's Attorney Office	SE55-6344
10/22/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA) - Communications	SE55-6345
10/22/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA) - Engineering and Construction	SE55-6346

10/22/2021	Maryland Department of Health Office of Human Resources - Employment Services	SE55-6347
10/27/2021	Baltimore County Circuit Court	SE55-6348
10/27/2021	Maryland Department of Health Maryland Department of Health - Washington County Health Department	SE55-6349
10/28/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA)	SE55-6350
10/28/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA)	SE55-6351
10/29/2021	Carroll County Detention Center CCDC Records	SE55-6352
11/3/2021	Maryland Department of the Environment Land and Materials Administration - TSOP	SE55-6355
11/8/2021	City of Cumberland	SE55-6357
11/8/2021	Maryland Department of Health Laboratories Administration	SE55-6358
11/12/2021	Maryland Department of Health Queen Anne's County	SE55-6359
11/15/2021	City of Cumberland City Clerk	SE55-6360
11/16/2021	Maryland Department of Transportation Maryland Transportation Authority (MDTA)	SE55-6361
11/16/2021	Carroll County Detention Center Records	SE55-6362
11/16/2021	Salisbury Government City Clerk	SE55-6363
11/16/2021	Salisbury Government Finance - Grants	SE55-6364
11/16/2021	Salisbury Government	SE55-6365
11/16/2021	Salisbury Government	SE55-6366
11/16/2021	Salisbury Government	SE55-6367
11/16/2021	Salisbury Government Finance - Grants	SE55-6368
11/17/2021	Carroll County Detention Center Records	SE55-6369
11/18/2021	Salisbury Government Finance - Grants	SE55-6370
11/18/2021	Salisbury Government Finance - Grants	SE55-6371
11/18/2021	Salisbury Government Finance - Grants	SE55-6372
11/18/2021	Salisbury Government Finance - Grants	SE55-6373
11/18/2021	Salisbury Government Finance - Grants	SE55-6374
11/18/2021	Salisbury Government	SE55-6375
11/18/2021	Salisbury Government	SE55-6376
11/19/2021	Maryland Department of Health Frederick County Health Department	SE55-6377
11/23/2021	Maryland Office of the Attorney General	SE55-6378
12/3/2021	Carroll County Detention Center	SE55-6379
12/7/2021	Calvert Circuit Court Administrative Records	SE55-6380
12/7/2021	Calvert Circuit Court Fiscal Records	SE55-6381
12/8/2021	Any County Any Agency Any Division	SE55-6382
12/9/2021	Maryland State Police Barrack D Bel Air	SE55-6383
12/10/2021	Maryland Insurance Administration Fraud Division	SE55-6384
12/10/2021	Maryland Insurance Administration Fraud Division	SE55-6385

12/10/2021	Maryland Insurance Administration	SE55-6386
12/10/2021	Maryland Insurance Administration Fraud Division	SE55-6387
12/13/2021	Howard County Circuit Court	SE55-6388
12/15/2021	Saint Mary's County Register of Wills	SE55-6389
12/16/2021	Carroll County Detention Center	SE55-6390
12/22/2021	Carroll County Detention Center	SE55-6409
12/31/2021	Town of Somerset	SE55-6410
1/4/2022	Carroll County Detention Center	SE55-6411
1/5/2022	Worcester County Circuit Court Criminal	SE55-6412
1/5/2022	Maryland Department of Transportation Maryland Transportation Authority	SE55-6413
1/5/2022	Maryland Department of Transportation Maryland Transportation Authority	SE55-6414
1/5/2022	Maryland Department of Transportation	SE55-6415
1/6/2022	Anne Arundel County Community College Document Services/Records Retention	SE55-6416
1/6/2022	City of Cumberland Finance - Utility Billing	SE55-6417
1/6/2022	Carroll County Detention Center	SE55-6418
1/11/2022	Prince George's County Circuit Court Records Management	SE55-6419
1/11/2022	Maryland State Police (40) Criminal Enforcement Division	SE55-6420
1/11/2022	Salisbury Government City Clerk's Office	SE55-6421
1/11/2022	Salisbury Government Salisbury Police Department	SE55-6422
1/13/2022	Howard County Circuit Court	SE55-6423
1/13/2022	Carroll County Detention Center	SE55-6424
1/14/2022	Salisbury Government Salisbury Police Department	SE55-6425
1/18/2022	Anne Arundel County Community College Document Services/Records Retention	SE55-6426
1/20/2022	Howard County Circuit Court	SE55-6435
1/21/2022	Worcester County Sheriff's Office Expungement Unit	SE55-6436
1/25/2022	Carroll County Detention Center	SE55-6439
1/25/2022	Salisbury Government Human Resources	SE55-6440
1/26/2022	Maryland State Police (80) Barrack S-Centreville	SE55-6444
1/28/2022	Maryland Department of the Environment	SE55-6447
1/28/2022	Carroll County Detention Center	SE55-6448
1/28/2022	Carroll County Detention Center	SE55-6449
1/28/2022	Maryland State Ethics Commission	SE55-6450
1/31/2022	Prince George's County Circuit Court	SE55-6451
1/31/2022	Prince George's County Circuit Court	SE55-6452
2/1/2022	Maryland Department of Transportation Maryland Transportation Authority	SE55-6453
2/1/2022	Maryland Department of Transportation Maryland Transportation Authority	SE55-6454
2/1/2022	Maryland Department of Transportation	SE55-6455

2/1/2022	Maryland Department of Transportation Maryland Transportation Authority	SE55-6456
2/2/2022	Maryland Department of the Environment Fiscal Services	SE55-6457
2/2/2022	Maryland School for the Deaf	SE55-6458
2/4/2022	Cecil Circuit Court	SE55-6459
2/8/2022	Maryland State Police (02) Planning & Research Division	SE55-6460
2/9/2022	Maryland Department of the Environment	SE55-6461
2/9/2022	Howard County Circuit Court	SE55-6462
2/9/2022	Maryland State Police (02) Planning & Research Division	SE55-6463
2/12/2022	Carroll County Detention Center	SE55-6465
2/15/2022	Carroll County Detention Center	SE55-6466
2/15/2022	Maryland State Police (02) Planning & Research Division	SE55-6467
2/17/2022	Prince George's County Circuit Court	SE55-6468
2/17/2022	Prince George's County Circuit Court Records Management	SE55-6469
2/17/2022	Maryland Department of the Environment WSA - Compliance Program	SE55-6470
2/23/2022	Howard County Circuit Court	SE55-6476
2/23/2022	Chevy Chase Village Government	SE55-6477
2/23/2022	Chevy Chase Village Government	SE55-6478
2/23/2022	Maryland State Police (02) Planning & Research Division	SE55-6483
2/25/2022	Garrett Circuit Court	SE55-6484
2/25/2022	Carroll County Detention Center	SE55-6485
3/1/2022	Maryland State Police (08) Field Operations Bureau	SE55-6486
3/1/2022	Garrett Circuit Court	SE55-6487
3/1/2022	Town of Somerset	SE55-6488
3/2/2022	Maryland Office of the Attorney General MD State Police - Kimberly Townes	SE55-6489
3/2/2022	Howard County Circuit Court	SE55-6490
3/2/2022	Maryland Department of the Environment Fiscal Services	SE55-6491
3/3/2022	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-6492
3/7/2022	City of College Park Administration	SE55-6497
3/8/2022	Maryland Office of Public Defender Administration	SE55-6498
3/9/2022	City of College Park	SE55-6499
3/9/2022	City of College Park Administration	SE55-6500
3/9/2022	City of College Park Administration	SE55-6501
3/10/2022	Howard County Circuit Court	SE55-6502
3/12/2022	Carroll County Detention Center	SE55-6503
3/18/2022	Salisbury Government Clerk's Office	SE55-6504
3/18/2022	Salisbury Government Mayor's Office	SE55-6505
3/21/2022	Salisbury Government HCDD	SE55-6506
3/21/2022	Salisbury Government	SE55-6507
3/23/2022	Baltimore City Circuit Court Criminal Division	SE55-6508
3/24/2022	Anne Arundel County Detention Center Record	SE55-6509

3/24/2022	Carroll County Detention Center	SE55-6510
3/28/2022	Montgomery County Circuit Court	SE55-6511
3/28/2022	Montgomery County Circuit Court	SE55-6512
3/29/2022	Maryland Department of Health Queen Anne's County Health Department	SE55-6513
3/29/2022	Maryland Department of Health Washington County Health Department	SE55-6514
3/29/2022	Maryland Department of Health Washington County Health Department - Medical Records	SE55-6515
3/31/2022	Maryland State Police Berlin Barrack	SE55-6516
4/6/2022	Maryland Department of Social Services, Allegany County Finance	SE55-6533
4/6/2022	Maryland State Police Berlin Barrack	SE55-6534
4/7/2022	Maryland State Police Berlin Barrack	SE55-6535
4/7/2022	Maryland Department of Health Queen Anne's County Health Department	SE55-6536
4/7/2022	Maryland Department of Health Queen Anne's County Health Department	SE55-6537
4/7/2022	Maryland Department of Health Washington County Health Department - Medical Records	SE55-6538
4/8/2022	University of Maryland, Baltimore Police Department	SE55-6539
4/8/2022	University of Maryland, Baltimore Police Department	SE55-6540
4/8/2022	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-6541
4/8/2022	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-6542
4/8/2022	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-6543
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6544
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6545
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6546
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6547
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6548
4/8/2022	Maryland Department of Health and Mental Hygiene OCSA	SE55-6549
4/8/2022	Maryland Department of Health and Mental Hygiene PHPA	SE55-6550
4/8/2022	Maryland Department of Health and Mental Hygiene	SE55-6551
4/8/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6552
4/8/2022	Maryland Department of Health and Mental Hygiene	SE55-6553
4/8/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6554
4/8/2022	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-6555
4/10/2022	Carroll County Detention Center	SE55-6556

4/11/2022	Maryland District Court Criminal/Traffic	SE55-6557
4/11/2022	Maryland District Court	SE55-6558
4/13/2022	Garrett Circuit Court	SE55-6559
4/14/2022	Maryland State Police Information Technology Division	SE55-6560
4/20/2022	Garrett Circuit Court	SE55-6562
4/22/2022	Maryland Insurance Administration	SE55-6564
4/22/2022	Maryland Insurance Administration	SE55-6565
4/26/2022	Maryland State Police Legislative Security Section	SE55-6566
4/27/2022	Maryland State Police Berlin Barrack	SE55-6567
4/27/2022	Maryland State Police Office of State Fire Marshal	SE55-6568
5/3/2022	Carroll County Detention Center	SE55-6570
5/3/2022	Carroll County Detention Center	SE55-6571
5/3/2022	Maryland State Police Internal Affairs Division	SE55-6572
5/9/2022	Maryland Department of Health Prevention and Health Promotion Administration	SE55-6574
5/9/2022	Maryland Department of Health Allegany County Health Department	SE55-6575
5/9/2022	Maryland Department of Health Frederick County Health Department	SE55-6576
5/9/2022	Chevy Chase Village Government	SE55-6577
5/11/2022	Anne Arundel County Detention Center	SE55-6578
5/11/2022	Anne Arundel County Detention Center	SE55-6579
5/12/2022	Maryland State Police Internal Affairs Division	SE55-6580
5/12/2022	Maryland State Police Office of the State Fire Marshal	SE55-6581
5/12/2022	Maryland Department of Transportation Maryland Transportation Authority - Human Resources and Workforce	SE55-6582
5/12/2022	Maryland Department of Transportation Maryland Transportation Authority - Finance - Treasury and Investments	SE55-6583
5/12/2022	Maryland Department of Transportation Maryland Transportation Authority - Finance - Purchasing Cards	SE55-6584
5/12/2022	Maryland Department of Transportation Maryland Transportation Authority - Operations - Fleet Management	SE55-6585
5/12/2022	Maryland Department of Transportation Maryland Transportation Authority - Engineering and Construction	SE55-6586
5/12/2022	Garrett Circuit Court	SE55-6587
5/13/2022	Carroll County Detention Center	SE55-6589
5/17/2022	University of Maryland Global Campus	SE55-6590
5/17/2022	University of Maryland Global Campus	SE55-6591
5/17/2022	Prince George's County Prince George's County Public Schools Office of General Counsel	SE55-6592
5/20/2022	Maryland State Police Berlin Barrack	SE55-6593
5/23/2022	Anne Arundel County Community College Document Services/Records Retention	SE55-6594
5/23/2022	St. Mary's County Detention Center	SE55-6595

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 11/4/2021

Date Approved	Agency	Certificate Number
10/5/2021	Baltimore City Circuit Court	SE55-6341
9/27/2021	Anne Arundel County Detention Center, Administration	SE55-6342
9/15/2021	District Court 8 Baltimore County	SE55-6353
10/22/2021	District Court 5 Prince George's County	SE55-6354
1/27/2021	Anne Arundel County Circuit Court	SE55-6356
1/4/2021	Motor Vehicle Administration, Bel Air Branch	SE55-6391
12/23/2020	Motor Vehicle Administration, Bel Air Branch	SE55-6392
12/28/2020	Motor Vehicle Administration, Bel Air Branch	SE55-6393
8/18/2021	Frederick County Circuit Court	SE55-6394
8/18/2021	Frederick County Circuit Court	SE55-6395
9/27/2021	Frederick County Circuit Court	SE55-6396
9/24/2021	Thurmont Police Department, Administration	SE55-6397
10/20/2021	Thurmont Police Department, Administration	SE55-6398
6/17/2021	Department of Public Safety and Correctional Services; Maryland Reception, Diagnostic and Classification Center; Audit Department	SE55-6399
11/10/2021	District Court 5 Prince George's County	SE55-6400
11/10/2021	District Court 5 Prince George's County	SE55-6401
10/25/2021	Anne Arundel County Detention Center, Administration	SE55-6402
11/18/2021	County Commissioners for Calvert County, Personnel, Human Resources.	SE55-6403
7/1/2021	Baltimore County Public Schools, Board of Education, All Offices and Schools, 06/07/2021-02 thur. 06/07/2021-28	SE55-6404
7/23/2021	Baltimore County Public Schools, Board of Education, All Offices and Schools, 06/23/2021-02 thur. 06/23/2021-15	SE55-6405
8/2/2021	Baltimore County Public Schools, Board of Education, All Offices and Schools, 08/02/2021-02 thur. 08/02/2021-11	SE55-6406
11/30/2021	District Court 5 Prince George's County	SE55-6407
11/29/2021	Anne Arundel County Detention Center, Administration	SE55-6408
9/7/2021	District Court 12 Garrett County	SE55-6427
9/7/2021	District Court 12 Garrett County	SE55-6428
11/22/2021	Charles County Circuit Court	SE55-6429
11/22/2021	Charles County Circuit Court	SE55-6430
11/22/2021	Charles County Circuit Court	SE55-6431
12/2/2021	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6432

12/3/2021	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6433
12/3/2021	District Court 12 Allegany County	SE55-6434
6/21/2021	Baltimore County Public Schools, Board of Education, All Offices and Schools, 06/21/2021-02 thur. 06/21/2021-13	SE55-6437
8/19/2021	Baltimore County Public Schools, Board of Education, All Offices and Schools, 08/19/2021-02 thur. 08/19/2021-10	SE55-6438
11/30/2021	Maryland State Highway Administration, Leonardtown Maintenance Shop	SE55-6441
12/16/2021	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6442
12/22/2021	St. Mary's County, Treasurer's Office	SE55-6443
1/12/2022	Maryland State Police, Barrack L, Forestville (61)	SE55-6445
1/13/2022	Maryland State Police, Barrack L, Forestville (61)	SE55-6446
2/2/2022	Department of the Environment (MDE), Air & Radiation Management Administration (ARMA)	SE55-6464
1/26/2022	Maryland State Police, Barrack L, Forestville (61)	SE55-6471
2/3/2022	Maryland State Police, Barrack L, Forestville (61)	SE55-6472
2/4/2022	Department of Human Services, Baltimore County Social Service	SE55-6473
1/6/2022	Anne Arundel County Detention Center, Administration	SE55-6474
2/4/2022	Cecil County Circuit Court	SE55-6475
1/13/2022	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6479
1/13/2022	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6480
1/13/2022	County Commissioners for Calvert County, Personnel, Human Resources	SE55-6481
1/25/2022	St. Mary's County, Office of the County Attorney	SE55-6482
2/22/2022	Office of the Public Defender	SE55-6493
2/16/2022	District Court 7 Anne Arundel County	SE55-6494
2/17/2022	District Court 3 Cecil County	SE55-6495
2/17/2022	District Court 3 Cecil County	SE55-6496
3/22/2022	District Court 5 Prince George's County	SE55-6517
3/22/2022	District Court 5 Prince George's County	SE55-6518
3/22/2022	District Court 5 Prince George's County	SE55-6519
2/9/2022	Charles County Circuit Court	SE55-6520
2/9/2022	Charles County Circuit Court	SE55-6521
2/3/2022	Harford County Circuit Court	SE55-6522
2/14/2022	Harford County Circuit Court	SE55-6523
2/22/2022	Harford County Circuit Court	SE55-6524
2/25/2022	Harford County Circuit Court	SE55-6525
3/1/2022	Harford County Circuit Court	SE55-6526
3/17/2022	District Court 6 Montgomery County	SE55-6527

3/11/2022	District Court 12 Allegany County	SE55-6528
3/11/2022	District Court 12 Allegany County	SE55-6529
3/11/2022	District Court 12 Allegany County	SE55-6530
3/21/2022	Harford County Circuit Court	SE55-6531
3/14/2022	Harford County Circuit Court	SE55-6532
4/1/2022	Carroll County Circuit Court	SE55-6561
4/1/2022	City of Frederick, Legal Department	SE55-6563
4/21/2022	Wicomico County Circuit Court	SE55-6569
4/26/2022	Anne Arundel County Detention Center, Administration	SE55-6573

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/4/2021

COMMISSION ON THE COMMEMORATION OF THE 100TH ANNIVERSARY OF
THE PASSAGE OF THE 19TH AMENDMENT TO THE UNITED STATES
CONSTITUTION

(Administrative File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/8/2022	T5302	2013-2021	No Items

DEPARTMENT OF LEGISLATIVE SERVICES

(Legislative Histories)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/3/2022	T383	2000-2002	158 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>
10/29/2021	T2048		103 Maps/Plats
11/30/2021	T2048		76 Maps/Plats
12/31/2021	T2048		142 Maps/Plats
1/31/2022	T2048		61 Maps/Plats
2/28/2022	T2048		92 Maps/Plats
3/31/2022	T2048	2022	151 Maps/Plats
4/29/2022	T2048	2022	159 Maps/Plats

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>
3/9/2022	T290	2021	18 Boxes

Maryland State Archives
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Since Last Hall of Records Commission Meeting
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GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/14/2022	T293	2021	15 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/14/2022	T294	2021	7 Boxes

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/18/2021	T857	2019-2021	6 Boxes

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

(Control File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/12/2021	T5297	1971-2020	19 Boxes

MARYLAND STATE ARCHIVES

(Building File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/10/2022	TE45	1995-1998	No Items

MARYLAND WAR OF 1812 BICENTENNIAL COMMISSION

(Administrative File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/7/2022	T5301	2000-2014	2 Boxes

Maryland State Archives
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SECRETARY OF STATE

(Extradition Log)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/4/2022	T5328	1995-2019	5 Maps/Plats

(Extraditions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/5/2022	T864	2005-2019	30 Boxes

(Requisition Log)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/4/2022	T5329	1996-2020	5 Maps/Plats

(Requisitions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/5/2022	T863	2006-2019	38 Boxes

SECRETARY OF STATE DIVISION OF STATE DOCUMENTS

(Maryland Register File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/5/2022	T2461	2012-2018	37 Boxes

Maryland State Archives
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STATE ETHICS COMMISSION

(Complaint File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2022	T3573	2011-2014	8 Boxes

(Complaint File, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/22/2022	TE116	2002-2014	No Items

(Conflict of Interest)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2022	TE119	2007	No Items
5/19/2022	T5010	2008	3 Boxes

(Conflict of Interest, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/22/2022	TE117	2002-2008	No Items

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1896	2021	3 Maps/Plats
11/30/2021	T1896	2021	9 Maps/Plats
1/31/2022	T1896	2022	11 Maps/Plats
3/31/2022	T1896	2002	8 Maps/Plats
4/29/2022	T1896	2022	2 Maps/Plats

Maryland State Archives
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ANNE ARUNDEL COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/28/2022	T2326	1992-2011	1 Boxes

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/12/2021	T1067	1992-2006	96 Boxes
4/28/2022	T1067	2006, 2009-2010	150 Boxes

(Trust Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/12/2021	T2642	1992-2009	104 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1897	2021	50 Maps/Plats
11/30/2021	T1897	2021	97 Maps/Plats
12/31/2021	T1897	2021	196 Maps/Plats
1/31/2022	T1897	2022	43 Maps/Plats
2/28/2022	T1897	2022	112 Maps/Plats
3/31/2022	T1897	2022	30 Maps/Plats
4/29/2022	T1897	2022	23 Maps/Plats

ANNE ARUNDEL COUNTY OFFICE OF PLANNING AND ZONING, CULTURAL
RESOURCES SECTION

(National Park Service Lost Towns Project)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/10/2022	TE62	2018-2021	No Items

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>
3/25/2022	T72	2008-2014	7 Boxes

(Guardian Bonds and Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/25/2022	T1185	1967-2014	3 Volumes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/25/2022	T1176	1891-1933, 1967, 2005- 2019	3 Boxes

(Wills and Codicils of Living Persons, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/25/2022	T5322	1894-2007	25 Volumes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/25/2022	T5270	2014-2020	10 Boxes

BALTIMORE CITY CIRCUIT COURT

(Civil Papers, Equity and Law)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/13/2022	T2691	2004	101 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>
11/30/2021	T1898	2021	8 Maps/Plats
1/31/2022	T1898	2022	18 Maps/Plats
3/31/2022	T1898	2002	16 Maps/Plats
4/29/2022	T1898	2022	26 Maps/Plats

Maryland State Archives
Records Received
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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>
10/29/2021	T1899	2021	18 Maps/Plats
11/30/2021	T1899	2021	17 Maps/Plats
12/31/2021	T1899	2021	7 Maps/Plats
1/31/2022	T1899	2022	14 Maps/Plats
3/31/2022	T1899	2002	28 Maps/Plats
4/29/2022	T1899	2002	4 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>
1/31/2022	T1900	2022	7 Maps/Plats
2/28/2022	T1900	2022	11 Maps/Plats
3/31/2022	T1900	2022	6 Maps/Plats
4/29/2022	T1900	2022	11 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>
10/29/2021	T1901	2021	6 Maps/Plats
11/30/2021	T1901	2021	11 Maps/Plats
12/31/2021	T1901		2 Maps/Plats
1/31/2022	T1901	2022	12 Maps/Plats
2/28/2022	T1901	2022	12 Maps/Plats
3/31/2022	T1901	2022	10 Maps/Plats
4/29/2022	T1901	2022	2 Maps/Plats

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CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1902		14 Maps/Plats
10/29/2021	T1902	2021	9 Maps/Plats
1/31/2022	T1902	2022	85 Maps/Plats
4/29/2022	T1902	2022	12 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>
10/29/2021	T1903		18 Maps/Plats
11/30/2021	T1903	2021	4 Maps/Plats
12/31/2021	T1903	2021	15 Maps/Plats
1/31/2022	T1903	2022	5 Maps/Plats
3/31/2022	T1903	2002	16 Maps/Plats
4/29/2022	T1903	2022	4 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1904	2021	36 Maps/Plats
11/30/2021	T1904	2021	24 Maps/Plats
12/31/2021	T1904	2021	5 Maps/Plats
2/28/2022	T1904	2022	56 Maps/Plats
3/31/2022	T1904	2002	9 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>
10/29/2021	T1905	2021	10 Maps/Plats
1/31/2022	T1905	2022	26 Maps/Plats
3/31/2022	T1905	2022	28 Maps/Plats
4/29/2022	T1905	2022	9 Maps/Plats

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>
10/29/2021	T1906	2021	46 Maps/Plats
11/30/2021	T1906	2021	32 Maps/Plats
12/31/2021	T1906	2021	77 Maps/Plats
1/31/2022	T1906	2022	29 Maps/Plats
2/28/2022	T1906	2022	35 Maps/Plats
3/31/2022	T1906	2022	104 Maps/Plats
4/29/2022	T1906	2022	30 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>
10/29/2021	T1907	2021	11 Maps/Plats
11/30/2021	T1907	2021	8 Maps/Plats
12/31/2021	T1907	2021	7 Maps/Plats
1/31/2022	T1907	2022	4 Maps/Plats
2/28/2022	T1907	2022	11 Maps/Plats
3/31/2022	T1907	2022	11 Maps/Plats
4/29/2022	T1907	2022	15 Maps/Plats

HARFORD COUNTY CIRCUIT COURT

(Civil Papers, Equity and Law)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3710	2005-2008	458 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3734	2021	48 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3812	2005-2008	13 Boxes

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(Land Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3224	1773-1957	537 Volumes

(Land Records, Grantee Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T5288	1960-1992	51 Volumes

(Land Records, Grantor Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T5289	1960-1992	51 Volumes

(Land Records, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T5287	1774-1959	72 Volumes

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3707	2005-2008	49 Boxes

(URESAs Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2021	T3803	2005-2008	34 Boxes

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1908	2021	12 Maps/Plats
11/30/2021	T1908	2021	20 Maps/Plats
12/31/2021	T1908	2021	14 Maps/Plats
1/31/2022	T1908	2022	16 Maps/Plats
2/28/2022	T1908	2022	26 Maps/Plats
3/31/2022	T1908	2022	38 Maps/Plats
4/29/2022	T1908	2022	18 Maps/Plats

Maryland State Archives
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HOWARD COUNTY CIRCUIT COURT
(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T2466	2021	45 Maps/Plats
11/30/2021	T2466	2021	30 Maps/Plats
12/31/2021	T2466	2021	12 Maps/Plats
1/31/2022	T2466	2022	22 Maps/Plats
2/28/2022	T2466	2022	35 Maps/Plats
3/31/2022	T2466	2022	33 Maps/Plats
4/29/2022	T2466	2022	36 Maps/Plats

KENT COUNTY CIRCUIT COURT
(Chancery Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5313	1797-1887	6 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5312	1810-1829	25 Boxes

(District Court Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5315	1972-2015	26 Volumes

(Election Return Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5314	1909-1984	1 Boxes

(Equity Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5310	1853-1947	8 Volumes

(Equity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5311	1857-1947	95 Boxes

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(Federal Tax Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5316	1939-2015	10 Volumes

(Land Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5318	1916-1999	514 Volumes

(Marriage Licenses)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5320	1952-1999	33 Volumes

(Marriage Licenses, Civil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5321	1964-2018	2 Volumes, 1 Boxes

(Original Land Record Instruments)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5319	1753-1906	14 Boxes

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T2186	2021	5 Maps/Plats
11/30/2021	T2186	2021	1 Maps/Plats
1/31/2022	T2186	2022	9 Maps/Plats
3/31/2022	T2186	2022	15 Maps/Plats
5/19/2022	T2186	2022	7 Maps/Plats

(State Tax Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/9/2022	T5317	1975-2015	24 Volumes

Maryland State Archives
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MONTGOMERY COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2022	T2482	2003-2011	65 Boxes

(Civil Papers, Family)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2022	T5189	1998-1999	94 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1911	2021	31 Maps/Plats
11/30/2021	T1911	2021	14 Maps/Plats
12/31/2021	T1911	2021	13 Maps/Plats
1/31/2022	T1911	2022	7 Maps/Plats
2/28/2022	T1911	2022	31 Maps/Plats
3/31/2022	T1911	2022	24 Maps/Plats
4/29/2022	T1911	2022	6 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>
10/29/2021	T1912	2021	42 Maps/Plats
11/30/2021	T1912	2021	39 Maps/Plats
12/31/2021	T1912	2021	55 Maps/Plats
1/31/2022	T1912	2022	53 Maps/Plats
2/28/2022	T1912	2022	51 Maps/Plats
3/31/2022	T1912	2022	112 Maps/Plats
4/29/2022	T1912	2022	44 Maps/Plats

Maryland State Archives
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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>
10/29/2021	T1913	2021	16 Maps/Plats
11/30/2021	T1913	2021	31 Maps/Plats
1/31/2022	T1913	2022	61 Maps/Plats
2/28/2022	T1913	2022	45 Maps/Plats
3/31/2022	T1913	2022	27 Maps/Plats
4/29/2022	T1913	2022	31 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>
10/29/2021	T1915	2021	4 Maps/Plats
11/30/2021	T1915	2021	8 Maps/Plats
1/31/2022	T1915	2022	3 Maps/Plats
3/31/2022	T1915	2022	4 Maps/Plats

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE66	2020	No Items

ST. MARY'S COUNTY AGRICULTURE, SEAFOOD, AND FORESTRY COMMISSION
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE70	2019	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE67	2019-2020	No Items

Maryland State Archives
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ST. MARY'S COUNTY ALCOHOL BEVERAGE BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE68	2019-2020	No Items

ST. MARY'S COUNTY ANIMAL CONTROL ADVISORY BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE69	2019-2020	No Items

ST. MARY'S COUNTY BOARD OF APPEALS

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE72	2019-2020	No Items

ST. MARY'S COUNTY BOARD OF TRUSTEES MUSEUM DIVISION

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE73	2019-2020	No Items

ST. MARY'S COUNTY BUILDING CODE BOARD OF APPEALS

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE71	2019	No Items

ST. MARY'S COUNTY CENSUS COMMITTEE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE74	2019	No Items

ST. MARY'S COUNTY COMMISSION FOR WOMEN

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE75	2019-2020	No Items

Maryland State Archives
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ST. MARY'S COUNTY COMMISSION ON AGING

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE76	2019-2020	No Items

ST. MARY'S COUNTY COMMISSION ON PEOPLE WITH DISABILITIES

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE78	2019-2020	No Items

ST. MARY'S COUNTY COMMISSION ON THE ENVIRONMENT

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE77	2019-2020	No Items

ST. MARY'S COUNTY COMMISSIONERS

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE20	2019-2020	No Items

(News Releases)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE26	2014	No Items

(Ordinances)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/7/2022	TE27	2019-2022	No Items

(Resolutions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/7/2022	TE29	2019-2020	No Items

Maryland State Archives
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ST. MARY'S COUNTY COMPENSATION REVIEW BOARD
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE79	2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE100	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE81	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE82	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/2/2022	TE80	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE83	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE84	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE85	2019-2020	No Items

ST. MARY'S COUNTY HUMAN RELATIONS COMMISSION
(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE86	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE88	2019-2020	No Items

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE87	2019-2020	No Items

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>
10/29/2021	T1914	2021	8 Maps/Plats
11/30/2021	T1914	2021	28 Maps/Plats
1/31/2022	T1914	2022	36 Maps/Plats
2/28/2022	T1914	2022	15 Maps/Plats
3/31/2022	T1914	2022	10 Maps/Plats
4/29/2022	T1914	2022	14 Maps/Plats

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE89	2019	No Items

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ST. MARY'S COUNTY PLANNING COMMISSION

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE90	2019-2020	No Items

ST. MARY'S COUNTY RECREATION AND PARKS BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE92	2019-2020	No Items

ST. MARY'S COUNTY RETIREE BENEFIT TRUST

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE91	2019-2020	No Items

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

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE93	2019-2020	No Items

ST. MARY'S COUNTY SOCIAL SERVICES BOARD

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE94	2019-2020	No Items

ST. MARY'S COUNTY SOLAR TASK FORCE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE95	2020	No Items

ST. MARY'S COUNTY TRANSPORTATION ADVISORY COMMITTEE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE96	2019-2020	No Items

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

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE97	2019-2020	No Items

ST. MARY'S COUNTY YMCA EXPLORATORY COMMITTEE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE99	2019-2020	No Items

ST. MARY'S COUNTY YOUTH ADVISORY COMMISSION

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2022	TE98	2019-2020	No Items

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1916	2021	50 Maps/Plats
11/30/2021	T1916	2021	42 Maps/Plats
12/31/2021	T1916	2021	38 Maps/Plats
3/31/2022	T1916	2022	62 Maps/Plats
4/29/2022	T1916	2022	77 Maps/Plats

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TOWN OF SOMERSET ADMINISTRATION

(Election Results and Certification)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5304	1906-2013	1 Boxes

(Original Land Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5307	1918-2011	6 Boxes

(Policies and Legislation Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5306	1906-2014	2 Boxes

(Town Governance Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5303	1906-2014	9 Boxes

(Town Publications)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5305	1906-2017	3 Boxes

TOWN OF SOMERSET FINANCE

**(Audit Files, Financial Statements, and
General Ledgers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5309	1930-2014	5 Boxes

(Tax Assessment Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/3/2022	T5308	1953-2011	3 Boxes

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/4/2021

WASHINGTON COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1917	2021	14 Maps/Plats
11/30/2021	T1917	2021	13 Maps/Plats
1/31/2022	T1917	2022	49 Maps/Plats
2/28/2022	T1917	2022	8 Maps/Plats
3/31/2022	T1917	2022	46 Maps/Plats

WASHINGTON COUNTY REGISTER OF WILLS
(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/8/2021	T3594	2004-2014	63 Boxes

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/8/2021	T5300	2014-2015	14 Boxes

WICOMICO COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1918	2021	7 Maps/Plats
11/30/2021	T1918	2021	10 Maps/Plats
12/31/2021	T1918	2021	42 Maps/Plats
2/28/2022	T1918	2022	25 Maps/Plats
3/31/2022	T1918	2022	44 Maps/Plats
4/29/2022	T1918	2022	17 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/4/2021

WORCESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2021	T1919	2021	34 Maps/Plats
11/30/2021	T1919	2021	10 Maps/Plats
12/31/2021	T1919	2021	26 Maps/Plats
1/31/2022	T1919	2022	15 Maps/Plats
2/28/2022	T1919	2022	27 Maps/Plats
3/31/2022	T1919	2022	2 Maps/Plats
4/29/2022	T1919	2022	23 Maps/Plats

WORCESTER COUNTY REGISTER OF WILLS
(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/4/2022	T2546	2003-2006	49 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/4/2022	T5323	1908-1975	8 Boxes

Total number of volumes added:	1,356.00
Total number of boxes added:	1,879.00
Total number of maps/plats added:	4,367.00
Total number of CDs added:	0.00

Note: "No items" indicates that the transfer was of digital records.

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

Series	Series Title
MSA SC 6315	Frank Patnaude, Sr. Collection
MSA SC 6316	Chesapeake Foodways Collection
MSA SC 6317	President Thomas V. "Mike" Miller Collection
MSA SC 6318	T. Henry Randall Collection
MSA SC 6319	Cecilia M. Jozwik Collection
MSA SC 6320	Brooks Collection
MSA SC 6321	Trip Harting Collection
MSA SC 6322	Dashiell Family Papers Collection
MSA SC 6323	Mollie King Collection
MSA SC 6324	The Gazette, Prince George's County
MSA SC 6325	Mt. Airy Courier-Gazette
MSA SC 6326	Kenneth Pierce Strawn Collection
MSA SC 6327	Grace M. Hutchins Collection
MSA SC 6328	The Gazette, Frederick County
MSA SC 6329	William Arthur Smith Collection
MSA SC 6330	313th Infantry Regiment Collection
MSA SC 6331	Randolph Family Collection
MSA SC 6332	Towson Wells Collection
MSA SC 6333	Maryland Leader
MSA SC 6334	Reporter Weekly
MSA SC 6335	Baltimore Beacon
MSA SC 6336	Essex Times
MSA SC 6337	Times (Essex, Md.)



**Commission on Artistic Property
Fall 2021 Meeting (Virtual)
Agenda
December 16, 2021
10:30 A.M.-11:30 A.M.**

Attendees:

Chairman: Matthew P. Lalumia, Esq.

Ex officio members

Sarah J. Hall, *Director, Washington County Museum of Fine Arts*

Samuel Hoi, *President, Maryland Institute College of Art*

Sarah Jesse, *Director, Academy Art Museum*

Mark Letzer, *Executive Director, The Maryland Center for History and Culture*

Members:

Melanie Harwood, *Representing Baltimore Museum of Art*

Diane Hutchins, *Maryland Zoo in Baltimore*

Sasha Lourie, *Associate Curator, Office of Senate Curator, U.S. Capitol*

Susan Perrin, *Susan Perrin Art Consulting*

Joseph Ruzicka, *Department of the Treasury*

Special Guests:

Jackie O'Regan, *Johns Hopkins University*

Daniel Fulco, *Washington County Museum of Fine Arts*

MSA Staff:

Elaine Rice Bachmann

Catherine Rogers Arthur

Christopher Kintzel

Opening Remarks

Chairman, Matthew P. Lalumia

- Welcome
- Announcement of the appointment and installation of Elaine Rice Bachmann as the 5th State Archivist

Minutes of Previous Meeting

- **Minutes of May 25, 2021**

Recent and Upcoming Loans:

Outgoing loans:

- *Card table* owned by Charles Carroll of Carrollton to Historic Annapolis, William Paca House (September 16, 2021 - September 9, 2024) for “We Hold These Truths Maryland’s Signers and the Declaration of Independence”
- *Iron strong box*, to Historic Annapolis, 99 Main Street (November 24, 2021 - November 24, 2024) for “Annapolis: An American Story”
- *Samuel Sprigg*, to Hammond Harwood House, (March 15, 2022 - January 13, 2023) for “Charles Willson Peale in Annapolis”
- *Faith* to Princeton University Library (September 9, 2022 - December 11, 2022) for “Jewish American Artists Begin to Make Their Mark, 1865-1900”
- *Waiting an Answer* (1872), Winslow Homer, Baltimore Museum of Art (existing renewable loan), to be featured in *Guarding the Art*, and exhibition curated by seventeen members of the security staff, (March 27, 2022 - July 10, 2022)

Incoming loans:

- *Offshore & Day Lilies at "Stone Hall"* to Speaker Adrienne A. Jones’ State House Office (May 6, 2021 – May 6, 2024) from Baltimore Museum of Art

State Archivist’s Report:

- Vision/Mission
- Legislation funding the creation of portraits of the presiding officers
- Portraits of the Governor and First Lady and plans for their unveiling
- Four Rivers Heritage Area Award
- Maryland Semiquincentennial Commission (MD 250)

Director & Senior Curator’s Report:

- Tables purchased by the Foundation for the Preservation of Government House of Maryland, Inc.
- *Founding Freedoms: The Essential American Documents* exhibition, public-private partnership with Historic Annapolis
- Conservation Projects
 - *Chief Judge John M. Robinson*
 - *Samuel Sprigg*
 - *Landscape*, Charles Volkmar
 - *Admiralty Sound, Terra del Fuego*, Rockwell Kent
 - Installed in President’s office

Associate Curator and Collections Manager's Report

- Returns/Recalls of Peabody Art Collection loans
 - Johns Hopkins University, Homewood House
 - Johns Hopkins University, Peabody Institute
- Re-hanging of Judge's portraits at COA, plans for their new building, re-visiting prior conservation assessment and working through conservation needs.

Old Business:

New Business:

Next meeting: Spring 2022 at the call of the chairman

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Commission on Artistic Property

Spring 2022 Meeting (Virtual)

Agenda

May 25, 2022

10:30 A.M.-11:30 A.M.

Attendees:

Chairman: Matthew P. Lalumia, Esq.

Ex officio members

Sarah J. Hall, *Director, Washington County Museum of Fine Arts*

Sarah Jesse, *Director, Academy Art Museum*

Mark Letzer, *Executive Director, The Maryland Center for History and Culture*

Julia Marciari-Alexander, *Director, Walters Art Museum*

Public Members:

Sasha Lourie, *Associate Curator, Office of Senate Curator, U.S. Capitol*

Julia Madden, *Board Member, Maryland Citizens for the Arts*

Joseph Ruzicka, *Department of the Treasury*

David Terry, *Assistant Professor, Morgan State University*

Special Guests:

Daniel Fulco, *Washington County Museum of Fine Arts*

Jackie O'Regan, *Johns Hopkins University (representing Fred Bronstein)*

MSA Staff:

Elaine Rice Bachmann

Catherine Rogers Arthur

Christopher Kintzel

Opening Remarks

Chairman, Matthew P. Lalumia

- Welcome

Minutes of Previous Meeting

- Minutes of December 16, 2021

Recent and Upcoming Loans:

Outgoing loans:

- *Card table* owned by Charles Carroll of Carrollton to Historic Annapolis, William Paca House (September 16, 2021 - September 9, 2024) for “We Hold These Truths Maryland’s Signers and the Declaration of Independence”
- *Iron strong box*, to Historic Annapolis, 99 Main Street (November 24, 2021 - November 24, 2024) for “Annapolis: An American Story”
- *Samuel Sprigg*, to Hammond Harwood House, (March 15, 2022 - January 13, 2023) for “Charles Willson Peale in Annapolis”
- *Waiting an Answer* (1872), Winslow Homer, Baltimore Museum of Art (existing renewable loan), to be featured in *Guarding the Art*, and exhibition curated by seventeen members of the security staff, (March 27, 2022 - July 10, 2022)
- *The Artist’s Design for his Own Tomb*, Giovanni Battista Piranesi to *The Morgan Library & Museum*, (February 13, 2023 - June 24, 2023)

Incoming loans:

- *Original Officer’s uniform worn by Tench Tilghman*, Maryland Center for History and Culture (March 22, 2022 - April 4, 2022).
- *Replica, Officer’s uniform worn by Tench Tilghman*, Maryland Center for History and Culture (March 22, 2022 - June 20, 2022)

State Archivist’s Report:

- Budget
- Unveiling of the portraits of Governor Lawrence J. Hogan, Jr., First Lady Yumi K. Hogan

Director & Senior Curator’s Report:

- The Wye Oak LibertyTree Senate Gavel
- Unveiling of the portrait of Former Speaker Michael E. Busch

Associate Curator and Collections Manager’s Report

- Conservation Projects
 - *Chief Judge John M. Robinson*, Marie de Ford Keller
 - *The Custom House, Venice*, School of Francesco Guardi

Old Business:

- Traveling Exhibition, Washington County Museum of Fine Arts

New Business:

Next meeting: Fall 2022 at the call of the chairman