



MARYLAND STATE ARCHIVES

Annual Report Fiscal Year 2018

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

September 2018

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

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Hon. Larry Hogan
Governor
Hon. Boyd K. Rutherford
Lt. Governor
Timothy D. Baker
State Archivist and
Commissioner of Land Patents
Matthew P. Lalumia
Chairman, Maryland Commission
on Artistic Property



Hall of Records Commission:
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Ellington E. Churchill, Jr.
Robert L. Caret, Ph.D.
Ronald Daniels, L.L.M., J.D.
Hon. Peter V. R. Franchot
Peter Kanelos, Ph.D.
Hon. Nancy K. Kopp
Mark Letzer
Hon. Thomas V. Mike Miller, Jr.
Hon. Samuel I. Rosenberg
David Wilson, Ed.D.

September 26, 2018

The Honorable Larry Hogan
State House
100 State Circle
Annapolis, MD 21401

The Honorable Thomas V. "Mike" Miller, Jr.
President
Senate of Maryland
State House, H-107
Annapolis, MD 21401

The Honorable Michael E. Busch
Speaker
Maryland House of Delegates
State House, H-101
Annapolis, MD 21401

Re: Report required by State Government Article § 9-1007(d)

Gentlemen:

The Maryland State Archives is pleased to submitted its Annual Report for Fiscal Year 2018 as required by State Government Article § 9-1007(d). The report provides a description of the organization and functions of the Archives and its departments, as well as an overview of the activities, goals, and progress made by each department during the fiscal year.

Included with the report are copies of the Agendas and Minutes of the two Hall of Records Commission meetings held within the fiscal year, as well as the Agendas and Minutes of the two Artistic Property Commission meetings.

Sincerely,

A handwritten signature in blue ink that reads "Timothy D. Baker". The signature is written in a cursive style and is positioned above the printed name of the sender.

Timothy D. Baker
State Archivist and
Commissioner of Land Patents

cc: Sarah Albert, Department of Legislative Services



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STATE ARCHIVES

ANNUAL REPORT FY 2018

OVERVIEW



- *Hall of Records Commission Agenda, Nov 17, 2017*
- *Hall of Records Commission Agenda, May 11, 2018*

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

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

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

ADMINISTRATION

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

Administration

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

Fiscal Affairs

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

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

Personnel

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

ARTISTIC PROPERTY & PUBLIC OUTREACH

The Commission on Artistic Property is the official custodian of all valuable paintings and other decorative arts owned by or loaned to the State, providing 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 been commissioned by the state or acquired during the Colonial period and displayed and used throughout state buildings from the 17th century to the present day. In 1996, the Commission, on behalf of the State, assumed ownership of the art collection of the Peabody Institute, thereby expanding the collection to include works of art by European artists, including paintings, sculpture, textiles, and works on paper dating from the 16th century through the 19th century. In total, there are over 3,500 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. Seven serve ex officio. With the Governor's approval the State Archivist names the chair (Code State Government Article, secs. [9-1016](#) through [9-1023](#)).

Major projects and priorities of the Commission Staff in FY2018 included the fit-out of APC storage at the Rolling Run storage facility. Installation of shelving, painting storage screens, and cabinets for small objects of art were installed in early FY2018 and many collections items have been moved to this state-of-the-art facility. This allowed the Commission to hold its Fall meeting at Rolling Run. Chris Kintzel, Associate Curator and Collections Manager, participated in the CCAHA (Conservation Center for Art and Historic Artifacts) conference *Behind the Scenes: Exploring Museum Collections Storage* in Philadelphia, PA as final decisions were being made about selection and placement of storage equipment.

In August, the State House Trust voted to remove the bronze sculpture of Roger Brooke Taney from the State House grounds. The sculpture by Maryland artist William Henry Rinehart was originally installed in 1872. Artistic Property staff, in close coordination with the Department of General Services and several contractors, supervised the removal of the statue on August 18. The granite pedestal remained on site until its subsequent removal on October 29. The statue of Taney and the pedestal, both part of the inventory of Artistic Property, are stored at the Rolling Run facility.

The update of exhibits in the Archives Room of the Maryland State House was prioritized to improve the visitor experience in this small, but historically important, interpretive space. A marble bust of

Benjamin Franklin, acquired by the state as part of the Peabody Art Collection, was added to facilitate discussion of the Franklin-type lightning rod atop the dome. The built-in display case was updated with new photography and text, and two pieces of newly-acquisitioned silver depicting the State House in repousse ornament are on display. The other three pieces of the service are displayed in the Taylor House of Delegates Building. Another newly-acquired silver service, made by S. Kirk & Son and presented to Governor Augustus Bradford in 1864, is on view in the Miller Senate Office Building.

A program has received approval for interpretive sculptures of Frederick Douglass and Harriet Tubman to be installed in the Old House of Delegates Chamber. Both statues are in development for completion and installation in FY2019.

In FY2018, the Artistic Property Commission added eighteen (18) objects to its inventory. All had been received as gifts from the public:

- MSA SC 1545-3487-1 thru -5, five-piece presentation silver service (two oval salvers, two water goblets, and a covered water jug), made for Governor Augustus Bradford by S. Kirk & Sons in 1864.
- MSA SC 1545-3488-a-b, pair of architectural panels from the Government House doors.
- MSA SC 1545-3489, *Shaft of Carot*, painting by David Brewster in 2016.
- MSA SC 1545-3490-1 thru -5, five-piece presentation sterling silver service, (coffee pot, teapot, creamer, sugar bowl, and slop bowl), made for Speaker of the House Adam Peeples by Heer-Schofield, 1910.
- MSA SC 1545-3494, Portrait of Governor Horatio Sharpe
- MSA SC 1545-3495, Square Piano
- MSA SC 1545-3496, Piano stool
- MSA SC 1545-3497-a thru h, Bedstead of Royal Governor Horatio Sharpe (8 Components)
- MSA SC 1545-3498, Document Cabinet

Originally projected at \$50,000, the Department of Budget and Management mandated budget reductions reduced the FY2018 Conservation Appropriations to \$15,441. This allowed for the conservation of twenty-one (21) objects:

- Tapestry, *Triumph of Scipio: The Triumphal Carriage*, MSA SC 4680-30- 0005, \$5,167. The total conservation cost for the tapestry was \$7,325, the Peabody Institute, the borrower, paid the difference of \$2,158
- Pair of Table Display Cases, Meislahn MSA SC 1545-3484 & 3485, \$4,800
- Presentation Service for Adam Peeples, 1910 MSA SC 1545-3490-1, -2, -4, \$935.00
- Silver-plated escutcheons for knife boxes, MSA SC 1545-1235, -1261, \$150.00
- Court of Appeals chairs, \$400.00
- Polishing two Government House silver services and lacquering one, \$2,950.00

As noted in the FY2017 Annual Report, pledges were fulfilled by the Society of Colonial Wars in the State of Maryland and the National Society to cover the total conservation cost of \$14,080 to address both the canvas and frame of the State's 17th-century painting of the state's namesake, Queen

Henrietta Maria. This additional funding has greatly enhanced the Archive's ability to fully conserve this historic portrait and to plan for its return to public view.

With only \$15,441 appropriated to the Archives for art conservation services over the next year, curatorial staff must plan very selectively for which objects or paintings are to be treated. While conservation funding is crucial, funds are also needed for the maintenance and interpretation of exhibits. When we must reframe objects for display, or replace interpretive panels on public view due to damage, normal wear-and-tear, changing displays or interpretive priorities, finding funds to keep labels, panels, and cases in good condition is a challenge. Funds are also needed to cover printing costs for the brochure provided by the Archives to highlight the history of the State House and the State's Art Collection. This 'self-guided tour' brochure is the only information provided to the nearly 200,000 annual visitors to the State House, which does not have any visitors services presence on a daily basis.

Commission staff provided numerous special tours and public outreach, including the State House by Candlelight event, the President's Day Celebration, a Frederick Douglass Bicentennial Lecture, as well as co-hosting lectures on the Lords Baltimore with the Society of the Ark and the Dove and providing special lectures and tours for the American Friends of Lafayette and Shipley Family descendants. Events at Government House included *An Evening for the Arts*, a public open house celebrating the 150th anniversary of the house, and a book launch party for "*A Dwelling-House and Other Conveniences. . .*" *A History of Maryland's Government House*. Written by Elaine Rice Bachmann and Mimi Calver, the book was published jointly by the Maryland State Archives and The Foundation for the Preservation of Government House of Maryland, Inc. Staff also attended Annapolis Preservation Roundtable meetings, which are organized on behalf of the City of Annapolis to gather local professionals engaged in the preservation and interpretation of local historic sites.

SPECIAL COLLECTIONS

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

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

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

present. They serve as an important resource for scientists, historians, and citizens interested in the Chesapeake watershed. Photographs illustrate a cross section of Maryland life and culture, including agriculture, architecture, family life, government, nautical and naval affairs, recreation, and sports. In addition, the State Archives has microfilmed the records of nearly 700 religious institutions of various denominations and more than 900 newspaper titles from across the State.

With the exception of additions to 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 based on 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 they are to be digitized as a reference collection at the State Archives, and the original materials returned to the owner.

Among the highlights of recent acquisitions that the department processed in FY2018, are two major collections of private papers from public officials. The descendants of Alexander Armstrong III donated political speeches and papers relating to the career of this Washington County resident, who served in local and state service before becoming Maryland's Attorney General from 1919-1923. Likewise, the papers, photographs, and personal correspondence of former Secretary of State Fred L. Wineland are now accessible to the public. Particularly valuable are the scrapbooks and political campaign records that document Secretary Wineland's service as Delegate and Senator for Prince George's County during the Civil Rights Era. These are now available to the public as digital images from the online catalog.

The Special Collections department has drafted a new Collections Development and Management Policy, the most extensive revision and expansion since 1991. It addresses collection acquisition and agreements, as well as operating policy. The policy modernizes and strengthens the core of archival best practices, in keeping with standards published by the Council of State Archives and the Society of American Archivists. The new Special Collections policy was submitted to the Hall of Records Commission for comment at its May 2018 meeting.

Special Collections has also been working closely with the IT department's application developers on a long-needed software update to the database that enables archivists to better catalog and provide public access to its holdings.

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. From 1975 to 1990, it was known as the Conservation Department. In 1990, the department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. In 1998, as Conservation, Restoration, and Preservation Services, it was placed under Artistic Property, Preservation, and Public Outreach. Renamed Preservation Services in 2001, it re-formed as a separate department under its present name in February 2014, and was placed under

the Deputy State Archivist in October 2015. In January 2017, the department became part of the Department of Special Collections and Conservation.

Conservation and Preservation preserves and cares for archival records, maintains their physical integrity, and assures their longevity and accessibility. Moreover, it provides condition assessments and performs conservation treatments needed to prepare damaged materials for scanning, patron access, and exhibition. Conservation and Preservation works closely with other Archives departments to achieve the goal of long-term access to 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, while preserving the informational value of fragile manuscripts, maps, newspapers, and photographs.



In FY2018, Conservation staff worked to clean, polish and prepare two sets of fine silver for public exhibition in the Annapolis Complex. Since Spring 2018, the department's major focus has been on collaborating with staff from the Appraisal Department to improve long-term storage for court and other government records in keeping with current best practices. The Conservation team also began a project with Special Collections archivists to care for the Maryland Battle Flag Collection. Conservators are performing condition reports and are wrapping and preparing these fragile 19th- and 20th-century flags for transfer to the Archives'

newly acquired textile storage facility. There the flags will be housed alongside other fine and decorative arts objects.

Conservation Laboratory

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

Preservation Outreach

The State Archives participated in the work of the Maryland Task Force to Initiate Preservation Planning in the 1990s, and assumed a leading role in promoting preservation to agencies,

organizations, and individuals across the State. At that time, the Task Force designated the State Archives to coordinate public information, workshops, and low-cost conservation services. Today, these efforts continue through lectures, workshops, and webinars given around the state, the country, and online. The goal is to ensure the preservation of significant collections of books and documents in Maryland government offices, libraries, museums, historical societies, private organizations, and private homes. In May 2018, Conservation staff were recognized for collaborative work with The Johns Hopkins University in conservation science in a poster presentation at the American Institute of Conservation's annual meeting in Houston, Texas. The project involved analyzing the effects of gamma irradiation on materials typical of archival collections.

RECORDS AND ACCESS

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 entrusted to 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.

Over the past several decades, government agency records management programs have become somewhat moribund, while existing policies and procedures increasingly have been unable to keep pace with the many challenges of the digital age. To counter this, over the past several years the Maryland State Archives and the Records Management Division of the Department of General Services have collaborated in reviving the records management programs in Maryland. A vital first step in this effort was realized in Chapter 539 Acts of 2017. A key part of this legislation requires each head of a unit of State government to designate a responsible Records Officer to oversee the unit's records management program and serve as liaison to the Archives and the Records Management Division.

A major effort for the Appraisal and Description Department during FY2018 was tied to this legislation. In collaboration with the Records Management Division, the Department reached out to government officials through a number of means to educate them on and encourage compliance with the new legislation. The Department also developed new records management workflows for records retention and disposal schedules, records disposals, and records transfer, thereby reinforcing the role of the Records Officer in these key records management practices.

The Appraisal and Description Department also updated its online guidance to assist government officials, particularly the new Records Officers, publishing a new guidance page specifically for Records Officers. It also updated the retention and disposal schedule creation and record disposal procedures pages, adding new pages to define "public records" and "indexes," key terms in records management that are often misunderstood.



The Appraisal and Description Department strives to better manage the digital records already in Archives' custody. During FY2018, the department initiated a project to systematically identify records transferred to the Archives on CD or DVD and migrate those records, on a prioritized basis, to more stable storage hardware.

As reported in last year's annual report, the Appraisal and Description Department is also using the findings of the recently completed shelf read to correct issues with Archives' collections. The department continues to focus on improving high-demand collections that are poorly labelled and/or inventoried, as well as those with conservation issues.

Records Retention & Disposal Schedules

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

The Department advises agencies on the creation of records retention and disposal schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2018, the State Archivist approved 106 records retention and disposition schedules.

As a part of the collaboration between the Archives and the Records Management Division, updated forms for the creation of retention and disposal schedules were issued. These forms streamline the process by combining the two previous forms and by providing clear instructions and additional options for digital submission and revision of forms.

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

disposition schedules in order to alert agencies to any unauthorized destructions. During FY2018, the State Archivist received 501 records disposal certificates.

Records Transfer & Space Management

During FY2018, the Archives accepted a number of permanent government record transfers from 40 government agencies, representing the following volume of records:

481 books
2,283 boxes
8,911 maps/plats

During FY2018, the department significantly updated transfer procedures and guidance. The transfer form was simplified and an initial pre-approval step added to the procedure. This new step allows agencies to discover any impediments to the transfer before going through the effort of boxing and inventorying the records, potentially saving agencies much wasted effort and resources. To make these new procedures and forms as effective as possible, online guidance has been updated and examples of completed transfer forms made available.

CONSTITUENT AND INTERAGENCY SERVICES

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

This office operates the Archives Help Desk. The department handles requests from the public for copies of records, fulfills government agency requests for files, and refiles records returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records (mdlandrec.net & plats.net).

During FY2018, Help Desk staff activities included the following:

Maryland Land Records

- 42,030 new subscribers enrolled
- 13,587 inquiries concerning [mdlandrec](http://mdlandrec.net) and plats.net answered

Agency file pulls and re-files

- 6,066 file pulls
- 11,222 re-files
- 17,008 interfiles

Criminal research requests

- 1,053 from FBI-National Instant Criminal Background Check System
- 396 from Criminal Justice Information Services
- 148 from State Police

- 23 from Baltimore County Police Department
- 85 from US Public Defender
- 65 from Maryland Public Defender
- 105 from US Probation & Pretrial Services

General research inquiries

- 11,140 phone calls
- 17,244 email inquiries
- 4,500 mail order requests fulfilled

DIGITAL ACQUISITION, PROCESSING, & PUBLICATION

Digital Acquisition, Processing and Publication originated as Appraisal and Preservation. When appraisal functions were assigned to Appraisal and Description, Acquisition and Preservation Services formed in May 1999. It restructured as Acquisition and Imaging Services in August 2003 and was renamed Digital Imaging and Acquisition in June 2005. It 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.

FY2018 was a productive year for the department. As part of an ongoing prioritized effort to digitize the Archives' microfilm holdings, department staff scanned and made accessible 4,072,746 images. In addition, microfilm staff added another 2,410,344 images derived from paper records. Images of 56,471 series units, drawn from a range of non-land records series, were also inspected, processed, and uploaded to the Archives' electronic holdings.

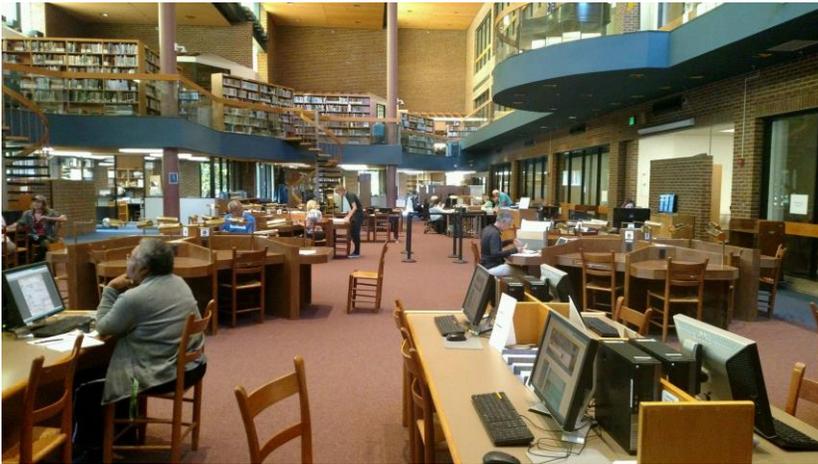
Besides digitizing its own collections, the department is instrumental in securing permanently valuable digital records created by other government agencies. Chief among these are the land records received from the County Circuit Courts and the photographs generated by the Governor's office. In FY2018, staff inspected, processed, and placed online 10,923 digital land record volumes. Thousands of photographs taken by the Governor's photographers at 805 separate events were cataloged, processed, and made available online. In addition, 4,573 images were cataloged and uploaded to plats.net.

REFERENCE SERVICES

In 1935, Reference Services began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College. The Department re-formed in May 2007 as Reference and Records Services, and became Reference Services again in 2009. It was placed under the Senior Director of Records and Access in 2017.

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

At the beginning of FY2018, full-time staff assigned to these services was reduced from eight and one half FTEs to four and one half FTEs. The remaining Reference staff assumed primary responsibility for the operation of the public Search Room, with periodic assistance from former Reference staff now assigned to Appraisal and CIAS, and staff from the Outreach & Research department. While a high level of public service was maintained throughout the year, challenges included training staff drawn from other departments in the techniques of the reference interview and familiarizing them with the multiple delivery mechanisms for records. Further, scheduling staff for Search Room duties whose primary responsibilities are in other departments can require extensive negotiation.



Public Search Room. Open Tuesday through Saturday, the Search Room is staffed by professional archivists to assist patrons. In FY2018, 6,600 on-site visitors (2,012 first time visitors and 4,588 repeat visitors) were assisted with their research and document needs. Electronic and mail reference services are available Monday through Friday. Also in FY2018, Reference Services staff responded to 3,599 email requests for documents and information. Finally, Reference staff conducted eleven

outreach events, primarily orientations to the Archives and to the *Mdlandrec.net* system, for audiences which included the Court Professionals Certificate program participants, staff of the Maryland State Law Library, and family history organizations.

In addition, electronic services and information, including comprehensive catalogues of the Archives' holdings, are accessible through the Archives' website.

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

BALTIMORE CITY ARCHIVES

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

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

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

Under memorandums of understanding with the City of Baltimore in 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives since 2009, assigning staff to the facility in July 2010. A 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.

Records Management

FY2018 witnessed the continuation of outreach efforts through departmental or site visits. Meetings or appraisal visits took place with the following departments: Health, State's Attorney, General Services, Human Resources, Parking Authority, and Police and Public Works. Staff also visited the retiring Curator of City Hall to accept historical files and photographs, as well as posters from past city events such as the City Fair.

In addition, transfers were made to the City Archives of some 1797 cubic feet of record material. The departments represented include State's Attorney, Housing, Retirement Systems, Health (Family Planning) and the Environmental Control Board. The bulk of the transfers, 750 cubic feet, originated from the State's Attorney's Office.

Historical Collections

Processing initiatives focused on papers from the Office of the Mayor dating from 1885-1900 in BRG9, series 3 and 4. Volunteers continue to aid in the description and processing of this important collection. Holdings include a rare letter from William T. Walters to Mayor Latrobe mentioning his gift of the Roger B. Taney statue to the City. Since Walters' personal papers were destroyed after his death, this letter is the only surviving evidence of his intention.

Outreach

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

Interns and Volunteers

In January, for the third year, the City Archives hosted a group of Stevenson University student interns for three weeks, engaging them in general processing duties such as organizing records and rehousing them. Stevenson students returned in February as part of a class offered by Dr. Glenn Johnston, History Chair and University Archivist.

The City Archive's volunteer roster is robust, with twelve volunteers engaged in various processing and cataloging activities. A team of three individuals is devoted entirely to compiling a finding aid for African American-related material within the Archive's holdings.

GOVERNMENT INFORMATION SERVICES

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

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

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

The origins of Government Information Services begin in 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission and the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the Maryland Manual. In 1988, the Governor also asked that the State Archives assemble the

information contained in the *Organization of Maryland State Government*, issued annually from 1988 to 1995. That information, covering the organizational structure, budgets, historical evolution, and mandated reports of government agencies, began to be incorporated into the *Maryland Manual* in 1989.

Maryland Manual On-Line

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

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

In FY2018, work on the *Maryland Manual On-Line* continued to be handicapped not only by a shortage of staff, but by the lack of any support staff to train for the future of the publication.

Government Publications, Reports, & Library

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

Government Publications & Reports.

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

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

In FY2018, Government Reports and Publications worked closely with the Division of State Documents to complete a significant transfer of material from the Division to the State Archives. These publications contain regulations published as Code of Maryland Regulations (COMAR) titles and many that predate COMAR. Also included are publications incorporated by reference into COMAR.

Also, in FY2018, all record entries for electronic Government Reports and Publications were checked for accuracy and completeness. Corrections were made to some record entries and additional information added to other entries. Once these changes were made, online catalog record entries were marked as verified.

A similar review of online catalog record entries for print material was begun. In addition to checking, improving, and verifying online catalog information, print material was better organized.

Reports and publications in some eighty boxes susceptible to mold were rehoused.

Library.

Though present from the formation of the Hall of Records in 1935, the Library was formally organized in 1940.

Today, the State Archives Library contains reference works that supplement Maryland government records preserved at the Archives. These include published records and sources on Maryland history, government, biography, geography, and natural resources; county, city and town histories; regional studies; the Chesapeake Bay; research guides; archives administration, conservation, and preservation; and family histories and genealogies.

In FY2018, design began for a new system for managing electronic Library material to meet security requirements. This system will be developed, tested, and operated in FY2019. With this upgrade, newly acquired Library books, dissertations, and other electronic publications will be available from the online Library catalog.

During FY2018, at the request of the State Archivist, a library was set up at the Archives' Rolling Run Facility. Featured there is the Library of James Bready, a prominent Baltimore bibliophile. Detailed descriptions of the books in this Special Collection (MSA SC 6011-3), are available in the Library catalog.

The State Archives Library was fortunate in FY2018 to continue to receive the help of a skilled volunteer, a retired librarian who prepared catalog record entries. Additionally, with her help, copies of Library books continued to be culled from unaccessioned donations, catalogued, and retained as security copies. Any additional copies were kept should they be needed as replacements for accessioned material.

INFORMATION SYSTEMS MANAGEMENT

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

Electronic Archives.

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

In accordance with the Archives' Information Technology Master Plan, Information Systems Management focuses on key initiatives in order to improve IT support services agency-wide, enhance the user experience for our constituency using the agency's electronic resources, and plan, develop, and implement IT initiatives for the future. To this end, the Archives continues to work toward 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 importantly -- sustainable.

Achievements

In FY2018, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts in making Maryland's land records available online. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited, and transferred daily to the Archives' in-house production servers. Application, database, and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions, and other threats to data integrity. In addition to these ongoing efforts, Information Systems Management completed a project to export 70 years of county land record images to the courts as backup.

IT staff continued to implement improved workflows for the processing of photographs transferred electronically to the agency from the Governor's Press Office, allowing for more efficient transfer of photographs from the Governor's Office to the Press Office's website. IT staff also worked in partnership with the Department of Information Technology to transfer the "Who Are Your Elected Officials?" website (mdelect.net) from servers at the Archives to servers overseen by DoIT. The Archives continues to be responsible for providing the data pertaining to the elected officials to DoIT in a timely manner as well as continuing to work with DoIT on improving the design of the website.

In conjunction with Reference and Administration staff, IT staff completed the movement of research inquiries from the agency's constituents into a service management system. As a result, research inquiries from the public are efficiently tracked and can be monitored through completion. As planned, IT staff also successfully completed the migration of work orders from the legacy msaref.net system into the agency's service management system. [Msaref.net](http://msaref.net) was retired in FY2018 and can only be accessed as read-only.

Efforts by the IT staff during FY2018 continued with the planning and building of the new data center at the Archives' Rolling Run facility. All physical components and telecommunications were placed in operation during FY2018 and IT staff was able to successfully relocate the Recovery Data Center from UMBC to Rolling Run.

Also occurring in FY2018 was the successful conversion of the Special Collections Management Site (Staff side only), the Msaref Site (Staff side only), and the MD State House Site (public side, but limited access to users with a username/password) from their existing Cold Fusion platforms to .net applications. Included in these conversions were upgraded programming for new and enhanced functionality to all of the systems. New functionality included, but was not limited to, improved file management, improved reporting, and improved ability to accession data.

IT staff was able to install and test a pageview application in the Search Room so as to allow any user to view the Archives' image collections within a web browser, no matter what format the image was saved as.

Finally, during FY2018 IT staff successfully converted the Archives' main website from <http://msa.maryland.gov> to <https://msa.maryland.gov>, thus ensuring all communication between a user's browser and the Archives' website is encrypted. Hyper Text Transfer Protocol Secure (https) is the secure version of http, which is the protocol over which data is sent between a user's browser and the website the user is connected to.

RESEARCH, EDUCATION & OUTREACH

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

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

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

Study of the Legacy of Slavery in Maryland

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

In FY2018, the program received a grant from the Dominion Foundation, and a matching federal grant from the National Parks Service Network to Freedom Program, to study Calvert and Charles counties. The staff is abstracting census and newspaper records from these counties which document enslaved and free blacks from 1830 through 1870. This abstracted data is publicly available in a searchable online database featured on the Maryland State Archives public website (<http://slavery.msa.maryland.gov>). In addition, program staff received a grant from the Four Rivers Heritage Area to revise and reprint the guide *Researching African American Families at the Maryland State Archives*. This publication provides detailed guidance in using the collections of Archives and is available at no cost to the public in both hard copy format and online.



Finally, the staff of the Legacy of Slavery program has joined the Governor and the State of Maryland in marking 2018 as The Year of Frederick Douglass. In commemoration of the 200th anniversary of Douglass's birth in Talbot County, Maryland, Archives' staff served on the Bicentennial Committee to coordinate activities around the state. In addition, staff hosted a free public lecture by internationally renowned author and Douglass scholar, Dr. Celeste-Marie Bernier, and opened an exhibit of original records, including the only known recordation of

Douglass's birth, in the Archives' public Search Room in June 2018. Staff will continue to plan and participate in commemorative events for the remainder of the year in celebration of Douglass's life and contributions.

Land Office

The roots of the Land Office date to the 17th century, when Lord Baltimore established the agency to administer land grants in his Maryland colony. Following the American Revolution, the right to grant vacant (i.e., unclaimed) land became the responsibility of State government. In 1967, the State Archivist was designated the Commissioner of Land Patents and made responsible for issuing land patents and certificates of reservation and for conducting court hearings. Prior to this the Land Office had been a separate agency.

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

The majority of work that now comes before the Land Office consists of applications from the Department of Natural Resources for certificates of reservation of abandoned land (Code Real Property Article, secs. 13-101 through 13-504). In order to reserve abandoned land for public use it must be proven that no property taxes have been paid over the 20 years prior to the date of application and that the land has not been possessed by a person during this period. Prior to the issuance of a certificate of reservation, the Commissioner of Land Patents and his designated deputy must verify these claims.

During FY2018, the Deputy Commissioner of Land Patents did not receive any official patent applications, but did respond to many legal inquiries concerning land patents and land ownership matters from both government agencies, including the attorney general's office, and private individuals.

Educational Outreach

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

Maryland Day

In March of FY2018, the Archives again participated in annual Maryland Day celebrations commemorating the formal founding of the colony of Maryland. Local heritage organizations and museums take the opportunity to share and generate excitement about Maryland history with the public. This year, Archives' staff hosted a free workshop on Maryland Court Records, to educate the public on the most efficient and effective means to access court materials. In conjunction with this workshop, staff provided enhanced information on the Archive's website to help the public best access and use these collections.

Brick Wall Sessions

Based on the continuing demand for the "break through your brick wall" sessions which debuted at the 2014 Family History Festival, Archives' staff maintain this program as a stand-alone event. In FY2018, the public had three opportunities to sign up for special sessions with professional archivists and genealogists to discuss and attempt to overcome their greatest research obstacles. Two of these sessions were in-person events held in Annapolis, and one was an online session. The virtual brick wall session, which provided genealogy help through social media, allowed guests who cannot visit the Archives in person to participate in this program.

Lunch and Learn

The Archives continued its brown bag seminar series to help educate guests on its collections and services, relying heavily on professional staff and volunteer guest speakers to provide content for this popular lecture series. In FY2018, the staff launched a YouTube channel that provides educational

programming videos, and will work to increase access to the speaker series online through this channel to expand the reach of the educational programming worldwide.

Workshops

Partnering with the Four Rivers Heritage Area of Maryland and their *POP UP HERITAGE* initiative, Archives' staff offered a new, free workshop entitled "Out of the Shoebox: Ways to Improve Your Family's Archival Storage" in October 2017. Conservation staff taught participants simple best practices to help them preserve their own photos, documents and artifacts at home.

Internships

For over 40 years the Archives has hosted a student internship program. Staff mentor students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. The program teaches the next generation to understand, respect, and value the role of archives while bringing fresh insights to the Maryland State Archives' existing programs. In addition, the Archives staff has established and maintained partnerships with many schools and universities, hosting special, directed internships and co-teaching classes which focus on the use of primary source material.

Adding to this network in FY2018, staff collaborated directly with the Anne Arundel County Public School System Magnet Program to provide internship opportunities within the Imaging Service Division for local high school students enrolled in STEM Studies. In addition, the Legacy of Slavery program developed a robust relationship with the University of Maryland Digital Curation Innovation Center, partnering to co-teach courses in the UMD iSchool program as well as hosting over 25 student interns during the academic year. The Archives also hosted several iSchool graduate students who processed collections as part of their required field study work. Finally, the research staff co-taught undergraduate courses at both St. Mary's College and Washington College. Staff members regularly present in the classroom and host field trips for students in educational levels from kindergarten through postgraduate, always emphasizing the importance and use of primary resources.

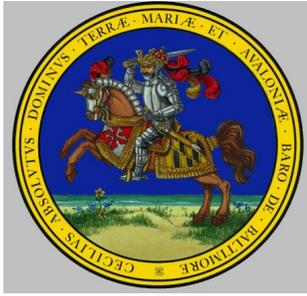
Additional Research Partnerships

In collaboration with the Maryland Chapter of the Sons of the American Revolution, the Research, Education and Outreach Department has continued the Maryland 400 project, identifying and exploring the lives of Maryland's first combatants during the Revolutionary War. The soldiers of the Maryland 400 were members of the 1st Maryland Regiment, which took heavy casualties in New York at the Battle of Brooklyn in 1776. Their brave rearguard action allowed the rest of the Continental Army to escape destruction.

While the military actions of the men at the battle are well known, their names, fates, and backgrounds have remained unexamined. The team publishes the project's research findings in online biographical sketches as well as in a research blog featuring a roster of all Maryland men known to have been in the battle. To date, the roster lists the names of approximately 900 out of a projected 1,000 soldiers who participated in the battle. In FY2018, the project added biographies and primary source interpretation to the Archives' website, and also accepted the generous donation of a collection of papers belonging to General William Smallwood. Written between 1777 and 1784, these letters provide unique descriptions of Maryland and the Revolutionary War, including the activities of

Maryland's troops during the war as well as individual stories that would otherwise be lost to history. The letters had been in private hands for many years. Now, as part of the Archives' collections, these letters will be freely available to scholars and researchers. In placing these images and transcriptions online, the Archives strives to provide wide public access to these rare materials along with the interpretive analysis of the records being used to study the soldiers' lives. This program helps build a growing community of people interested in Maryland history and expands the reach of the Archives' resources overall.

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Maryland State Archives Hall of Records Commission Meeting

November 17, 2017, 12:00 noon

**Electronic Classroom, Maryland State
Archives**

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



Maryland State Archives

Hall of Records Commission Meeting

November 17, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_attendee_list.pdf

Opening Remarks/Special Announcements

Special Guests

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

Dr. Michael Kurtz, *University of Maryland, College of Information Studies*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, June 6, 2017

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_spring2017_minutes.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

July 6, 2017: Tim Baker, Elaine Rice Bachmann, Camille DiMarco, Catherine Rogers Arthur, Chris Kintzel, and Maria Day participated in the World War I Centennial Commemoration Kick-Off at the State House. Archives staff exhibited a WWI-era flag and Tim Baker spoke to the assembled group on the contributions of Maryland servicemen.

July 12, 2017: Archives staff provided a Lunch and Learn opportunity on “Meet the Archivists - Appraisal, Special Collections, Library, and Government Publications” to interns and visitors.

September 29, 2017: Chris Haley presented at the 250th Anniversary Kunta Kinte Arrival Commemoration at Annapolis City Dock.

October 9, 2017: The Archives hosted a program to launch the Maryland State Archives and University of Maryland's College of Information Studies collaborative partnership on The Legacy of Slavery in Maryland research and access.

October 25, 2015: The Archives hosted Austin Kibler at a Lunch and Learn for his presentation on "Oyster Dredgers".

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

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_schedules.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_disposals.pdf

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

State Archivist's Report

Chronology of staff activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_chronology.pdf

Upcoming publication:

"A Dwelling House and Other Conveniences..." A History of Maryland's Government House, to be published in April 2018 in celebration of the 150th anniversary of the building of Government House. Written by the Maryland State Archives and underwritten by the Foundation for the Preservation of Government House of Maryland, Inc. Information on the book can be found at:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/gh_book_update.pdf

Records and Access

Records Management Revival Update

In past meetings we've reported on efforts by the Archives and the Department of General Services' Records Management Division to revitalize and update agency records management practices across the State. New legislation effective October 1, 2017, represents a vital first step in this effort.

Modelled after legislation relating to Public Information Act requests, Chapter 539 Acts of 2017, revises the records management portion of the State Government Article. The revised law requires each head of a unit of State government to designate a Records Officer from its executive staff to develop and oversee a records management program and serve as liaison to MSA and the Records Management Division. The bill also clarifies the types of records that may be transferred by a public official to the Archives and requires specific documentation.

Over the past three months, the Archives and the Records Management Division have worked to implement this new legal requirement by:

- Creating a process by which agency heads appoint Record Officers
- Setting up a framework to track and publish Records Officer appointments
- Sending multiple notifications about the law revisions to all State department heads, the Maryland Association of Counties, and the Maryland Municipal League
- Providing an introductory informational packet to all newly appointed Records Officers
- Updating our online list of Records Officer contact information

The Archives and the Records Management Division have also continued to improve our records processes generally to ease the work of the new records officers by:

- Updating our online guidance with an informational Records Officer page
- Initiating an electronic newsletter for Records Officers
- Updating procedures for retention scheduling, transfer, and disposal of records to ensure Records Officer participation
- Launching new retention schedule forms to streamline the retention scheduling process
- Launching new procedures specifically for electronic record transfers

The designation of Records Officers will help improve the records management programs throughout State government:

- The Archives, the Records Management Division of DGS, as well as other government agencies and citizens, will know who to contact about records management issues for any government agency
- Better cooperation between Archives, DGS Records Management Division and agencies will improve agency records inventories so the average citizen can read and understand the content and uses of public records
- Record officer oversight will encourage consistent good records management practices, including up-to-date retention schedules and the prompt transfer or disposal of records no longer needed for agency business

Initial response has been slow. Archives sent notifications to 58 agency heads in the Executive, Legislative, and Judicial Branches. We also sent notifications to representatives of MML and MACO who had promised to encourage adherence by their members to the requirements of Ch. 539. As of November 1st we have heard from 33 agencies on this issue and had 30 Records Officers appointed. We plan to follow up systematically with agencies to encourage broader compliance. Perhaps even more effective in encouraging the appointment of records officers are requirements that a designated Records Officer be responsible for submission of agency retention schedules, records disposal certificates, and requests to transfer materials to the Archives.

Records Management Challenges: Transition to Electronic Records

One of the current records management challenges that will be aided by having a designated Records Officer in every agency of state government is the transition from paper to digital records. Every year, more government records are transitioning from a paper to an electronic format. There is rarely a clean break in the

transition between paper and electronic records, and individual files generally span both formats. This raises a number of issues:

- If the same documents appear in both paper and electronic formats, what is the “official” record?
- If the same file appears in paper and electronic formats, are the two formats identical or does one have additional information?
- Can a modern file be comprised only of paper documents or only electronic documents? How can one ensure that they are retrieving the entire file when there may be documents in both formats?
- What is the retention period for each format?
- For permanent records, how can we ensure that the electronic records are exported for transfer to the Maryland State Archives in non-proprietary (open-source) formats that constitute a complete and accurate representation of the record?
- For non-permanent records, how can we ensure the prompt and complete disposal of records and the legally required reporting of that disposal?

By overseeing every aspect of an agency’s records management program and being the point of contact on records management issues, Records Officers are well-placed to work with the Archives and the Records Management Division to address these issues and properly document the decisions.

To learn more reasons why electronic records need special attention see:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/10_reasons_for_e-records_2017.pdf

Commission on Artistic Property

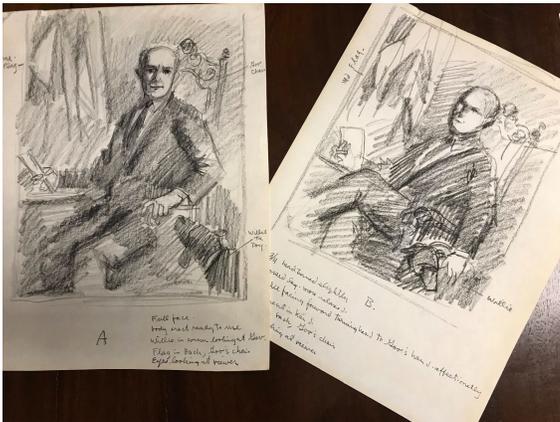
Since the spring, the Commission on Artistic Property has received a number of noteworthy gifts including a five-piece sterling silver service presented in 1864 to Governor Augustus Bradford (1806-1881); Governor, 1862-1866. Two oval salvers, two water goblets, and a covered water jug, marked S. Kirk and Sons, were presented to Governor Bradford at the closing ceremonies of the Maryland State Fair. The service is described in contemporary newspaper accounts and is also mentioned in his 1881 will. It descended through his family to the donor.



A pair of architectural panels from the front doors of the nineteenth-century Governor’s Mansion (Government House) were returned to the state. Made in 1869 by the Baltimore firm Robert Renwick & Sons, they depict the flora and fauna of Maryland including a crab, duck, terrapin, fish, and oysters. Long separated from the other four door panels which were already in the collection, these were purchased at auction in February 2017 by local collector and former Board Chairman of the Baltimore Museum of Art, Stiles T. Colwill, who donated them to the Archives in memory of former First Lady Patricia D. Hughes. In the coming months they will be conserved and reunited with the other panels

in the Entrance Hall of Government House in time for the celebration of the 150th anniversary of the building of the house.

Another recent gift was an extraordinary five-piece sterling silver service, associated with Speaker of the House of Delegates Adam Peeples (1849-1914); Speaker, 1910. This service includes: a coffeepot, teapot, cream jug, covered sugar bowl, and a slop bowl. Speaker Peeples was a one-term Delegate from Port Deposit, Cecil County, Maryland, and each piece of the service is decorated with the State House in relief and the inscription, "Presented by the Members of the House of Delegates, Session 1910 to Adam Peeples, Speaker." It was made by the firm Heer-Schoefield and was retailed by J. S. McDonald & Co.



Preliminary sketches by Joseph Sheppard of prospective poses for the 1993 portrait of Governor William Donald Schaefer (1921-2011) were among the manuscript and ephemera collections recently donated by a descendant of former Official Hostess of the State of Maryland, Hilda Mae Snoops (1924-1999). These interesting studies show the evolution of Sheppard's final composition of Schaefer's portrait, which eventually included the governor's black Labrador Retriever Willie, the only dog included in any official gubernatorial portrait. The oil portrait is on display in the Governor's Reception Room of the State House.

A large, contemporary abstract-expressionist landscape painting by Maryland-born artist David Brewster was donated by the artist. *Shaft of Corot* depicts the winter landscape along Piney Grove Road in Northern Baltimore County, and was painted in 2016. The painting is on display in the Drawing Room of Government House.

Three pieces of furniture commissioned by the Foundation for the Preservation of Government House, made by Eastern Shore craftsmen McMartin & Beggins, have been completed and delivered to Government House. A center table incorporates wood from the Wye Oak and features custom design elements featuring Maryland's state flower, the Black Eyed Susan. Two Federal style sideboard tables, made of Maryland walnut, have also been custom designed in consultation with the First Lady and the board of the Foundation. All three pieces are on display in the Drawing Room of Government House.

This summer Archives' staff have been busy fitting out the Rolling Run storage facility with specialized shelving, cabinets, painting screens, and storage units. As elements have been completed, work has begun to transfer objects from other storage to this newly renovated facility. The Commission on Artistic Property will hold their fall meeting there later this month.

An important eighteenth-century bust of Benjamin Franklin, from the Peabody Collection, has been installed in the Archives Room at the State House. An update to the interpretive display about the dome and lightning rod is in process and two pieces of the Adam Peeples silver service will go on display in the room. Commission staff are also working on updates to cases in the Miller Senate Office Building and the Taylor House of Delegates Office Building, which will allow us to highlight some of our recent acquisitions.

Conservation funding for the state-owned art collection has been drastically cut for FY18. Reductions to the Archives' budget required that \$34,559 of conservation funding be removed, leaving \$15,441. The conservation of the portraits of Henrietta Maria and Charles I mentioned at the last meeting are nearing completion. These remaining funds are primarily covering the cost of conservation of Charles I and his frame, as well as repairs to historic Lawrence Hall Fowler-designed exhibition cases from the old Hall of Records

building which were added to the Artistic Property inventory over the summer. They were made by the C.F. Meislahn firm of Baltimore, which manufactured furnishings mostly in the Colonial Revival style. Conservation funds will also be used to clean and polish two silver services on display in the State Dining Room at Government House.

In August, after events unfolded in Charlottesville, Virginia, concerning Confederate-era monuments, a majority of the State House Trust voted to remove the statue of Supreme Court Chief Justice Roger Brooke Taney from the grounds of the Maryland State House. The removal of the statue, coordinated through the Department of General Services, the Maryland Historical Trust, and the Maryland State Archives, occurred on August 18th. The multi-piece granite pedestal was removed on November 4th. With the removal of the statue and pedestal, the southeast facade of the State House is returned to its original 18th-century appearance for the first time in nearly 150 years.

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



planning for the Old Treasury project in FY18 with our partners in the State House Visitor Experience Master Plan- the Department of General Services and the Maryland Historical Trust.

Plans are underway to incorporate statues of Frederick Douglass and Harriet Tubman into the State House Visitor Experience Master Plan, by placing them within the 19th-century context of the Old House of Delegates Chamber. It is the intention that these figures, like that of George Washington in the Old Senate Chamber, will be made of bronze. The confirmation of material is pending a comprehensive survey of structural concerns with the floor in the space, and the mechanical, engineering, and plumbing work located immediately below. The pose and interpretation of these figures is currently in development by the curatorial staff. The Archives is planning interpretive displays for Douglass’ bicentennial year in hopes that structural and Mechanical, Electrical, and Plumbing studies will be completed in time to install the sculptures in the coming year.

Research and Outreach

Summer Speakers Series

This year the Archives hosted a *Summer Speaker Series* consisting of three, individual panel discussions about the diverse skill sets of the professional staff and their varied duties and responsibilities at the Archives. Each “Meet the Archivist” panel sought to give our guests, as well as our summer interns, deeper insight into

the diverse educational backgrounds and on-the-job duties that our staff members represent. The core mission of the Archives is to preserve the public record and make it accessible, and we discussed how each department's staff worked together to achieve agency goals. These talks provided another opportunity for our patrons to better connect with our staff and gain an enhanced understanding of the Archives' responsibilities and services. Each panel was moderated by Emily Oland Squires, Director of Research, Education and Outreach.

On June 14th, the focus was on the archivists who help connect users directly to our collections in the Reference and Research departments. Our panelists were Rachel Frazier, Joe Leizear, Jen Hafner, and Chris Haley.

On July 12th, archivists who acquire, organize, and catalog the records in the Appraisal, Special Collections, Library, Artistic Property, Government Reports and Publications, and Baltimore City Archives departments discussed their work. Panelists were Kathryn Baringer, Maria Day, Catherine Arthur, Rob Schoeberlein, and Christine Alvey.

Finally, on July 19th, we focused on those archivists who provide essential support services in preserving the records and making them accessible. The Imaging Services, Information Systems Management, and Conservation departments were represented by panelists Corey Lewis, Nancy Sheads, and Jennifer Cruickshank. All three panels were well attended and enthusiastically received by the participants.

2017 Summer Internship Program

The Archives hosted eight student interns this summer, who assisted with all primary archival priorities of the agency including appraisal and description, imaging, electronic archives, reference services, information technology, research, and conservation. Each student provided a brief summary of their accomplishments and gave a detailed final presentation at the August General Staff Meeting. The Maryland State Archives would like to thank both St. John's College and Washington College for supplying matching funding support to our summer internship program. Providing education and professional mentoring to the next generation of archival professionals has remained an important pillar of the Archives' program for over 40 years.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_internsummaries.pdf

Educational Partnerships

In 2017, the Maryland State Archives launched a formal collaborative partnership with the University of Maryland iSchool and the Digital Curation Innovation Center. Archives staff will be providing hands-on, career-driven learning opportunities to iSchool undergraduate and graduate students. In addition, the Archives has agreed to provide the students working in the Digital Curation and Innovation Center with access to some of our records inventory databases, allowing them to do computational analysis in seeking connections and patterns among the historic records.

The staff of the Legacy of Slavery Program is currently working with iSchool professors Dr. Michael Kurtz and Dr. Richard Marciano, along with thirteen students, on enhancing searchable databases, including census record abstracts from Calvert County and freedom records from Washington County. In addition, the students will be looking at some of the raw data tables compiled over the 17-year history of the Legacy of Slavery

program to search for statistical patterns and genealogical connections. The students will share this interpretation with us to feature on our website. Based on their collaborative work, Archives' staff members have also submitted a joint session proposal for the upcoming 2018 SAA/NAGARA/COSA conference in Washington DC.

As part of American Archives Month, the Maryland State Archives hosted an Open House event at which Tim Baker, Chris Haley, Dr. Kurtz, Dr. Marciano, and iSchool Dean, Dr. Keith Marzullo spoke about the collaborative effort and the importance of the Legacy of Slavery program. Several students gave remarks about their experience working on the Legacy of Slavery project and Archives' staff gave hands-on assistance and demonstrations in using the Legacy of Slavery website and searchable database. Dr. Clara Small gave an historian's overview of the importance of the archival record to the understanding of African American history and the significant value that the Legacy of Slavery program has added in making these records more widely accessible. Photos and more information on this event can be found online at:

<http://dcic.umd.edu/launch-maryland-state-archives-university-marylands-college-information-studies-legacy-slavery-program-collaboration/>)

This academic year the Archives' staff is also working with classes from St. Mary's College, Howard University, the United States Naval Academy, the Peer Learning Partnership, and Washington College in Annapolis, in addition to Johns Hopkins University, Morgan University, and Stevenson College in Baltimore.

October American Archives Month Events

The Maryland State Archives designed a robust calendar of events to commemorate October as American Archives Month in 2017. The celebration kicked off on October 4th with our participation in the Society of American Archivists' #AskAnArchivist Day on Twitter. We answered questions from the general public, as well as offering tips and facts about our collections throughout the day. @MDArchives gained followers on Twitter and retweets by other organizations as a result of our participation in this international event. Later that week we hosted one of our immensely popular Brick Wall Sessions, with professional genealogists offering one-on-one assistance to guests who had reached dead ends in their research. On October 10th, we participated in the Council of State Archivists' Electronic Records Day, with Appraisal Archivist Christian Skipper giving a webinar on managing and preserving electronic records. Christian's presentation can now be accessed online at:

<https://www.statearchivists.org/programs/state-electronic-records-initiative/electronic-records-day/>.



The Archives hosted two public Lunch and Learn lectures, with both talks focusing on the use of archival materials to answer questions about our past, one on Civil War letters and one on oystering. On October 23rd, Jennifer Cruickshank, Conservation Archivist, gave a practical, hands-on workshop called "Out of the Shoe Box: How to Improve Your Family's Archival Storage" which encouraged guests to take simple steps towards better preservation of treasured materials at home. To round out the month, staff participated in both a local volunteer fair to encourage community participation in archives and gave two educational presentations at the Anne Arundel County

Public Library Genealogy Fair in Odenton on using our collections. This very busy month was a clear reminder of how important archives are to our community and our heritage.

Pop Up Heritage 2017

The Archives participated in a new initiative of the Four Rivers Heritage Area called *Pop Up Heritage* events. Benefiting from the popularity of Pop Up Shops, Four Rivers sought to use the power of local partnership and collaboration to help promote and provide sponsorship support for unique events held in the heritage area. The Archives provided three Pop Up events for this program in 2017, with Director of Special Collections Maria Day giving a talk about the preservation of digital prints in June, the conservation lab offering a preservation workshop in October, and the outreach staff presenting a concert and book talk on the history of music in Maryland in November. Other organizations collaborating in the initiative include Historic Annapolis, the United States Naval Academy, and Visit Annapolis.

Grant applications

The Legacy of Slavery Department and the Friends of the Maryland State Archives are pleased to announce that they have been awarded a mini-grant of \$2,953 by the Four Rivers Heritage Area to update and publish a second edition of Phebe R. Jacobsen's 1984 brochure, *Researching Black Families at the Hall of Records*. The new version, *Researching African American Families at the Maryland State Archives* will be available in both hard copy print and online and will provide updated training, direct links to records series on the Archives' website, and information on the materials accessible through the Legacy of Slavery Program. The new guide to research will be full color and ready for distribution in early 2018. We thank the Four Rivers Heritage Area for the grant and the Friends of the Archives for the matching funds.

The Legacy of Slavery program has also submitted a grant to the National Parks Service Network to Freedom Program for funds to begin the study of Southern Maryland and the Underground Railroad. This \$15,000 request is matched by funds from the Dominion Foundation. If successful, the grant will be used to add census population information for free and enslaved individuals and runaway newspaper ads for Calvert and Charles Counties to the searchable database available at <http://slavery.msa.maryland.gov>.

Social Media Update

The Archives is pleased to announce that it has launched its own YouTube channel which is designed to provide training and educational outreach information to the general public. Topics currently include how to navigate our website, how to place orders, and tips for making your visit a success. We are encouraging Archives' users, both first time and regular visitors, to subscribe to our channel to keep up with the latest "how to" videos. You can access our YouTube channel at:

<https://www.youtube.com/channel/UChfsJ4ZykIZTGKWshJDsemw>

Frederick Douglass 200

February 2018 marks the 200th Anniversary of the birth of Frederick Douglass in Talbot County, Maryland. The staff of the Maryland State Archives is hard at work planning bicentennial events and collaborating with state and local organizations to make 2018 the Year of Frederick Douglass. The Legacy of Slavery staff is currently creating

an educational document packet based on Douglass's life and family for educators to share primary sources in classrooms throughout the state. Chris Haley is also representing the Archives on a committee to coordinate the bicentennial activities in Maryland. Please watch for invitations to attend presentations and special document viewings and more as we head into the anniversary year.

CoSA Victoria Irons Walch Award



The Maryland State Archives is pleased to share that Emily Oland Squires has received the 2017 Victoria Irons Walch Leadership Award from the Council of State Archivists. This national award recognizes the sustained leadership and outstanding contributions of an individual to the development of archives through innovation and collaboration, including creating opportunities for others and providing a model for professionals in the field. Ms. Oland Squires is currently the Director of Research, Education and Outreach and has been with the Archives for over 22 years. In this position she has mentored over 175 students through the Archives' internship program. In accepting the award, Emily stated, "I am so humbled and grateful for this national recognition from CoSA. It is my honor to work with the unparalleled team at the Maryland State Archives doing something that I love every day - - - preserving and sharing our amazing collections with the public." We congratulate Emily and are proud of her ongoing exemplary service to the State of Maryland.

Baltimore City Archives

Records management conducted four agency site visits for retention schedule consultations or record appraisal purposes. The entities included the Department of Planning, the City Parking Authority, and the Commission for Historical and Architectural Preservation (CHAP). Record transfers to the City Archives totaled 840 cubic feet of material.

In March, the City Archives received ninety-eight boxes from the Office of Civil Rights and Wage Enforcement, the City agency that oversees the Community Relations Committee and the Civilian Review Board. Working with a volunteer and a Stevenson University intern, staff arranged, described, and processed the material. BRG 84, as it is now known, was opened formally to researchers in September.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_records_received.pdf

Special Collections:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_special_collections.htm

Additions to State Art Collection:

- Five-piece sterling silver Presentation Service, made by S. Kirk and Sons.
- Architectural panels from the front doors of the nineteenth-century Governor's Mansion, made by Robert Renwick & Sons.
- Five-piece sterling silver service associated with Speaker of the House of Delegates Adam Peeples.
- Preliminary sketches by Joseph Sheppard of prospective poses for the 1993 portrait of Governor William Donald Schaefer.
- *Shaft of Corot*, by David Brewster, 2016. Oil on Mi-Teintes, 40" x 48".
- Center table and two Federal style sideboard tables, made by McMartin & Beggins.

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

Forthcoming Special Meetings of the Commission & Events of Interest

November 27, 2017: David Hildebrand will present "Musical Maryland," a mini concert and book talk, in the Maryland State Archives Search Room at 10:30 a.m.

December 2, 2017: State House by Candlelight Holiday Event from 6:00-9:00 p.m.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

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

Hall of Records Commission Meeting Minutes

November 17, 2017, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

Call to Order by Chair

Attendees The following members, designees, and representatives were in attendance

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

Ms. Bernadette Benik, *representing the State Treasurer*

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

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

Mr. Mark B. Letzer, *Executive Director of the Maryland Historical Society*

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

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

Ms. Ellen Robertson, *representing the Department of General Services*

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

Mr. Jordon Steele, *representing The Johns Hopkins University*

Opening Remarks/Special Announcements

Special Guests

Dr. Michael Kurtz, *University of Maryland, College of Information Studies*

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

The Chair and Mr. Timothy D. Baker, Maryland State Archivist and Commissioner of Land Patents, welcomed the special guests to the meeting.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, June 6, 2017

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_spring2017_minutes.pdf

Special Meetings, Advisory Boards and Celebratory Events Held

October 9, 2017: The Archives hosted a program to launch the Maryland State Archives and University of Maryland's College of Information Studies collaborative partnership on The Legacy of Slavery in Maryland research and access. Mr. Baker noted that Archives' staff would focus on partnerships later in the meeting and that he particularly wanted to look closely at this collaborative effort between the Archives' premier research program and the University System of Maryland.

The Chair asked for a motion. The motion to approve the minutes as drafted and recognize the special meetings of the Commission, was seconded, and carried unanimously.

Records Retention & Disposal

Ms. Kathryn Baringer reported that since the last meeting of the Hall of Records Commission the Archives has approved 68 retention schedules. This number includes 51 schedules from state agencies, 14 from county agencies, and 3 from municipal agencies. The Baltimore City Archives received 57 schedules for Baltimore City records, primarily from the Employees Retirement System. The Archives also received 266 disposal certificates, 202 of which were submitted electronically.

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_schedules.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_disposals.pdf

Ms. Benik moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Dr. Ridgway. The motion was approved.

State Archivist's Report

Mr. Baker directed the Committee's attention to the chronology of staff activities since the last meeting.

Chronology of staff activities

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_chronology.pdf

Upcoming Publication: Ms. Elaine Rice Bachmann reported that, in honor of the 150th anniversary of the laying of the cornerstone of Government House, The Foundation for the Preservation of Government House of Maryland, Inc. was funding the publication of a fully-illustrated history of the house. The book will be co-authored by Ms. Rice Bachmann and Ms. Mimi Calver and will draw upon the extensive research done by Archives interns and staff over the years. The book is being designed by Michelle Danoff. Ms. Rice Bachmann thanked the Foundation for funding this publication, which will be out in April of 2018. There will be a public event on May 12, 2018 to launch the book, and visitors will be invited to tour Government House and its gardens. The Chair noted that this would be a good opportunity for Commission members to gather to join in this celebratory event. Information on the book can be found at:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/gh_book_update.pdf

Records and Access

Records Management Revival Update

Mr. Baker noted the outstanding collaborative partnership the Archives enjoys with Michael Swygert, Records Management Division, Department of General Services, as efforts continue in the revitalization of agency records management practices across the State. New legislation effective October 1, 2017, represents a vital first step in this effort.

Mr. Kevin Swanson reported on the challenges represented by the transition from paper to digital record formats. Records management policies, procedures, and laws have not kept pace with this transition and there is a real risk of loss of digital records. Ironically, both the ubiquitousness and perceived permanence of digital records has resulted in a lack of proactive planning by record creators for their long-term management. Mr. Swanson outlined the unique [vulnerabilities of digital records](#) and stressed the need for Maryland agencies to include digital formats in their records management planning.

Mr. Swanson stressed that more government records are transitioning from a paper to an electronic format every year. There is rarely a clean break in the transition between paper and electronic records, and individual files generally span both formats. This raises a number of issues:

- If the same documents appear in both paper and electronic formats, what is the “official” record?
- If the same file appears in paper and electronic formats, are the two formats identical or does one have additional information?
- Can a modern file be comprised only of paper documents or only electronic documents? How can one ensure that they are retrieving the entire file when there may be documents in both formats?
- What is the retention period for each format?
- For permanent records, how can we ensure that the electronic records are exported for transfer to the Maryland State Archives in non-proprietary (open-source) formats that constitute a complete and accurate representation of the record?
- For non-permanent records, how can we ensure the prompt and complete disposal of records and the legally required reporting of that disposal?

An essential first step in managing digital records is for each agency to appoint a Records Officer of sufficient authority to work with the Archives and the Records Management Division to address these issues and properly document the decisions.

Ms. Baringer outlined the benefits of having an appointed Records Officer for each agency, especially as it allows both the Records Management Division and the Archives to provide targeted support to all agencies. Chapter 539 revises Section 10-610 of the State Government Article, requiring each head of a unit of State government to designate a Records Officer from its executive staff. Designated Records Officers will develop and oversee a records management program and serve as liaisons to MSA and the Records Management Division. The revision also clarifies the types of records that may be transferred by a public official to the Archives and requires specific documentation.

Ms. Baringer reported on the actions the Archives and the Records Management Division have undertaken in the past three months to implement this new legal requirement, including:

- Creating a process by which agency heads appoint Record Officers
- Setting up a framework to track and publish Records Officer appointments
- Sending multiple notifications about the law's revision to all State department heads, the Maryland Association of Counties, and the Maryland Municipal League
- Providing an introductory informational packet to all newly appointed Records Officers
- Updating our online list of Records Officer contact information

The Archives and the Records Management Division have also continued to improve our records processes generally to ease the work of the new records officers by:

- Updating online guidance with an informational Records Officer page
- Initiating an electronic newsletter for Records Officers
- Updating procedures for retention scheduling, transfer, and disposal of records to ensure Records Officer participation
- Launching new retention schedule forms to streamline the retention scheduling process
- Launching new procedures specifically for electronic records transfers

The designation of Records Officers will help improve the records management programs throughout State government:

- The Archives, the Records Management Division of DGS, as well as other government agencies and citizens, will know whom to contact about records management issues for any government agency
- Better cooperation between Archives, DGS Records Management Division, and agencies will improve agency records inventories so the average citizen can read and understand the content and uses of public records
- Record officer oversight will encourage consistent good records management practices, including up-to-date retention schedules and the prompt transfer or disposal of records no longer needed for agency business

Ms. Baringer reported that initial response has been slow. Archives sent notifications to 58 agency heads in the Executive, Legislative, and Judicial Branches. We also sent notifications to representatives of MML and MACO who had promised to encourage adherence by their members to the requirements of Ch. 539. As of November 15, 2017 we have heard from 33 agencies on this issue and had 30 Records Officers appointed. Mr. Baker has been invited to speak at the Maryland Association of Counties Conference on the Records Officer initiative, and the Archives plans to follow up systematically with agencies to encourage broader compliance. Perhaps even more effective in encouraging the appointment of records officers are requirements that a designated Records Officer be responsible for submission of agency retention schedules, records disposal certificates, and requests to transfer materials to the Archives.

Mr. Steele initiated a discussion on what skills were needed to be an effective Records Officer, noting that administrative personnel often were more familiar with the agency's records and had a heightened sense of urgency concerning their disposition. Ms. Baringer noted that a Records Officer appointed from the executive

staff was in a position to provide high-level agency oversight and facilitate long-term planning, while the daily administration of the records program might still reside with lower-level staff. Mr. Steele asked whether a breakdown of state archives' electronic records programs was available, and Mr. Baker referred him to the Council of State Archivists' report on the subject, "[The State of State Electronic Records Report, 2017](#)", noting Maryland's early leadership in digitizing and making records available online. Mr. Baker also commented that much of the Archives' early interest in digitization, and the quantity of records digitized, was a result of its relationship with the Judiciary. Projects involving the digitization of land records, plats, and case files have made an enormous body of information resources available online.

Commission on Artistic Property

Catherine Rogers Arthur provided a slide presentation highlighting the Archives' acquisitions, including two silver services that have come into the Archives' possession in the past month. The presentation can be found at:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_apc_presentation.pdf

The first set is a five-piece sterling silver service presented in 1864 to Governor Augustus Bradford (1806-1881); Governor, 1862-1866. Two oval salvers, two water goblets, and a covered water jug, marked S. Kirk and Sons, were presented to Governor Bradford at the closing ceremonies of the Maryland Sanitary Fair. Ms. Rogers Arthur noted that a number of staff members have contributed to historical research on the events and cultural environment surrounding objects in the collection and thanked Dr. Robert Schoeberlein of the Baltimore City Archives for his research on the Maryland Sanitary Fair.

The second set is a five-piece sterling silver service, associated with Speaker of the House of Delegates Adam Peeples (1849-1914); Speaker, 1910. This service includes: a coffee pot, teapot, cream jug, covered sugar bowl, and a slop bowl. Speaker Peeples was a one-term Delegate from Port Deposit, Cecil County, Maryland, and each piece of the service is decorated with the State House in relief and the inscription, "Presented by the Members of the House of Delegates, Session 1910 to Adam Peeples, Speaker." Mr. Letzer noted that in his study of Maryland silver he has found it very rare for this type of technique to depict an identifiable building rather than a romantic landscape, making this service even more extraordinary.

A pair of architectural panels from the front doors of the nineteenth-century Governor's Mansion (Government House) were returned to the state. Made in 1869 by the Baltimore firm Robert Renwick & Sons, they depict the flora and fauna of Maryland including a crab, duck, terrapin, fish, and oysters. Long separated from the other four door panels which were already in the collection, these were purchased at auction in February 2017 by local collector and former Board Chairman of the Baltimore Museum of Art, Stiles T. Colwill, who donated them to the Archives in memory of former First Lady Patricia D. Hughes. In the coming months they will be conserved and reunited with the other panels in the Entrance Hall of Government House in time for the celebration of the 150th anniversary of the building of the house.

A large, contemporary abstract-expressionist landscape painting by Maryland-born artist David Brewster was donated by the artist. *Shaft of Corot* depicts the winter landscape along Piney Grove Road in Northern Baltimore County, and was painted in 2016. The painting is on display in the Drawing Room of Government House. Ms. Rogers Arthur noted that the artist is working with the Maryland Historical Society on their new exhibition "Structure and Perspective" and encouraged Commission members to attend.

Three pieces of furniture commissioned by the Foundation for the Preservation of Government House, Inc., made by Eastern Shore craftsmen McMartin & Beggins. A center table incorporates wood from the Wye Oak and features custom design elements featuring Maryland's state flower, the Black Eyed Susan. Two Federal-style sideboard tables, made of Maryland walnut, have also been custom designed in consultation with the First Lady and the board of the Foundation. All three pieces are on display in the Drawing Room of Government House.

Mr. Baker noted that conservation funding for the state-owned art collection has been drastically cut for FY18. Reductions to the Archives' budget required that \$34,559 of conservation funding be removed, leaving \$15,441. The Archives has been entrusted with thousands of objects in the state's art collection but has minimal resources to care for them.

Ms. Rice Bachmann reported that only one element of the State House Visitor Experience Master Plan, adopted by the State House Trust in 2007, has yet to be implemented. The last element of interpretation to be included is the interpretation of the Old Treasury Building on the State House grounds. The oldest public building in Annapolis, completed in 1735, the Old Treasury Building will become publicly accessible and will feature exhibits related to the move of the capital to Annapolis from St. Mary's City in 1695 as well as Maryland's 17th-century history. Additionally, exhibits will describe the building's use as the colony's and state's treasury and the location of the earliest offices of Maryland's treasurer and comptroller. The Archives hopes to move forward with condition assessment, preservation, and interpretation planning for the Old Treasury project in FY18 with our partners in the State House Visitor Experience Master Plan - the Department of General Services and the Maryland Historical Trust.

Plans are underway to incorporate statues of Frederick Douglass and Harriet Tubman into the State House Visitor Experience Master Plan, by placing them within the 19th-century context of the Old House of Delegates Chamber. The confirmation of material is pending a comprehensive survey of structural concerns with the floor in the space, and the mechanical, engineering, and plumbing work located immediately below. The pose and interpretation of these figures is currently in development by the curatorial staff. The Archives is planning interpretive displays for Douglass' bicentennial year in hopes that structural and mechanical, electrical, and plumbing studies will be completed in time to install the sculptures in the coming year.

Research and Outreach

Mr. Baker welcomed Maya Davis back to the Archives' staff. The Governor's Office had requested the secondment of Ms. Davis to head the Bannecker-Douglas Museum during a time of staffing difficulties and building issues. She guided the museum through a very difficult transition period and has now returned to the Archives' Legacy of Slavery in Maryland project. Ms. Davis has recently been appointed by Governor Hogan to the Commission of African-American History & Culture which oversees the Museum.

Ms. Emily Oland Squires thanked Archives staff for their participation in the *Summer Speaker Series*, which consisted of three panel discussions about the diverse skill sets of the professional staff and their varied duties and responsibilities at the Archives. These talks provided another opportunity for patrons and interns to better connect with the staff and gain an enhanced understanding of the Archives' responsibilities and services.

Ms. Oland Squires reported on the partnership between the Archives and the University of Maryland Information School, praising the iSchool students currently working with the Legacy of Slavery in Maryland program. She thanked Dr. Kurtz and the staff of the iSchool for their efforts in making this a seamless and productive partnership. She announced as well that, based on their collaborative work, Archives' staff members have submitted a joint session proposal for the upcoming 2018 SAA / NAGARA / COSA conference in Washington, D.C.

Dr. Kurtz noted that working with the Archives has been the iSchool's best experience with working with an external partner, thanking Ms. Oland Squires, Ms. Davis, Mr. Chris Haley, and Mr. Ryan Cox for their efforts. He offered to return to the next Commission meeting to share the students' progress in compiling statistical patterns and genealogical connections from data collected over the 17-year history of the Legacy of Slavery program. The interpretive material will be posted on the Archives' website. The Chair congratulated Mr. Baker, Dr. Kurtz, and Archives staff for this collaborative effort and stressed the importance of maximizing educational resources.

Ms. Oland Squires reported that the Maryland State Archives offered a robust calendar of events in October as part of the celebration of American Archives Month. Staff participated in the Society of American Archivists' #AskAnArchivist Day on Twitter, hosted a "Brick Wall Session" with professional genealogists offering one-on-one assistance to guests, and participated in the Council of State Archivists' Electronic Records Day, with Appraisal Archivist Christian Skipper giving a webinar on managing and preserving electronic records. The Archives also hosted two public "Lunch and Learn" lectures and a practical, hands-on workshop called "Out of the Shoe Box: How to Improve Your Family's Archival Storage." Staff participated in both a local volunteer fair to encourage community participation in archives and gave two educational presentations at the Anne Arundel County Public Library Genealogy Fair in Odenton on using Archives' collections.

Ms. Davis provided a retrospective of the Legacy of Slavery in Maryland program as a completely grant-funded project with extensive educational partnerships. She emphasized the project's mission of telling the "untold stories" of the thousands of unknown individuals whose records exist at the Archives and whose compelling lives have yet to be researched and revealed. Ms. Davis invited Commission members to participate in three celebratory events in 2018 commemorating the 200th anniversary of Frederick Douglass's birth. Her slide presentation can be found at:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_losim_presentation.pdf

Mr. Baker recognized Ms. Oland Squires for her receipt of the 2017 Victoria Irons Walch Leadership Award from the Council of State Archivists. This national award recognizes the sustained leadership and outstanding contributions of an individual to the development of archives through innovation and collaboration, including creating opportunities for others and providing a model for professionals in the field. Mr. Baker noted that Ms. Oland Squires was the first recipient who was neither a state archivist nor well into retirement, reflecting the substantial contributions she has already made while still in mid-career.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_records_received.pdf

Special Collections received since last Hall of Records Commission meeting:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000046/hrc_fall2017_special_collections.htm

Additions to State Art Collection:

- Five-piece sterling silver Presentation Service, made by S. Kirk and Sons.
- Architectural panels from the front doors of the nineteenth-century Governor's Mansion, made by Robert Renwick & Sons.
- Five-piece sterling silver service associated with Speaker of the House of Delegates Adam Peeples.
- Preliminary sketches by Joseph Sheppard of prospective poses for the 1993 portrait of Governor William Donald Schaefer.
- *Shaft of Corot*, by David Brewster, 2016. Oil on Mi-Teintes, 40" x 48".
- Center table and two Federal style sideboard tables, made by McMartin & Beggins.

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

Forthcoming Special Meetings of the Commission & Events of Interest

Mr. Baker invited Commission members, designees, and representatives to attend the following events of interest in Annapolis.

November 27, 2017: David Hildebrand will present "Musical Maryland," a mini concert and book talk, in the Maryland State Archives Search Room at 10:30 a.m.

December 2, 2017: State House by Candlelight Holiday Event from 5:00-9:00 p.m.

Old Business No old business

New Business No new business

Next meeting - Upon the call of the Chair.

Adjournment The Chair adjourned the meeting at 1:15 p.m.

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401
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Chronology of Staff Activities
June 6, 2017 - November 16, 2017

June 6, 2017: Tim Baker hosted the Spring 2017 Hall of Records Commission meeting at the Maryland State Archives in Annapolis.

June 6, 2017: Maria Day presented a talk on “Preserving Digital Prints” at a Pop-Up Heritage event for Four Rivers Heritage Area.

June 7, 2017: Jessica Douglas and Ryan Cox attended a discussion of “Africana Archives in Baltimore: Past, Present and Future” at Johns Hopkins University.

June 7, 2017: Nassir Rezvan participated in BARS (Budget Analysis and Reporting System) Release 2 training.

June 7 - 8, 2017: Nate Miller, V. Joyce Phelps, and Andrew Baringer participated in the Maryland Judiciary Court Professional Certificate Course 10.

June 8, 2017: Emily Oland Squires and Jennifer Hafner participated in a Four Rivers Social Media Workshop presented by Erik Evans.

June 9, 2017: Megan Craynon participated in a Mid-Atlantic Region Archives Conference workshop on the care and identification of color photographs.

June 12 - 13 , 2017: Emily Oland Squires participated as a judge on National History Day.

June 14, 2017: Archives staff provided a Lunch and Learn opportunity on “Meet the Archivists-Reference and Research Staff” to interns and visitors.

June 14, 2017: Tim Baker delivered the keynote and Corey Lewis presented on digitization at the Maryland Historical Newspaper Conference, Goucher College.

June 15, 2017: Ryan Cox, Emily Oland Squires, and Chris Haley met with members of the University of Maryland’s Digital Innovation Curation Center to explore next steps in developing projects for student which incorporate their studies with Legacy of Slavery in Maryland research findings.

June 18, 2017: James Watson delivered a large group of maps back to the Maryland Department of the Environment, the culmination of a collaborative grant-funded project by the Conservation and Scanning departments, with Mr. Watson overseeing, to mend, scan, and rehouse over 100 oversized mining maps.

June 21, 2017: Tim Baker and Kevin Swanson attended a meeting of the Task Force to Study the Recording of Deeds for Victims of Domestic Violence.

June 23, 2017: Chris Schini attended a meeting of the Maryland Open Data Council.

June 25 - 30, 2017: Maya Davis taught at the 2017 Gilder Lehrman Public History Institute at Yale University, New Haven, on the Study of Slavery, Resistance, and Abolition.

June 26, 2017: Catherine Rogers Arthur conducted a State House tour for a group from The Boys' Latin School of Maryland.

June 28, 2017: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

June 30, 2017: Tim Baker, Wei Yang, and Kevin Swanson met with Judicial Information Systems staff to discuss various data-related issues.

July 5, 2017: Chris Haley, Maya Davis, and Emily Oland Squires met with Diane Miller of the National Parks Service and Dr. Clark-Lewis and students from Howard University to discuss their use of research from the Legacy of Slavery in Maryland program.

July 5, 2017: Elaine Rice Bachmann provided a tour of the State House to sponsors and academic participants in the upcoming *Keeping History Above Water: Annapolis* conference, along with conference chair Lisa Craig and staff of the Historic Preservation division for the City of Annapolis.

July 6, 2017: Tim Baker, Elaine Rice Bachmann, Camille DiMarco, Catherine Rogers Arthur, Chris Kintzel, and Maria Day participated in the WWI Centennial Commemoration Kick-Off at the State House. Archives staff exhibited a WWI-era flag and Tim Baker spoke to the assembled group on the contributions of Maryland servicemen.

July 7, 2017: Christine Alvey presented a talk on "Tips for Organizing Library Material" to the staff of Banneker-Douglass Museum.

July 7, 2017: Board members of the South County Senior Center presented a Certificate of Appreciation to Archives' staff for the on-site presentations they had provided to the Center's Genealogical Club.

July 9 - 14, 2017: Tim Baker attended a conference of the Council of State Archivists in Boise.

July 12, 2017: Archives staff provided a Lunch and Learn opportunity on "Meet the Archivists- Appraisal, Special Collections, Library, and Government Publications" to interns and visitors.

July 19, 2017: Archives staff provided a Lunch and Learn opportunity on “Meet the Archivists-Imaging Services, Conservation, Artistic Properties, Baltimore City Archives, and Information Technology” to interns and visitors.

July 19, 2017: Emily Oland Squires attended a Four Rivers Heritage Area Coordinating Council Meeting.

July 20, 2017: Kevin Swanson, Frank Patnaude, and Tim Brooks met with Judicial Information Systems staff to discuss various data-related issues.

July 24, 2017: Tim Baker met with representatives of the Maryland Historical Society to discuss the Four Centuries of History project.

July 25, 2017: Elaine Rice Bachmann was interviewed about the State House Visitor Experience Master Plan for the Four Rivers Heritage Area blog.

August 3, 2017: Elaine Rice Bachmann provided a tour of the State House for volunteers and summer camp participants from Paul's Place, Baltimore.

August 3, 2017: Emily Oland Squires met with Regina Verow to discuss Howard County Co-op/Home School collaborative options for studies in Maryland history.

August 4, 2017: Christian Skipper participated in a meeting of the Council of State Archivists' State Electronic Records Initiative Advocacy and Outreach Committee.

August 8, 2017: Tim Baker and Kevin Swanson attended a meeting of the Task Force to Study the Recording of Deeds for Victims of Domestic Violence.

August 8, 2017: The Baltimore City Archives hosted a book signing for Matt Crenson's new work, "Baltimore: A Political History".

August 9, 2017: Rob Schoeberlein, V. Joyce Phelps, and James Watson met with the Baltimore City Register of Wills to discuss transfer and scanning options.

August 15, 2017: Elizabeth Newell and Liz Coelho attended the 19th Amendment Commission conference.

August 16, 2017: Owen Lourie gave an interview to Fox News on the Maryland 400 project.

August 22, 2017: Elaine Rice Bachmann and Megan Craynon hosted a *What's Up Annapolis* and Historic Annapolis photo shoot at the Archives.

August 23, 2017: Christian Skipper participated in a planning meeting for the Best Practices 2017 Conference.

August 25, 2017: Chris Haley gave a presentation to the Peer Learning Partnership on the topic of “African American Research at the Maryland State Archives”.

August 29, 2017: Kevin Swanson and Tim Baker attended a meeting of the Task Force to Study the Recording of Deeds for Victims of Domestic Violence.

August 30, 2017: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

August 31, 2017: Emily Oland Squires participated in a discussion on Social Studies Resources at the Key School.

August 31, 2017: Chris Haley participated in a meeting of Anne Arundel County Organizations regarding the commemoration of the bicentennial of Frederick Douglass’s birth.

August 31, 2017: Michael McCormick provided a tour to Judiciary's Court Professional Certificate Program participants.

September 1, 2017: Tim Baker, Kevin Swanson, Christian Skipper, and Kathryn Baringer met with Maryland Department of Transportation Records Officer Sheila Brous on records management issues.

September 6 and 8, 2017: James Watson attended Equal Employment Opportunity training on investigative techniques and discrimination law theory.

September 9, 2017: Owen Lourie gave a presentation at the Belair Mansion on the “Maryland 400”.

September 11, 2017: Ryan Cox, Chris Haley, and Maya Davis attended the University of Maryland’s Digital Curation Innovation Center Class Orientation to discuss The Legacy of Slavery in Maryland Project research with students.

September 12, 2017: Emily Oland Squires, Ryan Cox, Chris Haley, and Maya Davis met with Dr. Celeste-Marie Bernier to discuss The Legacy of Slavery in Maryland Program and the Frederick Douglass bicentennial talk and exhibit.

September 13, 2017: Chris Haley participated in a meeting of Anne Arundel County Organizations regarding the commemoration of the bicentennial of Frederick Douglass’s birth.

September 14, 2017: Kevin Swanson attended a meeting of the Real Property Records Improvement Fund Oversight Committee.

September 15, 2017: Maya Davis gave a presentation on “Tobacco and Slavery in Charles County, MD” to students at the Historic McConchie School.

September 18, 2017: Ryan Cox and Chris Haley attended the University of Maryland’s Digital Curation Innovation Center Class to teach students about The Legacy of Slavery in Maryland Project.

September 18 - 19, 2017: Wei Yang attended a presentation at the Library of Congress on “Designing Storage Architectures for Digital Collections”.

September 19, 2017: Emily Oland Squires and Jennifer Hafner attended a meeting of the 19th Amendment Commission.

September 19, 2017: Christian Skipper participated in a meeting of the Council of State Archivists’ State Electronic Records Initiative Advocacy & Outreach Subcommittee to discuss event planning for E-Records Day 2017.

September 20, 2017: Elaine Rice Bachmann and Catherine Rogers Arthur attended the Annapolis Preservation Roundtable Luncheon.

September 21, 2017: Chris Haley met with members of the Peer Learning Partnership to plan future outreach events at PLP.

September 22, 2017: Jenn Cruickshank attended a workshop on *Adhesives in Conservation: Bridging the Gap Between Industry and Conservators*, hosted by the Heritage Science for Conservation group at Johns Hopkins University.

September 23, 2017: Chris Haley presented at the Kunta Kinte Heritage Festival at Susan Campbell Park, Annapolis.

September 22, 2017: Jenn Cruickshank met with Johns Hopkins University conservation scientists Molly McGath and Andrea Hall regarding the ongoing collaborative study of the effects of gamma irradiation on collection items.

September 28, 2017: Tim Baker, Elizabeth Newell, and Kathryn Baringer met with the Chair of the Cemetery Committee of the Anne Arundel County Genealogy Society.

September 28, 2017: Chris Haley participated in a meeting of Anne Arundel County Organizations regarding the commemoration of the bicentennial of Frederick Douglass’s birth.

September 29, 2017: Chris Haley presented at the 250th Anniversary Kunta Kinte Arrival Commemoration at Annapolis City Dock.

October 3, 2017: Jennifer Hafner and Maya Davis gave a presentation on archival research to U.S. Naval Academy midshipmen enrolled in a class on "Religion and Capitalism in Early America".

October 3, 2017: Chris Haley participated in a meeting with the Mayor of Highland Beach regarding the commemoration of the bicentennial of Frederick Douglass's birth.

October 6, 2017: Archives' staff hosted a Brick Wall event, providing participants with one-on-one assistance with their most difficult research roadblocks.

October 7, 2017: Maya Davis gave a presentation on The Legacy of Slavery Program at Lower Marlboro Freedom Day.

October 9, 2017: The Archives hosted a program to launch the Maryland State Archives and University of Maryland's College of Information Studies collaborative partnership on The Legacy of Slavery in Maryland research and access.

October 11, 2017: The Archives hosted John Emond's presentation on "Civil War Voices" at the Lunch and Learn series.

October 11, 2017: Maria Day gave a talk on "Vintage Auto Travel in Maryland" at Kent Island Public Library.

October 12, 2017: Chris Haley participated in a meeting of the Anne Arundel County Organizations regarding the commemoration of the bicentennial of Frederick Douglass's birth.

October 14, 2017: V. Joyce Phelps manned a booth at the Annapolis Stake Relief Society - Volunteer Outreach Fair to provide information on volunteer opportunities at the Archives.

October 16, 2017: Emily Oland Squires participated in the Four Rivers Pop-Up Heritage Event at William Paca House.

October 17, 2017: Emily Oland Squires and Chris Haley provided tours and research instruction to a St. Mary's College class working with The Legacy of Slavery materials.

October 17, 2017: Emily Oland Squires, Jennifer Hafner, and Elizabeth Newell attended a meeting of the 19th Amendment Commission.

October 17, 2017: Christian Skipper attended a meeting of the Institute of Museum and Library Services on its National Digital Platform project category.

October 17, 2017: Maya Davis met with Librarian of Congress Carla Hayden.

October 18, 2017: Maria Day gave a presentation on Archives' resources to a University of Maryland, Baltimore County class on Oral History.

October 18, 2017: Emily Oland Squires attended a Four Rivers Heritage Area Coordinating Council meeting.

October 19, 2017: Chris Haley participated in a meeting of Anne Arundel County Organizations regarding the commemoration of the bicentennial of Frederick Douglass's birth.

October 19, 2017: Elaine Rice Bachmann attended a luncheon meeting of the Foundation for the Preservation of Government House board, presenting an update on the book being written by Archives staff to celebrate the 150th anniversary of Government House.

October 19 - 20, 2017: Maya Davis attended a Legacy of Slavery Symposium at the University of Virginia.

October 23, 2017: Jenn Cruickshank and Emily Oland Squires offered a workshop on "Out of the Shoe Box - Ways to Improve Your Family Archive's Storage".

October 23, 2017: Maya Davis attended the Congressional Briefing on Civil War Monuments.

October 25, 2015: The Archives hosted Austin Kibler at a Lunch and Learn for his presentation on "Oyster Dredgers".

October 26, 2017: Emily Oland Squires attended a Four Rivers Heritage Area Education Committee meeting.

October 26 - 28, 2017: Megan Crayon attended the Mid-Atlantic Regional Archives Conference in Buffalo.

October 28, 2017: Chris Haley gave a presentation on The Legacy of Slavery in Maryland project at the Genealogy Festival, Odenton Regional Library.

October 29, 2017: Maria Day attended the 2017 *Keeping History Above Water: Annapolis* Conference.

October 30, 2017: Catherine Rogers Arthur and Chris Kintzel provided State House tours for the 2017 *Keeping History Above Water: Annapolis* Conference.

November 2, 2017: James Watson met with the University of Maryland, Baltimore County Policy Committee to discuss records management.

November 4, 2017: Elaine Rice Bachmann provided a tour of the State House for the Peggy Stewart Tea Party DAR Chapter.

November 6, 2017: Emily Oland Squires participated in a School Diversity and Inclusivity Programming discussion at the Key School in Annapolis.

November 8, 2017: Maya Davis, Chris Haley, Ryan Cox, and Emily Oland Squires met with Dr. Celeste-Marie Bernier to discuss the Legacy of Slavery Program and the Frederick Douglass bicentennial exhibit and lectures.

November 9, 2017: Mimi Calver, Chris Kintzel, Elaine Rice bachmann, and Catherine Rogers Arthur attended the Orlando Ridout V Memorial Lecture.

November 9, 2017: Maya Davis attended the Ira Berlin Lecture on “Frederick Douglass' life during his early years in Fell's Point” at the Lucretia B. Fisher Visitor Center.

November 13, 2017: Mike McCormick provided a tour of the Archives to participants in a meeting of the Maryland Law Library Association.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 6/6/2017**

Aberdeen Police Department, Accreditation Section

Rec.: 8/2/2017 Appr.: 8/29/2017 RM Sch. #:M389A MSA S1522-386 Supersedes: None

Anne Arundel Community College, Learning

Rec.: 7/13/2017 Appr.: 10/3/2017 RM Sch. #:2897 MSA S1468-4038 Supersedes: 2776, 2784

Anne Arundel Community College, Learning Resources Management

Rec.: 6/8/2017 Appr.: 8/21/2017 RM Sch. #:2884 MSA S1468-4021 Supersedes: 2777, 2785

Anne Arundel Community College, Learner Support Services

Rec.: 6/8/2017 Appr.: 10/3/2017 RM Sch. #:2886 MSA S1468-4037 Supersedes: 2778, 2786, 2787

Anne Arundel County Administrative Office, Office of Central Services, Real Estate Division

Rec.: 1/11/2017 Appr.: 7/19/2017 RM Sch. #:C1397 MSA S1521-1411 Supersedes: C751

Anne Arundel County Central Services, Purchasing Division

Rec.: 1/11/2017 Appr.: 5/2/2017 RM Sch. #:C1400 MSA S1521-1404 Supersedes: C936

Anne Arundel County Department of Public Works, Customer Relations

Rec.: 9/15/2016 Appr.: 6/27/2017 RM Sch. #:C1387 MSA S1521-1409 Supersedes: C970

Anne Arundel County Department of Recreation and Parks

Rec.: 4/5/2016 Appr.: 6/27/2017 RM Sch. #:C1349 MSA S1521-1408 Supersedes: C966

Anne Arundel County Personnel Office

Rec.: 4/29/2016 Appr.: 5/23/2017 RM Sch. #:C1357 MSA S1521-1406 Supersedes: C968

Calvert County Board of County Commissioners, Department of Community Planning and Building, Inspection and Permits

Rec.: 9/30/2015 Appr.: 6/21/2017 RM Sch. #:C1290 MSA S1521-1407 Supersedes: None

Calvert County Board of County Commissioners, Technology Services Department, GIS

Rec.: 9/30/2015 Appr.: 8/29/2017 RM Sch. #:C1322 MSA S1521-1414 Supersedes: None

City of Westminster, Human Resources

Rec.: 1/3/2016 Appr.: 5/2/2017 RM Sch. #:M249A MSA S1522-384 Supersedes: None

Cumberland, City Clerk

Rec.: 4/26/2017 Appr.: 6/2/2017 RM Sch. #:M267A MSA S1522-385 Supersedes: None

Department of Agriculture, Office of Resource Conservation, Program Planning and Development

Rec.: 6/12/2017 Appr.: 7/19/2017 RM Sch. #:2887 MSA S1468-4008 Supersedes: None

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Department of Agriculture, Office of Resource Conservation, Program Planning and Development, State Soil Conservation Committee (SSCC)

Rec.: 7/6/2017 Appr.: 9/21/2017 RM Sch. #:2888 MSA S1468-4034 Supersedes: None

Department of Budget and Management, Office of Personnel Services and Benefits, Personnel Services Division

Rec.: 5/20/2016 Appr.: 6/19/2017 RM Sch. #:2800 MSA S1468-3990 Supersedes: None

Department of Health and Mental Hygiene, Public Health Services, Prevention and Health Promotion Administration (PHPA)

Rec.: 10/21/2015 Appr.: 7/18/2017 RM Sch. #:2728 MSA S1468-4001 Supersedes: 856A, 950, 956A2, 1115, 1141, 1419, 1419A1, etc.

Department of Public Safety and Correctional Services, Administration, Human Resources Services Division

Rec.: 5/25/2017 Appr.: 7/18/2017 RM Sch. #:2838 MSA S1468-4003 Supersedes: None

Department of the Environment, Air and Radiation Management Administration, Air Quality Planning Program

Rec.: 3/27/2017 Appr.: 8/21/2017 RM Sch. #:2831 MSA S1468-4016 Supersedes: 2505

Department of the Environment, Air and Radiation Management Administration, Mobile Sources Control Program

Rec.: 3/27/2017 Appr.: 10/3/2017 RM Sch. #:2830 MSA S1468-4036 Supersedes: None

Department of the Environment, Land Management Administration, Land Restoration Program

Rec.: 10/29/2015 Appr.: 6/19/2017 RM Sch. #:2746 MSA S1468-3989 Supersedes: 2187, 1972

Department of the Environment, Land Management Administration, Lead Poisoning Prevention Program, Lead Compliance and Accreditation Division

Rec.: 3/19/2015 Appr.: 7/3/2017 RM Sch. #:2708 MSA S1468-3998 Supersedes: 2503

Department of the Environment, Land Management Administration, Technical Services and Operations Program, Lead Rental Property Registration

Rec.: 3/13/2017 Appr.: 5/23/2017 RM Sch. #:2825 MSA S1468-3988 Supersedes: 2404

Department of the Environment, Science Services Administration, Environmental Assessment and Standards Program, Water Quality Standards Section

Rec.: 6/28/2017 Appr.: 7/18/2017 RM Sch. #:2889 MSA S1468-4010 Supersedes: 2563

Department of the Environment, Science Services Administration, Water Quality Restoration and Accountability Program, TMDL Implementation Division, Section 319 Nonpoint Source Management Program

Rec.: 3/28/2017 Appr.: 6/19/2017 RM Sch. #:2833 MSA S1468-3991 Supersedes: 2606

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

Rec.: 10/29/2015 Appr.: 5/1/2017 RM Sch. #:2734 MSA S1468-3987 Supersedes: 2467

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Department of Transportation; Policy, Planning, and Enterprise Services; Policy Analysis and Planning; Office of Minority Business Enterprise

Rec.: 4/26/2017 Appr.: 7/3/2017 RM Sch. #:2694 MSA S1468-3997 Supersedes: None

Frederick Community College, Academic Affairs, Career Programs

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2841 MSA S1468-4026 Supersedes: None

Frederick Community College, Academic Affairs, Curriculum Systems and Scheduling

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2843 MSA S1468-4028 Supersedes: None

Frederick Community College, Academic Affairs, Vice President for Academic Affairs

Rec.: 5/30/2017 Appr.: 8/29/2017 RM Sch. #:2844 MSA S1468-4022 Supersedes: None

Frederick Community College, Career Programs, Nursing Education

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2842 MSA S1468-4027 Supersedes: None

Frederick Community College, Continuing Education and Workforce Development (CEWD)

Rec.: 5/30/2017 Appr.: 8/3/2017 RM Sch. #:2848 MSA S1468-4011 Supersedes: None

Frederick Community College, Continuing Education and Workforce Development (CEWD), Workforce Training

Rec.: 5/30/2017 Appr.: 8/29/2017 RM Sch. #:2849 MSA S1468-4023 Supersedes: None

Frederick Community College, Continuing Education and Workforce Development, Emergency Management Programs

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2846 MSA S1468-4029 Supersedes: None

Frederick Community College, Finance and Human Resources

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2859 MSA S1468-4030 Supersedes: None

Frederick Community College, Finance and Human Resources, Accounts Payable

Rec.: 5/30/2017 Appr.: 7/19/2017 RM Sch. #:2856 MSA S1468-4005 Supersedes: None

Rec.: 5/30/2017 Appr.: 8/3/2017 RM Sch. #:2853 MSA S1468-4014 Supersedes: None

Frederick Community College, Finance and Human Resources, Children's Center

Rec.: 5/30/2017 Appr.: 7/3/2017 RM Sch. #:2851 MSA S1468-3999 Supersedes: None

Frederick Community College, Finance and Human Resources, Dining Services

Rec.: 5/30/2017 Appr.: 8/3/2017 RM Sch. #:2852 MSA S1468-4013 Supersedes: None

Frederick Community College, Finance and Human Resources, Payroll

Rec.: 5/30/2017 Appr.: 7/19/2017 RM Sch. #:2855 MSA S1468-4004 Supersedes: None

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Frederick Community College, Finance and Human Resources, Risk Management

Rec.: 5/30/2017 Appr.: 7/19/2017 RM Sch. #:2857 MSA S1468-4006 Supersedes: None

Frederick Community College, Finance and Human Resources, Student Finance

Rec.: 5/30/2017 Appr.: 7/18/2017 RM Sch. #:2858 MSA S1468-4007 Supersedes: None

Frederick Community College, Institutional Effectiveness, Communications

Rec.: 5/30/2017 Appr.: 8/29/2017 RM Sch. #:2860 MSA S1468-4024 Supersedes: None

Frederick Community College, Institutional Effectiveness, Marketing and Publications

Rec.: 5/30/2017 Appr.: 8/29/2017 RM Sch. #:2862 MSA S1468-4025 Supersedes: None

Frederick Community College, Learning Support, Center for Student Engagement

Rec.: 5/30/2017 Appr.: 6/27/2017 RM Sch. #:2868 MSA S1468-3993 Supersedes: None

Frederick Community College, Learning Support, Counseling and Advising

Rec.: 5/30/2017 Appr.: 6/27/2017 RM Sch. #:2869 MSA S1468-3994 Supersedes: None

Frederick Community College, Learning Support, Enrollment Services, Admissions

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2865 MSA S1468-4032 Supersedes: None

Frederick Community College, Learning Support, Multicultural Student Services

Rec.: 5/30/2017 Appr.: 8/21/2017 RM Sch. #:2871 MSA S1468-4018 Supersedes: None

Frederick Community College, Learning Support, Office of Adult Services

Rec.: 5/30/2017 Appr.: 8/21/2017 RM Sch. #:2872 MSA S1468-4019 Supersedes: None

Frederick Community College, Learning Support, Services for Students with Disabilities (SSD)

Rec.: 5/30/2017 Appr.: 6/27/2017 RM Sch. #:2874 MSA S1468-3995 Supersedes: None

Frederick Community College, Learning Support, Student Development, Athletics Department

Rec.: 5/30/2017 Appr.: 7/3/2017 RM Sch. #:2866 MSA S1468-4000 Supersedes: None

Frederick Community College, Learning Support, Veteran Services

Rec.: 5/30/2017 Appr.: 8/3/2017 RM Sch. #:2875 MSA S1468-4015 Supersedes: None

Frederick Community College, Operations Division, Chief of Operations

Rec.: 5/30/2017 Appr.: 6/27/2017 RM Sch. #:2877 MSA S1468-3996 Supersedes: None

Frederick Community College, Operations Division, Plant Division

Rec.: 5/30/2017 Appr.: 8/21/2017 RM Sch. #:2881 MSA S1468-4020 Supersedes: None

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Frederick Community College, Operations, College Safety and Emergency Preparedness

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2878 MSA S1468-4033 Supersedes: None

Frederick Community College, Special Assistant to the President for Institutional Effectiveness

Rec.: 5/30/2017 Appr.: 6/27/2017 RM Sch. #:2864 MSA S1468-3992 Supersedes: None

Frederick Community College; Institutional Effectiveness; Office of Planning, Assessment, and Institutional Research (OPAIR)

Rec.: 5/30/2017 Appr.: 9/14/2017 RM Sch. #:2863 MSA S1468-4031 Supersedes: None

Frederick County Sheriff's Office, Corrections Bureau

Rec.: 12/2/2016 Appr.: 5/22/2017 RM Sch. #:C1393 MSA S1521-1405 Supersedes: C995

Howard County Board of Education, Public School System, Health Services

Rec.: 6/12/2017 Appr.: 8/3/2017 RM Sch. #:C1409 MSA S1521-1413 Supersedes: None

Howard County Public School System (HCPSS), Athletics

Rec.: 6/12/2017 Appr.: 7/3/2017 RM Sch. #:C1404 MSA S1521-1410 Supersedes: None

Howard County Public Schools (HCPSS), Staff Relations

Rec.: 7/13/2017 Appr.: 10/3/2017 RM Sch. #:C1413 MSA S1521-1416 Supersedes: None

Howard County Public Schools (HCPSS), Staff Relations / Claims

Rec.: 7/6/2017 Appr.: 10/3/2017 RM Sch. #:C1414 MSA S1521-1417 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Director's Office

Rec.: 10/29/2015 Appr.: 10/3/2017 RM Sch. #:2740 MSA S1468-4035 Supersedes: 2500

Office of Public Defender (OPD), Administrative Services Unit, Fiscal Group

Rec.: 6/16/2017 Appr.: 7/19/2017 RM Sch. #:1441A MSA S1468-4009 Supersedes: None

Somerset County Sheriff's Office

Rec.: 5/2/2017 Appr.: 7/19/2017 RM Sch. #:C1401 MSA S1521-1412 Supersedes: None

Rec.: 8/28/2017 Appr.: 9/21/2017 RM Sch. #:C1418 MSA S1521-1415 Supersedes: None

State Board of Elections

Rec.: 3/22/2017 Appr.: 7/18/2017 RM Sch. #:2827 MSA S1468-4002 Supersedes: None

State Ethics Commission

Rec.: 4/20/2017 Appr.: 8/21/2017 RM Sch. #:2623A MSA S1468-4017 Supersedes: None

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 6/6/2017**

**Baltimore City Department of Public Works, Office of Engineering and Construction,
Urgent Response Delivery Section, Varied Utility Contract Documents**
Schedule Number 2085

**Baltimore City Department of Public Works, Water and Wastewater, Office of Engineering
and Construction, Water and Wastewater Design Files**
Schedule Number 2086

Baltimore City Employees' Retirement System, Budget Records (Adopted)
Schedule Number BCA 2087

Baltimore City Employees' Retirement System, Payroll and Attendance Records
Schedule Number BCA 2088

Baltimore City Employees' Retirement System, Accounts Receivable Documents
Schedule Number BCA 2089

Baltimore City Employees' Retirement System, Actuarial Valuation Reports
Schedule Number BCA 2090

Baltimore City Employees' Retirement System, Audit Records (External)
Schedule Number BCA 2091

Baltimore City Employees' Retirement System, Benefits / Member Services: 1099's
Schedule Number BCA 2092

**Baltimore City Employees' Retirement System, Benefits / Member Services: Dissolution
Matters**
Schedule Number BCA 2093

Baltimore City Employees' Retirement System, Benefits / Member Services: Member Files
Schedule Number BCA 2094

**Baltimore City Employees' Retirement System, Benefits / Member Services: Support
Orders and Tax Levies**
Schedule Number BCA 2095

**Baltimore City Employees' Retirement System, Board of Trustees: Board Minutes and
Agendas**
Schedule Number 2096

Baltimore City Employees' Retirement System, Board of Trustees: Actuarial Reports
Schedule Number BCA 2097

**Baltimore City Employees' Retirement System, Accounting / Finance: Budget Records
(Working Files)**
Schedule Number 2098

Baltimore City Employees' Retirement System, Accounting / Finance: Comprehensive Annual Financial Reports

Schedule Number BCA 2099

Baltimore City Employees' Retirement System, Accounting / Finance: Cash and Bank Reports

Schedule Number BCA 2100

Baltimore City Employees' Retirement System, Board of Trustees: City Council Bill / Ordinance Files

Schedule Number BCA 2101

Baltimore City Employees' Retirement System, Administrative (General): City agencies - Correspondence Files

Schedule Number BCA 2102

Baltimore City Employees' Retirement System, Communications: Comprehensive Annual Financial Reports (CAFR)

Schedule Number BCA 2103

Baltimore City Employees' Retirement System, Administrative (General): Contracts (vendor/employee)

Schedule Number BCA 2104

Baltimore City Employees' Retirement System, Accounting/Finance: Contribution Reports

Schedule Number BCA 2105

Baltimore City Employees' Retirement System, Benefits / Member Services: Death Certificates

Schedule Number BCA 2106

Baltimore City Employees' Retirement System, Benefits / Member Services: Disability Case File

Schedule Number BCA 2107

Baltimore City Employees' Retirement System, Administration / Human Resources: Emergency Evacuation Plans

Schedule Number BCA 2108

Baltimore City Employees' Retirement System, Board of Trustees: Financial Disclosure Statements

Schedule Number BCA 2109

Baltimore City Employees' Retirement System, Accounting / Finance: Fixed Asset Inventory

Schedule Number BCA 2110

Baltimore City Employees' Retirement System, Administration / Human Resources: Employee Personnel Files

Schedule Number BCA 2111

**Baltimore City Employees' Retirement System, Administration / Human Resources:
Employee Relations File**
Schedule Number BCA 2112

**Baltimore City Employees' Retirement System, Administration / Human Resources:
Employee Training Records**
Schedule Number BCA 2113

**Baltimore City Employees' Retirement System, Administration / Human Resources: Form I-
9 (US citizenship and immigration)**
Schedule Number BCA 2114

**Baltimore City Employees' Retirement System, Administration / Human Resources:
Personnel Requisitions and Interview Notes**
Schedule Number BCA 2115

Baltimore City Employees' Retirement System, Internal Audit
Schedule Number BCA 2116

Baltimore City Employees' Retirement System, Investment Consultant Reports
Schedule Number BCA 2117

**Baltimore City Employees' Retirement System, Accounting / Finance: Investment
documents**
Schedule Number BCA 2118

Baltimore City Employees' Retirement System, Investment Manager Contracts
Schedule Number BCA 2119

**Baltimore City Employees' Retirement System, Investments: Manager / Consultant Search
Materials**
Schedule Number BCA 2120

**Baltimore City Employees' Retirement System, Investments: Manager's Annual Portfolio
Reviews**
Schedule Number BCA 2121

Baltimore City Employees' Retirement System, Investments: Custodian Bank
Schedule Number BCA 2122

Baltimore City Employees' Retirement System, Financial Reports
Schedule Number BCA 2123

Baltimore City Employees' Retirement System, Investment Correspondence
Schedule Number BCA 2124

Baltimore City Employees' Retirement System, Journal Vouchers
Schedule Number BCA 2125

**Baltimore City Employees' Retirement System, Legal Affairs: Internal Memoranda and
Correspondence**
Schedule Number BCA 2126

Baltimore City Employees' Retirement System, Legal Affairs: Records on applications for disability retirement

Schedule Number BCA 2127

Baltimore City Employees' Retirement System Legal Affairs: External Legal Correspondence

Schedule Number BCA 2128

Baltimore City Employees' Retirement System, Administrative (General): Letters / Authorizations to Custodian Bank

Schedule Number BCA 2129

Baltimore City Employees' Retirement System, Legal Affairs: Litigation materials

Schedule Number BCA 2130

Baltimore City Employees' Retirement System, Accounting / Finance: Cash and Bank Reports

Schedule Number BCA 2131

Baltimore City Employees' Retirement System, Communications: Newsletters, Press Releases, City Eblasts

Schedule Number BCA 2132

Baltimore City Employees' Retirement System, Legal Affairs: Other legal opinions

Schedule Number BCA 2133

Baltimore City Employees' Retirement System, Board of Trustees: Recordings of Board / Committee meetings

Schedule Number BCA 2134

Baltimore City Employees' Retirement System, Accounting / Finance: Retirement Payroll Records (all)

Schedule Number BCA 2135

Baltimore City Employees' Retirement System, Legal Affairs: Securities litigation reports

Schedule Number BCA 2136

Baltimore City Employees' Retirement System, Board of Trustee Elections

Schedule Number BCA 2137

Baltimore City Employees' Retirement System, Administrative / Human Resources: Wage Attachment / Garnishment

Schedule Number BCA 2138

Baltimore City Employees' Retirement System, Accounting / Finance: Accounts Payable documents

Schedule Number BCA 2139

Baltimore City Employees' Retirement System, Administrative / Human Resources: Employee Medical File

Schedule Number BCA 2140

Baltimore City Office of Council Services, Legislative Files

Schedule Number BCA 2141

Retention Schedule Summary

State agency schedules approved - 51

County agency schedules approved - 14

Municipal agency schedules approved - 3

Total number of State Archives schedules approved - 68

Total number of Baltimore City Archives schedules approved - 57

Images of all approved State Archives schedules are available online at

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

Disposal Certificate Summary
Total number of electronic certificates - 202
Total number of paper certificates - 64
Total number of certificates - 266
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Electronic Disposal Certificates Approved Since Hall of Records Meeting On 6/6/2017</p>		
Date Approved	Agency	Certificate Number
4/24/2017	Maryland State Ethics Commission	SE55-4457
4/26/2017	Maryland Department of Health and Mental Hygiene Dorchester	SE55-4458
4/26/2017	Montgomery County Government HHS/ Office Of Eligibility & Support Services	SE55-4459
4/27/2017	Charles County Government	SE55-4460
4/27/2017	Carroll County Detention Center	SE55-4461
4/27/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4462
4/28/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4463
4/28/2017	Carroll County Detention Center	SE55-4464
5/3/2017	Maryland State Treasurer's Office	SE55-4469
5/4/2017	Carroll County Sheriff's Office	SE55-4470
5/11/2017	Carroll County Detention Center	SE55-4472
5/11/2017	Prince George's County Circuit Court	SE55-4473
5/16/2017	Maryland State Police Internal Affairs Section	SE55-4474
5/18/2017	Saint Mary's County Register of Wills	SE55-4475
5/18/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4478
5/18/2017	Maryland Department of Health and Mental Hygiene DCAR	SE55-4479
5/18/2017	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-4480
5/18/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4481
5/18/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4482
5/18/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4483
5/18/2017	Maryland Department of Health and Mental Hygiene	SE55-4484
5/22/2017	Anne Arundel County Community College Document Services/Records Retention	SE55-4485

5/23/2017	Carroll County Detention Center	SE55-4487
5/26/2017	Maryland State Ethics Commission	SE55-4489
6/1/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4492
6/3/2017	Montgomery County Government HHS/School Health Services	SE55-4493
6/3/2017	Montgomery County Government HHS/School Health Services	SE55-4494
6/3/2017	Montgomery County Government Fire & Rescue	SE55-4495
6/7/2017	Worcester County Circuit Court Criminal Department	SE55-4496
6/14/2017	Carroll County Detention Center	SE55-4503
6/14/2017	Carroll County Detention Center	SE55-4504
6/16/2017	City of College Park Administration	SE55-4506
6/16/2017	City of College Park Administration	SE55-4507
6/19/2017	Kent County Circuit Court	SE55-4508
6/21/2017	Queen Anne's County Circuit Court Land Records / Licensing	SE55-4513
6/21/2017	Carroll County Circuit Court	SE55-4514
6/21/2017	City of Cumberland City Clerk	SE55-4515
6/22/2017	Maryland State Police Internal Affairs Division	SE55-4516
6/22/2017	Maryland State Police Internal Affairs Section	SE55-4517
6/26/2017	City of Cumberland	SE55-4518
6/30/2017	Maryland Department of Agriculture Animal Health	SE55-4524
7/3/2017	Queen Anne's County Circuit Court	SE55-4525
7/10/2017	Maryland Department of Agriculture Fiscal Services	SE55-4526
7/12/2017	Charles County Government	SE55-4527
7/14/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4528
7/17/2017	Howard County Register of Wills	SE55-4529
7/18/2017	Carroll County Detention Center	SE55-4532
7/18/2017	Carroll County Detention Center	SE55-4533
7/18/2017	Carroll County Detention Center	SE55-4534
7/18/2017	Carroll County Detention Center	SE55-4535
7/19/2017	Queen Anne's County Circuit Court Land Records / Licensing	SE55-4536
7/31/2017	Charles County Government	SE55-4549
7/31/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4550
7/31/2017	Queen Anne's County Circuit Court Land Records / Licensing	SE55-4551
7/31/2017	Maryland State Police Special Operations Division	SE55-4552
8/1/2017	Carroll County Detention Center	SE55-4553
8/1/2017	Carroll County Detention Center	SE55-4554
8/1/2017	Carroll County Detention Center	SE55-4555
8/2/2017	Baltimore County Circuit Court	SE55-4556
8/2/2017	City of Cumberland	SE55-4557
8/7/2017	Carroll County Detention Center	SE55-4563
8/9/2017	Maryland Office of the Attorney General Maryland Port Administration	SE55-4566
8/9/2017	Maryland Department of Agriculture Animal Health	SE55-4567

8/17/2017	Maryland State Ethics Commission	SE55-4568
8/21/2017	City of College Park	SE55-4569
8/21/2017	Anne Arundel County Community College Document	SE55-4570
8/21/2017	Montgomery County Government	SE55-4571
8/21/2017	Montgomery County Government Correction & Rehabilitation /Accreditation	SE55-4572
8/22/2017	Montgomery County Government HHS/School Health Services	SE55-4573
8/22/2017	Montgomery County Government DOCR/Montgomery County Correctional Facility- Fiscal Division	SE55-4574
8/22/2017	Montgomery County Government HHS/Aging & Disability	SE55-4575
8/22/2017	Montgomery County Government HHS/Child Care	SE55-4576
8/22/2017	Montgomery County Government DOT/Directors Office	SE55-4577
8/22/2017	Montgomery County Government DOT/Traffic Engineering & Operations	SE55-4578
8/22/2017	Montgomery County Government HHS/Sexually Transmitted Disease Clinic	SE55-4579
8/22/2017	Montgomery County Government HHS/Behavioral Health & Crisis Services	SE55-4584
8/23/2017	Montgomery County Government HHS/Public Health	SE55-4585
8/23/2017	Montgomery County Government Environmental	SE55-4586
8/23/2017	Montgomery County Government DGS/Central	SE55-4587
8/23/2017	Montgomery County Government Environmental Protection/Directors Office	SE55-4588
8/23/2017	Montgomery County Government HHS/Aging & Disability Services	SE55-4589
8/23/2017	Montgomery County Government DOT/Traffic Engineering & Operations	SE55-4590
8/23/2017	Montgomery County Government HHS/Child Care Subsidies/Working Parents Assistance Program	SE55-4591
8/23/2017	Montgomery County Government Fire & Rescue Services/Administrative Services	SE55-4592
8/23/2017	Montgomery County Government HHS/Child Care Subsidies/Working Parents Assistance Program	SE55-4593
8/23/2017	Montgomery County Government Finance/Treasury	SE55-4594
8/23/2017	Montgomery County Government HHS/Aging & Disability Services	SE55-4595
8/23/2017	Prince George's County Circuit Court	SE55-4596
8/23/2017	Carroll County Circuit Court	SE55-4597
8/23/2017	Howard County Circuit Court Civil Department	SE55-4598
8/23/2017	Prince George's County Circuit Court	SE55-4599
8/23/2017	Cecil County Circuit Court	SE55-4600
8/23/2017	Carroll County Circuit Court	SE55-4601
8/23/2017	Prince George's County Circuit Court	SE55-4602
8/23/2017	Carroll County Circuit Court	SE55-4603

8/23/2017	Prince George's County Circuit Court	SE55-4604
8/23/2017	Queen Anne's County Circuit Court	SE55-4605
8/25/2017	Charles County Government	SE55-4606
8/28/2017	Maryland Department of Agriculture Purchasing Office	SE55-4607
8/28/2017	Maryland Department of Commerce	SE55-4608
8/29/2017	Montgomery County Government Finance/Treasury	SE55-4609
8/29/2017	Montgomery County Government Police/Automated Traffic Light Enforcement Unit	SE55-4610
8/29/2017	Montgomery County Government Police/Management & Budget	SE55-4611
8/29/2017	Carroll County Detention Center	SE55-4612
8/29/2017	Montgomery County Government HHS/Communicable Disease & Epidemiology	SE55-4613
8/29/2017	Montgomery County Government Correction & Rehabilitation /Detention Services	SE55-4614
8/29/2017	Montgomery County Government HHS/CASCBS/Linkage To Learning	SE55-4615
9/1/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4618
9/1/2017	Montgomery County Register of Wills	SE55-4619
9/1/2017	Howard County Circuit Court Criminal / Juvenile	SE55-4620
9/6/2017	Carroll County Detention Center	SE55-4621
9/7/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4622
9/7/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4623
9/7/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4624
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4625
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4626
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4628
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4629
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4630
9/8/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4631
9/12/2017	Maryland Department of Social Services, Allegany County Finance	SE55-4632
9/18/2017	Carroll County Detention Center	SE55-4636
9/19/2017	Charles County Government	SE55-4637
9/21/2017	Howard County Circuit Court	SE55-4638

9/21/2017	City of Cumberland City Clerk	SE55-4639
9/25/2017	Cecil County Circuit Court	SE55-4640
9/26/2017	Queen Anne's County Circuit Court	SE55-4641
9/26/2017	Cumberland Human Resources	SE55-4642
9/26/2017	Carroll County Detention Center	SE55-4643
9/26/2017	Carroll County Detention Center	SE55-4648
9/26/2017	Montgomery County Register of Wills	SE55-4649
9/27/2017	Maryland State Police Special Operations Division	SE55-4650
9/27/2017	Worcester County Circuit Court Clerk of Court Fiscal Accounts Department	SE55-4651
10/3/2017	Department of Public Safety and Correctional Services Eastern Shore Correctional Institute	SE55-4655
10/11/2017	Maryland Transportation Authority	SE55-4656
10/11/2017	Maryland Transportation Authority	SE55-4657
10/12/2017	Maryland Transportation Authority	SE55-4658
10/12/2017	Maryland Transportation Authority	SE55-4659
10/12/2017	Maryland Transportation Authority	SE55-4660
10/12/2017	Worcester County Government Administration Budget Office	SE55-4661
10/16/2017	Maryland Transportation Authority	SE55-4662
10/16/2017	Maryland Transportation Authority	SE55-4663
10/17/2017	Maryland State Police MCAC	SE55-4664
10/17/2017	Carroll County Detention Center	SE55-4665
10/17/2017	Carroll County Detention Center	SE55-4666
10/17/2017	Carroll County Detention Center	SE55-4667
10/17/2017	Carroll County Detention Center	SE55-4668
10/17/2017	Carroll County Detention Center	SE55-4669
10/20/2017	City of Cumberland City Clerk	SE55-4670
10/23/2017	Prince George's County Circuit Court	SE55-4671
10/23/2017	Queen Anne's County Circuit Court	SE55-4672
10/23/2017	Montgomery County Register of Wills	SE55-4673
10/23/2017	Worcester County Government Administration Budget Office	SE55-4674
10/23/2017	Maryland State Police Office of the State Fire Marshal, Upper Eastern Region	SE55-4675
10/23/2017	Maryland State Police Office of the State Fire Marshal, Upper Eastern Region	SE55-4676
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4677
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4678
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4679
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4680
10/24/2017	Maryland Department of Health and Mental Hygiene	SE55-4681

10/24/2017	Maryland Department of Health and Mental Hygiene	SE55-4682
10/24/2017	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-4683
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4684
10/24/2017	Maryland Department of Health and Mental Hygiene	SE55-4685
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4686
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4687
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4688
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4689
10/24/2017	Maryland Department of Health and Mental Hygiene Cecil County Health Department	SE55-4690
10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4691
10/24/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4692
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4693
10/24/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4694
10/24/2017	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4695
10/24/2017	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4696
10/24/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4697
10/24/2017	Maryland Department of Health and Mental Hygiene PHPA	SE55-4698
10/24/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4699
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4700
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4701
10/24/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4702
10/24/2017	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4703
10/24/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4704
10/24/2017	City of Cumberland	SE55-4705
10/24/2017	Worcester County Government Administration Budget Office	SE55-4706

10/24/2017	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4707
10/24/2017	Maryland Department of Health and Mental Hygiene OPASS	SE55-4708
10/24/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4709
10/25/2017	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4710
10/25/2017	Charles County Government	SE55-4711
10/25/2017	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4712
10/25/2017	Maryland Department of Health and Mental Hygiene SGHC	SE55-4713
10/25/2017	Maryland Department of Health and Mental Hygiene Howard County Health Department	SE55-4714
10/25/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4715
10/25/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4716
10/25/2017	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-4717
10/25/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4718
10/25/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4719
10/25/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4720
10/25/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4721
10/25/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4722
10/26/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4723

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 6/6/2017

Date Approved	Agency	Certificate Number
5/1/2017	District Court 11 Washington County	SE55-4465
5/1/2017	District Court 9 Harford County	SE55-4466
5/1/2017	District Court 6 Montgomery County	SE55-4467
4/13/2017	St. Mary's County Sheriff's Office	SE55-4468
5/2/2017	District Court 10 Howard County	SE55-4471
5/17/2017	District Court 12 Allegany County	SE55-4476
5/17/2017	District Court 1 Baltimore City	SE55-4477
5/5/2017	Department of the Environment, Waste Management	SE55-4486
5/23/2017	District Court 1 Baltimore City	SE55-4488
3/28/2017	Howard Community College, Enrollment Services, RRVA	SE55-4490
4/21/2017	Department of Human Resources, Programs, Baltimore	SE55-4491
6/2/2017	District Court 9 Harford County	SE55-4497
6/2/2017	District Court 12 Allegany County	SE55-4498
6/7/2017	District Court 12 Allegany County	SE55-4499
6/7/2017	District Court 10 Carroll County	SE55-4500
6/7/2017	District Court 11 Washington County	SE55-4501
6/7/2017	District Court 11 Frederick County	SE55-4502
4/12/2017	St. Mary's County Government, Department of Recreation	SE55-4505
4/27/2017	Anne Arundel County Detention Center	SE55-4509
5/22/2017	Anne Arundel County Detention Center, Administration	SE55-4510
5/30/2017	Anne Arundel County Detention Center, Administration	SE55-4511
6/19/2017	District Court 12 Allegany County	SE55-4512
6/21/2017	District Court 8 Baltimore County	SE55-4519
6/21/2017	District Court 7 Anne Arundel County	SE55-4520
6/21/2017	District Court 11 Frederick County	SE55-4521
6/21/2017	District Court 7 Anne Arundel County	SE55-4522
4/12/2017	Aberdeen Police Department, Accrediatation Section	SE55-4523
6/8/2017	St. Mary's County Government, Department of Recreation	SE55-4530
6/28/2017	Department of the Environment, Science Services	SE55-4531
6/12/2017	County Commissioners for Calvert County, Personnel	SE55-4537
6/19/2017	Aberdeen Police Department, Accreditation	SE55-4538
7/19/2017	Allegany County Circuit Court	SE55-4539
7/19/2017	District Court 10 Carroll County	SE55-4540
7/19/2017	District Court 2 Worcester County	SE55-4541
7/19/2017	District Court 7 Anne Arundel County	SE55-4542
7/17/2017	District Court 12 Garrett County	SE55-4543
7/19/2017	District Court 5 Prince George's County	SE55-4544

7/18/2017	District Court 12 Allegany County	SE55-4545
7/19/2017	District Court 3 Talbot County	SE55-4546
7/19/2017	District Court 12 Allegany County	SE55-4547
7/11/2017	Charles County Sheriff's Office	SE55-4548
8/3/2017	District Court 11 Washington County	SE55-4558
8/3/2017	District Court 12 Allegany County	SE55-4559
8/3/2017	District Court 3 Talbot County	SE55-4560
8/3/2017	District Court 1 Baltimore City	SE55-4561
8/3/2017	District Court 1 Baltimore City	SE55-4562
7/24/2017	Anne Arundel County Detention Center, Administration	SE55-4564
7/12/2017	Aberdeen Police Department, Accreditation	SE55-4565
8/21/2017	District Court 12 Allegany County	SE55-4580
8/21/2017	District Court 12 Allegany County	SE55-4581
8/21/2017	Baltimore City Circuit Court	SE55-4582
8/21/2017	Salisbury	SE55-4583
8/18/2017	County Commissioners for Calvert County, Personnel	SE55-4616
8/22/2017	Salisbury, Department of Internal Services, Parking and	SE55-4617
9/14/2017	District Court 12 Allegany County	SE55-4633
9/14/2017	District Court 8 Baltimore County	SE55-4634
9/14/2017	District Court 1 Baltimore City	SE55-4635
8/29/2017	Salisbury, Department of Internal Services	SE55-4644
9/15/2017	County Commissioners for Calvert County Personnel	SE55-4645
9/7/2017	Anne Arundel County Detention Center, Administration	SE55-4646
9/8/2017	Charles County Sheriff's Office, Corrections	SE55-4647
8/31/2017	Ocean City, City Clerk's Office	SE55-4652
8/7/2017	Salisbury	SE55-4653
8/30/2017	Wicomico County Recreation, Parks and Tourism	SE55-4654

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 6/6/2017

DEPARTMENT OF TRANSPORTATION MARYLAND TRANSPORTATION
AUTHORITY

(Annual Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/21/2017	T5109	1940-2007	10 Boxes, 24 CSE

(Bond Transcripts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/21/2017	T5110	1948-2007	3 Boxes, 7.2 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/5/2017	T1618	1970-2016	322 Boxes, 772.8 CSE

(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T2048		22 Maps/Plats, 1.1 CSE
7/31/2017	T2048		16 Maps/Plats, 0.8 CSE
8/31/2017	T2048		27 Maps/Plats, 1.35 CSE
9/29/2017	T2048		45 Maps/Plats, 2.25 CSE
10/31/2017	T2048		27 Maps/Plats, 1.35 CSE

MARYLAND GEOLOGICAL SURVEY

(Aerial Photographs)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/10/2017	T5053	1951-1968	53 Boxes, 127.2 CSE

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 6/6/2017

PENMAR DEVELOPMENT CORPORATION

(Financial & Personnel Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/16/2017	T5076	2001-2017	4 Boxes, 9.6 CSE

(Financial Report)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/16/2017	T5136	1997-2017	2.4 CSE

(Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/16/2017	T5135	1999-2017	2.4 CSE

VILLAGE OF MARTIN'S ADDITIONS

(Building Plans)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/21/2017	T5111	2001-2013	18 Boxes, 43.2 CSE

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1896	2017	3 Maps/Plats, 0.15 CSE
7/31/2017	T1896	2017	0.05 CSE
9/29/2017	T1896	2017	6 Maps/Plats, 0.3 CSE
10/31/2017	T1896	2017	5 Maps/Plats, 0.25 CSE

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1897	2017	56 Maps/Plats, 2.8 CSE
7/31/2017	T1897	2017	41 Maps/Plats, 2.05 CSE
8/31/2017	T1897	2017	45 Maps/Plats, 2.25 CSE
9/29/2017	T1897	2017	51 Maps/Plats, 2.55 CSE
10/31/2017	T1897	2017	52 Maps/Plats, 2.6 CSE

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BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1898	2017	5 Maps/Plats, 0.25 CSE
7/31/2017	T1898	2017	17 Maps/Plats, 0.85 CSE
8/31/2017	T1898	2017	115 Maps/Plats, 5.75 CSE
9/29/2017	T1898	2017	64 Maps/Plats, 3.2 CSE
10/31/2017	T1898	2017	58 Maps/Plats, 2.9 CSE

BALTIMORE COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/10/2017	T1232	2006-2014	28 Boxes, 67.2 CSE

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/10/2017	T1767	1967-1991	135 Boxes, 324 CSE

(Trust Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/10/2017	T2983	1954-2005	21 Boxes, 50.4 CSE

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1899	2017	18 Maps/Plats, 0.9 CSE
7/31/2017	T1899	2017	10 Maps/Plats, 0.5 CSE
8/31/2017	T1899	2017	14 Maps/Plats, 0.7 CSE
10/31/2017	T1899	2017	15 Maps/Plats, 0.75 CSE

Maryland State Archives
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CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1900	2017	5 Maps/Plats, 0.25 CSE
7/31/2017	T1900	2017	62 Maps/Plats, 3.1 CSE
9/29/2017	T1900	2017	4 Maps/Plats, 0.2 CSE

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1901	2017	11 Maps/Plats, 0.55 CSE
8/31/2017	T1901	2017	16 Maps/Plats, 0.8 CSE
9/29/2017	T1901	2017	10 Maps/Plats, 0.5 CSE
10/31/2017	T1901	2017	11 Maps/Plats, 0.55 CSE

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1902	2017	10 Maps/Plats, 0.5 CSE
7/31/2017	T1902	2017	12 Maps/Plats, 0.6 CSE
8/31/2017	T1902	2017	7 Maps/Plats, 0.35 CSE
9/29/2017	T1902	2017	20 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>
7/31/2017	T1903	2017	10 Maps/Plats, 0.5 CSE
10/31/2017	T1903	2017	12 Maps/Plats, 0.6 CSE

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1904	2017	66 Maps/Plats, 3.3 CSE
8/31/2017	T1904	2017	9 Maps/Plats, 0.45 CSE
10/31/2017	T1904	2017	36 Maps/Plats, 1.8 CSE

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DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1905	2017	6 Maps/Plats, 0.3 CSE
7/31/2017	T1905	2017	8 Maps/Plats, 0.4 CSE
8/31/2017	T1905	2017	17 Maps/Plats, 0.85 CSE
9/29/2017	T1905	2017	2 Maps/Plats, 0.1 CSE
10/31/2017	T1905	2017	3 Maps/Plats, 0.15 CSE

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1906	2017	59 Maps/Plats, 2.95 CSE
7/31/2017	T1906	2017	57 Maps/Plats, 2.85 CSE
8/31/2017	T1906	2017	31 Maps/Plats, 1.55 CSE
9/29/2017	T1906	2017	43 Maps/Plats, 2.15 CSE
10/31/2017	T1906	2017	67 Maps/Plats, 3.35 CSE

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1907	2017	8 Maps/Plats, 0.4 CSE
8/31/2017	T1907	2017	18 Maps/Plats, 0.9 CSE
10/31/2017	T1907	2017	18 Maps/Plats, 0.9 CSE

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1908	2017	29 Maps/Plats, 1.45 CSE
7/31/2017	T1908	2017	9 Maps/Plats, 0.45 CSE
8/31/2017	T1908	2017	19 Maps/Plats, 0.95 CSE
9/29/2017	T1908	2017	19 Maps/Plats, 0.95 CSE
10/31/2017	T1908	2017	33 Maps/Plats, 1.65 CSE

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>
6/30/2017	T2466	2017	50 Maps/Plats, 2.5 CSE
7/31/2017	T2466	2017	19 Maps/Plats, 0.95 CSE
8/31/2017	T2466	2017	13 Maps/Plats, 0.65 CSE
9/29/2017	T2466	2017	75 Maps/Plats, 3.75 CSE
10/31/2017	T2466	2017	19 Maps/Plats, 0.95 CSE

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T2186	2017	3 Maps/Plats, 0.15 CSE
7/31/2017	T2186	2017	7 Maps/Plats, 0.35 CSE
8/31/2017	T2186	2017	4 Maps/Plats, 0.2 CSE
9/29/2017	T2186	2017	2 Maps/Plats, 0.1 CSE
10/31/2017	T2186	2017	7 Maps/Plats, 0.35 CSE

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1911	2017	34 Maps/Plats, 1.7 CSE
7/31/2017	T1911	2017	30 Maps/Plats, 1.5 CSE
8/31/2017	T1911	2017	21 Maps/Plats, 1.05 CSE
9/29/2017	T1911	2017	30 Maps/Plats, 1.5 CSE
10/31/2017	T1911	2017	9 Maps/Plats, 0.45 CSE

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1912	2017	15 Maps/Plats, 0.75 CSE
8/31/2017	T1912	2017	63 Maps/Plats, 3.15 CSE
10/31/2017	T1912	2017	104 Maps/Plats, 5.2 CSE

QUEEN ANNE'S COUNTY CIRCUIT COURT

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(Bastardy Information Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5128	1951-1963	2.4 CSE

(Boat Lien Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5129	1932-1974	1 Volumes, 1.33 CSE

(Charter Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T4123	1890-1993	23 Volumes, 30.59 CSE

(Civil Marriage Returns)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5126	1964-2016	2.4 CSE

(Civil Marriage, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5115	1964-2016	1 Volumes, 1.33 CSE

(Crabbers, Tongers, and Clammers Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5118	1979-1983	1 Volumes, 1.33 CSE

(District Court Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T3559	1980-2004	12 Volumes, 15.96 CSE

(Election Returns)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5125	1896-1971	4 Volumes, 7.72 CSE

(Factors Lien Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5130	1960-1964	1 Volumes, 1.33 CSE

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(Federal Tax Lien, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5132	1929-1961, 1992-1999	2 Volumes, 2.66 CSE

(Federal Tax Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T3530	1961-1994	1 Volumes, 1.33 CSE

(Financing Record, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5123	1964-2008	4 Volumes, 7.72 CSE

(Judgments, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5133	1984-2012	7 Volumes, 9.31 CSE

(Land and Road Commissions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/22/2017	T5137	1750-1852	2.4 CSE

(License Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5117	1964-2012	1 Volumes, 3.73 CSE

(Marriage Applications)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T4000	1886-2014	14 Boxes, 33.6 CSE

(Marriage License, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5127	1981-2012	4 Volumes, 5.32 CSE

(Marriage Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T1703	1938-1998	31 Volumes, 41.23 CSE

Maryland State Archives
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(Marriage Waivers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5134	1943-1956	2 Volumes, 2.66 CSE

(Medical Registers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5122	1894-1941	3 Volumes, 3 Boxes, 11.19 CSE

(Military Discharges)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5121	1981-1966	3 Volumes, 6.39 CSE

(Notice of Sale)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5124	1981-2011	6 Volumes, 7.98 CSE

(Oil and Gas Leases)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5116	1944-1948	1 Volumes, 1.33 CSE

(Ordinance Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5120	1955-2005	4 Volumes, 5.32 CSE

(Stallion and Jackass Statements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/2/2017	T5138	1895-1940	2.4 CSE

(State Tax Lien)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5131	1980-2004	10 Volumes, 13.3 CSE

(Tax Sales)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/26/2017	T5119	1875-1950	3 Volumes, 3.99 CSE

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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>
6/30/2017	T1913	2017	18 Maps/Plats, 0.9 CSE
8/31/2017	T1913	2017	36 Maps/Plats, 1.8 CSE
9/29/2017	T1913	2017	15 Maps/Plats, 0.75 CSE
10/31/2017	T1913	2017	17 Maps/Plats, 0.85 CSE

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T1915	2017	No Items
8/31/2017	T1915	2017	5 Maps/Plats, 0.25 CSE
10/31/2017	T1915	2017	11 Maps/Plats, 0.55 CSE

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1914	2017	25 Maps/Plats, 1.25 CSE
7/31/2017	T1914	2017	7 Maps/Plats, 0.35 CSE
8/31/2017	T1914	2017	25 Maps/Plats, 1.25 CSE
9/29/2017	T1914	2017	20 Maps/Plats
10/31/2017	T1914	2017	21 Maps/Plats, 1.05 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1916	2017	27 Maps/Plats, 1.35 CSE
7/31/2017	T1916	2017	28 Maps/Plats, 1.4 CSE
8/31/2017	T1916	2017	20 Maps/Plats
9/29/2017	T1916	2017	23 Maps/Plats, 1.15 CSE
10/31/2017	T1916	2017	10 Maps/Plats, 0.5 CSE

Maryland State Archives
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WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2017	T1917		23 Maps/Plats, 1.15 CSE
6/30/2017	T1917	2017	40 Maps/Plats, 2 CSE
7/31/2017	T1917	2017	11 Maps/Plats, 0.55 CSE
8/31/2017	T1917	2017	20 Maps/Plats
9/29/2017	T1917	2017	54 Maps/Plats, 2.7 CSE

WASHINGTON COUNTY REGISTER OF WILLS

(Administration Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5139	1970-1998	250 Volumes, 332.5 CSE

(Assignments)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5022		1 Volumes, 1.33 CSE

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T3594	1997-2005	156 Boxes, 374.4 CSE

(Executor and Administrator Accounts)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5013	1952-1972	13 Volumes, 17.29 CSE

(Executor and Administrator Bonds)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5016	1944-1973	13 Volumes, 17.29 CSE

(Inventories of Appraisements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5025	1945-1974	12 Volumes, 15.96 CSE

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(Joint and Co-Tenancy Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5141	1954-1974	2 Volumes, 2.66 CSE

(List of Sales)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5014	1952-1973	5 Volumes, 6.65 CSE

(Minutes and Proceedings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5003	1940-1974	37 Volumes, 49.21 CSE

(Petition and Judgement Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5140	1843-1961	14 Volumes, 18.62 CSE

(Releases)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5020	1960-1997	3 Volumes, 3.99 CSE

(Small Estates)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2017	T5005	1945-1977	4 Volumes, 5.32 CSE

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/30/2017	T1918	2017	39 Maps/Plats, 1.95 CSE
7/31/2017	T1918	2017	10 Maps/Plats, 0.5 CSE
8/31/2017	T1918	2017	7 Maps/Plats, 0.35 CSE
9/29/2017	T1918	2017	8 Maps/Plats, 0.4 CSE
10/31/2017	T1918	2017	11 Maps/Plats, 0.55 CSE

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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>
6/30/2017	T1919	2017	9 Maps/Plats, 0.45 CSE
7/31/2017	T1919	2014	9 Maps/Plats, 0.45 CSE
8/31/2017	T1919	2017	44 Maps/Plats, 2.2 CSE
9/29/2017	T1919	2017	7 Maps/Plats, 0.35 CSE
10/31/2017	T1919	2017	27 Maps/Plats, 1.35 CSE

Total CSE (clam shell equivalents) added:	2,631.47
Total number of volumes added:	479.00
Total number of boxes added:	777.00
Total number of maps/plats added:	2,592.00
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 6185	Maryland Historical Society Calvert Papers Digitization Project Collection
MSA SC 6186	Tree Farm Committee Collection
MSA SC 6187	Walters Blunt Family Papers Collection
MSA SC 6188	Conrey Diaries Collection
MSA SC 6189	Birkhead Collection
MSA SC 6190	Philip Haynes Collection
MSA SC 6191	Worthington Yellott Collection
MSA SC 6192	Locust Point Community Church Collection
MSA SC 6193	Orlando Ridout IV Collection
MSA SC 6194	Henry B. Myers and Company Collection
MSA SC 6195	Humphrey D. Wolfe Collection
MSA SC 6196	Maryland Historical Society Microfilm Digitization Project Collection
MSA SC 6197	Graven in Stone Inventory Collection
MSA SC 6198	Laurel Historical Society Collection
MSA SC 6199	Hilda Mae Snoops Collection
MSA SC 6200	Dr. Martin Luther King, Jr. Committee Collection

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Maryland State Archives Hall of Records Commission Meeting

May 11, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



Maryland State Archives

Hall of Records Commission Meeting

May 11, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_attendees_spring_may2018.pdf

Opening Remarks / Special Announcements

Special Guests

Ms. Eliana Pangelinan, *Staff Administrative Office of the Courts*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 17, 2017

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_minutes_fall_2017.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

December 2, 2017: Archives staff participated in the State House by Candlelight event as volunteers to assist performers and guests.

January 31, 2018: The Archives hosted a Lunch and Learn presentation given by Dr. Jean B. Russo on “Risking All in Early Maryland: Disease, Death, and Demography.”

February 23, 2018: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox facilitated and hosted a presentation given by Dr. Celeste-Marie Bernier titled “Our Bondage and Our Freedom: Frederick Douglass and Family in the Walter O. Evans Collection (1818-2018)” in commemoration of the Frederick Douglass Bicentennial.

March 14, 2018: On behalf of the Maryland State Senate, Tim Baker presented First Citizen Awards to Chief Judge Mary Ellen Barbera, Dr. David Wilson, president of Morgan State University, and Dr. Wallace Loh, president of the University of Maryland.



March 28, 2018: The Archives hosted a Lunch and Learn presentation given by Dr. Leigh Ryan of University of Maryland, entitled “To do right and overcome”: The Plummer Family in Slavery and Freedom.

April 11, 2018: The Archives hosted a Lunch and Learn program featuring Glenn Campbell, Senior Historian of Historic Annapolis, “Brothers in Arms: The Revolutionary Service of James and Edmund Brice.”

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

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_schedule_s_5-11-2018.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_disposals_5-11-2018.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/se14/000000/000047/hrc_chronology_spring2018.pdf

Publications

“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House



On Thursday, April 26, Governor and Mrs. Hogan and the Foundation for the Preservation of Government House of Maryland, Inc., released a new book in celebration of the 150th anniversary of the governor’s mansion. *“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House*, written by Elaine Rice Bachmann and Mimi Calver, draws upon decades of research by staff of the Archives and features hundreds of photos from collections at the Archives and other sources. Designed by Michele Danoff, of

Graphics by Design, this new publication will be made available to the public at an open house being hosted by the Governor and First Lady on Saturday, May 12, from 12:00-3:00. This event is being planned and managed by Archives staff in coordination with the office of the First Lady and the staff of Government House.

“Researching African American Families at the Maryland State Archives”



In February 2018, the Maryland State Archives published a second edition of the booklet “Researching African American Families at the Maryland State Archives,” originally written by Phebe Jacobsen and published by the Hall of Records in 1984. This guide describes the records and use of archival materials to research African American history and genealogy. The publication was revised and redesigned with updated images and text to reflect new information about the subject researched by The Legacy of Slavery in Maryland program. Ten thousand copies were

printed for free public distribution and a full web-enabled copy was placed online at the Maryland State Archives’ website at:

http://slavery.msa.maryland.gov/pdf/researching_african_american_families.pdf

Copies are available in the Search Room and the Lobby, and are also distributed at Archives’ public events, such as the Frederick Douglass 200 event on February 23 with Dr. Celeste Bernier and the Maryland Women’s Hall of Fame Lunch and Learn on March 28 with Dr. Leigh Ryan. This publication revision and printing was made possible by a generous grant from the Four Rivers Heritage Area which was matched by the Friends of the Maryland State Archives.

Upcoming Publications

The Archives has received funding in FY 2019 to write, design, and publish a history of the historic legislative chambers in the Maryland State House. Plans are underway with the staff of the Senate and House of Delegates for the Archives to publish a booklet that will interpret the history of the Old Senate Chamber and the Old House of Delegates Chamber, along with documenting the recreation of each chamber as they are experienced by visitors to the State House. Archives staff from Artistic Property, Research, and Special Collections, will collaborate to create this illustrated history which is planned for completion in time for the 2019 Legislative Session.

Records and Access

Records Management Update

Since the last Hall of Records Commission meeting, the Archives has put in a concerted effort to increase compliance with the recent revisions to Annotated Code of Maryland State Government Article 10-610 requiring each agency head to appoint a Records Officer. Archives staff sent regular emails and called State agencies for which no nominations had been received. Staff also reached out to the Maryland Association of Counties and the Maryland Municipal League to encourage compliance among county and municipal agencies.

The response was rewarding. Fifty-six records officers have been appointed for state Executive, Legislative, and Judicial departments as well as Constitutional offices, independent agencies, and inter-county agencies. Records Officers have also been appointed for three counties and twenty-one municipalities.

To assist these new Records Officers, guidance packets have been provided. To further make records management processes easier, the transition to revised retention schedule forms has been completed. These forms streamline the process by combining two forms into one and introducing an option for online schedule drafting.

The Archives' next step is to develop a more robust outreach and training program designed specifically for Records Officers.

Records Management Challenges: Volatility of Storage Media

Over the years, digital records have been transferred to the Archives on a variety of storage media, most often CDs. However, these storage media are unreliable for any long-term maintenance of record material. Changing technology leads to format obsolescence when new computers are unable to open files on old CDs. Bit rot, in which coding degrades on storage media, can corrupt the data to the point of inaccessibility. Additionally, the plastic that forms discs can become scratched, pitted, or broken.

To better preserve these records, the Archives has begun the systematic upload of CDs to a permanent electronic repository. Archives staff are also updating finding aids as necessary to ensure this data can always be located.

To begin this process, Archives staff uploaded permanent corporate records generated by the State Department of Assessment and Taxation. Since September, Archives staff have uploaded and accessioned 357 CDs to the Archives' repository.

Archives is also taking steps to mitigate challenges created by encrypted or proprietary formats and media.

Delivery of Reference Services: A Changing Profile

The Maryland State Archives has a long tradition of delivering exceptional reference services to government and the public. This has been done in two ways: "in person" in the public search room and "remotely" via traditional mail through USPS, phone, fax, email, and web services. Twenty-five years ago, delivery of reference services was split fairly evenly between inquiries received "in person" and those received "remotely," primarily via the phone or USPS. Overall reference demand came to roughly 5,000 - 7,000 of each type annually. Over the last few years, however, not only has the Archives experienced a dramatic increase in the level of demand for reference services, but we have also witnessed a dramatic shift in this paradigm, with the proportion of reference inquiries received "in person" being far outpaced by the requests received "remotely."

To illustrate this development, consider the Archives' experience during the first three quarters of the current fiscal year. Overall, during this period Archives staff handled 56,946 reference service inquiries of all kinds and from all sources through the first nine months of fiscal year 2018. These included requests to view records or order copies, assist with more involved research inquiries, mask PII information available online, process file requests, refiles, or interfiles received from other agencies, and perform criminal background checks for federal, state, and county law enforcement agencies. Of this total, 52,159 requests for reference services of all kinds (91.6%) were received "remotely" via phone, fax, email, or USPS, while 4,787 such requests (8.4%) were delivered "in person" in our public search room.

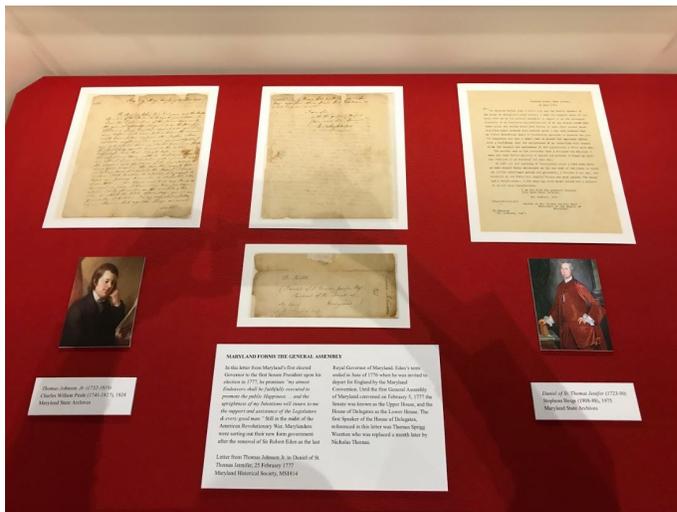
This changing profile of the delivery of reference services has profound implications. At current rates, the Archives is on a pace to receive and process 75,928 requests for reference services in FY 2018 - more than five times the annual level of reference services delivered twenty-five years ago - with only about 60% of the staffing levels we had in 1993. The Archives cannot hope to keep pace without a corresponding dramatic increase in productivity made possible by ongoing extensive digitization of targeted, often-requested record series, the development and implementation of simple and efficient work order tracking systems, and constant realignment of staff resources to meet ever-changing reference demand.

Commission on Artistic Property

Display Installations

Since fall 2017, the Commission on Artistic Property has worked to get most of the new acquisitions mentioned at the last HRC meeting onto public display. Architectural panels from the 1868 Government House doors were conserved with donor funding and have been installed with the four other panels in the Entrance Hall in time for the events surrounding the celebration of the 150th anniversary of the cornerstone laying.

The Adam Peeples silver service has had repairs made by silversmith Henry Powell Hopkins III of Baltimore, and was painstakingly polished by the Archives Conservation department with assistance from curatorial and other Archives staff members. From a five-piece coffee and tea service depicting the Maryland State House in repousse on each piece, the cream jug, sugar bowl, and waste bowl have been put on display in the Taylor Office Building (Speaker Peeples was a one-term delegate and speaker), and the coffee and tea pots are now in the dome case in the Archives Room of the State House. Interpretive text panels and photographs have also been updated.



In the stairwell room, two of the display cases have had their contents changed. Senate President Mike Miller shared a letter he had been given by the Maryland Historical Society from Governor Thomas Johnson, the first elected governor of Maryland, to Daniel of St. Thomas Jenifer, the first president of the Maryland Senate. The letter is displayed along with reproductions of portraits of the two gentlemen from the state's collection. The other case in this space has been reinstalled with items and interpretive information related to the Marquis de

Lafayette. This installation allows us to highlight items from the collection in time for a special visit from The American Friends of Lafayette. Chris Kintzel will speak to their group, and a special tour will be conducted by Elaine Rice Bachmann and Catherine Rogers Arthur.

The five-piece presentation service for Governor Augustus Bradford, also cleaned by the Archives conservation staff, is now on display in one of the cases in the Miller Senate Office Building along with interpretive labels about the Sanitary Fair at which it was presented, about Bradford, and about Bradford's role in helping preserve Maryland for the Union.

Loan and Storage of Objects

In December, there was an opportunity to collaborate with the Maryland Historical Society to borrow approximately twenty objects from their storage, enhancing the decor and interpretation of the Senate Lounge. The loans include 18th and 19th century paintings and furnishings.

With various capital projects underway at the Peabody Institute, Johns Hopkins University determined that it would be best to return a group of five sculptures that are part of the Peabody Art Collection. In January, these sculptures were removed from display and one was put on display at the Maryland Institute College of Art, joining the others from the Peabody Art Collection already there. The others were transported to the Rolling Run warehouse, where two of the sculptures are now on display in the reading room and the others are in artistic storage.

Now that the state-of-the-art art storage is available, much time and effort has been put into transferring artistic property from the Archives building to Rolling Run, as well as coordinating the movement of Peabody Art Collection objects from the Baltimore Museum of Art to Rolling Run.

Sculpture

In late April, findings from a structural conditions assessment of the Old House of Delegates Chamber coordinated by DGS were shared with Archives staff, effectively giving the go-ahead for the development of the sculptures of Frederick Douglass and Harriet Tubman while DGS coordinates the necessary underpinning work to support the weight of bronze sculptures. An additional capital project appropriation of \$500,000 will ensure the quality of both the sculpture and structural work and allow for completion by the first part of 2019.

Most urgent will be the coordination of the removal of the Thurgood Marshall Memorial sculptural components for safekeeping while projects to replace failing steam pipes and chilled water infrastructure kick off in July or August. These projects will extend over two years. It will be a priority for the Artistic Property staff to create an interim interpretation of the Marshall Memorial near its location, informing visitors of its temporary removal and its estimated date of return. Photographs of the memorial in situ will also be included in the interim interpretation.

Other Issues

The interpretation of the Old Treasury Building, the final element of the State House Visitor Experience Master Plan, has been identified as a priority by the State House Trust. The initial project will be led by DGS and the Maryland Historical Trust with the assessment and stabilization of the building and the removal of materials still stored there from the restoration of the Old Senate Chamber. While this aspect is underway, the interpretive plan will be more fully developed.

As mentioned at the last meeting, FY 2018 funding for conservation of the state-owned art collection was cut from \$50,000 to \$15,441. It was held at the \$15,411 for FY 2019. Having such limited funding makes it difficult to make progress or even keep up with conservation

needs. While staff seeks outside funding when available, having such limited funding severely limits what the agency is able to accomplish and even what items can be accepted as gift offers.

At their last meeting in November, the Commission on Artistic Property welcomed Sasha Lourie, Associate Curator, Office of the Senate Curator (and former Curator of Artistic Property, MSA) to join the commission as one of the public members. At the upcoming spring meeting David Terry, Assistant Professor, Morgan State University, will also join the Commission.

Research and Outreach

Year of Frederick Douglass

On February 13, 2018 in a ceremony at the State House, Governor Larry Hogan declared the *Year of Frederick Douglass* in Maryland to commemorate the 200th anniversary of the birth of Douglass in Talbot County. Archives staff have been actively participating in planning and supporting the events of this year-long celebration in collaboration with the state and county offices of tourism, the Maryland Commission on African American History and Culture, and the Banneker Douglass Museum. On February 23, the Archives hosted its own event co-sponsored by the Legislative Black Caucus of Maryland in the Joint Hearing Room. Dr. Celeste-Marie Bernier, internationally renowned Douglass scholar, prominent author and Professor of Black Studies and Personal Chair of English Literature at the University of Edinburgh, gave a public lecture on the Douglass family. Her talk was based on an in-depth study of the Walter O. Evans collection of Douglass family papers and photographs, and Dr. Evans was present at the event. Staff members of the Legacy of Slavery program continue to collaborate with Dr. Bernier and Dr. Evans under a UK national humanities grant to create and mount exhibits of this material in Maryland.



19th Amendment Commission Marker Unveiling

Archives' staff serve on the Governor's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. On March 3, the Commission, in partnership with the City of Hyattsville, placed a historic marker at 4666 Rhode Island Avenue, commemorating a suffrage motorcade that stopped on that site and held a rally of over 500 people on July 31, 1913. These participants had collected petitions from across the country to present to members of Congress, demanding action on a constitutional amendment granting women the right to vote. The suffragists gathered and demonstrated in Hyattsville, coming by train and automobile from as far away as California. After the rally, a motorcade of over sixty cars drove down Rhode Island Avenue to the U.S. Capitol to deliver over 75,000 signed petitions to the Senate. The marker unveiling was hosted by the City of Hyattsville and Mayor Candace B. Hollingsworth, along with the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the

U.S. Constitution, chaired by Major General Linda L. Singh. Between now and the 2020 anniversary, the Commission hopes to erect more of these markers throughout the state to celebrate Maryland's role in the women's suffrage movement.

Educational Partnerships

The Archives continues its work with the University of Maryland iSchool this semester, with Legacy of Slavery staff working with 13 students in the Digital Curation Innovation Center in College Park. Archives' staff are also team teaching courses with faculty at Washington College and St. Mary's College this spring. These classes have brought groups of students to the Archives for hands-on instruction and the schools have hosted archivists in the classroom for lectures and additional training. The St. Mary's students are working with the Legacy of Slavery program studying enslavement in Southern Maryland, while the Washington College students are contributing to the Maryland 400 project. On a recent visit of the Washington College class, the students were able to view the new collection of revolutionary documents recently donated by the Maryland Chapter of the Sons of the American Revolution.

Maryland Day Workshop - Modern Court Records

In celebration of Maryland Day, Archives staff hosted a new workshop, *Archives for All - Modern Court Records*. While many people use archival records to perform historical and genealogical research, the Archives also holds a large number of modern court records required for legal purposes such as retirement, social security and pension benefits, death benefits, and expungement. This new workshop discusses the types of modern day court records in Archives' holdings and the most efficient means for requesting them. To go along with this workshop, the Reference staff has created an online page featuring frequently asked questions about these records. Portions of the workshop will be posted on YouTube.

<http://guide.msa.maryland.gov/pages/viewer.aspx?page=Modern%20Court%20Records%20in%20Maryland>

Virtual Brick Wall Session

The Archives hosted its third annual virtual brick wall session on March 2. This successful online event was held on Facebook and provided the opportunity for guests to post their genealogy and research questions and receive real-time assistance from Reference and Research staff members. This event is an opportunity to assist patrons who cannot attend one of the in-person brick wall sessions. We plan to host at least two in-person brick wall sessions later this year and will continue to use these events to promote both the value of our records and a strong customer service focus.

National Archives Hashtag Party

The Archives' social media team has been regularly participating in the National Archives' Hashtag Party initiative on Twitter. This online initiative is a means to bring more attention to archival collections and to share audiences across the nation. Each month on the first Wednesday, all participating organizations post images and information from their collections related to a selected theme. For example, a recent theme was Women's History Month and

institutions posted information and images from their collections with the common hashtag #ArchivesAwesomeWomen.

Upcoming Conference Participation

Archives' staff have had presentation proposals accepted for two upcoming conferences. In August, staff will be presenting at the joint Society of American Archivists (SAA), National Association of Government Archives and Records Administrators (NAGARA), Council of State Archivists (COSA) Conference in Washington, D.C. As COSA president, Tim Baker will chair the annual meeting of the Council of State Archivists held concurrent with the conference. He will also introduce Archivist of the United States David Ferriero as the keynote speaker and present the annual awards. Mr. Baker will also be assisting with some other major events that week, including a "Great Ideas Day" with the National Archives and an "Archives on the Hill" day of advocacy training followed by meet-and-greet meetings with Capitol Hill staff.

In October, staff will be presenting at the Mid-Atlantic Regional Archives Conference (MARAC) in Delaware. For both the joint meeting of SAA, NAGARA and COSA, and the MARAC conference, members of the Legacy of Slavery Program will be discussing their use of archival records to uncover and make accessible African American history, along with information on their work with the University of Maryland's iSchool Digital Curation Innovation Center to study aggregate data from the project.

Special Collections

The Special Collections department asks that HRC members review a draft policy on Collections Development and Management Policy, which is intended to provide policy guidance for the acquisition and use of donated special collections. This will be the first written revision governing our policies for special collections in 27 years. The document modernizes and strengthens the core of archival best practices under which the department has been acquiring privately-owned materials for inclusion in the State Archives' collections, as provided for in the State Government Article of the Annotated Code.

The new policy will clarify the Archives' stance on such legal issues as intellectual property rights, copyright infringement, public access restrictions, and liability for loss or damage. Increasingly, corporations have been unwilling to donate materials without a contract or agreement. Some have stipulated that they be allowed to continue to "own" the collection after it has been transferred to the Archives. The Collections Development and Management policy will inform potential donors that the Archives accepts donations as outright gifts, with no caveats other than an exception for publications still within copyright. The Archives will also insist that the State be held harmless for everything from deterioration of collections over time to theft or damage.

As an example of some of these issues, the Sun Media Group recently offered to donate two significant groups of materials relating to *The Capital* and the *Maryland Gazette* newspapers: a body of news journalism and other photographs and bound volumes of 20th-century newspaper

issues, including local editions. The Sun Media Group asserted its desire not only to maintain its copyright interests in both the photographs and the newspaper print volumes, but also to have the Archives regulate and oversee correct copyright and pursue any infringement violations. The Archives could not agree to accept the photographic materials offered, holding that the terms represented an unacceptable legal risk for the Archives. After negotiation, the Sun Media Group did agree to donate the newsprint volumes as reference materials, allowing the Archives to provide public access under Fair Use doctrine. The use of copyrighted material for its research value is acceptable in law and permits an archive or other repository to hold, preserve, and make available for reference uses material otherwise governed under intellectual property law.

Our experience with the Sun Media Group underscores the difficulties faced by government institutions wishing to serve the public good in an era when there is interest in monetizing information assets, especially digital assets. We are all the more convinced that potential donors, both corporate and individual, need to be presented with a clear policy statement prior to making a donation to the Archives. This will ensure that materials under the Archives' stewardship are gifted outright to the State, and that the Archives will not be hamstrung by legal pitfalls in the course of providing reference access to the holdings in its care.

The policy draft can be found at: [Draft of Policy on Collections Development and Management](#) Please forward any comments or suggestions to the attention of maria.day@maryland.gov.

Baltimore City Archives

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

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

Records Management

The City Archives continued its outreach efforts through departmental and site visits. Meetings took place with the four following departments or entities: Department of General Services, Office of the City Hall Curator, Human Resources, and the Fells Point & Federal Hill Preservation Society.

In addition, thirteen transfers were made to the City Archives of some 1,221 cubic feet of record material. The bulk of these transfers came from the Office of the State's Attorney.

Cataloging

Processing initiatives focused upon the Mayor's Papers, namely, the Miscellaneous Mayoral Correspondence [BRG9-3]. This series features letters, petitions, telegrams, reports, and memos addressed to individual Mayors from 1885-1900. These records were not included in the Historical Records Survey (HRS) of the 1930s, because they were either discovered at a later date or were maintained separately. There is, however, no readily discernible difference in form or content between this material and that of similar date in the HRS grouping. A team of volunteers is examining the content and placing item-level descriptions into the Guide to Government Records.

Outreach

We continued to welcome students to the City Archives to use our collections. In the fall the Archives hosted several class sessions with Dr. Morris Speller, Department of History, Johns Hopkins University. His course, "Displacement: A History of U.S. Cities from Urban Renewal to Gentrification," extensively used Department of Housing records (from BRG 48-39). Through the theme of "displacement" this course explored urban reforms and strategies over the twentieth century—ranging from slum clearance to community development—which have sought to improve housing conditions, strengthen neighborhoods, and improve public health in cities.



Students from the University of Maryland Law School toured our facility in February. Enrolled in Professor Larry Gibson's "Race and The Law in Maryland" course, they visited again individually to examine law case files from the Office of the City Solicitor [BRG 13-2]

In January, for the third year, the Archives hosted a group of Stevenson University student interns for three weeks, engaging them in general

processing duties such as organizing records and rehousing them. Stevenson students returned again in February as part of a class offered by Dr. Glenn Johnston, History Chair and University Archivist, to examine the history of the (now closed) Rosewood State Hospital Center.

Reference

Baltimore City Archives has had sixty research appointments since the last Hall of Records Commission meeting. Additionally, BCA hosted another eight patrons for one-on-one guided research sessions conducted by Dr. Edward Papenfuse, former State Archivist. Subjects have ranged from racial discrimination-related court cases to the architectural drawings of some Guilford area homes of Baltimore.

Recent Gifts, Deposits, & Acquisitions

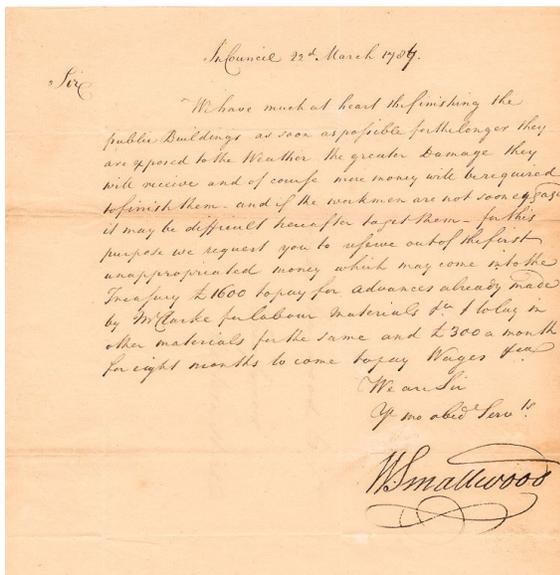
Report on records received since last Hall of Records Commission meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_records_received_spring2018.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_special_collections_report_mhtml.html

SPECIAL COLLECTIONS MSA SC 6205: Maryland Society of the Sons of the American Revolution Smallwood Collection



This February, a collection of Revolutionary War-era correspondence sent and received by William Smallwood was purchased at auction by the Maryland Society of the Sons of the American Revolution (SAR), in partnership with the Archives and the Friends of the Maryland State Archives. Written between 1777 and 1784, these letters describe various aspects of Maryland and the Revolutionary War, including the activities of Maryland's troops during the war as well as individual stories that would otherwise be lost to history. The letters had been in private hands for many years, and by their addition to the Archives' collection they will be freely available to scholars and researchers. By providing images and

transcriptions online, the Archives will work to provide wide public access to these rare materials. These letters were acquired through our long-standing partnership with the Maryland SAR and we are extremely grateful for the generosity of the chapter and General James A. Adkins. The SAR has funded *Finding the Maryland 400*, the Archives' Revolutionary War research project, since 2014. These letters and the research project were recently featured in a Baltimore Sun article:

<http://www.baltimoresun.com/features/retro-baltimore/bs-md-maryland-400-letters-20180410-story.html>

BTR 42: Baltimore City Historical Society Topic Files, Baltimore City Archives

BMS 51: Alumni of Eastern High School Collection

BMS 52: Sun Newspaper Library Reference and Government Publications Collection, Baltimore City Archives

Government Publications:

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

Additions to State Art Collection:

MSA SC 1545-3494-98

A group of objects associated with Proprietary Governor Horatio Sharpe, the Ridout family, and Whitehall were made as year-end gifts by Mollie Ridout. They include: a portrait of Horatio Sharpe, unknown artist copy of the original by Hesselius, 1947; square piano by James Henry Houston, 1796-9; piano stool, probably Annapolis, c. 1800; mahogany bedstead associated with Horatio Sharpe, probably Annapolis, c. 1760; document cabinet, probably Annapolis, upper cabinet 1750-60, lower cabinet 1800-10.

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

Forthcoming Special Meetings of the Commission & Events of Interest

May 12, 2018: The 150th anniversary of Government House will be celebrated from 12:00 to 3:00. Governor and Mrs. Hogan will welcome the public to an open house, where guests will have the opportunity to tour the state rooms and garden. There will also be refreshments and entertainment on the front lawn. To commemorate this historic anniversary, the Maryland State Archives is publishing the first comprehensive history of the governor's mansion which will be available to the public for purchase at the event and from the Archives.

May 16, 2018: The Archives will host a Lunch and Learn Program at 12:00. Bob Richardson and Grace Fielder will give a talk on "Best Endeavor - Mining for Answers in a Forgotten Harford County Town."

Old Business**New Business**

Next meeting - Upon the call of the Chair.

Adjournment

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

Draft: Hall of Records Commission Meeting Minutes

May 11, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

Call to Order by Chair

Attendees

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

Ms. Susanne Brogan, *representing the State Treasurer*

Dr. Ida Jones, *representing Morgan State University*

Ms. Jenny Kinniff, *representing The Johns Hopkins University*

Ms. Ellen Robertson, *representing the Department of General Services*

Special Guest

Ms. Eliana Pangelinan, *Staff Administrative Office of the Courts*

Opening Remarks / Special Announcements

Timothy D. Baker, State Archivist and Commissioner of Land Patents, and the Chair, welcomed Ms. Kinniff and Ms. Pangelinan.

Mr. Baker noted that both Senate President Mike Miller and Delegate Sandy Rosenberg were unable to join the meeting due to their attendance at the funeral of Baltimore County Executive Kevin Kamenetz.

Mr. Baker announced that Dr. Whit Ridgway, HRC representative for the University of Maryland, was retiring after twenty-three years with the Hall of Records Commission. Dr. Ridgway could not attend the meeting due to illness, but Mr. Baker and the Chair acknowledged his contributions to the Commission and displayed a Governor's Citation that will be presented to Dr. Ridgway at a later date.

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Special Meetings, Advisory Boards & Celebratory Events Held

Mr. Baker reported that on March 14, on behalf of the Maryland State Senate, he had the pleasure of presenting First Citizen Awards to Chief Judge Mary Ellen Barbera, Dr. David Wilson, president of Morgan State University, and Dr. Wallace Loh, president of the University of Maryland, College Park. Mr. Baker noted that it was significant that all three recipients were current members of the Hall of Records Commission, and thanked them for their continued support of the Archives.

Ms. Brogan moved to approve the minutes as drafted and recognize the special meetings of the Commission. The Chair seconded and the motion carried unanimously.

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_schedule_s_5-11-2018.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_disposals_5-11-2018.pdf

James Watson reported that 47 retention schedules had been approved, with 23 from state agencies, 20 from county agencies, and four from various municipalities. The Archives has also approved 216 disposal certificates since the last Commission meeting. Of these, 163 were submitted electronically. Mr. Baker noted the efficiencies of electronic submission.

Ms. Brogan moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Dr. Jones. The motion was unanimously approved.

State Archivist's Report

Chronology of staff activities since the last meeting

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_chronology_spring2018.pdf

Mr. Baker drew the members' attention to the chronology of staff activities, citing it as a useful means of assessing agency outreach and priorities.

Publications

“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House

Mr. Baker noted the role of the Hall of Records Commission in making the public aware of Archives’ publications.

Elaine Rice Bachmann announced the publication of *“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House*, released in celebration of the 150th anniversary of the governor’s mansion. Funded by the Foundation for the Preservation of Government House of Maryland, Inc., the book was written by Ms. Rice Bachmann and Mimi Calver using years of research conducted by Archives staff. Designed by Michele Danoff of Graphics by Design, this new publication will be made available to the public at an open house being hosted by the Governor and First Lady on Saturday, 12 May. Mr. Baker invited Commission members and their families to attend this event.

“Researching African American Families at the Maryland State Archives”

Mr. Baker reported that, with the help of a grant from the Four Rivers Heritage Area, the Archives was able to publish a second edition of the booklet “Researching African American Families at the Maryland State Archives,” originally written by Phebe Jacobsen and published by the Hall of Records in 1984. Ten thousand copies were printed for free public distribution and a full web-enabled copy was placed online at the Maryland State Archives’ website at: http://slavery.msa.maryland.gov/pdf/researching_african_american_families.pdf

The Chair asked for information on the distribution of the book. Emily Oland Squires reported that boxes of books had been given to the Banneker-Douglass Museum, the Harriet Tubman Discovery Center, and the Reginald F. Lewis Museum, and that the Archives would give copies to any organization that wanted them. She emphasized that the web-enabled copy was an outstanding resource, since it provided links to the actual documents and to the Archives’ Guide to Government Records. The Archives has advertised these free copies on social media and the Archives’ website, and has advised organizational partners of their availability.

The Chair noted that the Maryland Judiciary Annual Conference, to be held in Cambridge, had arranged for a tour of the Harriet Tubman Discovery Center by attendees. She thanked the Archives for their partnership with the Discovery Center.

Records and Access

Records Management Update

Christian Skipper reported that agency compliance with the recent revisions to Annotated Code of Maryland State Government Article 10-610 requiring each agency head to appoint a Records

Officer has been gratifying. Fifty-six records officers have been appointed for state Executive, Legislative, and Judicial departments as well as Constitutional offices, independent agencies, and inter-county agencies. Records Officers have also been appointed for three counties and twenty-one municipalities. Guidance packets have been provided and the transition to revised retention schedule forms has been completed. These forms streamline the process by combining two forms into one and introducing an option for online schedule drafting. The Archives' next step is to develop a more robust outreach and training program designed specifically for Records Officers.

Mr. Baker noted that Mr. Skipper has accepted a recently-created position with the Department of Transportation to oversee development of that agency's records management practices, especially those pertaining to electronic records. The Archives looks forward to working with Mr. Skipper in his new capacity.

Records Management Challenges: Volatility of Storage Media

James Watson reported that the Archives has begun the systematic upload of digital records that had been transferred to the Archives on a variety of storage media, most often CDs. Archives staff are also updating finding aids as necessary to ensure this data can always be located.

To begin this process, Archives staff uploaded permanent corporate records generated by the State Department of Assessment and Taxation. Since September, Archives staff have uploaded and accessioned 357 CDs to the Archives' repository.

The Archives is also taking steps to mitigate challenges created by encrypted or proprietary formats and media and is providing training to agencies on best practices in transferring these records.

Delivery of Reference Services: A Changing Profile

Mike McCormick reported on changes in the ways the public prefers to access information from the Archives. With increased electronic access over the last few years, not only has the Archives experienced a dramatic increase in the level of demand for reference services but has also witnessed a dramatic shift in patron preferences, with the proportion of reference inquiries received "in person" being far outpaced by the requests received "remotely." As well, the September 11th attacks, combined with other cultural changes, saw in-person visits fall from 1500+ a month in the 1990s to 600 per month currently.

To illustrate this development, in the past three quarters Archives staff handled 56,946 reference service inquiries of all kinds and from all sources through the first nine months of FY 2018. Of this total, 52,159 requests for reference services of all kinds (91.6%) were received "remotely" via phone, fax, email, or USPS, while 4,787 such requests (8.4%) were delivered "in person" in our public search room.

This changing profile of the delivery of reference services has profound implications. At current rates, the Archives is on a pace to receive and process 75,928 requests for reference services in FY 2018 - more than five times the annual level of reference services delivered twenty-five years ago - with only about 60% of the staffing levels we had in 1993. Mr. McCormick praised Archives staff for their dedication and professionalism in rising to the challenges of these significant changes in reference service delivery.

Commission on Artistic Property

Display Installations

Catherine Rogers Arthur reported that since fall 2017, the Commission on Artistic Property has worked to get the significant acquisitions mentioned at the last HRC meeting onto public display.

The Adam Peeples silver service has had repairs made by silversmith Henry Powell Hopkins III of Baltimore, and was painstakingly polished by the Archives Conservation department with assistance from curatorial and other Archives staff members. The cream jug, sugar bowl, and waste bowl have been put on display in the Taylor House Office Building, and the coffee and tea pots are now in the dome case in the Archives Room of the State House. Ms. Rogers Arthur noted that an important priority for Commission president Matt Lalumia is to get as much of the State's art collection as possible out on display where people can appreciate it.

In the Stairwell Room, a letter from Governor Thomas Johnson to Daniel of St. Thomas Jenifer, the first president of the Maryland Senate, is displayed along with reproductions of portraits of the two gentlemen from the state's collection.

The five-piece presentation service for Governor Augustus Bradford is now on display in one of the cases in the Miller Senate Office Building.

Ms. Rogers Arthur noted the contributions of Archives conservators, Jenn Cruickshank and Camille DiMarco, for their painstaking work in preparing these objects for display.

Ms. Rogers Arthur reported a year-end gift from the estate of Orlando Ridout IV. This included a portrait of Governor Horatio Sharpe and household objects associated with him. Ms. Rogers Arthur noted that the Artistic Property Commission does not have museum galleries to work with but rather exhibition spaces, which require that objects be rotated through with appropriate interpretation. Finding exhibition space is a constant, creative endeavor for her department.

Sculpture

Ms. Rogers Arthur reported that findings from a DGS structural conditions assessment of the Old House of Delegates Chamber have been shared with Archives staff, effectively giving the go-ahead for the development of the sculptures of Frederick Douglass and Harriet Tubman.

Mr. Baker noted that the removal of the Thurgood Marshall Memorial sculptural components for safekeeping during steam pipe replacement will be an important project for the Archives. The availability of the Archives' Woodlawn storage facility will be a key aspect in its success.

Other Issues

Ms. Rogers Arthur reported that the interpretation of the Old Treasury Building, the final element of the State House Visitor Experience Master Plan, has been identified as a priority by the State House Trust. The initial project will be led by DGS and the Maryland Historical Trust with the assessment and stabilization of the building and the removal of materials still stored there from the restoration of the Old Senate Chamber. While this aspect is underway, the interpretive plan will be more fully developed.

Research and Outreach

Year of Frederick Douglass

Emily Oland Squires reported that Archives staff have been actively participating in planning and supporting the events of the *Year of Frederick Douglass* in Maryland, commemorating the 200th anniversary of the birth of Douglass in Talbot County. The Archives hosted its own event, co-sponsored by the Legislative Black Caucus of Maryland in the Joint Hearing Room. Dr. Celeste-Marie Bernier gave a public lecture on the Douglass family, who continued to have an impact in Maryland for many years. Her talk was based on the study of records held by the Archives. A display on Frederick Douglass will be mounted in the Archives' search room in a matter of days, including a document which records Douglass's birth.

19th Amendment Commission Marker Unveiling

Ms. Oland Squires reported that Archives' staff serve on the Governor's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. The Commission, in partnership with the City of Hyattsville, placed a historic marker commemorating a suffrage motorcade that stopped on that site and held a rally of over 500 people on July 31, 1913. Between now and the 2020 anniversary year, the Commission hopes to erect more of these markers throughout the state to celebrate Maryland's role in the women's suffrage movement. Ms. Oland Squires noted that the Archives is researching and developing a primary source document package for the classroom on the suffrage movement in Maryland.

Educational Partnerships

Ms. Oland Squires noted the Archives' continued work with the University of Maryland iSchool and the work of staff in team teaching courses with faculty at Washington College and St. Mary's College.

Special Collections

Maria Day, head of the Special Collections department, asked that HRC members review a draft on collections development and management policy, which is intended to provide policy guidance for the acquisition and use of donated special collections. This will be the first written revision governing our policies for special collections in 27 years. Ms. Day noted that the new policy will clarify the Archives' stance on such legal issues as intellectual property rights, copyright infringement, public access restrictions, and liability for loss or damage.

Mr. Baker noted instances in the past in which potential donors asserted their desire to retain ownership of donated material and other instances in which donors also wished for Archives to enforce copyright on behalf of donors. He emphasized the need for gifts to the state to be unencumbered, and stated that potential donors, both corporate and individual, need to be presented with a clear policy statement prior to making a donation to the Archives.

The policy draft can be found at: [Draft of Policy on Collections Development and Management](#) Members are asked to forward any comments or suggestions to the attention of maria.day@maryland.gov.

Recent Gifts, Deposits, & Acquisitions

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

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_records_received_spring2018.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_special_collections_report_mhtml.html

SPECIAL COLLECTIONS MSA SC 6205: Maryland Society of the Sons of the American Revolution Smallwood Collection.

Owen Lourie reported that a collection of Revolutionary War-era correspondence sent and received by William Smallwood was purchased at auction by the Maryland Society of the Sons of the American Revolution (SAR), in partnership with the Archives and the Friends of the Maryland State Archives. Mr. Baker thanked Adam Goodheart of Washington College for his efforts in identifying the collection, and expressed the Archives' gratitude for the SAR's generosity and for General James A. Adkins efforts in particular. Mr. Baker invited HRC members to the collection's official unveiling in September in the Old Senate Chamber. Washington College's role in researching the collection will be acknowledged, as will General Adkins' leadership in acquiring it.

BTR 42: Baltimore City Historical Society Topic Files, Baltimore City Archives
BMS 51: Alumni of Eastern High School Collection
BMS 52: Sun Newspaper Library Reference and Government Publications Collection, Baltimore City Archives

Government Publications:

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

Additions to State Art Collection:

MSA SC 1545-3494-98

A group of objects associated with Proprietary Governor Horatio Sharpe, the Ridout family, and Whitehall were made as year-end gifts by Mollie Ridout. They include: a portrait of Horatio Sharpe, unknown artist copy of the original by Hesselius, 1947; square piano by James Henry Houston, 1796-9; piano stool, probably Annapolis, c. 1800; mahogany bedstead associated with Horatio Sharpe, probably Annapolis, c. 1760; document cabinet, probably Annapolis, upper cabinet 1750-60, lower cabinet 1800-10.

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

Forthcoming Special Meetings of the Commission & Events of Interest

Mr. Baker invited HRC members to the following events:

May 12, 2018: From noon to three p.m. An open house to celebrate the 150th anniversary of Government House.

May 16, 2018: At noon. A Lunch and Learn Program at the Archives. Bob Richardson and Grace Fielder will give a talk on "Best Endeavor - Mining for Answers in a Forgotten Harford County Town."

Old Business - No old business

New Business - No new business

Next meeting - Upon the call of the Chair

Adjournment - The Chair adjourned the meeting at 1:35 p.m.

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401
(410) 260-6404 - email: tim.baker@maryland.gov
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Chronology of Staff Activities
November 18, 2017 - May 10, 2018

November 17, 2017: The Maryland State Archives hosted a meeting of the Hall of Records Commission.

November 20, 2017: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox met with Dr. Celeste-Marie Bernier to discuss Frederick Douglass exhibit planning.

November 20, 2017: Chris Haley moderated a panel and film screening on Flight and the Underground Railroad, in Greenbelt.

November 21, 2017: Jennifer Abbott attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

November 21, 2017: Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

November 21, 2017: Rob Schoeberlein attended a lecture at the Maryland Historical Society. Lord Baltimore Fellow Jessica Sheets, Pennsylvania State University, presented “‘I Shall Ever Regret His Differing in Sentiment from You’: The Tilghman Family in the American Revolution.”

November 27, 2017: Elaine Rice Bachmann attended an event at the Bordley Randall House in honor of Lisa Craig, Chief of Preservation for the City of Annapolis.

November 27, 2017: Emily Oland Squires hosted a Pop Up Heritage event presented by David Hildebrand, on *Musical Maryland*.

November 28, 2017: Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel hosted a meeting of the Commission on Artistic Property.

November 29, 2017: Maya Davis attended a meeting of the Historic McConchie School Charles County Committee.

November 30, 2017: Rob Schoeberlein attended a meeting of committee chairs at the Maryland Historical Society as head of the Library Committee.

December 2, 2017: Archives staff participated in the State House by Candlelight event as volunteers.

December 4, 2017: Elaine Rice Bachmann attended the First Lady's Gallery Fall Students Art Reception in the House of Delegates building.

December 4, 2017: Ryan Cox attended the Legacy of Slavery / University of Maryland Digital Curation Innovation Center Project's student research poster presentation.

December 5, 2017: Emily Oland Squires hosted a meeting of the Four Rivers Education Committee.

December 5, 2017: Kevin Swanson participated in a meeting of the Land Records Improvement Fund Oversight Committee.

December 6, 2017: Tim Baker attended the Maryland Association of Counties' conference to discuss the new records officer guidelines.

December 7, 2017: Emily Oland Squires attended a meeting of the Frederick Douglass 200 Bicentennial planning group.

December 12, 2017: Chris Haley gave a presentation on the legacy of slavery in Maryland to students of the McDonogh School in Owings Mill.

December 12, 2017: Tim Baker and Emily Oland Squires participated in a planning teleconference regarding the anniversary of *McCulloch vs. Maryland*.

December 12, 2017: Rob Schoeberlein chaired a Maryland Historical Society Library Committee meeting. Tim Baker also attended as a committee member.

December 14, 2017: Chris Haley participated in the Alex Haley-Kunta Kinte Foundation Bates Documentary review session at the Sojourner Douglass Campus, Edgewater.

December 14, 2017: Chris Kintzel, Catherine Rogers Arthur, Mimi Calver, and Elaine Rice Bachmann attended the *Night of the Arts* reception at Government House.

December 14, 2017: Rob Schoeberlein attended a Maryland Historical Society Board of Trustees meeting as a member of the Board.

December 14 - 15, 2017: Catherine Rogers Arthur and Chris Kintzel conducted the annual training for certified State House guides.

December 15, 2017: Maya Davis attended the Maryland Historical Trust Road Show in Hyattsville.

December 15, 2017: Kevin Swanson and James Watson met with Thor Gibbons of the State Department of Assessments and Taxation to discuss a possible project to scan permanent charter records to improve their accessibility.

December 19, 2017: Rob Schoeberlein hosted a meeting of the Maryland State Historical Records Advisory Board at the Baltimore City Archives.

December 19, 2017: Jennifer Abbott attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

December 20, 2017: Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

December 21, 2017: Chris Haley met with staff of the Maryland Historical Society to consult on a new Civil War exhibit.

December 28, 2017: Chris Haley consulted with the Alex Haley-Kunta Kinte Foundation on an African American documentary on Annapolis' Bates High School.

January 12, 2018: Fifteen members of the New Annapolitans Genealogy Special Interest Group received an introductory tour of the Archives from staff and stayed for a day of research.

January 12, 2018: Emily Oland Squires attended a planning meeting for the Frederick Douglass 200 Bicentennial.

January 16, 2018: Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

January 16, 2018: Kevin Swanson, Kathryn Baringer, and V Joyce Phelps II attended the Conference of Circuit Court Clerks to present on revised transfer procedures. These revised procedures are designed to ensure that the transfer process is efficient and that records are sufficiently described to allow for future access.

January 17, 2018: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

January 18, 2018: Maria Day attended a meeting of the Committee on Maryland Conservation History as the committee advisor on archives and collections.

January 18, 2018: Elaine Rice Bachmann attended a meeting of the board of directors of the Foundation for the Preservation of Government House, Inc.

January 18, 2018: Rob Schoeberlein met with Mark Letzer, President of the Maryland Historical Society, to discuss long-range plans for the library.

January 19, 2018: Elaine Rice Bachmann, Emily Oland Squires, and Owen Lourie met with Dr. Adam Goodheart regarding team teaching a Maryland 400 course at Washington College.

January 19, 2018: Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

January 22, 2018: Christian Skipper, co-chair of the Council of State Archivists State Electronic Records Initiative Advocacy and Outreach Subcommittee, participated by teleconference to significantly expand the subcommittee's operations in 2018, including advocacy through social media and publication of spotlight articles on state programs.

January 23, 2018: Chris Haley participated in a panel discussion at the National Archives on the influence of Alex Haley and the television series "Roots" on genealogy.

January 23, 2018: Maya Davis consulted on Network to Freedom Program research and workshop programming.

January 24, 2018: Corey Lewis met with Deborah Judy, Maryland Collections Librarian, Maryland State Law Library, to consult on updating technical requirements for scanning projects. The Law Library plans on scanning superseded county and municipal codes in the public domain. These will be made available through the Library website's scanned collections links.

January 24, 2018: Emily Oland Squires met with documentarian Mark Hildebrand about local history programming and outreach.

January 24, 2018: Emily Oland Squires hosted a meeting of the Four Rivers Education Committee.

January 24, 2018: Emily Oland Squires met with Lisa Rabbe of St. Mary's College regarding college student employment readiness.

January 24, 2018: Catherine Rogers Arthur attended the Maryland Heritage Areas Legislative Reception.

January 25, 2018: Owen Lourie and Natalie Miller taught a research class on the Maryland 400 at Washington College with Dr. Adam Goodheart.

January 25, 2018: Chris Haley consulted on the Frederick Douglass 200 Planning Committee.

January 25, 2018: Chris Kintzel attended a presentation at Paca House on "Confiscating the Castle: Legacy of Governor Robert Eden's Annapolis Furnishings."

January 26, 2018: Chris Haley met with Debbie Driscoll regarding the promotion of the “Faces of Freedom” project.

January 29, 2018: Maya Davis attended the Maryland Commission on African American History and Culture confirmation hearing and reception.

January 30, 2018: Emily Oland Squires attended a meeting of the Four Rivers Pop Up Heritage Committee.

January 31, 2018: The Archives hosted a Lunch and Learn presentation by Dr. Jean B. Russo on “Risking All in Early Maryland: Disease, Death, and Demography.”

January 31, 2018: Maya Davis gave a presentation at a Network to Freedom Training Workshop at the Talbot County Community Center.

February 1, 2018: Chris Haley gave a presentation on researching African American Genealogy at the Maryland State Archives to the Anne Arundel County Genealogical Society.

February 5, 2018: Ryan Cox attended a lecture by David Blight on “My Voice, My Pen, My Vote’: Frederick Douglass’s Legacies in Our Own Time” at the University of Maryland, College Park.

February 5, 2018: Ryan Cox provided an introduction to student researchers on the Legacy of Slavery in Maryland’s partnership with the University of Maryland’s Digital Curation Innovation Center.

February 6, 2018: James Watson attended a teleconference meeting of the Council of State Archivists State Electronic Records Initiative Tools and Resources subcommittee. He attends monthly meetings to assist in the development of digital records guidance, including a white paper for outgoing governors on how to handle email.

February 9, 2018: Rob Schoeberlein and Tony Roberts, Baltimore City Archives, met with Jeanne Davis, Curator of City Hall, to discuss records retention.

February 10, 2018: Chris Haley gave a presentation on conducting genealogical research at the Archives to the Anne Arundel Chapter of the Maryland State Daughters of the American Revolution.

February 13, 2018: Emily Oland Squires met with representatives from the Anne Arundel Public School System Magnet Program to discuss student internship and partnership opportunities.

February 13, 2018: Rob Schoeberlein met with Paul McCardell, librarian of the Baltimore Sun papers, to discuss the potential transfer of newspapers and images to the State Archives.

February 13, 2018: Emily Oland Squires and Maya Davis attended the Governor's Launch of the Year of Frederick Douglass at the State House.

February 13, 2018: Chris Haley appeared on Black ProGenLive to discuss "Finding and Tracing Enslaved Ancestors."

February 14, 2018: Emily Oland Squires attended a student meeting at St. John's College to discuss summer internship opportunities at the Archives.

February 14, 2018: Corey Lewis met with representatives of Frederick Douglass High School, Upper Marlboro, to discuss providing prints and a speaker for the Frederick Douglass Bicentennial Celebration.

February 15, 2018: Rob Schoeberlein and Maria Day met with the Fells Point Preservation Society regarding a potential donation of Baltimore's Dashiell family records dating from the 18th and 19th centuries.

February 15, 2018: Chris Haley and Ryan Cox gave an interview to the Bay Weekly for an African American History Month story.

February 19, 2018: Catherine Rogers Arthur and Owen Lourie attended the Maryland Senate's George Washington's Birthday celebration.

February 20, 2018: Chris Haley gave a recorded interview for a Maryland Historical Society exhibit.

February 20, 2018: Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

February 20, 2018: Maya Davis attended Governor Hogan's Black History Month Celebration.

February 21, 2018: Maya Davis gave a presentation at a Network to Freedom Training Workshop at the Frederick Douglass-Isaac Myers Maritime Park for the Baltimore/Central Maryland Region.

February 23, 2018: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox met with Dr. Celeste-Marie Bernier to plan a Frederick Douglass exhibit.

February 23, 2018: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox facilitated and hosted a presentation given by Dr. Celeste-Marie Bernier titled “Our Bondage and Our Freedom: Frederick Douglass and Family in the Walter O. Evans Collection (1818-2018)” in commemoration of the Frederick Douglass Bicentennial.

February 27, 2018: Chris Haley, Ryan Cox, and Emily Oland Squires taught a class at the Archives on the history of slavery in Southern Maryland for students from St. Mary’s College.

February 27, 2018: Maya Davis attended an orientation for new commissioners on the Maryland Commission for African American History and Culture.

February 27, 2018: Corey Lewis met with Gainor Davis of the Carroll County Historical Society for Digitization Project discussion and training

February 28, 2018: Maya Davis served as a consultant for the NPS Harriet Tubman Working Group.

March 1, 2018: Elaine Rice Bachmann attended a board meeting of the Foundation for the Preservation of Government House of Maryland, Inc.

March 1, 2018: Owen Lourie gave a presentation on the Maryland 400 to the William Smallwood Chapter of the Sons of the American Revolution.

March 2, 2018: Nate Miller, Rachel Frazier, Emily Oland Squires, Jennifer Abbott, and Maya Davis hosted a Virtual Brick Wall session at the Archives.

March 3, 2018: Emily Oland Squires attended the unveiling of the Hyattsville suffrage roadside marker as a member of the Governor’s Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

March 5, 2018: Maya Davis attended a meeting of the Historic McConchie School at the Waldorf West Library.

March 8, 2018: Catherine Rogers Arthur and Elaine Rice Bachmann provided a State House tour to the children of Key School’s 7th grade.

March 8, 2018: Chris Haley and Ryan Cox met with William Schwartz, a representative of the Maryland Lynching Memorial Project.

March 8, 2018: Maria Day attended a General Federation of Women’s Clubs (GFWC) Women’s History Month event on the historic events surrounding International Women’s Year and the National Women’s Conference of 1977. Maria is working on research relating to MSA’s

holdings of the Maryland GFWC records. Special Collections holds records which relate to women's community activism from the late 19th century to the present.

March 8, 2018: Corey Lewis met with Linda Tompkins Baldwin, Digital Maryland Coordinator, Enoch Pratt Free Library, to discuss future genealogy outreach projects and provide consultation on digitization acquisition equipment.

March 10, 2018: Catherine Rogers Arthur provided a curatorial tour of the State House for the DAR Colonel John Washington-Katherine Montgomery Chapter, Washington, D.C.

March 10, 2018: Chris Haley moderated a panel for the Shero African American Film Series at Banneker Douglass Museum as part of Frederick Douglass Bicentennial programming.

March 11, 2018: Maya Davis attended Historic Sotterley's presentation of "The Women of Sotterley" in honor of Women's History month.

March 12, 2018: Maria Day attended a meeting of the Committee on Maryland Conservation History and Friends of State Parks.

March 12, 2018: Wei Yang attended an advisory board meeting for the Maryland Digital Government Summit.

March 12 - 16, 2018: The Archives participated in the Alternative Spring Break Program for Wayne State University students.

March 13, 2018: Maya Davis attended the Governor's Ethnic Commissions Joint Legislative Night as a Commissioner of Maryland African American Heritage and Culture.

March 13, 2018: Rob Schoeberlein presided over a meeting of the Maryland Historical Society Library Committee. Newly conserved cased photographs were on display.

March 14, 2018: On behalf of the Maryland State Senate, Tim Baker presented First Citizen Awards to Chief Judge Mary Ellen Barbera, Dr. David Wilson, president of Morgan State University, and Dr. Wallace Loh, president of the University of Maryland.

March 16, 2018: Maya Davis and Maria Day attended a Maryland Commission for Women 2018 Hall of Fame Induction Ceremony. The Archives was involved in the nominations of two of this year's inductees.

March 16, 2018: Maya Davis consulted with Stephanie Mervine, Assistant Tourism Manager Wicomico County Recreation, Parks & Tourism regarding the town of New Freedom.

March 16, 2018: Chris Schini attended a meeting of the Open Data Council to discuss the best management of the Open Data Portal, a repository for making valuable data sets created by Maryland government agencies publicly accessible.

March 20, 2018: Maria Day and Megan Craynon met with St. Thomas Episcopal Church (PG County) archivist, Franklin Robinson, to receive a donation of the Rev. Eversfield's account book and to initiate a conservation and digitization project via the Friends of the Maryland State Archives.

March 22, 2018: Owen Lourie and Natalie Miller team taught a class of Washington College students on the topic of the Maryland 400. Special Collections also exhibited a recent donation of General William Smallwood's papers from the Revolutionary War for Gen. Jim Adkin's, USA (Ret) and Professor Adam Goodheart's Washington College history students.

March 22, 2018: Emily Oland Squires hosted a meeting of the Four Rivers Heritage Area Education Committee.

March 23 - 25, 2018: Chris Haley moderated a panel for the African American Film Series at the Annapolis Film Festival.

March 24, 2018: Maya Davis attended Historic St. Mary's City Maryland Day ceremonies at The Inn at Brome Howard for the opening of an exhibit on slaves' quarters.

March 26, 2018: Rachel Frazier presented a Maryland Day Workshop at the Archives on "Archives for All - Modern Court Records."

March 27, 2018: Maya Davis attended an event for the Governor's Office of Community Initiatives as a commissioner of the Maryland Commission on African American History and Culture.

March 28, 2018: Emily Oland Squires hosted a Lunch and Learn program featuring Dr. Leigh Ryan of University of Maryland, entitled "To do right and overcome": The Plummer Family in Slavery and Freedom.

March 29, 2018: Rob Schoeberlein attended a meeting of the Maryland Historical Society Board of Trustees. Eight building re-construction/improvement scenarios were presented.

March 29, 2018: Emily Oland Squires attended the "Making a Museum" event for the Lower School at The Key School.

April 2, 2018: Maya Davis attended a meeting of the Maryland Commission for African American History and Culture.

April 3, 2018: Maya Davis attended the dedication of the Buffalo Soldier Home in Easton as a guest of Frederick Douglass descendant, Mr. Tarence Bailey.

April 3, 2018: Kathryn Baringer attended a teleconference meeting of the Council of State Archivists' State Electronic Records Initiative Education and Programming subcommittee. She attends the monthly meetings to help develop online training on records management.

April 4, 2018: Jennifer Cruickshank gave a presentation on Conservation Science to an Introduction to Archives course at St. Mary's College of Maryland.

April 4, 2018: Catherine Rogers Arthur presented a lecture on the State-Owned Art Collection to the Baltimore Questers at the Mount Vernon Club, Baltimore.

April 6, 2018: Corey Lewis met with Linda Tompkins Baldwin, Digital Maryland Coordinator, Enoch Pratt Free Library, regarding workflow processes for digitization projects

April 9, 2018: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox met with Dr. Celeste-Marie Bernier regarding Frederick Douglass exhibit planning.

April 9, 2018: Maria Day represented the Archives at the iSchool Spring 2018 Internship & Networking Fair, Stamp Student Union, University of Maryland, College Park. The Archives' Special Collections Department regularly recruits graduate students for field study projects and internships from this program.

April 9, 2018: Kathryn Baringer and Kevin Swanson met with John DeJong of Family Search to discuss work by FamilySearch volunteers on the Register of Wills Project.

April 10, 2018: Camille DiMarco participated in the Mid-Atlantic Regional Conference for Off-Site Storage, McKeldin Library, University of Maryland, College Park, exchanging information with other librarians, archivists, and collections managers.

April 11, 2018: Emily Oland Squires hosted a Lunch and Learn program featuring Glenn Campbell, Senior Historian of Historic Annapolis, "Brothers in Arms: The Revolutionary Service of James and Edmund Brice".

April 12 - 14, 2018: Maria Day served on the Program Committee for the Mid-Atlantic Regional Archives Conference meeting in Hershey, Pennsylvania.

April 14, 2018: Rob Schoeberlein attended the Cathy McDermott Special Collections Room dedication and reception at the Maryland Historical Society Library. He delivered some personal reflections on the deceased longtime volunteer.

April 16, 2018: Maria Day hosted the Committee on Maryland Conservation History at the Archives to showcase government records relating to the 150th anniversary of the State Oyster Police Force (forerunner of Maryland Natural Resources Police).

April 17, 2018: Emily Oland Squires attended a meeting of the Governor's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

April 17, 2018: Emily Oland Squires, Chris Haley, Maya Davis, and Ryan Cox met with Dr. Michael Kurtz to discuss ongoing University of Maryland iSchool collaboration and project promotion through conference presentation.

April 17 - 20, 2018: Corey Lewis attended the "Archiving 2018 Digitization Preservation and Access" Conference at the National Archives, Washington, DC.

April 18, 2018: Maya Davis participated in a lecture on "DC Emancipation" given by the National Museum of African American History and Culture.

April 18, 2018: Megan Craynon participated in a Mid-Atlantic Region Conference workshop on "Copyright Fundamentals for Librarians and Archivists," held at the Library of Virginia in Richmond.

April 18, 2018: Maya Davis conducted a Network to Freedom program training workshop for the Southern Maryland Region.

April 18, 2018: Emily Oland Squires attended a Four Rivers Heritage Area Coordinating Council Meeting.

April 18, 2018: Ryan Cox participated in an internship panel discussion at St. John's College.

April 19, 2018: Maya Davis conducted an African American Heritage Preservation Grant workshop with the Maryland Commission for African American History and Culture.

April 19, 2018: Elaine Rice Bachmann and Catherine Rogers Arthur provided a tour of the State House and Government House to 5th grade students from Severna Park Elementary School

April 19, 2018: Elaine Rice Bachmann and Catherine Rogers Arthur provided a tour of the State House and Government House to the Baltimore Art Seminar Group.

April 20, 2018: Chris Haley met with Gerald Valerio, artist and book designer, at Maryland Hall for the Creative Arts to discuss the history of African American portraiture.

April 25, 2018: Maya Davis and Chris Haley participated in a Harriet Tubman Discovery Center Working Group teleconference to consult on programming at the park.

April 26, 2018: Elaine Rice Bachmann and Mimi Calver attended the celebratory dinner for the 150th Anniversary of Government House, hosted by Governor and Mrs. Hogan and the Foundation for the Preservation of Government House of Maryland, which marked the official release of the book, *"A Dwelling-House and Other Conveniences..." A History of Maryland's Government House*.

May 1, 2018: Maya Davis attended the University of Maryland iSchool's student presentations on collaborative work with the Legacy of Slavery Program at the Digital Cultural Innovation Center in College Park.

May 3, 2018: Elaine Rice Bachmann attended a meeting of the Maryland Historical Society Museum Committee.

May 3, 2018: Rob Schoeberlein attended a reception for government, business, and non-profit officials, held at the Maryland Historical Society. This annual event promotes the Society and its collections. Numerous important documents were on display.

May 4, 2018: Rob Schoeberlein attended the Community Conversations breakfast at the Johns Hopkins University Club. Annie Milli, the Executive Director of Live Baltimore, was the speaker.

May 5, 2018: Catherine Rogers Arthur and Elaine Rice Bachmann attended the annual assembly of the Society of the Ark and Dove at the Maryland State House. The program included a joint presentation by Dr. Henry Miller (Historic St. Mary's City) and Dr. Aneta Georgievska-Shine (University of Maryland) on the history and iconography of the portraits of the Lords Baltimore.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 11/17/2017**

Aberdeen Police Department, Criminal Investigation Division

Rec.: 8/2/2017 Appr.: 11/1/2017 RM Sch. #:M394 MSA S1522-389 Supersedes: None

Aberdeen Police Department, Deputy Chief

Rec.: 8/24/2017 Appr.: 11/1/2017 RM Sch. #:M395 MSA S1522-390 Supersedes: None

Aberdeen Police Department, Executive Assistant

Rec.: 7/13/2017 Appr.: 11/1/2017 RM Sch. #:M393 MSA S1522-388 Supersedes: None

Anne Arundel Community College, Business Office

Rec.: 6/8/2017 Appr.: 11/27/2017 RM Sch. #:2885 MSA S1468-4046 Supersedes: 2781, 2789

Calvert County Board of County Commissioners, Communications and Media Relations

Rec.: 12/15/2017 Appr.: 1/3/2018 RM Sch. #:C1422 MSA S1521-1425 Supersedes: None

Calvert County Board of County Commissioners, Human Resources Department, Benefits Office

Rec.: 9/30/2015 Appr.: 1/8/2018 RM Sch. #:C1307 MSA S1521-1427 Supersedes: None

Calvert County Board of County Commissioners, Human Resources, Risk Management

Rec.: 10/17/2017 Appr.: 12/15/2017 RM Sch. #:C1419 MSA S1521-1424 Supersedes: None

Calvert County Board of County Commissioners, Technology Services Department, Administrative

Rec.: 9/30/2015 Appr.: 4/18/2018 RM Sch. #:C1320 MSA S1521-1437 Supersedes: None

Calvert County Board of County Commissioners, Technology Services Department, Applications

Rec.: 9/30/2015 Appr.: 11/7/2017 RM Sch. #:C1321 MSA S1521-1418 Supersedes: None

Carroll County Public Schools (CCPS) Department of Research and Accountability

Rec.: 8/2/2016 Appr.: 12/1/2017 RM Sch. #:C1368 MSA S1521-1420 Supersedes: None

Carroll County Public Schools (CCPS) Department of Research and Accountability, District 504 Coordinator

Rec.: 8/2/2016 Appr.: 12/1/2017 RM Sch. #:C1371 MSA S1521-1422 Supersedes: None

Carroll County Public Schools (CCPS) Department of Research and Accountability, Local Accountability Coordinator / Testing

Rec.: 8/2/2016 Appr.: 12/1/2017 RM Sch. #:C1369 MSA S1521-1421 Supersedes: None

Carroll County Public Schools (CCPS) Department of Research and Accountability, Office of Internal Audit

Rec.: 8/2/2016 Appr.: 11/27/2017 RM Sch. #:C1370 MSA S1521-1419 Supersedes: None

Charles County Sheriff's Office

Rec.: 12/14/2017 Appr.: 1/4/2018 RM Sch. #:C1098A MSA S1521-1426 Supersedes: None

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Community College of Baltimore County, Administrative Services, Facilities Management, Capital Projects

Rec.: 3/27/2017 Appr.: 11/7/2017 RM Sch. #:2828 MSA S1468-4044 Supersedes: None

Department of Natural Resources, Land Resources, Maryland Park Service

Rec.: 1/8/2018 Appr.: 1/30/2018 RM Sch. #:2901 MSA S1468-4058 Supersedes: None

Department of Agriculture, Rural Maryland Council

Rec.: 5/2/2017 Appr.: 11/27/2017 RM Sch. #:2836 MSA S1468-4045 Supersedes: None

Department of Commerce, Division of Tourism, Film and the Arts, Maryland Film Office

Rec.: 3/3/2016 Appr.: 2/2/2018 RM Sch. #:2765 MSA S1468-4060 Supersedes: None

Department of Commerce, Finance Programs

Rec.: 2/22/2016 Appr.: 2/2/2018 RM Sch. #:2759 MSA S1468-4059 Supersedes: 2432, 2117, 2118, 2457, 2631

Department of General Services, Real Estate

Rec.: 5/2/2017 Appr.: 1/3/2018 RM Sch. #:2835 MSA S1468-4048 Supersedes: 1485, 2265, 2266, 2349

Department of Health and Mental Hygiene - Office of Equal Opportunity Programs (OEOP)

Rec.: 9/19/2014 Appr.: 4/12/2018 RM Sch. #:2691 MSA S1468-4063 Supersedes: 2422, 2334, 2334A1

Department of Health, Medicaid (Health Care Financing), Office of Health Services

Rec.: 11/22/2017 Appr.: 1/30/2018 RM Sch. #:2228A MSA S1468-4056 Supersedes: None

Department of Human Resources, State Citizens Review Board for Children

Rec.: 10/26/2017 Appr.: 11/7/2017 RM Sch. #:2722A MSA S1468-4043 Supersedes: None

Department of Human Services, Strategy and Administration, Office of Human Resource Development and Training (HRDT)

Rec.: 10/26/2017 Appr.: 1/8/2018 RM Sch. #:2896 MSA S1468-4052 Supersedes: 2377

Department of Natural Resources, Aquatic Resources, Chesapeake and Coastal Service

Rec.: 10/13/2017 Appr.: 11/1/2017 RM Sch. #:2894 MSA S1468-4042 Supersedes: None

Department of Natural Resources, Mission Support, Information Technology

Rec.: 10/13/2017 Appr.: 1/19/2018 RM Sch. #:2895 MSA S1468-4054 Supersedes: None

Department of Natural Resources, Mission Support, Licensing and Registration Service

Rec.: 3/27/2017 Appr.: 1/8/2018 RM Sch. #:2829 MSA S1468-4051 Supersedes: 2509

Department of the Environment, Air and Radiation Administration, Air Monitoring Program

Rec.: 3/3/2017 Appr.: 1/9/2018 RM Sch. #:2821 MSA S1468-4053 Supersedes: 2555

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Department of Veterans Affairs

Rec.: 12/5/2017 Appr.: 1/30/2018 RM Sch. #:2898 MSA S1468-4057 Supersedes: None

Frederick Community College, Information Technology

Rec.: 5/30/2017 Appr.: 2/2/2018 RM Sch. #:2861 MSA S1468-4061 Supersedes: None

Frederick Community College, Board of Community College Trustees

Rec.: 5/30/2017 Appr.: 11/1/2017 RM Sch. #:2882 MSA S1468-4041 Supersedes: None

Frederick Community College, Continuing Education and Workforce Development (CEWD), Registration

Rec.: 5/30/2017 Appr.: 3/8/2018 RM Sch. #:2847 MSA S1468-4062 Supersedes: None

Frederick Community College, Learning Support, Enrollment Services, Financial Aid

Rec.: 5/30/2017 Appr.: 1/4/2018 RM Sch. #:2870 MSA S1468-4049 Supersedes: None

Frederick Community College, Operations Division, Facilities Planning

Rec.: 5/30/2017 Appr.: 1/4/2018 RM Sch. #:2880 MSA S1468-4050 Supersedes: None

Frederick Community College, President's Office

Rec.: 5/30/2017 Appr.: 11/27/2017 RM Sch. #:2883 MSA S1468-4055 Supersedes: None

Frederick, Finance and Administration, Audio Visual Department

Rec.: 4/20/2017 Appr.: 11/1/2017 RM Sch. #:M392 MSA S1522-387 Supersedes: None

Harford County Government, Housing and Community Development

Rec.: 10/31/2017 Appr.: 1/30/2018 RM Sch. #:C1421 MSA S1521-1428 Supersedes: None

Howard County Public School System (HCPSS), Food Services

Rec.: 2/5/2018 Appr.: 4/6/2018 RM Sch. #:C1430 MSA S1521-1436 Supersedes: None

Howard County Public School System (HCPSS), Office of General Counsel

Rec.: 2/5/2018 Appr.: 2/16/2018 RM Sch. #:C1424 MSA S1521-1429 Supersedes: None

Howard County Public School System (HCPSS), Pupil Transportation

Rec.: 2/15/2018 Appr.: 3/14/2018 RM Sch. #:C1427 MSA S1521-1430 Supersedes: None

Howard County Public School System (HCPSS), Purchasing

Rec.: 2/5/2018 Appr.: 4/6/2018 RM Sch. #:C1426 MSA S1521-1435 Supersedes: None

Howard County Public School System, Internal Audit

Rec.: 6/12/2017 Appr.: 4/6/2018 RM Sch. #:C1406 MSA S1521-1434 Supersedes: None

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Howard County Public Schools (HCPSS), Human Resources

Rec.: 6/28/2017 Appr.: 3/30/2018 RM Sch. #:C1411 MSA S1521-1432 Supersedes: None

Howard County Public Schools (HCPSS), Office of School Planning

Rec.: 7/6/2017 Appr.: 3/30/2018 RM Sch. #:C1415 MSA S1521-1433 Supersedes: None

Howard County Public Schools (HCPSS), Student Assessment

Rec.: 6/28/2017 Appr.: 3/30/2018 RM Sch. #:C1410 MSA S1521-1431 Supersedes: None

Maryland Energy Administration

Rec.: 4/5/2017 Appr.: 12/15/2017 RM Sch. #:2834 MSA S1468-4047 Supersedes: 2664

St. Mary's County, Commissioners of St. Mary's County, Administration, Public Information Office

Rec.: 8/18/2016 Appr.: 12/14/2017 RM Sch. #:C1372 MSA S1521-1423 Supersedes: None

Retention Schedule Summary

State agency schedules approved - 23

County agency schedules approved - 20

Municipal agency schedules approved - 4

Total number of State Archives schedules approved - 47

Total number of Baltimore City Archives schedules approved - 0

Images of all approved State Archives schedules are available online at

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

Disposal Certificate Summary
Total number of digital certificates - 163
Total number of paper certificates - 53
Total number of certificates - 216
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Digital Disposal Certificates Approved Since Hall of Records Meeting On 11/17/2017</p>		
Date Approved	Agency	Certificate Number
11/1/2017	Saint Mary's County Register of Wills	SE55-4731
11/2/2017	Carroll County Detention Center	SE55-4732
11/2/2017	City of College Park Administration	SE55-4733
11/2/2017	Carroll County Detention Center	SE55-4734
11/2/2017	Frederick Police Department Professional Services Division	SE55-4735
11/6/2017	Carroll County Detention Center	SE55-4736
11/6/2017	Carroll County Detention Center	SE55-4737
11/6/2017	Worcester County Government Worcester County	SE55-4738
11/7/2017	Prince George's County Circuit Court	SE55-4739
11/7/2017	Baltimore City Circuit Court Criminal Division	SE55-4740
11/7/2017	Montgomery County Register of Wills	SE55-4741
11/7/2017	Carroll County Circuit Court	SE55-4742
11/7/2017	Prince George's County Circuit Court	SE55-4743
11/7/2017	Maryland Department of Health and Mental Hygiene ESRL	SE55-4744
11/7/2017	Maryland Department of Health and Mental Hygiene Labs	SE55-4745
11/7/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4746
11/7/2017	Montgomery County Government Board Of Investment Trustees	SE55-4747
11/7/2017	Montgomery County Government Police/Management & Budget	SE55-4748
11/8/2017	Maryland Department of Health and Mental Hygiene Labs	SE55-4749
11/8/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4750
11/8/2017	Montgomery County Government Fire & Rescue/Administrative Services	SE55-4751
11/8/2017	Montgomery County Government Fire & Rescue/Administrative Services	SE55-4752
11/14/2017	Town of Walkersville Government	SE55-4763
11/16/2017	Carroll County Detention Center	SE55-4764
12/4/2017	City of Frederick Police Department personnel unit	SE55-4767

12/4/2017	City of Frederick Police Department Personnel Unit	SE55-4768
12/4/2017	City of Frederick Police Department Records Section	SE55-4769
12/7/2017	Carroll County Detention Center	SE55-4770
12/8/2017	Worcester County Government Administration Budget Office	SE55-4771
12/8/2017	Maryland State Police Special Operations Division	SE55-4772
12/11/2017	Carroll County Detention Center	SE55-4773
12/11/2017	Carroll County Detention Center	SE55-4774
12/11/2017	Carroll County Detention Center	SE55-4775
12/14/2017	Carroll County Detention Center	SE55-4776
11/20/2017	Anne Arundel County Detention Center, Administration	SE55-4777
11/28/2017	Anne Arundel County Detention Center, Administration	SE55-4778
12/15/2017	Maryland-National Capital Park and Planning Commission Corporate Policy & Management Operations - Records Management Office	SE55-4779
12/18/2017	Queen Anne's County Circuit Court Land Records / Licensing	SE55-4785
12/18/2017	Maryland Department of Health and Mental Hygiene Dorchester	SE55-4786
12/18/2017	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4787
12/18/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4788
12/18/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4789
12/18/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4790
12/18/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4791
12/18/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4792
12/18/2017	Maryland Department of Health and Mental Hygiene OSOP	SE55-4793
12/18/2017	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4794
12/19/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4795
12/19/2017	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4796
12/20/2017	Prince George's County Circuit Court	SE55-4797
12/21/2017	Worcester County Government Administration Budget Office	SE55-4798
1/2/2018	Anne Arundel County Community College Document Services/Records Retention	SE55-4801
1/3/2018	Worcester County Government Administration Budget Office	SE55-4802
1/3/2018	Worcester County Government Administration	SE55-4803
1/4/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4804
1/4/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4805

1/4/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4806
1/4/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4807
1/4/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4808
1/4/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4809
1/4/2018	Maryland Department of Health and Mental Hygiene Cecil County Health Department	SE55-4810
1/4/2018	Maryland Department of Health and Mental Hygiene	SE55-4811
1/5/2018	Carroll County Circuit Court	SE55-4812
1/5/2018	Howard County Circuit Court Criminal / Juvenile	SE55-4813
1/5/2018	Howard County Circuit Court Criminal / Juvenile	SE55-4814
1/5/2018	Harford County Circuit Court Juvenile Division	SE55-4815
1/5/2018	Howard County Circuit Court Criminal / Juvenile	SE55-4816
1/5/2018	Prince George's County Circuit Court	SE55-4817
1/8/2018	Montgomery County Circuit Court	SE55-4818
1/9/2018	Worcester County Government Administration Budget Office	SE55-4819
1/11/2018	Worcester County Government Administration Budget Office	SE55-4820
1/12/2018	City of Cumberland Finance - Utility Billing	SE55-4821
1/12/2018	City of Cumberland City Clerk	SE55-4822
1/16/2018	Prince George's County Circuit Court	SE55-4834
1/22/2018	Carroll County Detention Center	SE55-4835
1/22/2018	Carroll County Detention Center	SE55-4836
1/22/2018	Carroll County Detention Center	SE55-4837
1/22/2018	Carroll County Detention Center	SE55-4838
1/22/2018	Carroll County Detention Center	SE55-4839
1/24/2018	Maryland State Police Special Operations Division	SE55-4841
1/29/2018	Maryland Office of the Attorney General Maryland Port Administration	SE55-4842
1/29/2018	Maryland Office of the Attorney General Maryland Port Administration	SE55-4843
1/30/2018	Montgomery County Circuit Court	SE55-4846
1/30/2018	Montgomery County Register of Wills	SE55-4847
1/31/2018	City of Frederick Police Department Records Section	SE55-4848
1/31/2018	Carroll County Detention Center	SE55-4849
1/31/2018	Carroll County Detention Center	SE55-4850
1/31/2018	Maryland Department of Agriculture Resource Conservation Nutrient Mangement	SE55-4851
2/8/2018	City of College Park Administration	SE55-4852
2/13/2018	Carroll County Detention Center	SE55-4859
2/13/2018	Carroll County Detention Center	SE55-4860
2/13/2018	Carroll County Detention Center	SE55-4861

2/14/2018	Carroll County Detention Center	SE55-4862
2/20/2018	Carroll County Detention Center	SE55-4863
2/20/2018	City of Cumberland City Clerk	SE55-4864
2/22/2018	City of Cumberland City Clerk	SE55-4865
2/23/2018	Maryland Office of the Attorney General Dept. of Budget & Management - L. Kristine Hoffman	SE55-4871
2/23/2018	Maryland Office of the Attorney General Consumer Protection - Deriree Devoe	SE55-4872
2/23/2018	Maryland Office of the Attorney General Medicaid Fraud Control Unit - Diane Webster	SE55-4873
2/26/2018	Prince George's County Circuit Court	SE55-4874
2/26/2018	Montgomery County Circuit Court	SE55-4875
2/26/2018	Montgomery County Circuit Court	SE55-4876
2/26/2018	Prince George's County Circuit Court	SE55-4877
2/26/2018	Prince George's County Circuit Court	SE55-4878
3/1/2018	Department of Human Services, Budget and Finance / FMIS	SE55-4880
3/1/2018	Baltimore County Circuit Court	SE55-4881
3/1/2018	Carroll County Detention Center	SE55-4882
3/2/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4883
3/5/2018	Maryland Department of Health and Mental Hygiene Queen Annes County Health Department	SE55-4884
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4885
3/5/2018	Maryland Department of Health and Mental Hygiene Queen Annes County Health Department	SE55-4886
3/5/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4887
3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4888
3/5/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4889
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4890
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4891
3/5/2018	Maryland Department of Health and Mental Hygiene PHPA	SE55-4892
3/5/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4893
3/5/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4894
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4895
3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4896

3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4897
3/5/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4898
3/5/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4899
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4900
3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4901
3/5/2018	Maryland Department of Health and Mental Hygiene	SE55-4902
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4903
3/5/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4904
3/5/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4905
3/5/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4906
3/5/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4907
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4908
3/5/2018	Maryland-National Capital Park and Planning Commission	SE55-4909
3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4910
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4911
3/5/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4912
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4913
3/5/2018	Maryland Department of Health and Mental Hygiene OHS	SE55-4914
3/5/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4915
3/6/2018	Carroll County Detention Center	SE55-4916
3/8/2018	Baltimore County Circuit Court	SE55-4919
3/8/2018	Washington County Circuit Court	SE55-4920
3/8/2018	Montgomery County Circuit Court	SE55-4921
3/8/2018	Montgomery County Circuit Court	SE55-4922
3/12/2018	Anne Arundel County Circuit Court Criminal Division	SE55-4923
3/12/2018	Prince George's County Circuit Court	SE55-4924
3/12/2018	Carroll County Detention Center	SE55-4925
3/20/2018	Maryland Department of Agriculture Pesticide Regulation	SE55-4926
3/20/2018	Maryland State Police Barrack M JFK Memorial Highway	SE55-4927
3/22/2018	Howard County Circuit Court Criminal / Juvenile	SE55-4928

3/23/2018	Maryland Department of the Environment Operational Services Administration - CS	SE55-4929
3/23/2018	Maryland Department of the Environment Land Management - Lead Compliance & Accreditation	SE55-4930
3/28/2018	Chevy Chase Village Government	SE55-4936
3/28/2018	Charles County Government	SE55-4937
3/28/2018	Chevy Chase Village Government	SE55-4938
4/3/2018	Town of Ocean City Government City Clerk	SE55-4939
4/5/2018	Saint Mary's County Register of Wills	SE55-4940
4/5/2018	Washington County Register of Wills	SE55-4941
4/5/2018	Washington County Register of Wills	SE55-4942
4/10/2018	Carroll County Detention Center	SE55-4943
4/10/2018	Carroll County Detention Center	SE55-4944
4/13/2018	City of Cumberland City Clerk	SE55-4950

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 11/17/2017

Date Approved	Agency	Certificate Number
11/7/2017	Baltimore City Circuit Court	SE55-4758
11/7/2017	District Court 8 Baltimore County	SE55-4761
11/14/2017	District Court 2 Worcester County	SE55-4765
11/14/2017	District Court 2 Worcester County	SE55-4766
12/14/2017	District Court 3 Queen Anne's County	SE55-4780
12/14/2017	District Court 1 Baltimore City	SE55-4781
12/14/2017	District Court 1 Baltimore City	SE55-4782
12/15/2017	District Court 2 Worcester County - Snow Hill	SE55-4783
12/15/2017	District Court 2 Worcester County - Ocean City	SE55-4784
12/12/2017	State Police, Licensing Division	SE55-4799
12/14/2017	Harford County Sheriffs Office, Department of Inspections, Licenses and Permits	SE55-4800
12/22/2017	Carroll County Detention Center, Detention Center Compliance Department	SE55-4823
1/2/2018	Anne Arundel County Detention Center, Administration	SE55-4824
1/3/2018	District Court 3 Queen Anne's County	SE55-4825
1/3/2018	District Court 1 Baltimore City	SE55-4826
11/29/2017, 12/01/2017, 12/06/2017, 12/11/2017	State Department of Education, Finance and Administration, Division of Rehabilitation Services	SE55-4827
1/3/2018	District Court 2 Wicomico County	SE55-4828
1/3/2018	District Court 3 Queen Anne's County	SE55-4829
1/3/2018	District Court 1 Baltimore City	SE55-4830
11/29/2017, 12/01/2017,	State Department of Education, Finance and Administration, Division of Rehabilitation Services	SE55-4831
1/3/2018	District Court 2 Wicomico County	SE55-4832
11/15/2017	Maryland Department of Environment - Water Management Administration - Compliance - Western Division	SE55-4833
1/19/2018	District Court Headquarters	SE55-4840
1/11/2018	County Commissioners for Calvert County, Personnel	SE55-4844
1/12/2018	St. Mary's County Government, Office of the County Attorney	SE55-4845
2/1/2018	Department of Human Resources, Office of the Inspector General	SE55-4853
1/30/2018	District Court 8 Baltimore County	SE55-4854
1/30/2018	District Court 8 Baltimore County	SE55-4855

1/26/2018	St. Mary's County Department of Recreation and Parks	SE55-4856
1/26/2018	County Commissioners for Calvert County, Personnel	SE55-4857
2/16/2018	District Court Headquarters, Operations	SE55-4866
2/16/2018	District Court 5 Prince George's County	SE55-4867
2/16/2018	District Court 9 Harford County	SE55-4868
2/16/2018	District Court 8 Baltimore County	SE55-4869
2/16/2018	District Court 5 Prince George's County	SE55-4870
1/25/2018	Office of the Public Defender, Harford County	SE55-4879
3/5/2018	District Court 6 Montgomery County	SE55-4917
2/21/2018	St. Mary's County Recreation and Parks, Administration	SE55-4918
3/14/2018	District Court 3 Cecil County	SE55-4931
3/14/2018	District Court 3 Cecil County	SE55-4932
3/14/2018	District Court 7 Anne Arundel County	SE55-4933
2/28/2018	St. Mary's County Recreation and Parks, Administration	SE55-4934
2/20/2018	County Commissioners for Calvert County, Personnel	SE55-4935
3/13/2018	St. Mary's County Government, Recreation and Parks, Administration	SE55-4945
3/22/2018	St. Mary's County Government, Recreation and Parks, Administration	SE55-4946
3/14/2018	Anne Arundel County Detention Center, Administration	SE55-4947
3/22/2018	Anne Arundel County Detention Center, Administration	SE55-4948
3/27/2018	City of Salisbury, Human Resources	SE55-4949
1/24/2018	City of Greenbelt, Maryland Police Department	SE55-4951
4/6/2018	County Commissioners of Calvert County, Public Works, Solid Waste	SE55-4952
4/3/2018	Aberdeen Police Department, Accreditation Section	SE55-4953
3/28/2018	Aberdeen Police Department, Accreditation Section	SE55-4954
4/12/2018	District Court 3 Talbot County	SE55-4955

Maryland State Archives
Records Received
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ATTORNEY GENERAL ANTITRUST DIVISION

(Criminal Prosecutions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2018	T5155	1969-2011	115 Boxes, 276 CSE

Community College of Baltimore County

(Design Plans)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/10/2018	T4692	1917-2013	3455 Maps/Plats, 172.75 CSE

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

(Project File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/1/2018	T4199	2010-2011	11 Boxes, 26.4 CSE

DEPARTMENT OF PLANNING DIVISION OF HISTORICAL AND CULTURAL
PROGRAMS MARYLAND HISTORICAL TRUST

(Bowman Board Grant File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2018	T5159	1974-2001	12 Boxes, 28.8 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T2048		39 Maps/Plats, 1.95 CSE
12/29/2017	T2048		33 Maps/Plats, 1.65 CSE
1/31/2018	T2048		16 Maps/Plats, 0.8 CSE
2/28/2018	T2048		54 Maps/Plats, 2.7 CSE

DISTRICT COURT 11 WA

(Criminal Docket, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/10/2018	T3509	1971-1981	1 Volumes, 1.33 CSE

Maryland State Archives
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GOVERNOR LEGISLATIVE OFFICE

(Department Legislation)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/2/2018	T4875	2017	2.4 CSE

(Duplicate Vetoes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/2/2018	T4877	2017	2.4 CSE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/2/2018	T857	2017	8 Boxes, 19.2 CSE

MARYLAND STATE ARCHIVES

(State Deeds and Easements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2018	T2039	2007-2016	2.4 CSE

STATE BOARD OF ELECTIONS CA SUPERVISOR OF ELECTIONS

(Campaign Finance and Candidacy Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/9/2018	T5153	1960-2011	5 Boxes, 12 CSE

(Local Board Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/9/2018	T5152	1942-2011	3 Boxes, 7.2 CSE

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2018	T1896	2018	10 Maps/Plats, 0.5 CSE
2/28/2018	T1896	2018	0.05 CSE
3/30/2018	T1896	2018	8 Maps/Plats, 0.4 CSE

Maryland State Archives
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ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1897	2017	36 Maps/Plats, 1.8 CSE
12/29/2017	T1897	2017	36 Maps/Plats, 1.8 CSE
1/31/2018	T1897	2018	8 Maps/Plats, 0.4 CSE
2/28/2018	T1897	2018	21 Maps/Plats, 1.05 CSE
3/30/2018	T1897	2018	29 Maps/Plats, 1.45 CSE

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1898	2017	52 Maps/Plats, 2.6 CSE
12/29/2017	T1898	2017	46 Maps/Plats, 2.3 CSE
1/31/2018	T1898	2018	2 Maps/Plats, 0.1 CSE
2/28/2018	T1898	2018	3 Maps/Plats, 0.15 CSE
3/30/2018	T1898	2018	9 Maps/Plats, 0.45 CSE

BALTIMORE COUNTY CIRCUIT COURT

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/14/2018	T1769	2004-2005	386 Boxes, 926.4 CSE

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1899	2017	6 Maps/Plats, 0.3 CSE
12/29/2017	T1899	2017	9 Maps/Plats, 0.45 CSE
1/31/2018	T1899	2018	16 Maps/Plats, 0.8 CSE
2/28/2018	T1899	2018	4 Maps/Plats, 0.2 CSE
3/30/2018	T1899	2018	27 Maps/Plats, 1.35 CSE

Maryland State Archives
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CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/29/2017	T1900	2017	21 Maps/Plats, 1.05 CSE
1/31/2018	T1900	2018	13 Maps/Plats, 0.65 CSE
2/28/2018	T1900	2018	3 Maps/Plats, 0.15 CSE
3/30/2018	T1900	2018	6 Maps/Plats, 0.3 CSE

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1901	2017	8 Maps/Plats, 0.4 CSE
1/31/2018	T1901	2018	6 Maps/Plats, 0.3 CSE
3/30/2018	T1901	2018	16 Maps/Plats, 0.8 CSE

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1902	2017	27 Maps/Plats, 1.35 CSE
1/31/2018	T1902	2018	29 Maps/Plats, 1.45 CSE
2/28/2018	T1902	2018	7 Maps/Plats, 0.35 CSE

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1903	2017	10 Maps/Plats, 0.5 CSE
12/29/2017	T1903	2017	8 Maps/Plats, 0.4 CSE
2/28/2018	T1903	2018	4 Maps/Plats, 0.2 CSE
3/30/2018	T1903	2018	12 Maps/Plats, 0.6 CSE

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/31/2018	T1904	2018	30 Maps/Plats, 1.5 CSE
3/30/2018	T1904	2018	36 Maps/Plats, 1.8 CSE

Maryland State Archives
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DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1905	2017	6 Maps/Plats, 0.3 CSE
12/29/2017	T1905	2017	9 Maps/Plats, 0.45 CSE
1/31/2018	T1905	2018	12 Maps/Plats, 0.6 CSE
2/28/2018	T1905	2018	5 Maps/Plats, 0.25 CSE
3/30/2018	T1905	2018	12 Maps/Plats, 0.6 CSE

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1906	2017	60 Maps/Plats, 3 CSE
12/29/2017	T1906	2017	52 Maps/Plats, 2.6 CSE
1/31/2018	T1906		46 Maps/Plats, 2.3 CSE
2/28/2018	T1906	2018	27 Maps/Plats, 1.35 CSE
3/30/2018	T1906	2018	65 Maps/Plats, 3.25 CSE

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1907	2017	19 Maps/Plats, 0.95 CSE
12/29/2017	T1907	2017	8 Maps/Plats, 0.4 CSE
1/31/2018	T1907	2018	6 Maps/Plats, 0.3 CSE
2/28/2018	T1907	2018	7 Maps/Plats, 0.35 CSE
3/30/2018	T1907	2018	8 Maps/Plats, 0.4 CSE

HARFORD COUNTY CIRCUIT COURT

(Naturalization Applicant Cards)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/19/2018	T5160	1798-1953	2.4 CSE

(Naturalization Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/19/2018	T5161	1798-1953	1 Volumes, 1.33 CSE

Maryland State Archives
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HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1908	2017	16 Maps/Plats, 0.8 CSE
12/29/2017	T1908	2017	7 Maps/Plats, 0.35 CSE
1/31/2018	T1908	2018	16 Maps/Plats, 0.8 CSE
2/28/2018	T1908	2018	22 Maps/Plats, 1.1 CSE
3/30/2018	T1908	2018	18 Maps/Plats, 0.9 CSE

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T2466	2017	40 Maps/Plats, 2 CSE
12/29/2017	T2466	2017	35 Maps/Plats, 1.75 CSE
1/31/2018	T2466	2018	57 Maps/Plats, 2.85 CSE
2/28/2018	T2466	2018	6 Maps/Plats, 0.3 CSE
3/30/2018	T2466	2018	70 Maps/Plats, 3.5 CSE

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T2186	2017	9 Maps/Plats, 0.45 CSE
12/29/2017	T2186	2017	5 Maps/Plats, 0.25 CSE
1/31/2018	T2186	2018	3 Maps/Plats, 0.15 CSE
3/30/2018	T2186	2018	2 Maps/Plats, 0.1 CSE

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1911	2017	15 Maps/Plats, 0.75 CSE
12/29/2017	T1911	2018	17 Maps/Plats, 0.85 CSE
1/31/2018	T1911	2018	5 Maps/Plats, 0.25 CSE
2/28/2018	T1911	2018	26 Maps/Plats, 1.3 CSE
3/30/2018	T1911	2018	71 Maps/Plats, 3.55 CSE

Maryland State Archives
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MONTGOMERY COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/3/2018	T416	2001-2014	134 Boxes, 321.6 CSE

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/3/2018	T5163	2014-2017	78 Boxes, 187.2 CSE

OCEAN CITY CITY CLERK

(Mayor and Council Meeting Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/3/2018	T5162	1953-2012	38 Boxes, 91.2 CSE

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/29/2017	T1912	2018	22 Maps/Plats, 1.1 CSE
1/31/2018	T1912	2018	20 Maps/Plats
2/28/2018	T1912	2018	45 Maps/Plats, 2.25 CSE
3/30/2018	T1912	2018	125 Maps/Plats, 6.25 CSE

PRINCE GEORGE'S COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/20/2017	T698	1941-2014	176 Boxes, 422.4 CSE

(Wills and Codicils)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/20/2017	T5146	2014-2017	28 Boxes, 67.2 CSE

Maryland State Archives
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Since Last Hall of Records Commission Meeting
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QUEEN ANNE'S COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/14/2017	T4825	1999-2005	110 Boxes, 264 CSE

(Law Case Files)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/14/2017	T5143	1946-1984	42 Boxes, 100.8 CSE

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1913	2017	25 Maps/Plats, 1.25 CSE
12/29/2017	T1913	2018	20 Maps/Plats
1/31/2018	T1913	2018	0.05 CSE
2/28/2018	T1913	2018	19 Maps/Plats, 0.95 CSE
3/30/2018	T1913	2018	15 Maps/Plats, 0.75 CSE

QUEEN ANNE'S COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/4/2018	T3690	1997-2000	28 Boxes, 67.2 CSE

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/29/2017	T1915	2017	5 Maps/Plats, 0.25 CSE
2/28/2018	T1915	2018	2 Maps/Plats, 0.1 CSE
3/30/2018	T1915	2018	5 Maps/Plats, 0.25 CSE

Maryland State Archives
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Since Last Hall of Records Commission Meeting
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ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1914	2017	14 Maps/Plats, 0.7 CSE
12/29/2017	T1914	2017	7 Maps/Plats, 0.35 CSE
1/31/2018	T1914	2018	14 Maps/Plats, 0.7 CSE
2/28/2018	T1914	2018	10 Maps/Plats, 0.5 CSE
3/30/2018	T1914	2018	11 Maps/Plats, 0.55 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1916	2017	19 Maps/Plats, 0.95 CSE
12/29/2017	T1916	2017	17 Maps/Plats, 0.85 CSE
1/31/2018	T1916	2018	12 Maps/Plats, 0.6 CSE
2/28/2018	T1916	2018	9 Maps/Plats, 0.45 CSE
3/30/2018	T1916	2018	12 Maps/Plats, 0.6 CSE

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1917	2017	22 Maps/Plats, 1.1 CSE
12/29/2017	T1917	2017	27 Maps/Plats, 1.35 CSE
1/31/2018	T1917	2018	3 Maps/Plats, 0.15 CSE
2/28/2018	T1917	2018	10 Maps/Plats, 0.5 CSE
3/30/2018	T1917	2018	13 Maps/Plats, 0.65 CSE

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2017	T1918	2017	18 Maps/Plats, 0.9 CSE
12/29/2017	T1918	2018	4 Maps/Plats, 0.2 CSE
1/31/2018	T1918	2018	47 Maps/Plats, 2.35 CSE
2/28/2018	T1918	2018	12 Maps/Plats, 0.6 CSE
3/30/2018	T1918	2018	74 Maps/Plats, 3.7 CSE

Maryland State Archives
Records Received
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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>
11/30/2017	T1919	2017	54 Maps/Plats, 2.7 CSE
12/29/2017	T1919	2017	12 Maps/Plats, 0.6 CSE
1/31/2018	T1919	2018	7 Maps/Plats, 0.35 CSE
2/28/2018	T1919	2018	17 Maps/Plats, 0.85 CSE
3/30/2018	T1919	2018	8 Maps/Plats, 0.4 CSE

Total CSE (clam shell equivalents) added:	3,114.61
Total number of volumes added:	2.00
Total number of boxes added:	1,178.00
Total number of maps/plats added:	5,695.00
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 2349	Wrenn, Lewis and Jencks Architectural Collection
MSA SC 4300	McGrain Collection
MSA SC 5767	May Albright Seitz Collection of Hoffman Family Material
MSA SC 6170	Betsy Machen Palmer Collection
MSA SC 6201	Robert Henneberger Collection
MSA SC 6202	Robert Tennenbaum Collection
MSA SC 6203	Baltimore Theater Collection
MSA SC 6204	Government House 150th Anniversary Book Collection
MSA SC 6205	Maryland Society of the Sons of the American Revolution Smallwood Collection
MSA SC 6206	Joshua Cohen Collection
MSA SC 6207	Maura Callahan Baltimore Beat Collection
MSA SC 6208	Maryland Park High School Collection
MSA SC 6209	Star Spangled 200 Bicentennial Collection



Maryland Commission on Artistic Property
Semi-Annual Meeting

Maryland State Archives
Rolling Run Facility

Baltimore, MD

November 28, 2017 at 10:30 am

Agenda

Attendees:

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Alan Fern, Director, The National Portrait Gallery, Retired

Scott Homolka, (representing Christopher Bedford) Head of Conservation, The BMA

Rebecca Massie Lane, Director, Washington County Museum of Fine Arts

Mark Letzer, President and CEO, Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board member, Maryland Citizens for the Arts

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Winston Tabb, Johns Hopkins University (representing Fred Bronstein, The Peabody Institute)

Archives' Staff:

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

Opening Remarks

Chairman, Matthew P. Lalumia

Welcome to new member Sasha Lourie, and re-appointment of Joseph Ruzicka to the Commission.

Call to Order by Chairman:

Minutes of Previous Meeting

- **Minutes of May 10, 2017**

Informational Written Summary of APC Staff Activities (since May 10, 2017):

- May 31 Ms. Bachmann served as a judge for Simulated Congressional Hearings at Severna Park Middle School
- July 6 Mr. Baker, Ms. Bachmann, Ms. Arthur and Mr. Kintzel attended the World War I Centennial Commemoration at the State House
- July 12 Ms. Arthur attended the Preservation Maryland: Old Line State Summit -United States Naval Academy
- July 31/Aug 1 Ms. Arthur & Mr. Kintzel provided tours of the State House to the National Association of State Catholic Conference Directors
- September 20 Ms. Arthur participated in the Annapolis Preservation Roundtable Luncheon
- October 5 Mr. Kintzel represented the Archives at the Quarterly State House working group meeting
- October 7 Ms. Arthur attended the Homewood Museum Harvest Ball
- October 12 Ms. Arthur went to the Structure and Perspective, David Brewster exhibition opening at the Maryland Historical Society
- October 14 Ms. Arthur participated in the exhibition *opening Jewels of the Nile Gala* at the Walters Art Museum
- October 19 Ms. Arthur partook in the Preservation Maryland: Six-to Fix Benefit and Reveal Party
- November 4 Ms. Arthur went to the Exhibition Preview *Precious as Gold, Bramble Tea Caddies* at Homewood Museum
- November 8-9 Mr. Kintzel participated in the CCHA Conference *Behind the Scenes: Exploring Museum Collections Storage* in Philadelphia
- November 9 Ms. Arthur attended the Orlando Ridout V Memorial Lecture, Mark Wenger, *Occupying the Chesapeake House...*
- November 16 Ms. Arthur went to the Washington Decorative Arts Forum, former MSA Curatorial Assistant Michelle Fitzgerald

Recent and Upcoming Loans

Outgoing loans:

- *Waiting an Answer*, by Winslow Homer (1836-1910), to Bowdoin College Museum of Art (June 22 to October 28, 2018), Brandywine River Museum (11/17/2018 ~02/17/2019) for Winslow Homer, Photography, and the Art of Painting

Incoming loans:

- Ridout Family objects
 - Document Cabinet
 - Square Piano
 - Sharpe bed
 - Portrait of Horatio Sharpe

State Archivist Report:

- General update

Deputy State Archivist Report:

- Removal of Roger B. Taney statue from grounds of the Maryland State House
- Conservation Budget
- MSA building issues
- 2018 publication: “‘*A Dwelling House and Other Conveniences:*’ A History of Maryland’s Government House”

Director’s Report:

- New acquisitions
- Conservation projects

Associate Curator’s Report

- State House exhibits
 - Archives Room additions
 - Stairwell Room updates for 2018

Old Business

- Increase the public's awareness of the collection (travelling exhibition)

New Business

- Removal of objects from the Inventory

Next meeting: Spring 2018 at the call of the chairman

Adjournment



Maryland Commission on Artistic Property
Semi-Annual Meeting

Maryland State Archives

Rolling Run Facility

Baltimore, MD

November 28, 2017 at 10:30 a.m.

Minutes

Attendees:

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Alan Fern, Director, The National Portrait Gallery, Retired

Scott Homolka, (representing Christopher Bedford) Head of Conservation, The BMA

Mark Letzer, President and CEO, Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board Member, Maryland Citizens for the Arts

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Winston Tabb, Johns Hopkins University (representing Fred Bronstein, The Peabody Institute)

Archives' Staff:

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

Special Guest:

Mimi Calver, Friends of the Maryland State Archives

The meeting was called to order at 10:40 a.m. by the chairman.

Opening Remarks:

Chairman, Matthew P. Lalumia

Mr. Lalumia welcomed new member Sasha Lourie, and announced the re-appointment of Joseph Ruzicka to the Commission.

Mr. Cantelon made a motion to approve the minutes from the previous meeting of the Commission on December 9, 2016, which was seconded by Mr. Tabb. The approved minutes were signed by the Chairman and the Associate Curator/Collections Manager.

Ms. Bachmann commented on staff activities since the last meeting and highlighted the World War I Centennial Celebration that took place in the rotunda of State House.

Recent and Upcoming Loans:

Mr. Kintzel gave an update on the current as well as future outgoing loans. Ms. Arthur spoke about the incoming loans from the Ridout family and how they will be transferred as a gift to the state-owned art collection.

State Archivist Report:

Mr. Baker acknowledged the hard work by the staff, especially Mr. Kintzel, for getting Rolling Run fitted out with all of the art storage equipment. Mr. Baker stated that we aim to have all of the works of art from the Peabody Art Collection that are currently on loan in storage at various Baltimore institutions, returned to the Maryland State Archives for storage in our own facility.

Deputy State Archivist Report:

Ms. Bachmann reported on the State House Visitor Experience Master Plan to interpret four centuries of Maryland history. The interpretation of the Old Treasury Building (OTB), and making it accessible to the public, is the final phase of the plan yet to be implemented. Ms. Bachmann stated that the State House Trust, at its last meeting, directed all agencies involved with the project to move forward with the capital budget process.

Ms. Bachmann updated the Commission on plans for the installation of statues of Frederick Douglass and Harriet Tubman inside the Old House of Delegates Chamber. She also announced a new research find, a newspaper account of Frederick Douglass did in fact visit the State House in 1874, and that he recited George Washington's resignation speech from memory in the Old Senate Chamber. The Commission was informed of the need for a final report on the structural analysis of the floor in the Old House of Delegates Chamber. The analysis will help determine the allowable weight and therefore what medium the sculptures can be. The Commission then discussed potential materials for the statues and who will determine the likeness of the figures.

Ms. Bachmann gave a brief summary about the removal of the Roger Brooke Taney statue from the State House Grounds. The staff informed the Commission that multiple agencies were involved with the removal of the statue: Department of General Services, Maryland Historical Trust, State Police, and the Maryland Capitol Police. Mr. Baker emphasized that the removal of the statue could not have taken place without the Artistic Property Commission's exemption from the normal state procurement law.

Ms. Bachmann also announced that the Commission was required to give back a substantial portion of its conservation funding, reducing it from \$50,000 to \$15,000. She also gave an update on the mold removal project at the Maryland State Archives.

Ms. Bachmann concluded her report by announcing that the publication commemorating the 150th Anniversary of the groundbreaking for Government House will be completed by April 2018.

Director's Report:

Ms. Arthur announced the donation of several objects into the state-owned art collection including: two door panels from the original front door of the 1870s Government House given by Mr. Stiles Colwill; silver services for Governor Bradford and Speaker Adam Peeples, given by descendants; and a contemporary painting, "Shafts of Corot" by David Brewster, given by the artist.

Ms. Arthur discussed the commissioning of three pieces of furniture for Government House by the foundation a center table made of wood from the Wye Oak tree and two sideboard tables that will eventually be added to the state's art collection.

Ms. Arthur also informed the Commission on the current status of the conservation projects for the frames and canvases of Charles I and Queen Henrietta Maria. Ms. Arthur acknowledged Julia Marciari-Alexander for examining the canvas of Queen Henrietta Maria in helping to better confirm a date for the portrait.

Associate Curator's Report:

Mr. Kintzel discussed the new exhibits in the Archives Room as well as future exhibits for the Stairwell Room at the Maryland State House.

Old Business:

Mr. Lalumia announced that he would like to increase the public's awareness of the collection by means of travelling exhibition to suitable venues in Maryland. He stated that this is a long-term project but would like to discuss this idea in more detail at the next meeting.

New Business:

Mr. Kintzel presented to the commission a list of three objects [easel, flag pole with eagle finial and a wall bracket for the flag pole] that should be removed from the inventory of the Artistic Property Commission. The Commission approved the recommendation. The staff provided a tour of the facility and the fine art storage areas.

Adjournment:

The meeting was adjourned at 12:35 p.m.



Maryland Commission on Artistic Property
Semi-Annual Meeting

Maryland State Archives
350 Rowe Boulevard

Annapolis, MD

May 16, 2018 at 10:30 am

Agenda

Attendees:

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Julia Marciari-Alexander, Director, Walters Art Museum

Phil Cantelon, CEO, History Associates, Inc.

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Rebecca Massie Lane, Director, Washington County Museum of Fine Arts

Mark Letzer, President and CEO, Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board Member, Maryland Citizens for the Arts

Jackie O'Regan, Johns Hopkins University (representing Fred Bronstein)

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Ben Simons, Director, Academy Art Museum

David Terry, Assistant Professor, Morgan State University

Archives' Staff

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

Mimi Calver, Friends of the Maryland State Archives

Maria Day, Director, Special Collections and Conservation

Opening Remarks

Chairman, Matthew P. Lalumia

- Welcome to new member David Terry to the Commission.
- Announcement of “*A Dwelling House and Other Conveniences: A History of Maryland’s Government House*” by Elaine Rice Bachmann and Mimi Calver

Minutes of Previous Meeting

- **Minutes of November 28, 2017**

Informational Written Summary of APC Staff Activities (since November 28, 2017):

- December 2 Ms. Bachmann and Ms. Arthur, hosted State House by Candlelight
- December 14 Ms. Arthur and Mr. Kintzel conducted State House Guide Certification
- December 14 Ms. Bachmann, Ms. Arthur, and Mr. Kintzel, attended the Night of the Arts Reception at Government House
- December 15 Ms. Arthur and Mr. Kintzel conducted State House Guide Certification
- January 15 Ms. Arthur got a behind-the-scenes tour of Druid Hill Mansion with Diane Hutchins
- January 18 Ms. Bachmann attended the board meeting of the Foundation for the Preservation of Government House of Maryland hosted by Yumi Hogan at Government House
- January 24 Ms. Arthur went to the Maryland Area Heritage Areas Reception at the Miller Senate Office Building
- January 25 Ms. Bachmann, Ms. Arthur and Mr. Kintzel attended the lecture, *Confiscating the Castle: The Legacy of Governor Robert Eden's Annapolis Furnishing* at the Historic Annapolis Foundation
- February 19 Ms. Arthur attended the Senate's George Washington's birthday Celebration in the Old Senate Chamber
- February 23 Ms. Bachmann and Ms. Arthur attended the lecture of Dr. Celeste-Marie Bernier honoring Frederick Douglass
- March 1 Ms. Bachmann attended the board meeting of the Foundation for the Preservation of Government House of Maryland hosted by Yumi Hogan at Government House
- March 8 Ms. Bachmann & Ms. Arthur provided a tour of the State House to 7th Grade Students from the Key School
- March 10 Ms. Arthur conducted a tour of the State House for the Col. John Washington - Katherine Montgomery Chapter of the DAR, Washington DC
- April 4 Ms. Arthur presented a lecture on the State-Owned Art Collection to the Baltimore Questers at the Mount Vernon Club, Baltimore
- April 19 Ms. Bachmann & Ms. Arthur provided a tour of the State House to 5th grade students from Severn Park Elementary School
- April 19 Ms. Bachmann & Ms. Arthur provided a tour of the State House to Art Seminar Group Tours
- April 26 Ms. Bachmann and Ms. Mimi Calver attended the celebratory dinner for the 150th Anniversary of Government House, hosted by Governor and Mrs. Hogan and the Foundation for the Preservation

- May 6 Ms. Bachmann and Ms. Arthur attended a lecture in the Old House of Delegates Chamber sponsored by *the Society of the Ark and Dove*
- May 12 Ms. Bachmann, Ms. Arthur and Mr. Kintzel provided tours of the public rooms at Government House for the public open house celebrating the 150th Anniversary of the mansion

Recent and Upcoming Loans

Outgoing loans:

- *Waiting an Answer*, by Winslow Homer (1836-1910), to Bowdoin College Museum of Art (June 22 to October 28, 2018), Brandywine River Museum (November 17, 2018 to February 17, 2019) for *Winslow Homer, Photography, and the Art of Painting*.
- *Snowstorm, Madison Square, N.Y.* by Childe Hassam and *Windy Doorstep* by Abastenia St. Leger Eberle to Wallraf-Richartz-Museum & Foundation Corboud, Cologne, Germany (November 23, 2018 to March 24, 2019) for *Once Upon a Time in America: Three Centuries of US-American Art*.

State Archivist Report:

- General update

Deputy State Archivist Report

- Lawyer's Mall – Thurgood Marshall Memorial temporary removal of statues and architectural elements for infrastructure and utility repairs/updates
- 2019 publication History of the Historic Legislative Chambers and State House

Director's Report:

- Frederick Douglass and Harriet Tubman Statues – Old House Chamber
- Conservation update: budgets, projects – current and future
- Senate Lounge Guide of loaned works of art.

Associate Curator's Report

- Removal of objects from the inventory
- 2019 publication, 50th Anniversary of the Commission, Highlights from the State Owned Art Collection

Old Business:

- Suitability study for works of art in the collection and venues for a travelling exhibition to promote the state-owned art collection throughout the state
- Collection visibility

Next meeting: Fall 2018 at the call of the chairman
Adjournment



Maryland Commission on Artistic Property *Semi-Annual Meeting*

Maryland State Archives
350 Rowe Boulevard
Annapolis

May 16, 2018
10:30 am

DRAFT MINUTES

Chairman Lalumia welcomed David Taft Terry, Assistant Professor, Morgan State University as a new public member of the Commission. He also informed the members of the resignation of Alan Fern who has served as a public member of the Commission for over 21 years.

Archives staff will ask Governor Hogan to issue him a Governor's Citation in recognition of his service on the Commission.

Chairman Lalumia also announced the publication of “*A Dwelling House and Other Conveniences: A History of Maryland’s Government House*” by Elaine Rice Bachmann and Mimi Calver. A copy of the publication was passed around for members to see, and it was announced that it is available for purchase in the Archives’ lobby.

The Commission staff highlighted the public open house at Government House, celebrating the 150th Anniversary of the mansion held on May 12 as a recent staff activity. A private tour was held immediately prior to the open house for former residents and staff. Governor and First Lady Hogan greeted guests including Governor Glendening and Jennifer Gledening along with their daughter Bri; Frances Hughes Glendening; and Governor Bob Ehrlich, Kendel Ehrlich and their sons Drew and Josh.

The Commission was informed of several major projects that the staff will be taking part in over the next 6 months. These include:

- The temporary removal of the Thurgood Marshall Memorial comprised of four bronze statues and architectural elements (100 pavers, 6 columns, 2 entablatures and two dedication plaques etc.) due to necessary infrastructure and utility repairs/updates taking place at Lawyers' Mall.
- The structural analysis of the support system in the Old House of Delegates Chamber has been completed. The locations for the bronze statues of Frederick Douglass and Harriet Tubman have been identified with the goal of installing them by the end of the 2019 legislative session. Curatorial staff will

be developing a plan for the interpretive statues and begin to work with a qualified contractor soon.

- The curatorial staff will be publishing a book about the historic legislative chambers in the State House, documenting the recreation and restoration of the Old Senate Chamber and the Old House of Delegates Chamber. Artisans, conservators, craftsmen and key individuals on the projects will also be acknowledged.
- In 2019 the Maryland Commission on Artistic Property will be celebrating the 50th anniversary of its establishment in 1969. To commemorate this occasion the curatorial staff will be issuing a new collection catalogue highlighting many of the objects in the collection and many of the recent acquisitions.

Old Business

The staff noted that since the Rolling Run facility is beginning to be filled with art and is more accessible, they will now be better able to undertake a suitability study for works of art in the collection that may be considered as part of a traveling exhibition throughout the state highlighting the state-owned art collection. One of the goals of this endeavor is to increase the visibility of the collection. A temporary sub-committee was formed to brainstorm ideas of what objects should be included in the show as well as potential venues. Mark Letzer, Sasha Lourie, Susan Perrin, and Ben Simons, and David Terry volunteered.

