



Maryland State Archives

Annual Report Fiscal Year 2021

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

Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents

September 2021

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

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



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

September 1, 2021

The Honorable Lawrence J. Hogan, Jr.
Governor

The Honorable William C. Ferguson IV
Senate President

The Honorable Adrienne A. Jones
House Speaker

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

The Maryland State Archives is pleased to submit this annual report for Fiscal Year 2021 as required by State Government Article, § 9-1007(d). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

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

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

Sincerely,

Elaine Rice Bachmann
State Archivist
and Commissioner of Land Patents

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STATE ARCHIVES

ANNUAL REPORT FY 2021

OVERVIEW



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

As Maryland's historical agency, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in

1634 through the beginning of this century. These records are described in the State Archives' Guide to Government Records. 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.



Retirement of State Archivist and Commissioner of Land Patents. On June 30, 2021, Timothy D. Baker retired after thirty-three years of state service. Mr. Baker was appointed Maryland State Archivist and Commissioner of Land Patents in July 2015, having served as Acting State Archivist since November 2013 and as Deputy State Archivist since 2002. During his tenure at the Archives he guided the agency in the achievement of some notable accomplishments including:

- ❖ The successful rollout of version 3 of mlandrec.net, the nation's most robust and complete website providing the real estate and title community, as well as property owners, with real-time access to Maryland's land records;
- ❖ The acquisition of a climate-controlled, adjunct archives building through a creative lease arrangement that solved a longstanding records storage problem for state and local government agencies;

- ❖ The move of 200,000 cubic feet of record material into the new building from four leased warehouses;
- ❖ A renewed focus on service to the public as the top priority of the agency through outreach and educational programs that have brought hundreds of people to the agency to learn about its records and programs;
- ❖ The continuation of excellent customer service during the Covid-19 pandemic.



Mr. Baker was succeeded by Elaine Rice Bachmann, who served as Deputy State Archivist since 2013. Prior to that Ms. Rice Bachmann served as Director of Artistic Property, Exhibits and Outreach. She began her career at the Maryland State Archives in 1994 as Curator of Artistic Property. Since 2015 she has been Secretary of the State House Trust. In her role as deputy, Bachmann oversaw Archives publications, and co-authored “*A Dwelling-House and Other Conveniences: A History of Maryland’s Government House*” (2018). In 2021, the

White House Historical Association published a new edition of Bachmann’s, *Designing Camelot: The Kennedy White House Restoration and Its Legacy*.

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

Personnel

On October 14, 2015, the agency participated in the Statewide Human Resources—Shared Services as part of the Governor’s initiative to consolidate all small agencies’ Personnel Offices. The Unit acts as liaison between the State Archivist and the Shared Services representatives

assigned to the Archives. The Unit evaluates and makes staffing recommendations and provides support to Senior Management with Human Resource transactions. The agency has successfully integrated the new payroll and timekeeping system.

PUBLICATIONS

The Clamshell

The Archives staff launched a new electronic publication in FY2021. Titled *The Clamshell*, this quarterly newsletter respectfully carries on in the tradition of *The Archivists' Bulldog* which ran from 1987 through 2007. *The Clamshell* is sent out four times a year by email, and past issues are available on our [website](#). The publication both informs our readers about new collections and access tips, upcoming programs, staff activities, and "insider" information, and encourages dialog between the Archives and the public.

ARTISTIC PROPERTY & PUBLIC OUTREACH

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

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

Overview and Highlights

During FY2021 Artistic Property staff continued to divide time between telework and working on-site to ensure continuity in collections care and monitoring of collections at the State House, Government House and the Rolling Run storage facility. Staff has also met to move objects, receive donations and coordinate the release and return of objects from conservation studios and loans from borrowing institutions.

The decidedly different character of distance work allowed APC staff to catch up on digital file cleanup and organization and on research and improved cataloging which will be a tremendous help as the online presence of Artistic Property is overhauled. A St. John's College student has been selected as a summer intern and will conduct research to expand artist biographical and cataloging content for the Peabody Works of Art on Paper Collection that has recently been returned to our possession and is now housed at the Rolling Run storage facility.

APC staff supported the Senate in draping the portrait of the late President Emeritus Thomas V. Mike Miller in the Senate Chamber and in other elements of preparations and ceremonies for his lying-in-state in the State House Rotunda.

Loans of works of art for Speaker Adrienne Jones' office suite have been coordinated with the Baltimore Museum of Art.

In preparation for the approaching 250th Anniversary of the Maryland State House, staff met with the firm that produced the 2007 Visitor Experience Master Plan and identified the opportunity that this anniversary year presents for an update to both the Master Plan and signs and interpretive displays at the State House. After exploring a grant opportunity to re-hang the John Shaw flag in the interior of the State House dome, it was decided that we would try to identify a preservation-acceptable and more cost-effective means to return it to display.

With the State House as a partner site for Historic Annapolis' upcoming exhibition, [Annapolis an American Story](#), staff has processed loans, provided photography, and assisted with label copy to interpret state-owned art and artifacts, including the original acorn from the top of the State House dome and a strongbox from the Old Treasury Building.

Gifts

Federal sideboard associated with Governor [John Mercer](#) (1759-1821), governor 1801-03. Maryland, ca.1800, mahogany. Gift of Mr. Edward Carr, Bethesda, MD.

Maryland Landscape, by Jack Boul, gift of the artist.

Barns, monotype, by Jack Boul, gift of the artist

Conservation projects in progress



Landscape, Charles Volkmar (1841-1914), late 19th century, oil on canvas
21 ¾" x 28 ½" MSA SC 4680-10-0100

https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc_website/apcpaintings_landscape_volkmar.html



Admiralty Sound, Terra del Fuego, Rockwell Kent (1882-1971), 1922-25.

Oil on canvas, 28" x 44" MSA SC 4680-10-0228

https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc_website/apcpaintings_admiraltysound.html

SPECIAL COLLECTIONS AND CONSERVATION

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

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

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

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

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

Collecting historic newspapers to better understand life in our state is one of the core missions of Special Collections. Preserving local news for public access has become increasingly important as newspaper corporations merge and fold, and public libraries and publishers find their storage costs for physical volumes soaring. In FY2021, staff completed cataloging and rehousing for two 2020 donations of the *Montgomery County Sentinel* from both its former publisher and Montgomery History. Another donation made by a former publisher in Frederick County is now fully cataloged. This gift included the *Brunswick Citizen* newspaper and its sister papers, *Boonsboro Citizen* and *Middletown Valley Citizen*.

Special Collections maintained close collaboration with the Historic Maryland Newspapers Project at University of Maryland College Park Libraries in FY2021, supporting the current Library of Congress grant to digitize newspapers for public access via the *Chronicling America* website. While the pandemic slowed work on the cataloging and digitization aspects of the project, the Special Collections team delivered additional microfilm reels to the University's librarians in March 2021. The current grant round expands public access to several key newspapers that document immigrants' experiences in Baltimore with the inclusion of an early twentieth-century Polish-language newspaper (*Jednosc-Polonia = Unity Polonia*) and two German-language titles (*Die Westliche Correspondenz und Haagerstauner Wochenschrift* and *Cumberland Freie Presse*) from the nineteenth-century. The grant supports digitization of the *Maryland Gazette*, published in Annapolis from 1745 to 1813, and the *Globe* and its successor the *Globe-Independent*, important in news coverage of Western Maryland. As the fiscal year concludes, Special Collections is assisting in the search to locate additional titles that document local news in underrepresented communities.

Special Collections archivists made use of virtual technology to connect with the Maryland Commission on Indian Affairs (MCIA) and historians from tribal communities to build trust and better understand how to make Native Americans' stories available to educators, students and citizens throughout our state. Archivists are keeping the MCIA informed of progress towards building a web-based search tool that will make it easier for the public to find the histories of indigenous people in the agencies' English Provincial government records. The main challenge identified lies in the sheer number of spelling variations found in transcriptions of Native-language words and names by historical clerks and records-keepers. Fortunately, archivists and information specialists have the professional knowledge to overcome the complexity of spelling in Early Modern English by building database tools. Five graduate student interns worked with our archivists remotely to comb through records in Archives of Maryland Online for references to Native people, communities, and geographical names, along with other terminology identified by tribal historians. As of May 2021, the team accumulated data from 28 volumes of Archives of Maryland Online, including legislative proceedings, judicial records, and

the correspondence of Governor Hortatio Sharpe (1753-1771). In the next fiscal year, the project will write requirements for the online search tool and a web interface.



Conservation & Preservation

From the founding of the Hall of Records to the present day, the State Archives has been conserving and preserving Maryland's records. In the Old Hall of Records building, the work began in 1935 in the Repair Room, which re-formed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had

reorganized as Conservation. In 1998, as Conservation, Restoration, and Preservation Services, it was placed under Artistic Property, Preservation, and Public Outreach. Renamed Preservation Services in 2001, it re-formed as a separate department under its present name in February 2014, and was placed under the Deputy State Archivist in October 2015. In January 2017, the department became part of the Department of Special Collections and Conservation.

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

In FY2021 and throughout the COVID-19 pandemic, the Conservation team continued to offer preservation treatment and mending for records requiring stabilization so they could be digitized to fulfill patron or agency requests. This work was accomplished utilizing preservation workspaces in Annapolis and at the Rolling Run facility to allow conservators to remain socially-distant while working. Staff also continued to fulfill a valuable role by providing collections care advice and records inspection to our Appraisal archivists. This included a full-day visit by one of the conservators to a Somerset County Circuit Court records storage facility with an Appraisal archivist to inspect the condition of permanent records in advance of sending them into Archives' custody. In this instance, the conservator's advice was critical to the thorough evaluation of the records' condition, enabling the agency to make specific recommendations to the Circuit Court for treatment of certain records prior to the transfer.

Conservation Laboratory

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

Preservation Outreach

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

Conservators consulted with a number of agencies and organizations which needed evaluation of the preservation condition of records and/or collections during the pandemic. The Enoch Pratt Free Library staff met with Archives staff in a virtual appointment to go over recommendations for treating a rare scrapbook. Staff are also designing a custom enclosure, to be fabricated during FY2022, for a historic artifact in the Thurgood Marshall State Law Library Special Collections. A conservator was also among the team of collections care specialists who responded to an emergency call at the Howard County African Art Culture Center after a pipe burst over exhibition galleries and storage areas in February. Our conservator and the National Heritage Responders helped to assess damage to collections, as well as to carefully move and dry out materials prior to evacuating them off the premises.

RECORDS AND ACCESS

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

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

During the pandemic, the Archives put increased emphasis on maintaining communication with our patrons. This includes the relaunch of The Clamshell newsletter, discussed above, as well as a highly successful Facebook survey asking patrons their preferences on which collections should be scanned and placed online. The Archives used these survey results to guide in

prioritization of scanning projects, and the agency's homepage is regularly updated with a list of collections available online.

APPRAISAL & DESCRIPTION

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

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

The Appraisal and Description Department also provides records management guidance to Maryland public officials. In FY2020, the Archives and the Records Management Division of the Department of General Services transitioned our live records officer training into a series of three online webinars, so that we could continue to provide training while social distancing. We provided the three-session training five times in FY2021 to 100 attendees from State, county and municipal agencies.

This Spring, the National Historical Publications and Records Commission awarded a grant of \$50,056 to the Archives for its "Scharf Collection Access Project." Consisting of 40 cubic feet, the Scharf Collection covers a wide range of documents covering 200 years of Maryland and US history, including the Revolutionary War, the early republic, and the War of 1812. Since these records were collected from various sources the records have become alienated from their origins and so are often overlooked by researchers. This grant will allow the Archives to enhance cataloging cross references and finding aids, making it easier for anyone looking for information to find this valuable collection. This grant will also digitize the series, making the records even more accessible while protecting the original records. This project will be a major initiative in FY2022.

Records Retention & Disposition Schedules

The Department helps government agencies manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that are no longer needed for daily work or to destroy records that have no further use. In Maryland, no government record may be destroyed without the approval of the State Archivist. The Department advises agencies on the creation of records retention and disposition schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2021, the State Archivist approved 23 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of records that have met their retention requirements and have been approved for disposal by the State Archivist.

Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destruction. During FY2021, the State Archivist received 350 records disposal certificates.

Records Transfer & Space Management

During FY2021, the Archives took on permanent government record transfers of 53 record series from 34 government agencies, representing the following volume of records:

2,370 boxes
4,302 maps/plats

CONSTITUENT & INTERAGENCY SERVICES



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

This office operates the Archives Help Desk. The department handles requests from the public for copies of records, fulfills government agency requests for files, and refiles records

returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records found on mdlandrec.net and plats.net. During FY2021 staff fielded 10,778 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 6,980 other inquiries relating to Archives records or services. Staff from this office processed 4,785 individual file requests from State and local agencies and refiled 2,089 files returned by agencies in their assigned locations within the Archives. Constituent and Interagency Services staff provided copies of 3,464 files to the public. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

Department staff also processed 46 Expungement Orders and conducted 1,764 criminal background checks for various federal, state, and local law enforcement agencies.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

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

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

In FY2021 the Archives generated 4,433,364 images from both paper and microfilm sources. This increase in digitization efforts from last fiscal year was based on the need for providing easy access to various government record collections of the state to the public during the pandemic. Since the start of the pandemic, 166 record collections have been made available for free public access through the Archives' Guide to Government Records website. In addition, 21 collections have been digitized for staff use so they can better respond to patron requests. To further this goal, an additional 65 collections have been targeted for digitization over the course of the next two fiscal years for public access through that website.

GOVERNMENT INFORMATION SERVICES

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

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

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

The origins of Government Information Services began in 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission and the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the Maryland Manual. In 1988, the Governor also asked that the State Archives assemble the information contained in the Organization of Maryland State Government, issued annually from 1988 to 1995. That information, covering the organizational

structure, budgets, historical evolution, and mandated reports of government agencies, began to be incorporated into the Maryland Manual in 1989 and has continued ever since.

Maryland Manual On-Line

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

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

Corrections, updates, and additions can be submitted to mdmanual@mdarchives.state.md.us.
Government Publications, Reports, & Library

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

Government Publications & Reports

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

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

Library

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

INFORMATION SYSTEMS MANAGEMENT

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

Electronic Archives

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

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

In FY2021, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts in making Maryland's land records available online. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited and transferred daily to the Archives' in-house production servers. Application, database and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions and other threats to data integrity. Enhancements during FY2021 included the improvement of internal tracking and reporting of images received from the Courts. These upgrades allow the staff to better anticipate problems and contact the Courts to resolve any issues before they become critical. In addition to these ongoing efforts, Information Systems Management in coordination with Judicial Information Systems, deployed a new data transfer system to add new and updated records from the Courts to the MDLandRec system that bypassed the JIS Mainframe, which was due for retirement.

The Archives continues to migrate all websites from http:// to https:// (as was done to the main website in FY2020), thus ensuring all communication between a user's browser and any of the Archives' websites are encrypted. HyperText Transfer Protocol Secure (https) is the secure version of http, which is the protocol over which data is sent between a user's browser and the website to which the user is connected.

IT staff continued to enhance the development of the eCommerce system that allows the ordering and payment processing of 27 different types of government records: Appellate Opinion, Birth Certificates, Certificate of Survey, Child Custody Documents, Civil Disposition, Court Case, Criminal Dispositions or Dockets, Death Certificate, Deed/Land Record, Digital Copies of Microfilm, Divorce Decrees, Estate/Probate Record, Immigration Record, Land Patent, Marriage Records, Maryland State Papers Record, Muster Roll Record, Name Change Decrees, National Guard Service Record, Newspaper Article, Oath of Fidelity Record, Plat, Property Tax Assessment, Religious Record, Separation Agreement, Slavery Record, Special Collections Document and Other Records. The Friends of the Archives Donation website received an upgrade to use Authorize.Net to process credit cards.

IT staff is in the final stages of deploying the Pageview application available in the Search Room by upgrading it to be available to the public. Part of this upgrade includes using open source software to replace existing software, which dramatically improves performance while also lowering the total cost of ownership of the program. This application allows any user to view the Archives' image collections within a web browser no matter in what format the image was saved.

With the Archives' Rolling Run data center becoming fully operational in FY2018, efforts by the IT staff during FY2021 continued with completion of the virtualization of all database servers, a critical step in the upgrades to the configuration of the Archives' connection with the Rolling Run data center facility from an active to stand-by environment to an active to active environment. This improves the reliability and security of the IT daily operations.

In FY2021, IT staff began the practice of sending an extra copy of MSA permanent archives of electronic records to AWS Simple Cloud Storage (S3), which is an object storage service that offers industry-leading scalability, data availability, security and performance.

The IT Staff continued to work with the Maryland Lynching Truth and Reconciliation Commission to keep the Commission's website updated. Included in these updates were a pair of Google Forms for uploads and a contact form to receive questions or comments from visitors to the site.

FY2021 also continued to see a significant amount of effort by the entire IT staff in support of teleworking Archives staff during the Covid-19 pandemic. Coordination included configuring new laptops, training users on accessing VPN and remote connections, reconfiguring existing workstations to allow for remote access from home and streamlining procedures. Also included in these efforts was extensive planning for the re-opening of the Archives to patrons and meeting all of the needs of staff to allow for both the safety of the staff as well as the patrons.

Finally in FY2021, much clean up work was continued on existing equipment. This included eliminating Windows XP and Windows 7 O/S from all workstations, eliminating Windows 2003 O/S from all servers and completing the process of migrating servers from a "real" physical server environment, where each server resides on a physical box, to a virtualization of the services. This improves the reliability, management and security of the servers the agency oversees. Also included in this process is the ongoing effort to eliminate all legacy hardware and software residing in the agency.

RESEARCH, EDUCATION, OUTREACH, & REFERENCE SERVICES



The basic research functions of Research, Outreach, and Reference Services began with the research needed to compile the *Directory of Maryland Legislators, 1635-1789*, issued by the Hall of Records Commission in 1974, and continued with the Legislative History Project's work leading to *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, sponsored by the Hall of Records Commission

(vol. 1, 1979; vol. 2, 1985). Biographical research at the State Archives continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, it re-formed as Research and Student Outreach in 2005.

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

Using original documentary sources, Research, Education, Outreach, and Reference Services works to interpret, preserve, and improve access to Maryland history through publication, education, and outreach. The department is committed to sharing its collections, resources and professional knowledge with the community at large. Its goal is to ensure that both long-term and new users are aware of and appreciate the treasures within the State Archives' holdings, as well as find the Archives staff knowledgeable and approachable. The overriding goal is to make the Archives accessible for everyone through timely, courteous customer service and community-based educational outreach designed to teach stakeholders how to most efficiently use our collections.

Legacy of Slavery in Maryland

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

In FY2021 the Legacy of Slavery staff is focused on the support, research and participation with the Maryland Lynching Truth and Reconciliation Commission.

Maryland Lynching Truth and Reconciliation Commission

In 2019 a bill was introduced by Delegate Joseline Pena-Melnyk to establish the Maryland Lynching Truth and Reconciliation Commission to conduct research on individuals who were

victims of mob violence. The bill received overwhelming support in both the Senate and House of the Maryland General Assembly and was voted into law.

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

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

Finding the Maryland 400

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

In partnership with the Maryland Society of the Sons of the American Revolution, Research, Education, Outreach, and Reference Services identifies and explores the lives of those members of the First Maryland Regiment who held the line, using primary and secondary sources to reveal more about their lives, their military service, and their communities. A print publication planned for release in 2022 is in the drafting stages.

Educational and Student Outreach

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

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

and Reconciliation Commission and *Documents for the Classroom* resources. In addition, the program manages and coordinates the student internship program during both the summer and throughout the academic year.

The Archives hosted student interns during FY2021 and would like to thank St. John's College, Washington College, the University of Maryland iSchool, and the C.V. Starr Center for their support over the summer which made the program possible. Due to the ongoing Covid pandemic the internship program was conducted remotely. Despite the untraditional circumstances, students were able to work on digital projects such as document transcription and digital image processing and cataloging, as well as take part in educational seminars online throughout the summer.

Land Office

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

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

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

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

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

The Archives received no new land patent applications or certificate of reservation applications in FY2021.

Reference Services

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

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

Public Search Room

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

Reference services never ceased operations or stopped serving the public during this national health crisis, quickly pivoting services to remotely assist patrons and other state agencies. By maintaining staggered schedules of limited on-site staff, leveraging our large electronic archives of digital materials, and directing our teleworking team members to conduct remote support research and communications, we were able to successfully maintain order fulfillment and reference correspondence during this period. Staff provided research assistance to patrons and worked with the Imaging Services department to provide online access to newly digitized materials remotely. As a result, staff have successfully handled a record breaking number of research inquiries and document orders in FY2021. Reference staff responded to 15,119 complex research inquiries by email and fulfilled 3,988 paid orders compared to 3,881 research inquiries and 1,542 paid orders in FY2020.

Due to the pandemic, the Search Room closed to public researchers on March 16, 2020, and reopened July through November 2020 by-appointment only. The Archives closed again in November due to Covid metrics, then resumed appointments in May 2021. Communicating with patrons in advance, staff pulled original materials ahead of time and quarantined the records as recommended by the REALM project for a 72-hour period. During communications with patrons requesting on-site appointments, the majority of requests were found to have been answerable without an in-person visit, further boosting our safety protocols for both patrons and staff.

Along with the reestablishment of public appointments, the Archives continued to maintain remote services and assistance for those who cannot visit in person. By combining both detailed research assistance through email, phone, order fulfillment and online meetings, as well as in-person access under safety protocols, the Archives continued to serve the public during a very difficult year.

BALTIMORE CITY ARCHIVES

The City Archives is the central repository for Baltimore City government records. It holds material of both permanent and non-permanent value, with non-permanent records being held

for a designated time period until either recycled or destroyed. Electronic records do not fall under its management and oversight.

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

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

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

COVID-19 Closure

The Baltimore City Archives closed its doors to the general public on March 16, 2020 and primarily teleworked during FY2021. During times of closure, reference inquiries and image requests were fielded continuously. Staff visited the facility on a weekly basis to fulfill file transfer requests, perform research, digitize material, process collections, and conduct other tasks that require them to be on-site. However, all large-scale record transfers were suspended.

Record Management Activities

No meetings or appraisal visits to City offices occurred in FY2021. Telephone, videoconference, or email interactions relating to retention schedules and record transfers occurred with multiple departments. Two bulk record transfers to the City Archives, totaling 220 cubic feet, originated from the Office of the Mayor and the Comptroller. In October 2020, the City Archives accepted a long anticipated shipment of material from City Hall relating primarily to former mayors Stephanie Rawlings-Blake and Sheila Dixon.

Reference Services

The City Archives emailed digital-only copies of records to researchers. This service, started at the beginning of the pandemic for both city agencies and the general public, continued in FY2021. The State Archives' digitization unit provided much needed support in these efforts.

On occasion, staff held video conferencing sessions with general researchers. Dr. Edward C. Papenfuse, Retired State Archivist, supported City Archives in these efforts by coordinating or leading these discussions.

City Archives staff have also been assisting State Archives Reference Services staff with Baltimore-related reference questions and archived vital records requests.

Processing

Transferred Mayoral administrative records, referenced above, have been sorted, re-boxed and shelved. Twenty-two cubic feet of material relating to the O'Malley, Dixon and Rawlings-Blake administrations have been added to BRG 9 (Mayor's Office) in the *Guide to Government Records*.

Research Initiatives

The pandemic provided an opportunity to dig deep into various collections at both the City and State Archives to gain a better understanding of important aspects of Baltimore history. Research was focused on the pre-Civil War city with an emphasis on women's history.

Outreach

The City Archives, along with other entities, partnered with the non-profit Baltimore Heritage in the Bmore Unconference (also known as the Baltimore Unconference.) This virtual event, for people who care about public history and historic preservation in and around Baltimore, took place in September 2020. Robert Schoeberlein was one of the three presenters. In May 2021, Dr. Schoeberlein spoke virtually on the topic of women's roles during the Civil War Era. This State Archives event was presented in collaboration with The Enoch Pratt Free Library and The Maryland Four Centuries Project.



Maryland State Archives Hall of Records Commission Meeting

November 17, 2020 2:00 p.m.

Via Teleconference

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Old Business

New Business

Next Meeting

Adjournment



Maryland State Archives

Hall of Records Commission Meeting

November 17, 2020 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Attendees:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_attendees_fall2020.pdf

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 8, 2020:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_minutes_draft_spring2020.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

August 27: Owen Lourie gave a presentation on *The Battle of Brooklyn* in collaboration with Pratt Library and the Maryland Four Centuries project.

September 16: Chris Haley moderated a panel for the Maryland Lynching Truth and Reconciliation Commission.

September 18: Rob Schoeberlein was one of three presenters at the virtual 2020 Baltimore Unconference. He provided introductory remarks highlighting his new research and then led an hour-long discussion on the topic *Confederate Memorials and Columbus Monuments: What's To Be Done?*

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

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_record_schedule_fall2020.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_record_disposal_fall2020.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/se14/000000/000052/hrc_chronology_fall2020.pdf

Four Rivers Heritage Awards

The Archives is very pleased to be the recipient of three Heritage Awards from Four Rivers Heritage Area of Annapolis this year. Conferred annually, these awards honor individuals and organizations that make significant contributions to our historical legacy through interpretation, education, preservation, conservation, promotion, research, and support. This year the Archives was nominated in three categories and received all three awards.



Mimi Calver has been recognized as ***Heritage Professional of the Year*** for her nearly forty years of service to state government, starting in 1983 when she was hired by the Maryland Heritage Commission to write and oversee all the printed materials for the celebration of bicentennial events for Washington's resignation and the ratification of the Treaty of Paris. Hired soon after by the Archives to direct the project to commemorate Maryland's ratification of the Constitution, Mimi then served as Director of Artistic Property before retiring and returning as Executive Director of the Friends of the Maryland State Archives. Throughout her time at the Archives, Mimi has mentored a generation of archivists and curators who have gone on to serve in leadership positions at the Archives, as well as at institutions throughout the region.

The Celebration of Harriet Tubman and Frederick Douglass, held at the Maryland State House on February 15, has been awarded the ***Heritage Partnership Award***. This day-long public event to celebrate the new statues of Tubman and Douglass in the Old House of Delegates

Chamber welcomed nearly 1,000 visitors to the State House for lectures, performances, children's activities, and refreshments. Organized by the Archives, the event was jointly sponsored by the Maryland Commission on African American History and Culture; the National Underground Railroad Network to Freedom (National Park Service); and Four Rivers Heritage Area. Midshipman volunteers from the United States Naval Academy provided assistance, and funding for speakers' honoraria was provided by the Friends of the Maryland State Archives.

The Archives latest publication, *The Maryland State House: 250 Years of History*, has won the **Heritage Tourism Product Award**. Principally authored by Mimi Calver, this comprehensive guidebook to the State House, a National Historic Landmark, encompasses decades of research into the building's history and architecture, as well as the art collection, by the staff of the Archives. Designed by Michele Danoff, of Graphics by Design, this guidebook includes dynamic new photography of the restored spaces and exhibits, along with historic images and illustrations.

COVID-19 Reponse - Pivoting Services to Meet the Moment



Most of the Archives' staff has concentrated on customer service over the past eight months, allowing us to develop new processes for efficient, largely remote, and safety-focused operations. We are proud that our archives never ceased operations or stopped serving the public during this national health crisis, quickly pivoting our services to remotely assist patrons and other state agencies. By maintaining staggered schedules of limited on-site staff, leveraging our large electronic archives of digital materials, and directing our teleworking team members to conduct remote support research and communications, we have

been able to successfully maintain order fulfillment and reference correspondence during this period.

Our search room in Annapolis closed to public researchers on March 16. On July 6 the search room reopened on an appointment-only basis. Communicating with patrons in advance had allowed staff to pull original materials ahead of time and quarantine the records for the recommended 72-hour period. All visitors with a confirmed appointment were sent a researcher agreement in advance, alerting them to policies regarding mask wearing and contactless fiscal transactions. During communications with patrons requesting on-site appointments, the majority of requests were found to have been answerable without an in-person visit, further boosting our safety protocols for both patrons and staff.

Despite our limited appointments and safety protocols, on November 12th we had to announce in-person research in the Search Room would be postponed indefinitely due to an alarming spike in COVID cases throughout the country.

Archives staff continue to assist thousands of customers in acquiring records needed for Real ID and other legal matters. In addition, staff have also worked with a large number of genealogists, both professional and amateur, who are continuing their research while maintaining social distance and avoiding in-person collaboration. These patrons either do not want to travel or do not want to spend the necessary time indoors in the search room to complete research. To support their efforts, staff have developed processes for in-house staff research, reduced the cost for digital, uncertified copies, and created contactless invoicing to allow research to continue. Feedback has been positive, and patrons are grateful that they are able to carry on their professional and personal research safely with staff assistance.

Since the last Hall of Records Commission meeting, Archives staff have handled 5,665 copy orders, 550 appointment requests, and 5,839 research inquiries.

Through in-person, pre-arranged appointments, robust email, online, and phone correspondence, team-based order fulfillment, active remote research support, and staggered on-site work, we have successfully served the public in a timely manner. We have also developed new, efficient work processes that will certainly help us to best assist the public long beyond the COVID pandemic. This work has been possible due to staff commitment and tireless teamwork across departments.

Our onsite staff and those working in “shifts” continue to:

- Ensure our systems are up and running
- Periodically check on the physical condition of our collections
- Scan and place online high demand record series
- Maintain and facilitate communication with our patrons and teleworking staff, and
- Print, certify and mail hard copies of records requested by the public.

Staff are also keeping up with our service to other government agencies. Developing record schedules, processing disposal certificates, and facilitating transfers are all activities which slowed in the early days of the pandemic but have picked up in recent weeks.

Our principal goal is safety, minimizing those instances where staff and patrons must physically come to the Archives. Two documents inform and guide our work and are linked below for reference.

COVID-19 Employee Guidance on Return to Work Procedures

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_covid19_employee_guidance_return_to_work_procedures.pdf

COVID-19 Return to Work Action Plan

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_covid19_return-to-work_action_plan.pdf

Legislative Initiatives

The 2021 Legislative Session

The Maryland State Archives is proposing just one piece of State legislation for the 2021 Session. Our proposal repeals the section of the General Provisions Article establishing “*Maryland! My Maryland!*” as the state song.

Section 9-1007 of the State Government Article, Annotated Code of Maryland, requires the State Archivist to review, evaluate, and make recommendations to the General Assembly regarding State designations. In 2015, the Archivist assembled an Advisory Group to study the State song. Experts were invited to participate based on their depth of expertise in Maryland history, music history, military history, cultural history, and folklore. All agreed there should be a high threshold for achieving the status of State song and the group developed a set of selection criteria to be used in evaluating present and future candidates for this designation. While no set of criteria is absolute, the following summarizes the characteristics the Advisory Group thought important for an official State song:

- It should celebrate the best in Maryland and its citizens,
- It should be unique to Maryland,
- It should be memorable,
- It should be popular,
- It should be singable,
- It should be short,
- It should be historically significant, and
- It should be inclusive of all Marylanders.

The Advisory Group unanimously agreed that the current State song does not meet many of the criteria and, most importantly, it is not inclusive of all Marylanders--neither when it was originally written or today--and does not reflect current attitudes or what is best about our State. The State Archivist concurs with this assessment. The song should be retired.

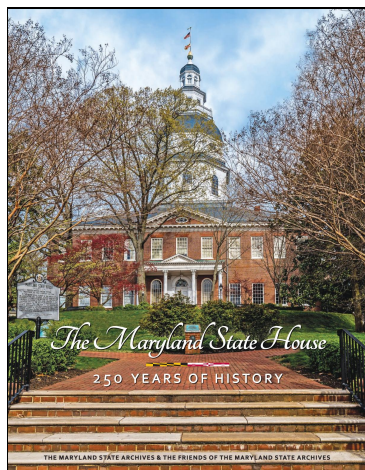
City Code Revision Bill and Status

In February, a records management bill (# 20-496) was introduced into Baltimore’s City Council, a culmination of many years of City and State cooperation and effort. Entitled “Modernizing, Correcting, and Conforming For the purpose of repealing and replacing City Code provisions regarding Baltimore City records management program to conform to State law requirements...”, the bill sought to purge the out-of-date portions of the current City Code.

A virtual City Council hearing was held on September 10 but had to be ended abruptly due to technical problems. On September 24, the bill was finally considered and, without objections being voiced, was unanimously approved by the Council Committee and sent on to the full City Council for consideration.

In mid-October, after the bill passed its third reading, it was sent to Mayor Jack Young for his signature. We are pleased to report that Mayor Young endorsed the bill on the 27th of October. https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_cb20_0496_fall2020.pdf

Publications



For the first time in its 250 year history there is now a comprehensive guide to the Maryland State House, featuring the history of its architecture, memorials, and artwork. *The Maryland State House: 250 Years of History* is a beautifully designed, 104-page tour of this National Historic Landmark, illustrated with stunning contemporary photography and fascinating historic images. As the State House is closed to the public for the foreseeable future, this book is a wonderful way to study and enjoy one of Maryland's--and America's--most historic buildings. This new publication was written by Mimi Calver, encompassing decades of research and writing by Archives staff, along with curatorial research and insights, and designed by Michele Danoff of Graphics by Design. Published in June, the book is available for sale at local bookstores in Annapolis, as well as on Amazon.

Commission on Artistic Property

COVID-19 operations

Artistic Property staff have split their time between telework and working on-site to ensure continuity in collections care and monitoring of collections at the State House, Government House, and at the Rolling Run Storage Facility. The staff has also met to move objects, receive donations, and coordinate the release and return of objects from conservation studios and loans from borrowing institutions.

The decidedly different character of distance work has also allowed Artistic Property staff to catch up on digital file cleanup and organization, and research and improved cataloging which will be a tremendous help as Artistic Property's online presence is overhauled.

The staff has also collaborated with various Archives departments to update the Rights and Reproductions order form, provide support to the social media team, and work to increase digital access to the State House collections and exhibits while the building remains closed. APC staff has also taken the lead on making grant applications, many for other departments as well as for APC projects and initiatives. Unfortunately, to date, none have been successful.

Thurgood Marshall Memorial

As a project managed by DGS but involving APC collections, the sculptural elements will be lightly cleaned and waxed prior to their installation in the newly redesigned hardscaping of

Lawyers Mall. The Thurgood Marshall figure, which was temporarily relocated to the Courts of Appeals, and the other bronzes were moved to Rolling Run.



Rendering of adopted plan for redesign of Lawyers' Mall and reinstallation of the Thurgood Marshall Memorial, June 2019

Conservation

Since May, the remaining balance of conservation funding allowed for the treatment of the following works of art:

Samuel Sprigg (1783-1855), Charles Willson Peale (1741-1827), 1824. MSA SC 1545-1055 (canvas and frame)

Maquette Statues of John Hanson and Charles Carroll of Carrollton, Richard E. Brooks (1865-1919), 1905. MSA SC 1545-0757 and MSA SC 1545-0758

Apples, by John Henry Way (1826-1888), ca. 1874. MSA SC 4680-10-0103

Through a Museum Assistance program, a frame conservator made possible the treatment of *Apples* elaborate frame; the canvas is being treated by a paintings conservator and is expected to be completed in November. Part of the Peabody Art Collection, this work by a Maryland artist has never been in displayable condition since the State's acquisition of the collection in 1996.



Samuel Sprigg, Charles Willson Peale during conservation



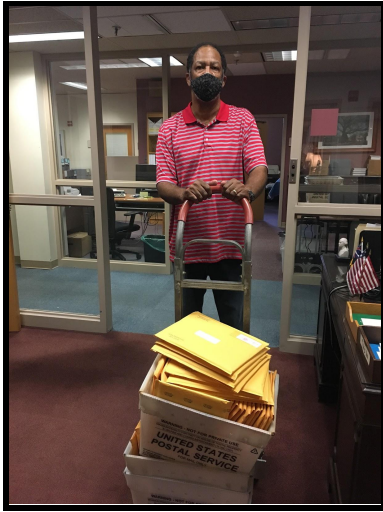
Frame for *Apples*, A.J.H. Way, post-conservation

Other activities:

While the work of the department regularly intersects with other departments and agencies, it has been heightened during the past six months as the department has:

- Advised on COVID-19 cleaning protocols within the State House to be sensitive to collections and historic interiors.
- Advised on loan protocols to the Department of General Service for appropriate paperwork and art handling for the original acorn from the top of the State House dome.
- Worked with Legacy of Slavery staff and Senator William Smith to explore the commissioning of a new portrait (privately-funded) of a young Thurgood Marshall.
- Collaborated on a virtual tour of the statues of Harriet Tubman and Frederick Douglass in the Old House of Delegates chamber to commemorate International Underground Railroad Month in September.

Constituent & Interagency Services



Constituent and Interagency Services operates the Archives Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refills records returned to the Archives. The Archives Help Desk provides customer support for online Maryland land records (mdlandrec.net & plats.net). Since the May 8th meeting of the HRC, staff have fielded 416 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 3,258 other inquiries relating to Archives records or services.

Staff from this office processed 1,850 individual file returns to State and local agencies, and placed 3,554 files returned by agencies in their assigned locations within the Archives holdings. For the public, 1,510 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to

copies of entire case files, often running to hundreds of pages each. Department staff also processed and conducted 775 criminal background checks for various federal, state, and local law enforcement agencies.

Appraisal and Description

Remote Access to Records

For some time, the Archives has been reviewing its policies for making records available online. This review has covered several different aspects:

- Legal Restrictions
 - Confirming the Archives is in compliance with access restrictions for records in our custody, whether those restrictions apply to in-person access or online publishing
 - Confirming we are sufficiently documenting legal restriction citations
- Privacy Concerns
 - Determining which records, due to their age and/or content, may be too sensitive for online publication
- Demand
 - Determining which records are in highest demand by Archives patrons
- Technical and Resource Issues
 - Based on the nature of the original records, what level of staff resources are needed to make these records available online? Particularly, what is needed to process and scan the records and make a deliverable that is usable to the public? What Information Technology resources are needed for an efficient viewer for images?

This review received heightened importance when the pandemic greatly reduced onsite access to Archives facilities.

The Appraisal and Description Department continues to work with other departments within the Archives in assessing these issues and making additional records available online. These tasks include:

- Review of access restriction laws and how they have been applied to records in Archives custody
- Appraisal of records to determine which series are good candidates to be made available online
- Assisting with the processing and cataloging of records as necessary to put them online
- Working with IT to define levels of role-based access, dependent on whether the user is staff or patron and whether access is on-site or online

The Digital Acquisition, Processing, & Publications portion of this agenda provides more information on the number of series for which the Archives has added online access.

Redesigning training material for remote viewing

At the beginning of the year, the Archives and the Department of General Services' Records Management Division (RMD) jointly scheduled four in-person training sessions for public officials. Each session included a three hour curriculum covering records management basics, including a summary of the nature and purpose of records management; detailed guidance for record retention and disposition schedule creation; and procedures for records transfer and disposal. This curriculum, based on the training sessions from 2019, was streamlined and updated based on trainee feedback. Unfortunately, only the March in-person session was held before the pandemic caused us to cancel the rest of the in-person training sessions for the year.



To meet new conditions, the Archives and RMD transitioned the training into a series of webinars. Instead of one three-hour session, each training now consists of three one-hour webinars, given on consecutive Fridays. There have now been two of these 3-session webinars. While trainee feedback has been positive, we've found it a challenge to inspire the same level of discussion and interaction that the in-person training sessions garnered. We

plan to continue to revise the training to improve its quality. We're hopeful that the incorporation of polls and other interactive features will increase trainee participation.

COMAR Revisions

The Appraisal and Description Department has been working with the DGS Records Management Division and the State Archivist in drafting revisions to the COMAR regulation on records management (14.18.02). We expect these revisions to be shared out for public comment before the next Hall of Records Commission meeting. Our revisions meet many of the goals typical of periodic revisions. For example, we updated language and better clarified a number of terms. Additionally, we updated the regulations to better correspond with changes to records management law, such as the incorporation of the Records Officer requirement of State

Government Article Section 10-610. The revisions also emphasize requirements necessary for digital records.

Additionally, our revision makes changes to the procedures for the Records Retention and Disposition Schedules development and the processing of Certificates of Records Destruction. The regulations as they currently exist narrowly define the forms. This revision, rather than specifying each field, lays out the type of information collected and why this information is necessary to adequately manage records. Likewise, the revision, rather than detailing logistical details of the approval process, focuses on the necessary function of each step of the process. This revision allows the process to be flexible enough to tailor it to various types of records while still ensuring sufficient documentation necessary for government transparency, well-informed records management decisions, recordation of records disposal, and record preservation and access throughout its entire lifecycle.

Digital Acquisition, Processing, & Publications

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

2020 has been a productive year so far for our imaging department. Our scanning of paper and film collections has been at the same relative level as in prior years, but our image processing for online access has greatly increased in comparison to prior years. Thus far in 2020, a total of 2,862,080 images have been generated, 1,816,554 images from microfilm and 1,221,785 images from non-microfilm sources. From April to October, a total of 2,119,543 images were generated, 1,241,033 from microfilm and 878,510 from non-microfilm sources.

New Record Series Online

As part of the Archives' goal to provide public access to our records, various record series that were already electronically available internally at the Archives, or were often requested by visiting patrons in our search room, have been systematically placed online in a pdf format. The initial priority was to review all indexes that had already been scanned and were available for viewing in the search room. After this, we focused on record series that have value for genealogical research by our patrons. In addition, collections that are regularly accessed by Archives' staff have been digitized to increase the ease of completing research requests by teleworking staff. As of the end of October, 135 record series, comprising 5,285 PDFs, have been placed online. As these series are made available for public access they are added to a new section of the Archives' homepage called, "What's New Online". The link to this information can be found at: <https://msa.maryland.gov/msa/homepage/html/whats-new.html>

Department of Legislative Services Digitization Project Update

In 2019, the Maryland State Archives began working on a digitization project for the Department of Legislative Services (DLS). The goal of the project was to digitize all Legislative History Files from 1976 through 1999. Each file contains all background documentation related to every bill or resolution that was discussed each year in the Legislature whether or not they passed. This work was split into two categories: files being scanned from the original paper (1976-1991) and files being scanned from microfilm (1992-1999). As of the end of October, all years from

microfilm have been scanned and years 1992-1996 have been delivered to the DLS as text-searchable pdfs at the bill/resolution level. In addition to this, bills/resolutions from 1976 through 1982 have been scanned from the original paper source and 1976 through 1981 have been delivered to the DLS as well. The files from 1982 and 1997 are expected to be delivered soon. The Archives is currently working on completing the scanning of the 1983-1984 files and the processing of microfilm images from 1998.

Research, Education, Outreach, and Reference Services

Maryland Lynching Truth and Reconciliation Commission (MDLTRC)

In August, the State Archivist designated Maya Davis as the Maryland State Archives' representative Commissioner to the MDLTRC. Ms. Davis had been serving in the role of support staff for the Archives' work with the Commission. While the in-person public hearings which were set to begin in September 2020 have been placed on hold due to the COVID pandemic, the Commission has still made significant strides during this period. Monthly virtual public meetings have been held to carry on its work, and Commission members are currently discussing ways in which the hearings might move ahead despite the public health crisis.

The Maryland State Archives has established and maintains a website to disseminate information about the Commission at: <https://msa.maryland.gov/lynching-truth-reconciliation/> The website now allows members of the public to share materials with the Commission using a form and a file uploader. These materials can include but are not limited to, research files, reports, photos, newspaper clippings, articles, oral histories or objects. These materials will be cataloged and shared with the Research Committee of the Commission, and will ultimately be accessioned into the archival files of the Commission. In addition, Archives staff assisted in sending out an introductory mailing to historical and genealogical societies across the state to engage local repositories in the Commission's work. Staff also submitted a grant to support the acquisition of oral history software to support the work of the Commission in interviewing members of the public who have stories to share related to Maryland's lynchings.

Staff member Chris Haley produced a public online panel to share the mission and mandate of the Commission, which included dynamic and thoughtful discussion from the Chair Dr. David Fakunle, Vice Chair Dr. Charles Chavis and Members DeNeen Brown and Carl Snowden. The program was recorded and will be made available on the Commission's website. Finally, the Commission submitted its full interim report in September detailing all of its activities over the last year. The interim report can be viewed at: https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_mltrc_interim_report.pdf

Legacy of Slavery in Maryland

In addition to supporting the work of the MLTRC, the Legacy of Slavery staff has worked on a number of significant partnerships. The Archives helped to promote September as Underground Railroad Month in Maryland, celebrating Maryland as the Most Powerful Underground Railroad Storytelling Destination in the World. Additionally, in collaboration with the Maryland Department of Tourism, the Archives has received a 400 Years of African American History Commission federal grant. This grant will allow the Archives to engage student fellows from historically black colleges and universities of Maryland to research new Network to Freedom sites in the state. Also, the Archives is actively partnering with Cornell University's

Freedom on the Move project, Michigan State University's Enslaved project, and University of Maryland's Computational Archives program, which works toward building national searchable databases of historical information on enslaved individuals. Staff has also worked with Preservation Maryland, the Maryland Center for History and Culture, the Anne Arundel County Public Library, the Maryland Lynching Memorial Project, the Maryland Commission on African American History and Culture, the Kunta Kinte Foundation, Howard University and the Banneker Douglass Museum in providing outreach presentations on African American heritage.

In collaboration with the Maryland Commission on Artistic Property staff and Senator Will Smith, the Legacy of Slavery program is also working towards private fundraising and the commissioning of a portrait of Thurgood Marshall to be installed in the Judicial Proceedings Committee Room. Also in collaboration with the APC staff, Chris Haley and Maya Davis recorded a tour of the Old House of Delegates Chamber in the Maryland State House, focusing on the statues of Frederick Douglass and Harriet Tubman. This online tour will be of great benefit to schools who cannot currently visit the State House. The tour can be found at: https://www.youtube.com/watch?v=ZP97iGVdl_8&t=7s.

Education and Outreach

Despite the challenges posed by COVID, the Archives was pleased to be able to continue with its decades-long student summer internship program this year. Although unable to hire any interns for Summer 2020, we were nonetheless able to work with an impressive cohort of volunteer students, ranging from high school to graduate level. These eleven students contributed to document digitization and quality control review, research, and records inventorying. Our staff provided regular mentoring meetings as well as weekly shadowing opportunities to share the many diverse duties and responsibilities across departments. All students worked remotely and many received academic credit for their hours, in addition to helping further agency goals.

Staff also participated in two successful teacher professional development workshops in collaboration with the Reginald Lewis Museum. These virtual programs were presented by Chris Haley and Maya Davis, who worked directly with public school teachers to provide primary sources and African American history materials for curriculum building. Staff also continues to promote their online document packets for use by teachers and students.

Finally, in order to maintain close contact with our stakeholders and provide educational updates about our collections to the Archives' larger community, staff launched a quarterly electronic newsletter, *The Clamshell*. This digital publication will include updates on new collections, ongoing digitization, online accessibility, staff happenings, and upcoming events.

Maryland 400

Archivist Owen Lourie continues to work on compiling and updating materials from the [Finding the Maryland 400 website](#) in anticipation of a hard copy publication. In addition, he provided two, well-attended virtual talks to share research on the first responders of the Revolution. On August 26, Mr. Lourie spoke before an online audience of 500 in a program co-sponsored by the Pratt Library and Maryland's Four Centuries Project. On October 10, he gave a live, virtual presentation to the Harford County Historical Society. We are gratified that the public continues to be engaged in this significant, historical topic.

19th Amendment Commission

The Archives is pleased to report a successful conclusion of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. In partnership with the Maryland Commission for Women, on August 26 the Archives supported the culminating event of the Commission with the Women's Summit. This half-day program titled, *From the Right to Vote to the Right to Lead*, was held entirely online and featured many guest speakers, panels, and presentations highlighting both the past, present and future of women's leadership. Chair Dr. Singh led a panel with Dr. Ida B. Jones and Ms. Kacey Rohn on the Legacy of the Women's Suffrage Movement. In addition, there were addresses and discussions by First Lady Yumi Hogan, Speaker Adrienne Jones, the Hon. Lourdes Padilla, Chief Judge Mary Ellen Barbera, the Commerce Secretary Kelly Schulz, Dr. Leana Wen, Dr. Eugenia Henry, Chair Yun Jung Yang, Denise Koch, Alejandra Castillo, and Michelle Bernard. The event was a complete success with over 1000 registered attendees in real time and hundreds more who viewed the recorded event. The event was a fitting capstone to the centennial celebrations and the work of the Commission. (<https://dhs.maryland.gov/maryland-commission-women/>).

Special Collections & Conservation

Community Collections and Outreach

In the past two years, Special Collections staff have been partnering with colleagues in other departments, individuals, and community groups to develop our collection to better include and represent all Marylanders. Corey Lewis, has been especially helpful to us by cultivating potential community partnerships with groups such as the Wiley H. Bates Legacy Center, Blacks of the Chesapeake, the East Baltimore Historical Library, LINKS, and several churches. Each group has different needs, with some asking for consultation on inventory and digitization projects and others needing direct assistance with organizing and processing materials. Staff have responded to the unique needs of each group, and in so doing impart best practices for archival preservation to others while developing our own special collections to better represent citizens throughout Maryland.

An important outgrowth of our commitment to working with communities has been our project to locate Native American records at the Archives. Megan Craynon, Deputy Director of Special Collections, has worked closely with a group of Native American researchers since 2018 to locate seventeenth-century records of interest to their community museum project. The records have been difficult to locate because names of indigenous groups and locations have numerous spelling variations. This summer, Special Collections archivists teamed with Maya Davis from the Reference & Research Department and a graduate intern to extract Native American proper names and geographical records from the Proceedings of the Governor and Council. The records of retired archivist Phebe Robinson Jacobsen were reviewed, as she had worked closely with native communities to trace genealogy and understand the public record pertaining to their histories. As the project has progressed, staff continue to work closely with indigenous scholars in developing a plan to provide a web portal to enable the public to more easily search for Native American records using the power of databases to capture the spelling variants for the indigenous groups during Maryland's settlement period. We also plan to honor Phebe Jacobsen's legacy by revising and updating her research to make her work on Native

Americans and genealogy more widely known. Our contact with the Governor's Office of Community Initiatives is encouraging our project staff to present at the upcoming meeting of the Maryland Commission on Indian Affairs.

The Anne Arundel County Office of Planning and Zoning, Cultural Resources Section, is creating an online "virtual tour" to explore the Civil Rights era. Funded by a grant from the National Park Service, the project will create a *StoryMap* website of African-American sites of recreation and leisure in Anne Arundel County during segregation. Each site is paired with videos of interviews by local residents. The Archives is partnering with Anne Arundel County to preserve these oral histories and make them accessible. We are in the process of ingesting into our permanent repository videos and transcripts of the over fifty interviews collected during this project. The Archives is also using its YouTube channel to provide an online repository for the videos, so that the County's online *StoryMap* has a reliable link to the videos.

Additionally, Director of Special Collections and Conservation, Maria Day, has been working with several photographers who are documenting the events of 2020 with an eye toward ensuring that this momentous year is remembered and accessible to future generations at the Archives. Ms. Day is currently working with several photographers who were involved in demonstrations in support of the Black Lives Matter movement and the designer of a new public artwork that has been installed in downtown Chestertown, Maryland. In order to bring contemporary works into our Special Collections, the department is also retooling its gift agreement to create a version that can better accommodate living and working creators, who can then share their works with the public via the Archives while retaining full copyright to protect their livelihoods.

Special Collections Processing and Cataloging Manual

With assistance from graduate students at the University of Maryland iSchool, Ms. Crayon has been developing a Processing and Cataloging Procedures Manual for the Special Collections Department. The manual will provide guidance to staff, interns, and volunteers on handling and describing Special Collections consistently across Archives' holdings in conformity with widely recognized professional archival standards.

Newspaper Collections

Recent Newspaper Donations & Processing Projects

Heritage Montgomery transferred issues from 1855-1967 of the *Montgomery Sentinel* newspaper, completing our set of more recent issues that arrived from the publisher last winter. The former publisher of Frederick County's *Brunswick Citizen* newspaper donated issues covering 1982 through April 2, 2020, when the community newspaper folded.

The Special Collections department, with assistance from conservators, has been engaged in an ongoing project to sort and catalog a substantial newspaper collection that came in as a donation in 2015. Due to the size of the collection resources were not immediately available to engage in this project, so work was begun at a later date. Sorting included categorizing by title, publishing history, and chronology, as well as eliminating duplicates and determining the specific title collection issues belonged in. In all, 35 oversized boxes and bins, approximately 40 records center sized boxes, and approximately eight newspaper sized boxes of loose newspaper issues were sorted. This material was rehoused into 109 flat file boxes. As of mid-October, cataloging

was nearly complete, spanning approximately 14 title collections and including papers from 1933 through 2010.

Progress to Improve the Guide to Maryland Newspapers

With assistance from an IUPUI graduate student in Library & Information Science, the Special Collections department has worked to identify and document improvements to the Guide to Maryland Newspapers webpage and search functions. These proposed changes will include layout adjustments, changes to information included in search results, as well as increased information about newspaper publishing history in a new section. The goal of this project is to provide a more accessible research experience for both new users and seasoned researchers. Concepts are being presented to our information technology staff in order to collaborate on implementation.

Baltimore City Archives

Record Management Activities

No meetings or appraisal visits to City offices have taken place since the previous Hall of Records Commission meeting. Telephone or email interaction relating to transfers or retention schedules has occurred with the City Comptroller, Department of Transportation, and the Office of the Inspector General. Two records transfers to the City Archives, totaling 220 cubic feet, originated from the Office of the Mayor and the Comptroller. In October, we accepted a long anticipated shipment of material from City Hall relating to former Mayor Stephanie Rawlings-Blake. Mayoral administrative records are closed to public scrutiny for a period of fifteen years after the Mayor leaves office.

Research Initiatives

The pandemic provided an opportunity to dig deep into various collections at both the City and State Archives to gain a better understanding of aspects of Baltimore history. Much focus has been on the pre-Civil War city with a focus on women's history.

Rob Schoeberlein has produced a fifty page draft paper set in the Federal Period. It addresses a historical Chancery Court trustee/guardianship case and lengthy custody contest. An influential urban family (whose patriarch was a City government official) pitted itself against a young woman of humble origin over the person and property of her husband, a member of that same influential family who some deemed to be insane. Societal beliefs and constraints, along with gender and class-based behavioral expectations, color the entire decades-long sequence of events and inform the outcomes.

Much research has also been done on the sewing trade within the city. The impetus for this work came from the State Archives' newly inaugurated Battle Flag Collection Research Project. Starting in the 1840s, the Baltimore-based Sisco & Co., owned by Ann Harper Sisco, produced flags, regalia, and dress trimmings for the local and Upper South market. Sisco employed both men and women in the manufacturing of these items. Her sons would assume the business and produce some of the Maryland Union regimental battle flags during the Civil War.

Outreach

The City Archives is a partner with the non-profit Baltimore Heritage in the Bmore Unconference (also known as the Baltimore Unconference.) This virtual event, for people who care about public history and historic preservation in and around Baltimore, took place on September 18. Rob Schoeberlein was one of the three presenters at the Unconference. He provided introductory remarks, highlighting his own original research, and then led an hour-long discussion on the topic "Confederate Memorials and Columbus Monuments: What's To Be Done?" before an audience of sixty-five attendees. You may view his session by going to this link: <https://www.youtube.com/watch?v=e74ukriKAog>

Volunteers

Since late September, with strict pandemic protocols enforced, two volunteers from the Laurel Cemetery Project have visited the archives search room one day each week. The project members compile information derived from death certificates in hopes of producing a comprehensive list of burials at Baltimore's long defunct Laurel Cemetery.

Maryland State Archives Staff Update

The Archives bids a fond farewell to three members of our staff who are retiring before the end of 2020.

Reginald C. Shorter, Deputy Chief Information Officer, retired on October 31. Reggie began his state service in May of 1986. In the years since then he contributed mightily in a number of agencies, serving Maryland's Higher Education system, the Department of Labor Licensing and Regulation and the Governor's Office in many, many vital information technology initiatives. Upon joining the staff at the Maryland State Archives fourteen years ago, Reggie distinguished himself as an immensely competent manager and a true friend to all of our staff. He will be missed, and we wish him well in his future endeavors.



Crystal Stewart joined the Archives administrative staff in 2007, and will retire at the end of November having most recently served as MSA's procurement officer. In this position, Crystal has demonstrated excellent administrative skills and attention to the many details of ordering all manner of materials and services on behalf of MSA. Beyond these official duties, Crystal has annually led our agency's charitable outreach during the holiday season, helping to identify local charities and encouraging staff to provide donations of food, clothing, and supplies to support people in need. She will be greatly missed and we all wish her and her husband well as they relocate to California for the next chapter of their lives.



Ann J. Baker, Associate Editor of the *Maryland Manual On-Line*, is retiring at the end of this year. Originally from Iowa, Ann traveled to many parts of the world under sail and, like that sail, she has been the mainstay of the *Maryland Manual*. Formerly with the Department of Legislative Reference, Ann came to the State Archives in 1987, first as a proofreader, and quickly rose to become the Manual's Associate Editor. Her keen insight, analytical

abilities, and commitment to excellence in her work have served the citizens of Maryland well and made the *Maryland Manual* unequaled as a source of government information in the nation.

Recent Gifts, Deposits, & Acquisitions

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

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_records_received_fall2020.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_special_collections_report_fall2020.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

New Acquisition: 808th Pioneer Infantry Photograph



Special Collections has received a generous gift from the Friends of the Maryland State Archives of a panoramic photograph (MSA SC 6273-1-1) documenting African-American soldiers who served in World War I. The group portrait shows 175 members of Company I, a rifle unit in the 808 Pioneer Infantry that was organized at Camp Meade, Maryland in July 1918. They served their country in France, building roads, bridges, hospitals, and railroads or working in salvage operations for the Army Engineers. The Friends were able to acquire the print from the William Reece Company through an anonymous donation. The Archives holds the National and Regimental flags of the 808th Pioneer Infantry in special collections. As we learn more about the biographies of these men we will include their stories as part of the educational

publications relating to the Maryland Battle Flag Collection ([MSA SC 1560](#)). Conservator Jennifer Cruickshank carefully dehumidified the rolled photograph and has mended the print's older self-adhesive tape repairs in order to stabilize the print for digitization.

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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

(410) 260-6402 - email: tim.baker@maryland.gov

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Maryland State Archives

Hall of Records Commission Meeting Minutes

November 17, 2020 2:00 p.m.

Via Teleconference

Agenda with Details

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

The Honorable William C. "Bill" Ferguson IV, *President of the Senate*

Ms. Shaonda Haynie, *representative of the Department of General Services' Records Management Division*

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

The Honorable Nancy K. Kopp, *Treasurer of Maryland*

Mr. Mark B. Letzer, *President and CEO of the Maryland Center for History and Culture*

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

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

Ms. Alexandra Walinska, *representative of the Comptroller of Maryland*

Opening Remarks / Special Announcements

The Chair called the meeting to order at 2:04.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 8, 2020:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_minutes_draft_spring2020.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

State Archivist Tim Baker praised staff member Owen Lourie's August 27 presentation on *The Battle of Brooklyn*. He noted that this collaboration with Pratt Library and the Maryland Four Centuries project was the first time the Archives had participated collaboratively and virtually with the Four Centuries project in a lecture series that calls attention to planning efforts for

Maryland's 400th anniversary observance. Mr. Baker thanked the Pratt Library for their technical and outreach support, which resulted in over 500 attendees being able to participate in the lecture.

Mr. Baker noted that the September 16 meeting of the Maryland Lynching Truth and Reconciliation Commission featured a panel moderated by Legacy of Slavery Director Chris Haley. A recording of the meeting will soon be available on the MSA website.

The Chair moved that the Minutes be approved and the special meetings of the Commission recognized. The motion was unanimously approved.

Records Retention & Disposal

Ms. Kathryn Baringer reported that eight retention schedules were received from county agencies since the last meeting of the Hall of Records Commission. The Archives also received 140 disposal certificates, with 117 certificates filed digitally.

Ms. Dixon moved to approve the records retention schedules and disposal schedules, seconded by Treasurer Kopp. 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/se14/000000/000052/hrc_chronology_fall_2020.pdf

Four Rivers Heritage Awards

Deputy State Archivist Elaine Rice Bachmann reported that the Archives received three Heritage Awards from Four Rivers Heritage Area of Annapolis this year.

The Celebration of Harriet Tubman and Frederick Douglass, held at the Maryland State House on February 15, has been awarded the **Heritage Partnership Award**. Ms. Rice Bachmann thanked Midshipman volunteers from the United States Naval Academy, the Maryland Commission on African American History and Culture; the National Underground Railroad Network to Freedom (National Park Service); and Four Rivers Heritage Area for their participation and support. Funding for speakers' honoraria was provided by the Friends of the Maryland State Archives.

The Archives latest publication, *The Maryland State House: 250 Years of History*, principally authored by Mimi Calver with design by Michele Danoff, has won the **Heritage Tourism Product Award**.

Ms. Rice Bachmann noted that Mimi Calver has also been recognized as **Heritage Professional of the Year** for her nearly forty years of service in state government.

COVID-19 Reponse - Pivoting Services to Meet the Moment

Mr. Baker highlighted the Archives' commitment during the COVID-19 pandemic to fulfilling the vital mission of making records available to the public.

Emily Oland Squires discussed the Archives' on-going agency-wide efforts to provide timely customer service over the past eight months, highlighting the work of each department in ensuring that patrons received, not simply baseline service, but excellent support in meeting their document and research needs. Ms. Oland Squires also emphasized the safety policies and procedures set in place to protect staff and patrons which allow staff to fulfill 100% of patrons' legal needs remotely.

The Chair thanked Ms. Oland Squires for her thorough and impressive report to the Commission.

Legislative Initiatives

The 2021 Legislative Session

Mr. Baker reported that the Archives is proposing just one piece of State legislation for the 2021 Session. The proposal repeals the section of the General Provisions Article establishing "*Maryland! My Maryland!*" as the state song.

City Code Revision Bill and Status

Mr. Baker thanked Dr. Robert Schoberlein, Acting Baltimore City Archivist; Avery Eisenstark, Director of Baltimore City Department of Legislative Reference; and Tony Roberts, City Records Manager, for their work on a records management bill which purges the out-of-date portions of the current City Code. Mr. Baker reported that Mayor Young endorsed the bill on October 27. https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_cb20_0496_fall2020.pdf

Digital Acquisition, Processing, & Publications

Corey Lewis reported on digitization efforts which allow patrons and staff to access many of the Archives' holdings remotely during the COVID-19 health emergency.

New Record Series Online

As part of the Archives' goal to provide public access to its records, various record series that were already electronically available internally at the Archives, or were often requested by visiting patrons in the public search room, have been systematically placed online in a pdf format. Indexes that had already been scanned and were available for viewing in the search room were reviewed, followed by record series that have value for genealogical research. In addition, collections that are regularly accessed by Archives' staff have been digitized to increase the ease of completing research requests by teleworking staff. As of the end of October, 135 record series, comprising 5,285 PDFs, have been placed online. As these series are made available for public access they are added to a new section of the Archives'

homepage called, "What's New Online," which is updated on a weekly basis. The link to this information can be found at:

<https://msa.maryland.gov/msa/homepage/html/whats-new.html>

Department of Legislative Services Digitization Project Update

Mr. Lewis reported on a digitization project for the Department of Legislative Services (DLS). The goal of the project was to digitize all Legislative History Files from 1976 through 1999. As of the end of October, all years from microfilm have been scanned and years 1992-1996 have been delivered to the DLS as text-searchable pdfs at the bill/resolution level. In addition, bills/resolutions from 1976 through 1982 have been scanned from the original paper source and 1976 through 1981 have been delivered to DLS as well. The files from 1982 and 1997 are expected to be delivered soon. The Archives is currently working on completing the scanning of the 1983-1984 files and processing microfilm images from 1998. Mr. Baker emphasized the Archives' willingness to work with DLS on future projects, such as providing storage and curatorial assistance.

Research, Education, Outreach, and Reference Services

Maryland Lynching Truth and Reconciliation Commission

Mr. Baker noted that Maya Davis and Chris Haley could not attend this meeting of the Hall of Records Commission as they were participating in a discussion sponsored by the Civil Rights and Restorative Justice Project at Northeastern University. Mr. Baker reported that the Office of the Attorney General, a partner on the Commission, was awarded a \$300,000 grant to support the work of the Maryland Lynching Truth and Reconciliation Commission.

Special Collections & Conservation

Community Collections and Outreach

Megan Craynon reported on collaboration efforts in community collections and outreach. Two years ago staff met with representatives of the Governor's Office of Community Initiatives to discuss the ways in which the Archives could further collect community histories, with an emphasis on collaboration with the ethnic commissions. The fruits of that discussion include the following staff activities:

Corey Lewis has cultivated potential community partnerships with groups such as the Wiley H. Bates Legacy Center, Blacks of the Chesapeake, the East Baltimore Historical Library, LINKS, and several churches. The Archives has worked extensively with Vince Leggett, founder of the Blacks of the Chesapeake project, on the description and management of this valuable collection.

An important outgrowth of the Archives' commitment to working with communities has been a project to locate Native American records at the Archives. This summer, Special Collections archivists teamed with Maya Davis from the Reference & Research Department and a graduate intern to extract Native American proper names and geographical records from the Proceedings of the Governor and Council. The Archives' contact with the Governor's Office of Community Initiatives is encouraging project staff to present at the upcoming meeting of the Maryland Commission on Indian Affairs.

Maria Day is currently working with several photographers who were involved in demonstrations in support of the Black Lives Matter movement as well as the designer of a new public artwork that has been installed in downtown Chestertown.

Special Collections Processing and Cataloging Manual

Ms. Craynon reported that she, with the assistance of interns from the University of Maryland's iSchool, has been developing a Processing and Cataloging Procedures Manual for the Special Collections Department. The manual will provide guidance to staff, interns, and volunteers on handling and describing Special Collections consistently across Archives' holdings in conformity with widely recognized professional archival standards.

Maryland State Archives Staff Update

Ms. Rice Bachmann updated the Commission on recent and upcoming staff retirements. Reginald C. Shorter, Deputy Chief Information Officer, retired on October 31. Crystal Stewart, agency procurement officer, will retire at the end of November. Ann J. Baker, Associate Editor of the *Maryland Manual On-Line*, is retiring in the coming months.

Recent Gifts, Deposits, & Acquisitions

Ms. Rice Bachmann invited Commission members to review the reports on materials and collections received since the last Hall of Records Commission meeting:

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_records_received_fall2020.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_special_collections_report_fall2020.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

New Acquisition: 808th Pioneer Infantry Photograph

Maria Day discussed the acquisition and conservation of a panoramic photograph documenting African-American soldiers who served in World War I. As more is learned about the biographies of these men their stories will be included as part of the educational publications relating to the Maryland Battle Flag Collection ([MSA SC 1560](#)). Ms. Rice Bachmann noted the important role of the Friends of the Maryland State Archives in facilitating such acquisitions.

Ms. Rice Bachmann recognized the generosity of the late Lillian Hackerman and her husband Willard in donating to the Friends through their foundation, making possible the acquisition of such treasures as Washington's original resignation speech.

Ms. Rice Bachmann also shared images of the Archives' library at the Rolling Run facility, which has been populated by the donation of personal libraries. Donors include Burt Kummerow, former head of the Maryland Historical Society, and the late Will Mumford, a prolific collector of Anne Arundel history.

Mr. Letzer expressed his interest in having the Maryland Center for History and Culture contribute material to the library's collection.

Treasurer Kopp moved to approve a resolution of appreciation for all recent gifts and acquisitions. The motion was seconded by Mr. Letzer and the motion was carried unanimously.

The Chair thanked Megan Craynon, Corey Lewis, Emily Oland Squires, Maria Day, and Elaine Rice Bachmann for their presentations to the Commission, and commended the staff of the Maryland State Archives for their continued hard work during the difficult circumstances engendered by the COVID pandemic.

Old Business- No old business

New Business- No new business

Next meeting- Upon the call of the Chair.

Adjournment- Treasurer Kopp moved to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 3:11 pm..

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401
(410) 260-6402 - email: tim.baker@maryland.gov
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Chronology of Staff Activities

May 8 - November 16, 2020

May 8: The Archives hosted the Spring meeting of the Hall of Records Commission.

May 11: Maya Davis, Chris Haley, Elaine Rice Bachmann, and Tim Baker attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

May 11: Maya Davis testified at Prince George's County Council in support of Prince George's African American Museum Cultural Center.

May 12: Emily Oland Squires attended a meeting of the 19th Amendment Commission.

May 13: Maria Day and Megan Craynon attended a Mid-Atlantic Regional Archives Conference Maryland Caucus Virtual Town Hall.

May 14: Tim Baker attended a meeting of the Council of State Archivists on COVID-19.

May 16: Maya Davis attended a meeting of the Prince George's County Lynching Coalition.

May 18: James Watson attended the Best Practices Exchange.

May 21: Jenn Cruickshank and Camille DiMarco attended the American Institute for Conservation Virtual Annual Meeting Keynote and Opening General Session.

May 21: Chris Haley attended a meeting of the Harford County Maryland Lynching Memorial Project.

May 26: Maya Davis and Owen Lourie attended a meeting to discuss the *History of Slavery* at Hopkins.

May 27: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

May 27: Chris Haley and Maya Davis a DC Region-based Historian, Curator, Archivist gathering.

May 27: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

June 1: On the first day for 2020 Summer Internships, Emily Oland Squires participated in orientation programs for the summer student intern cohort.

June 1: Maya Davis and Emily Oland Squires participated in the John Mitchell Jr. Program's Virtual Town Hall.

June 1: Rob Schoeberlein participated in an organization and planning meeting for the Baltimore Unconference, an annual event held by the non-profit Baltimore Heritage.

June 2: Kathryn Baringer met with the Anne Arundel County Office of Planning and Zoning, Cultural Resource Division, regarding the transfer of oral history videos and other documentation created as part of the civil rights grant project with the National Park Service Lost Towns Project.

June 2: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

June 7: Chris Haley presented on the topic *Racism Discussion: Geography Matters: Race & Place* at Church of the Chesapeake.

June 8: Tim Baker, Maya Davis, and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

June 9: Kathryn Baringer presented at the Council of State Archivists State Electronic Records Initiative webinar *Just What is the SERI, Anyway?*

June 10: Chris Haley participated in a discussion on race relations with Western Michigan University students.

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

June 10: Rob Schoeberlein participated in a Publications Committee meeting of the Maryland Historical Society.

June 11: Elaine Rice Bachmann attended a meeting of the Foundation for Preservation of Government House Board.

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

June 16: Chris Haley met with Enslaved.org of Michigan State University to discuss a grant partnership..

June 17: Elaine Rice Bachmann attended the Maryland Historical Society's annual meeting, *Cocktails and Conversation with Mark Letzer*.

June 18: Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission.

June 23: Maya Davis and Chris Haley attended an Enslaved.org grant partnership meeting with Michigan State University.

June 24: Chris Haley provided an interview to Donna Cole for WNAV radio over recent racial issues and Alex Haley's legacy.

June 24: Maya Davis attended a meeting of the Prince George's County Lynching Coalition Research Committee.

June 25: Rachel Frazier presented on mdlandrec to a meeting of the Maryland Society of Surveyors.

June 25: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

June 26: Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

June 27: Chris Haley participated on an *Annapolis Pride 2020: Black Lives Matter and Black Trans Lives Matter* panel.

June 29: Chris Haley met with Marc Bramble, Jack and Helen Saum (Edmondson House owners), and Mayor of East New Market.

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

July 13: V. Joyce Phelps II, Emily Oland Squires, Tim Baker, and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

July 14: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

July 15: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

July 16: Tim Baker presented to the Council of State Archivists on the new draft bylaws.

July 17: Maya Davis and Chris Haley participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

July 18: Chris Haley attended a meeting of the Prince George's County Lynching Memorial Coalition.

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

July 21: Rob Schoeberlein chaired and Tim Baker attended a meeting of the Maryland Historical Society Library Committee.

July 22: Maria Day facilitated a session entitled *Co-instruction (librarians/archivists/faculty collaborating)* at the Teaching with Primary Resources Unconference 2020.

July 23: Chris Haley moderated a panel on *Black & Queer in Media and Entertainment* for Anne Arundel County Public Library.

July 23: Tim Baker, Corey Lewis, James Watson, and Kathryn Baringer completed a survey put out by the National Archives and Records Administration to collect information about public access to archival collections.

July 27: Maya Davis and Chris Haley taught a teachers' professional development workshop at the Reginald Lewis Museum.

July 31: Chris Haley and Maya Davis participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

August 4: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

August 5: Rob Schoeberlein participated in a planning meeting for the Baltimore Unconference, an annual event held by the non-profit Baltimore Heritage.

August 5 - August 8: V. Joyce Phelps II attended the Virtual Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists and presented on the panel "@GovernmentArchives:#Successes#Limitations," which discussed the special considerations a government agency must take into account when using social media.

August 6: Maria Day participated in facilitator training for Day 2 of the Teaching with Primary Sources Unconference.

August 7: Corey Lewis participated in a digitization meeting with the Prince Hall Grand Lodge.

August 10: Tim Baker, Elaine Rice Bachmann, Emily Oland Squires, Maya Davis, and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

August 13: Elaine Rice Bachmann attended a meeting of the Maryland Historical Society's Museum Committee.

August 13: Megan Craynon, Maya Davis, Maria Day and intern Iris Afantchao met virtually with Piscataway Conoy Tribal Council member and historian Mario Harley on the Archives' indigenous records project.

August 13: Maria Day facilitated a session entitled *Let's Collaborate: An Intro to Archives/Special Collections Videos* at the Teaching with Primary Resources Unconference 2020.

August 13: Tim Baker and Elaine Rice Bachmann attended the Council of State Archivists' business meeting.

August 13: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

August 14: Chris Haley and Maya Davis participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

August 17 - 21: The Archives' Social Media team collaborated with University of Maryland Libraries and other cultural organizations to highlight the Centennial of Women's Suffrage across Facebook, Instagram, and Twitter.

August 18: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

August 19: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

August 20: Tim Baker, Rob Schoeberlein, and Maria Day held the first of two meetings with Pamela Jones, Jeff Buchheit, and staff of the *Pride of Baltimore II* to discuss preservation of Ms. Jones' film collection documenting the *Pride of Baltimore I*, which tragically sank in 1986.

August 21: Chris Haley participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

August 21: Kathryn Baringer was one of the presenters in the Records Management 101 Part 1 (of 3) training session for public officials.

August 21: Rob Schoeberlein participated in a special Board of Trustees meeting of the Maryland Historical Society concerning the organization's renaming and rebranding.

August 26: Emily Oland Squires participated in the Women's Summit in collaboration with the 19th Amendment Commission and the Maryland Commission for Women.

August 27: Owen Lourie gave a presentation on *The Battle of Brooklyn* in collaboration with Pratt Library and the Maryland Four Centuries project.

August 28: Kathryn Baringer was one of the presenters in the Records Management 101 Part 2 (of 3) training session for public officials.

August 28: Chris Haley participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

August 31: Rob Schoeberlein participated in a planning meeting for the Baltimore Unconference.

September 1: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

September 1: Catherine Rogers Arthur and Chris Kintzel hosted a Council of State Archivist On Demand discussion on the topic of *Collections Management Policies, valuations and insuring of fine art and manuscript collections*.

September 2: Maya Davis, Chris Haley, Elaine Rice Bachmann, and Catherine Rogers Arthur created an on-site video interpreting the Old House of Delegates Chamber and statues of Harriet Tubman and Frederick Douglass, to share with *Tourism* for September's "Underground Railroad Month" declaration.

September 2: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

September 4: Kathryn Baringer was one of the presenters in the Records Management 101 Part 3 (of 3) training session for public officials.

September 8: Rob Schoeberlein participated in a special Board of Trustees meeting of the Maryland Historical Society to kick-off the organization's renaming and rebranding. On September 9, its new name became "The Maryland Center of History and Culture".

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

September 10: Elaine Rice Bachmann attended the quarterly meeting of the Maryland Public Art Commission.

September 10: Tim Baker and Rob Schoeberlein participated in a meeting of the Equity and Structure Committee, Baltimore City Council, testifying in favor of Council Bill 20-496 to update the records management ordinance for Baltimore.

September 11: Kathryn Baringer met with representatives from FamilySearch to discuss re-opening the volunteer portion of the Probate Processing Project, which is a joint project for preserving and making available Register of Wills estate papers.

September 14: Tim Baker, Elaine Rice Bachmann, Maya Davis, Chris Haley and Emily Oland Squires hosted a meeting of the Maryland Lynching Truth and Reconciliation Commission.

September 16: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

September 16: Tim Baker, Emily Oland Squires, Maya Davis, and V. Joyce Phelps II participated in a Maryland Lynching Truth and Reconciliation Commission panel moderated by Chris Haley.

September 17: V. Joyce Phelps II, Kathryn Baringer, and Corey Lewis presented at a meeting of the Maryland Conference of Circuit Court Clerks.

September 18: Rob Schoeberlein was one of three presenters at the virtual 2020 Baltimore Unconference. He provided introductory remarks highlighting his new research and then led an hour-long discussion on the topic *Confederate Memorials and Columbus Monuments: What's To Be Done?* before an audience of sixty-five attendees.

September 21: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

September 22: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

September 22: Tim Baker attended a meeting of the Council of State Archivists Advocacy Committee.

September 22: Emily Oland Squires participated in a meeting of the 19th Amendment Commission.

September 23: Maya Davis attended a meeting of the Maryland Commission on African American History and Culture regarding drafting a Joint Statement with Maryland Lynching Truth and Reconciliation Commission.

September 24: Tim Baker and Rob Schoeberlein participated in a meeting of the Equity and Structure Committee, Baltimore City Council, to testify in favor of Council Bill 20-496 reforming the records management ordinance in Baltimore.

September 24: Rob Schoeberlein participated in a Diversity, Equity & Inclusion Task Force meeting, a Board of Trustees effort, of the Maryland Center for History and Culture.

September 25: Maya Davis and Chris Haley attended a meeting of the Civil Rights Exhibit Advisory Committee at Banneker Douglass Museum.

September 25: Megan Craynon and Maria Day attended a Mid-Atlantic Regional Archives Conference Town Hall.

September 26: Maya Davis attended a meeting of the Howard County Lynching Memorial Project Group.

September 28: Elaine Rice Bachmann attended Election Judge training.

September 29: Maya Davis, Megan Craynon, and Maria Day met virtually with Dr. Gabrielle Tayac, Professor of Public History, George Mason University, on the Archives' indigenous records project.

September 30: Tim Baker, Emily Oland Squires, Maya Davis and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

September 30: Maya Davis and Chris Haley taught a teachers' professional development workshop at the Reginald Lewis Museum.

October 1: Elaine Rice Bachmann attended and presented at the White House Historical Association and Winterthur Museum symposium on the topic of *Decorative Arts in the White House*.

October 1: Chris Haley participated as a panelist on a First Thursday film discussion of *The Hate You Give* for the Maryland Lynching Memorial Project.

October 1: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

October 2: Tim Baker, James Watson, and Kathryn Baringer met with a representative from the Office of the Attorney General to discuss ways to make the historical official opinions of the Attorney General more accessible online.

October 5: V. Joyce Phelps II and Frank Patnaude met with the Council of State Archivists work group MoVE-IT (Modeling Viable Electronic Information Transfers), which is working on generating best practice guidance on the transfer and archiving of digital records of permanent value.

October 6: Wei Yang and IT staff met with Board of Elections representatives to discuss Archives support for the General Election.

October 6: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

October 7: Rob Schoeberlein participated in a Diversity, Equity & Inclusion Task Force meeting of the Maryland Center for History and Culture.

October 7: Rob Schoeberlein participated in a Publications Committee meeting of the Maryland Center for History and Culture.

October 8: Elaine Rice Bachmann attended a meeting of the Executive Committee of the Maryland Public Art Commission.

October 9: Emily Oland Squires and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

October 9: Joe Leizear and Kathryn Baringer met with representatives from the Records Management Division of the Department of General Services and the Baltimore City Public Schools to discuss the record retention scheduling process.

October 10: Owen Lourie gave a presentation on the Maryland 400 to the Historical Society of Harford County.

October 14: Tim Baker, Emily Oland Squires, Maya Davis and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

October 14: Maria Day and Corey Lewis met with Savannah Woods, Archivist of *Afro News*, Baltimore, to consult about her project to digitize the newspaper company's photograph archive

October 15: Tim Baker, Elaine Rice Bachmann, Corey Lewis, James Watson, and Kathryn Baringer met with a representative from Ancestry to discuss possible collaborations.

October 15: Maya Davis, Megan Craynon, and Maria Day met virtually with Keith Colston, Director of Ethnic Commissions, the Governor's Office of Community Initiatives, on the Archives' indigenous records project

October 16: Maria Day and Megan Craynon participated in the iSchool University of Maryland Virtual Fall Career and Internship Fair.

October 16: Chris Haley participated in the Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

October 16: Kathryn Baringer was one of the presenters in the Records Management 101 Part 1 (of 3) training session for public officials.

October 19: Maya Davis, Emily Oland Squires, Chris Haley, and Tim Baker attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

October 20: Kathryn Baringer co-chaired a meeting of the Council of State Archivists State Electronic Records Initiative Education and Programming Sub-Committee.

October 20: Rob Schoeberlein chaired and Tim Baker attended the Library Committee meeting of the Maryland Center for History and Culture.

October 21: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

October 23: Chris Haley and Maya Davis participated in a Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

October 23: Kathryn Baringer was one of the presenters in the Records Management 101 Part 2 (of 3) training session for public officials.

October 24: Maya Davis participated in the Maryland Commission on African American History and Culture Black Vote Symposium.

October 24: Chris Haley participated in the Tuckahoe - Frederick Douglass State Park meeting.

October 24: Chris Haley participated in the Anne Arundel Public Library History of Voting Laws panel discussion.

October 26: Tim Baker and Archives staff met with representatives from the U.S. Army Heritage and Education Center to discuss possible collaborations.

October 28: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

October 28: Maria Day and Megan Craynon met with members of UMD's Maryland Newspaper Advisory Board to discuss newspaper title selection for the new grant round.

October 29: Tim Baker and Archives staff met with representatives of the Maryland Historical Trust, the Maryland Center for History and Culture, and Preservation Maryland to develop recommendations for "America at 250," coming up in the year 2026.

October 30: Chris Haley and Maya Davis participated in a Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

October 30: Kathryn Baringer was one of the presenters in the Records Management 101 Part 3 (of 3) training session for public officials.

November 6: Joe Leizear and Kathryn Baringer met with representatives from the Jefferson Patterson Park and Museum to discuss the record retention scheduling process.

November 9: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

November 9: Tim Baker and Rob Schoeberlein participated in a meeting of the Maryland History and Culture Collaborative.

November 11: Tim Baker, Emily Oland Squires, Maya Davis, and Chris Haley participated in a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

November 13: Chris Haley and Maya Davis participated in a Maryland Lynching Truth and Reconciliation Commission Oral History interview workgroup.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 5/8/2020**

Baltimore County Office of Information Technology, Local Management Board

Rec.: 12/23/2019 Appr.: 4/8/2020 RM Sch. #:C1490 MSA S1521-1482 Supersedes: None

Charles County Government, Department of Fiscal and Administrative Services, Information Technology

Rec.: 2/27/2020 Appr.: 8/21/2020 RM Sch. #:C1213A MSA S1521-1481 Supersedes: None

Charles County Government, Public Works Facilities

Rec.: 1/24/2019 Appr.: 7/23/2020 RM Sch. #:C1450 MSA S1521-1484 Supersedes: C1153

Charles County Government, Public Works, Utilities

Rec.: 1/24/2019 Appr.: 7/23/2020 RM Sch. #:C1449 MSA S1521-1483 Supersedes: C828

Prince George's County Office of the Sheriff, Bureau of Administration

Rec.: 4/22/2020 Appr.: 9/28/2020 RM Sch. #:C1492 MSA S1521-1487 Supersedes: None

Prince George's County Office of the Sheriff, Bureau of Court Services

Rec.: 4/22/2020 Appr.: 9/21/2020 RM Sch. #:C1493 MSA S1521-1486 Supersedes: None

Prince George's County Office of the Sheriff, Bureau of Field Operations

Rec.: 4/22/2020 Appr.: 10/1/2020 RM Sch. #:C1494 MSA S1521-1488 Supersedes: None

Prince George's County Office of the Sheriff, Chief Assistant Sheriff

Rec.: 4/22/2020 Appr.: 9/21/2020 RM Sch. #:C1491 MSA S1521-1485 Supersedes: None

Disposal Certificate Summary
Total number of digital certificates - 117
Total number of paper certificates - 23
Total number of certificates - 140
Images of disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

**Maryland State Archives
Digital Disposal Certificates Approved
Since Hall of Records Meeting
5/8/2020**

Date Approved	Agency	Certificate Number
4/7/2020	Carroll County Detention Center	SE55-5821
4/7/2020	Carroll County Detention Center	SE55-5822
4/15/2020	Emmitsburg	SE55-5823
4/20/2020	Maryland Department of Public Safety and Correctional Services Centralized Correctional Hiring Unit (CCHU)	SE55-5824
4/22/2020	Carroll County Detention Center	SE55-5825
4/24/2020	Howard County Register of Wills	SE55-5826
5/5/2020	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-5827
5/12/2020	Carroll County Detention Center	SE55-5828
5/18/2020	Maryland Department of Transportation Maryland Transportation Authority - Planning and Program Development	SE55-5830
5/19/2020	Carroll County Detention Center	SE55-5831
5/26/2020	Taneytown Government	SE55-5832
5/29/2020	Taneytown Government	SE55-5833
6/1/2020	Anne Arundel County Community College Document Services/Records Retention	SE55-5834
6/9/2020	Allegany Circuit Court	SE55-5835
6/10/2020	Maryland Department of Transportation Maryland Transportation Authority - Policy, Innovation, and	SE55-5836
6/18/2020	Carroll County Detention Center	SE55-5837
6/26/2020	Taneytown Government	SE55-5838
6/29/2020	Maryland Department of Public Safety and Correctional Services Information Technology and Communications	SE55-5839
6/29/2020	Maryland Department of the Environment	SE55-5840
7/1/2020	Carroll County Detention Center	SE55-5841
7/1/2020	Prince George's County Circuit Court Records Management	SE55-5842
7/2/2020	Carroll County Detention Center	SE55-5843
7/2/2020	Carroll County Detention Center	SE55-5844
7/10/2020	Howard County Circuit Court Criminal - Juvenile	SE55-5850

7/10/2020	Maryland State Police (31) Internal Affair Division	SE55-5851
7/15/2020	Carroll County Detention Center	SE55-5852
7/16/2020	Washington County Register of Wills	SE55-5853
7/16/2020	Carroll County Detention Center	SE55-5854
7/27/2020	Maryland Department of Transportation MDTA - Finance	SE55-5856
7/28/2020	Carroll County Detention Center	SE55-5857
7/30/2020	Maryland-National Capital Park and Planning Commission	SE55-5858
8/7/2020	Saint Mary's County Register of Wills	SE55-5859
8/7/2020	Carroll County Detention Center	SE55-5860
8/21/2020	Maryland State Ethics Commission	SE55-5864
8/21/2020	Carroll County Detention Center	SE55-5865
8/21/2020	Carroll County Detention Center	SE55-5866
8/27/2020	Maryland Department of Transportation Maryland Port Administration - Finance	SE55-5868
8/31/2020	Anne Arundel County Community College Document Services/Records Retention	SE55-5869
9/1/2020	Queen Anne's County Circuit Court	SE55-5870
9/1/2020	Queen Anne's County Circuit Court	SE55-5871
9/1/2020	Queen Anne's County Circuit Court	SE55-5872
9/1/2020	Queen Anne's County Circuit Court	SE55-5873
9/1/2020	Queen Anne's County Circuit Court	SE55-5874
9/1/2020	Queen Anne's County Circuit Court	SE55-5875
9/1/2020	Queen Anne's County Circuit Court	SE55-5876
9/1/2020	Queen Anne's County Circuit Court	SE55-5877
9/1/2020	Baltimore County Circuit Court Judicial Records	SE55-5882
9/3/2020	Carroll County Detention Center	SE55-5883
9/8/2020	Carroll County Detention Center	SE55-5884
9/9/2020	Baltimore County Circuit Court	SE55-5885
9/11/2020	Carroll County Detention Center	SE55-5886
9/14/2020	Carroll County Detention Center	SE55-5887
9/16/2020	Carroll County Detention Center	SE55-5890
9/16/2020	Frederick Police Department Professional Services Division	SE55-5891
9/21/2020	Maryland Department of Agriculture Purchasing Office	SE55-5898
9/24/2020	Maryland State Ethics Commission	SE55-5899
9/28/2020	Maryland Department of General Services, Records Management Division	SE55-5900
9/28/2020	Maryland Department of General Services State Records Division	SE55-5901
9/28/2020	Carroll County Detention Center	SE55-5902
9/28/2020	Maryland Department of General Services State Records Division - Comptroller of Maryland	SE55-5903
9/28/2020	Maryland Department of General Services State Records Division - Comptroller of Maryland	SE55-5904

9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5905
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5906
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5907
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community Development - Office of Attorney General	SE55-5908
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5909
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5910
9/28/2020	Maryland Department of General Services State Records Division - Department of Human Resources, Child Care Administration	SE55-5911
9/28/2020	Maryland Department of General Services State Records Division - Department of Human Resources, Child Care Administration	SE55-5912
9/28/2020	Maryland Department of General Services State Records Division - Department of Housing and Community	SE55-5913
9/28/2020	Maryland Department of General Services State Records Division - Governor's Office of Crime Control & Prevention	SE55-5914
9/28/2020	Maryland Department of General Services State Records Division - DGS Procurement	SE55-5915
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5916
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5917
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5918
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5919
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5920
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5921
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5922
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5923
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5924
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5925

9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5926
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5927
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5928
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5929
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene	SE55-5930
9/28/2020	Maryland Department of General Services State Records Division - Department of Health and Mental Hygiene, Division of Community Long Term Care	SE55-5931
9/30/2020	Maryland Department of General Services Department of Health & Mental Hygiene/Division of Community Long Term Care	SE55-5932
9/30/2020	Maryland Department of General Services Department of Health & Mental Hygiene/Division of Nursing Services	SE55-5933
9/30/2020	Maryland Department of General Services DHMH-Office of Finance/Program Analysis/MCOs	SE55-5934
9/30/2020	Maryland Department of General Services DHMH- DDA Programs Unit	SE55-5935
9/30/2020	Maryland Department of General Services DHMH-DDA Fiscal Unit	SE55-5936
9/30/2020	Maryland Department of General Services DHMH- OHR/Recruitment/Employment Services	SE55-5937
9/30/2020	Maryland Department of General Services DHMH- OHR/Employment Services	SE55-5938
9/30/2020	Maryland Department of General Services DHMH-Executive Services/Renewal Unit	SE55-5939
9/30/2020	Maryland Department of General Services DHMH-MD Board of Physicians/Compliance	SE55-5940
9/30/2020	Maryland Department of General Services DHMH-MD Board of Physicians/Probation Unit	SE55-5941
9/30/2020	Maryland Department of General Services DHMH-Family Health Admin/Office for Genetics and Children with Special Health Care Needs	SE55-5942
9/30/2020	Maryland Department of General Services DHMH-Division of Vital Records	SE55-5943
9/30/2020	Maryland Department of General Services DHMH- CPHA/EDCP	SE55-5944
9/30/2020	Maryland Department of General Services DHMH- Center for Immunization	SE55-5945

9/30/2020	Maryland Department of General Services DHMH-MD Board of Morticians	SE55-5946
9/30/2020	Maryland Department of General Services DHMH-Board of Social Work Examiners	SE55-5947
9/30/2020	Maryland Department of General Services DHMH-Board of Podiatry	SE55-5948
7/9/2020	Anne Arundel County Detention Center, Administration	SE55-5949
7/22/2020	Anne Arundel County Circuit Court	SE55-5950
8/3/2020	Anne Arundel County Detention Center, Administration	SE55-5951
10/2/2020	Carroll County Detention Center	SE55-5952
10/2/2020	Maryland Department of General Services DHMH-Office of the Secretary/Hearings	SE55-5953
10/2/2020	Maryland Department of General Services RICA Southern Maryland	SE55-5954
10/5/2020	Maryland Department of General Services Anne Arundel County Health Dept.	SE55-5955
10/6/2020	Maryland Department of General Services Human Resources	SE55-5956
10/6/2020	Maryland Department of General Services	SE55-5957
10/9/2020	City of Cumberland	SE55-5959
10/13/2020	Carroll County Detention Center	SE55-5960
10/15/2020	Allegany Circuit Court	SE55-5961

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 5/8/2020

Date Approved	Agency	Certificate Number
4/23/2020	Anne Arundel County Detention Center, Administration (S1469-3264)	SE55-5829
6/17/2020	District Court 12, Garrett County (S1469-3267)	SE55-5845
6/17/2020	District Court 12, Garrett County (S1469-3268)	SE55-5846
6/17/2020	District Court 12, Garrett County (S1469-3269)	SE55-5847
6/17/2020	District Court 12, Garrett County (S1469-3270)	SE55-5848
6/9/2020	County Commissioners of Calvert County, Personnel (S1469-3266)	SE55-5849
7/1/2020	Carroll County Detention Center, Detention Center Compliance Department (S1469-3271)	SE55-5855
6/28/2020	Baltimore City Circuit Court, Criminal Division (S1469-3272)	SE55-5861
5/1/2020	Anne Arundel County Detention Center, Administration (S1469-3265)	SE55-5862
7/30/2020	Worcester County Circuit Court (S1469-3277)	SE55-5863
8/10/2020	Anne Arundel County Detention Center, Administration (S1469-3278)	SE55-5878
8/11/2020	Anne Arundel County Detention Center, Administration (S1469-3279)	SE55-5879
8/12/2020	Anne Arundel County Detention Center, Administration (S1469-3280)	SE55-5880
8/24/2020	Garrett County Circuit Court (S1469-3275)	SE55-5881
8/18/2020	Anne Arundel County Detention Center, Administration (S1469-3281)	SE55-5888
8/24/2020	Anne Arundel County Detention Center, Administration (S1469-3282)	SE55-5889
9/3/2020	Anne Arundel County Detention Center, Administration (S1469-3283)	SE55-5892
9/3/2020	Anne Arundel County Detention Center, Administration (S1469-3284)	SE55-5893
9/4/2020	Anne Arundel County Detention Center, Administration (S1469-3285)	SE55-5894
9/4/2020	Anne Arundel County Detention Center, Administration (S1469-3286)	SE55-5895
9/4/2020	Anne Arundel County Detention Center, Administration (S1469-3287)	SE55-5896

9/4/2020	Anne Arundel County Detention Center, Administration (S1469-3288)	SE55-5897
9/9/2020	Anne Arundel County Detention Center, Administration (S1469-3289)	SE55-5958

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

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>
4/30/2020	T2048		65 Maps/Plats
5/29/2020	T2048		1 Maps/Plats
7/31/2020	T2048		63 Maps/Plats
8/31/2020	T2048		98 Maps/Plats
9/30/2020	T2048		2 Maps/Plats

ALLEGANY COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1896	2020	1 Maps/Plats
5/29/2020	T1896	2020	3 Maps/Plats
7/31/2020	T1896	2020	1 Maps/Plats
8/31/2020	T1896	2020	7 Maps/Plats
9/30/2020	T1896	2020	9 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT
(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/22/2020	T1067	1991-2008	200 Boxes
8/26/2020	T1067	1994-2006	200 Boxes
9/23/2020	T1067	1989-2005	200 Boxes

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1897	2020	17 Maps/Plats
7/31/2020	T1897	2020	10 Maps/Plats
8/31/2020	T1897	2020	23 Maps/Plats
9/30/2020	T1897	2020	16 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

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>
4/30/2020	T1898	2020	6 Maps/Plats
5/29/2020	T1898	2020	6 Maps/Plats
6/30/2020	T1898	2020	2 Maps/Plats
7/31/2020	T1898	2020	16 Maps/Plats
8/31/2020	T1898	2020	2 Maps/Plats
9/30/2020	T1898	2020	10 Maps/Plats

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2020	T1899	2020	6 Maps/Plats
8/31/2020	T1899	2020	8 Maps/Plats
9/30/2020	T1899	2020	12 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1900	2020	6 Maps/Plats
5/29/2020	T1900	2020	2 Maps/Plats
7/31/2020	T1900	2020	13 Maps/Plats
8/31/2020	T1900	2020	13 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1901	2020	6 Maps/Plats
5/29/2020	T1901	2020	3 Maps/Plats
6/30/2020	T1901	2020	1 Maps/Plats
7/31/2020	T1901	2020	5 Maps/Plats
8/31/2020	T1901	2020	2 Maps/Plats
9/30/2020	T1901	2020	15 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1902	2020	10 Maps/Plats
7/31/2020	T1902	2020	10 Maps/Plats
8/31/2020	T1902	2020	2 Maps/Plats
9/30/2020	T1902	2020	15 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>
4/30/2020	T1903	2020	20 Maps/Plats
5/29/2020	T1903	2020	19 Maps/Plats
7/31/2020	T1903	2020	8 Maps/Plats
8/31/2020	T1903	2020	9 Maps/Plats
9/30/2020	T1903	2020	5 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/29/2020	T1904	2020	64 Maps/Plats
8/31/2020	T1904	2020	27 Maps/Plats
9/30/2020	T1904	2020	32 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1905	2020	22 Maps/Plats
5/29/2020	T1905	2020	18 Maps/Plats
8/31/2020	T1905	2020	62 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1906	2020	56 Maps/Plats
5/29/2020	T1906	2020	105 Maps/Plats
6/30/2020	T1906	2020	35 Maps/Plats
7/31/2020	T1906	2020	49 Maps/Plats
8/31/2020	T1906	2020	82 Maps/Plats
9/30/2020	T1906	2020	50 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1907	2020	8 Maps/Plats
5/29/2020	T1907	2020	7 Maps/Plats
7/31/2020	T1907	2020	11 Maps/Plats
8/31/2020	T1907	2020	11 Maps/Plats
9/30/2020	T1907	2020	5 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1908	2020	4 Maps/Plats
5/29/2020	T1908	2020	25 Maps/Plats
6/30/2020	T1908	2020	2 Maps/Plats
7/31/2020	T1908	2020	28 Maps/Plats
8/31/2020	T1908	2020	16 Maps/Plats
9/30/2020	T1908	2020	25 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

HOWARD COUNTY CIRCUIT COURT
(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T2466	2020	27 Maps/Plats
5/29/2020	T2466	2020	7 Maps/Plats
6/30/2020	T2466	2020	26 Maps/Plats
7/31/2020	T2466	2020	10 Maps/Plats
8/31/2020	T2466	2020	21 Maps/Plats
9/30/2020	T2466	2020	32 Maps/Plats

KENT COUNTY CIRCUIT COURT
(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T2186	2020	2 Maps/Plats
5/29/2020	T2186	2020	3 Maps/Plats
7/31/2020	T2186	2020	3 Maps/Plats
8/31/2020	T2186	2020	5 Maps/Plats
9/30/2020	T2186	2020	7 Maps/Plats

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1911	2020	9 Maps/Plats
5/29/2020	T1911	2020	37 Maps/Plats
6/30/2020	T1911	2020	11 Maps/Plats
7/31/2020	T1911	2020	15 Maps/Plats
8/31/2020	T1911	2020	19 Maps/Plats
9/30/2020	T1911	2020	3 Maps/Plats

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1912	2020	45 Maps/Plats
7/31/2020	T1912	2020	60 Maps/Plats
8/31/2020	T1912	2020	70 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

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>
4/30/2020	T1913	2020	14 Maps/Plats
5/29/2020	T1913	2020	24 Maps/Plats
6/30/2020	T1913	2020	5 Maps/Plats
7/31/2020	T1913	2020	21 Maps/Plats
8/31/2020	T1913	2020	12 Maps/Plats
9/30/2020	T1913	2020	12 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/29/2020	T1915	2020	5 Maps/Plats
6/30/2020	T1915	2020	5 Maps/Plats
7/31/2020	T1915	2020	5 Maps/Plats
8/31/2020	T1915	2020	9 Maps/Plats
9/30/2020	T1915	2020	4 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1914	2020	20 Maps/Plats
5/29/2020	T1914	2020	13 Maps/Plats
7/31/2020	T1914	2020	17 Maps/Plats
8/31/2020	T1914	2020	8 Maps/Plats
9/30/2020	T1914	2020	13 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1916	2020	4 Maps/Plats
5/29/2020	T1916	2020	39 Maps/Plats
7/31/2020	T1916	2020	20 Maps/Plats
8/31/2020	T1916	2020	18 Maps/Plats
9/30/2020	T1916	2020	23 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1917	2020	11 Maps/Plats
5/29/2020	T1917	2020	33 Maps/Plats
6/30/2020	T1917	2020	3 Maps/Plats
7/31/2020	T1917	2020	18 Maps/Plats
8/31/2020	T1917	2020	30 Maps/Plats
9/30/2020	T1917	2020	11 Maps/Plats

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1918	2020	60 Maps/Plats
5/29/2020	T1918	2020	41 Maps/Plats
6/30/2020	T1918	2020	5 Maps/Plats
7/31/2020	T1918	2020	7 Maps/Plats
8/31/2020	T1918	2020	25 Maps/Plats
9/30/2020	T1918	2020	3 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 05/08/2020

WORCESTER COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2020	T1919	2020	21 Maps/Plats
5/29/2020	T1919	2020	12 Maps/Plats
6/30/2020	T1919	2020	11 Maps/Plats
7/31/2020	T1919	2020	40 Maps/Plats
8/31/2020	T1919	2020	18 Maps/Plats
9/30/2020	T1919	2020	24 Maps/Plats

Total number of volumes added:	0.00
Total number of boxes added:	600.00
Total number of maps/plats added:	2,368.00
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 2386	Brunswick Citizen Collection
MSA SC 6271	Black Lives Matter Collection
MSA SC 6272	Edward Stabler Collection
MSA SC 6273	Friends of the Maryland State Archives Collection
MSA SC 6274	Canter Brown, Jr. Collection
MSA SC 6275	Guide (Southeast and County ed.)
MSA SC 6276	Times-Herald Collection
MSA SC 6277	Hubbard Family Collection
MSA SC 6278	Thomas Brown Collection
MSA SC 6280	Montgomery History Collection of Montgomery County Sentinel



Maryland State Archives

Hall of Records Commission Meeting

May 17, 2021 2:00 p.m.

Via Teleconference

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

Recent Gifts, Deposits, & Acquisitions

Vote to Close Meeting

Closed Meeting

Adjournment



Maryland State Archives Hall of Records Commission Meeting

May 17, 2021 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Attendees:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_attendees_spring_2021.pdf

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 17, 2020:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_minutes_fall_2020.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

December 15: Tim Baker, Elaine Rice Bachmann and members of staff attended the Four Rivers Heritage Awards presentation, at which the Archives received three awards. Heritage Professional of the Year (Mimi Calver); Heritage Product of the Year (*The Maryland State House: 250 Years of History*); and Heritage Partnership Award (A Celebration of Harriet Tubman and Frederick Douglass).

January 14: Tim Baker gave a virtual Lunch and Learn presentation on *What Role Should Archivists Play in the National Debate over Public Monuments?*

January 22: Elaine Rice Bachmann provided support for the lying-in-state of Senate President Emeritus Thomas V. Mike Miller, Jr.

February 11: Maya Davis and Elaine Rice Bachmann gave a virtual Lunch and Learn presentation, *Historical Representation in the Maryland State House: The Statues of Harriet Tubman and Frederick Douglass*.

March 11: Chris Haley gave a virtual Lunch and Learn presentation, *Fatal Path to Judgment: Laws of Racial Control and Oppression from Maryland's Founding to Post-Revolution*.

March 24: Tim Baker gave introductory remarks at the First Citizen Awards before the Maryland Senate.

April 5: Elaine Rice Bachmann gave remarks as part of the rededication event for Lawyers' Mall and the Thurgood Marshall Memorial, hosted by the Department of General Services.

April 7: The Maryland Senate voted unanimously in favor of a resolution honoring Tim Baker for his many years of government service.

April 12: Tim Baker participated in a panel discussion on trends in Public Information Act / Freedom of Information Act requests sponsored by the Mid-Atlantic Regional Archives Conference.

May 13: The Archives hosted a Lunch and Learn program on *Baltimore Women and Benevolence During the Civil War*, presented by staff member Rob Schoeberlein.

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

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_schedules_spring_2021.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_disposal_spring_2021.pdf

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

Recent Gifts, Deposits, & Acquisitions

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

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_records_spring_2021.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_special_collections_spring_2021.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

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

In accordance with the Open Meeting Act General Provisions Art. § 3-305(b), the meeting will be closed to discuss the appointment of a State Archivist.

Proposed action: Public vote by members to close the meeting. Statement of closure to be read by the Chair.

Statement of closure: “The vote having been recorded, and in accordance with the Open Meeting Act General Provisions Art. § 3-305(b), this meeting will now be closed to all but Hall of Records Commission members, designees, representatives, Blue Ribbon Panel members and Archives’ staff to discuss the appointment of a State Archivist. We are closing the meeting to discuss this topic because the Public Information Act, GP § 4-310 and 311 requires us to shield recommendation letters and job applications. No other business will be discussed while in closed session. The meeting will adjourn at the conclusion of the closed session and any decisions made in the closed session will be reflected in the Minutes.”

State Archivist's Report

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_chronology_spring_2021.pdf

Meeting the Moment: Customer Service During the COVID-19 Pandemic

The COVID-19 pandemic has resulted in many changes in our daily lives. While this public health crisis has required a great deal of isolation and separation throughout the world, our staff has ultimately been in closer touch than ever, both with each other and with our patrons, throughout this difficult time. Guided by our core mission to preserve and make collections accessible, the Maryland State Archives *met the moment* of this global pandemic with hard

work, creativity, team building and interdepartmental collaboration, allowing us to continue to serve the public throughout the crisis. Staff from throughout the agency united to keep customer service as the top priority amidst careful health and safety protocols over the past year and we are proud of these accomplishments.

One of the most important elements of our customer service is working with patrons to provide certified documents required for legal purposes such as REAL ID, social security, estate settlement, re-marriage, pensions, court appearances and citizenship. We have kept the fulfillment of these requests as our highest priority throughout the pandemic through the close collaboration of Constituent and Interagency Services, Reference Services, and the Research and Appraisal departments. We have converted this service to 100% remote fulfillment and have developed efficiencies which provide the customer with the most expedient service without visiting the Archives in-person. Customers in need of a record for a legal purpose can place an order with payment online or by mail using our custom order forms.

For members of the public needing guidance before placing a request, archivists provide any necessary assistance by email, phone or online meeting to help the patron identify exactly what they need. An order for a certified copy includes a search for the document, a paper copy embossed with a raised state seal, a certification letter signed by the archivist or a letter verifying that no matching record was found in our collections.

One challenge we have faced in providing certified copies is the longer turnaround time for Postal Service delivery. This makes it incumbent on the Archives' staff to complete orders expediently in order to account for any postal delays and still meet customer deadlines. In addition to helping the general public with legal needs, our staff also continued to assist other agencies with their legal inquiries related to our collections.

Our staff provides file access services to many agencies. Our staff also provides support to law enforcement in performing background checks using court dockets and dispositions in our custody. Staff also conducted individual access projects with agencies such as Legislative Services and the Office of the Attorney General.

While prioritizing legal requests, staff also work diligently to quickly accommodate the needs of historical researchers, genealogists, historians and scholars. While patrons have always had the option of ordering certified copies of our materials, this year staff reinstated the option to order uncertified copies of scanned birth, death and marriage records. For a reduced fee, researchers can identify a digitized birth, death or marriage record through online indexes and receive a scanned copy via email. This has been an extremely popular service, not just for regular Archives visitors unable to access the public search room due to the pandemic, but also for those who live at a distance and prefer not to come in person due to the distance and expense of traveling to Annapolis. Staff also provide in-depth research support to patrons by email, phone and online meetings to assist with their projects. While our archivists have always assisted patrons by conducting interviews and reviewing catalogs based on requests, during this time we have conducted more extensive research on behalf of customers, particularly during times we were unable to offer in-person visits.

In addition to providing greater research services, staff also conducted in-person appointments for the general public from January through March 2020, July through November 2020 and

starting again in May 2021. By scheduling appointments with patrons, staff are able to prepare for their visits in advance, ensuring that the customer has an efficient and productive visit. This process allows staff to verify that the patron has the necessary information to find the documents needed, confirm that we have the materials in our collections, and retrieve original materials from stacks ahead of time, including transferring any records from our Rolling Run facility by courier. Health and safety measures put in place include quarantining handled documents for the recommended 72-hour period. In addition, all visitors with a confirmed appointment are sent a researcher agreement alerting them to policies regarding mask wearing, social distancing, and secure, contactless fiscal transactions facilitated by our accounting staff. As a result of this heightened customer service, pre-appointment communication resulted in the majority of requests being fulfilled without the need for an in-person visit. This further boosted our safety protocols for both patrons and staff, as well as our efficiency for the patron.

An important element of providing consistent, timely customer service has been the agency's continued overall commitment to digitization. The Maryland State Archives long recognized the value of digital preservation and access for our collections, and during COVID-19 this commitment has proven essential. Digitized record series allowed staff to pivot quickly to telework, performing core, mission critical duties remotely. Making digital record collections available online gave researchers the opportunity to continue their work without in-person visitation. During the past year, we have added new collections to our digital repository based on customer needs and created a one-stop [What's New Online](#) webpage to list the latest additions. These millions of scanned materials and born digital documents provide the foundation upon which staff quickly provide customer service while teleworking, increasing the safety of both employees and members of the public while still being responsive to requests.

An effective electronic archive possesses these critical components:

- ❖ a strong imaging services division to capture high caliber images, provide quality control and assurance, and post the materials online,
- ❖ A talented and capable information technology staff to maintain the records in a secure and sustainable environment, and
- ❖ A skilled and knowledgeable conservation team to examine and prepare the materials for scanning.

All of these departments collaborate together to enhance our digital holdings and are the foundation of our effective customer service.

We are fortunate to have already established a strong web presence with a variety of online tools for public outreach which we have utilized and built upon over the past year. In addition to altering our homepage to give users the most up-to-date information about requesting service, we also added the aforementioned [What's New Online](#) to direct the public to the latest additions to our resources.

Our staff continue to enhance finding aids with written instructions and publish new training videos with visual walkthroughs to assist researchers in searching for materials from home. We were proud to relaunch our agency newsletter, renamed [The Clamshell](#), to better communicate progress and share highlights with our stakeholders. Equally important, our editors of the [Maryland Manual On-Line](#) continue to provide up-to-date information on access to essential services with links to elected officials, unemployment services, health departments and vaccine access.

We re-established our popular *Lunch and Learn* series in partnership with the Enoch Pratt Free Library and The Maryland Four Centuries Project as a virtual program providing live streaming online and recorded versions of lectures. These talks now reach hundreds of guests, since they are no longer limited to our conference room seating space. In addition to planning our own talks, other organizations have hosted lectures given by our staff including Anne Arundel Public Library, Historic Annapolis, Watermark, the Maryland Center for History and Culture, and others.



Staff has also been active on social media platforms, not only announcing virtual programming and available resources, but highlighting collections and giving tips on archiving your own collections at home. For example, the Artistic Properties team posted a video tour on YouTube of the new Harriet Tubman and Frederick Douglass statues from the Maryland State House to provide access to the amazing pieces while the building was closed. Finally,

the agency has sought feedback from our stakeholders by conducting surveys asking our users to provide suggestions for services and access. All of this virtual outreach enhances our communication and interaction with the general public, and we plan to continue employing these varied touchpoints post-pandemic.

In conjunction with our public facing services, our staff has continued to prioritize collections care, ongoing preservation and management behind the scenes. This work includes a limited staff rotation regularly being on-site at both our Annapolis and Rolling Run locations to work with records hands-on, as well as to verify collection security and proper temperature and humidity controls. IT staff has provided regular on-site support and maintenance of our computer storage systems which house our electronic archives, operate our online order forms and provide user access to digital records. It also requires our Artistic Properties staff to visit both on-site storage and off-site exhibit locations to continue collections management for our fine art collections.

Our appraisal department works within health and safety guidelines to continue records transfers, as well as ongoing updates to retention and disposal schedules and communications and training for records officers. The proper handling and care of items in our collections has remained of utmost importance, even when our in-person access was limited.

The Maryland State Archives recognizes that it is in a position with staff resources and professional expertise to assist other organizations in managing, digitizing and caring for their collections. Staff members have reached out to institutions in the community to provide training and advice on procedures and best practices.

Throughout the COVID-19 pandemic, the Archives is committed to the health and safety of the staff and the public. Our management team follows the recommendations and utilizes the precautions outlined by the CDC, including mask wearing, social distancing and enhanced

cleaning and handwashing. The leadership follows the health metrics closely and makes necessary adjustments to the office routines as needed based on rising or falling numbers of infections, hospitalizations and deaths related to COVID-19. We remain proud that our agency never ceased operations or stopped serving the public during this national health crisis, quickly pivoting our services to remotely assist patrons and other state agencies. Throughout this long, difficult time, we have maintained staggered schedules of limited on-site staff, increased our large electronic archives of digital materials, and increased overall accessibility of our collections and our staff. While teleworking, our team provides in-depth remote support research and communications and we have been able to successfully maintain operations in a timely fashion. We would like to thank our staff for their tireless efforts on behalf of the State of Maryland to *meet the moment* with outstanding civil service.

Legislative Initiatives

Repeal of the State Song

The Archives had only one legislative initiative this past Legislative Session. This legislative proposal sought to repeal the section of the General Provisions Article establishing *Maryland My Maryland* as the state Song.

Section 9-1007 of the State Government Article requires the State Archivist to review, evaluate and make recommendations to the General Assembly regarding State designations. In December of 2015, the State Archivist submitted to the General Assembly the Report of the Advisory Group on the Maryland State Song. The Advisory Group members assembled by the Archivist to study the state song were invited to participate based on their depth of expertise in Maryland history, music history, military history, cultural history and folklore. All agreed there should be a high threshold for achieving the status of state song and developed a set of selection criteria to be used in evaluating present and future candidates for this designation. While no set of criteria is absolute, the following summarize the characteristics the Advisory Group thought important for an official state song:

- It should celebrate the best in Maryland and its citizens,
- It should be unique to Maryland,
- It should be memorable,
- It should be popular,
- It should be singable,
- It should be short,
- It should be historically significant, and
- It should be inclusive of all Marylanders.

The Advisory Group unanimously agreed that *Maryland My Maryland* did not meet many of the criteria, but most importantly, it was not inclusive of all Marylanders--either when it was originally written or today--and did not reflect current attitudes or what is best about our State. The State Archivist concurred with this assessment and put forth a departmental bill to repeal the state song. The General Assembly chose to pass an identical proposal by Delegate Sample-Hughes, and the agency and our staff are very pleased with this outcome.

Publications

The Clamshell

The Archives staff was pleased to launch a new electronic publication in Fall 2020. This quarterly newsletter, titled *The Clamshell*, respectfully carries on in the tradition of *The Archivists' Bulldog* which ran from 1987 through 2007. In picking a new name for the newsletter the editors looked no further than our own stacks. A clamshell, as we know it best at the Archives, is an acid-free box used for storing manuscripts, ledgers, folders, maps, prints, documents, rare books, or most any form of collection material. It is a commonly used container in archives and libraries, and is called a clamshell because it is a one-piece container which consists of two halves joined by a hinge at the center allowing the box to open and close just like a clam. Given our proximity to the beautiful Chesapeake Bay Watershed, we have an even deeper connection to clamshells in Maryland. *The Clamshell* is sent out four times a year by email, and past issues are available on our [website](#). The editorial staff hopes that the publication will both inform our readers about new collections and access tips, upcoming programs, staff activities, and "insider" information, and also encourage dialog between the Archives and the public.

Commission on Artistic Property

Overview and Highlights

Artistic Property staff have continued to split time between telework and on-site work to ensure continuity in collections care and the monitoring of collections at the State House, Government House, and at the Rolling Run storage facility. The staff has also met to move objects, receive donations, and coordinate the release and return of objects from conservation studios and loans from borrowing institutions.

The decidedly different character of distance work has also allowed APC staff to catch up on digital file cleanup and organization and on research and improved cataloging which will be a tremendous help as the online presence of Artistic Property is overhauled. A St. John's College student has been selected as a summer intern and will conduct research to expand artist biographical and cataloging content for the Peabody Works of Art on Paper Collection that has recently been returned to our possession and is now housed at the Rolling Run storage facility.

APC staff supported the Senate in draping the portrait of the late President Emeritus Thomas V. Mike Miller in the Senate Chamber and in other elements of preparation for his lying-in-state in the State House Rotunda.

Loans of works of art for Speaker Adrienne Jones' office suite have been coordinated with the Baltimore Museum of Art.

In preparation for the approaching 250th Anniversary of the Maryland State House, staff met with the firm that produced the 2007 Visitor Experience Master Plan and identified the opportunity that this anniversary year presents for an update to both the Master Plan and signs and interpretive displays at the State House. After exploring a grant opportunity to re-hang the

John Shaw flag in the interior of the State House dome, it was decided that we would work to identify a preservation-acceptable and more cost-effective means to return it to display.

With the State House as a partner site for Historic Annapolis' upcoming exhibition, [Annapolis an American Story](#), staff have processed loans, provided photography, and assisted with label copy to interpret state-owned art and artifacts, including the original acorn from the top of the State House dome and a strongbox from the Old Treasury Building.

The Commission on Artistic Property will meet virtually in late May and anticipates the resumption of traditional in-person meetings in the fall.

Gifts



Federal sideboard associated with Governor [John Mercer](#) (1759-1821), governor 1801-03. Maryland, ca.1800, mahogany. Gift of Mr. Edward Carr, Bethesda, MD



Maryland Landscape, by Jack Boul, gift of the artist



Barns, monotype, by Jack Boul, gift of the artist

Conservation projects in progress



Landscape, Charles Volkmar (1841-1914), late 19th century, oil on canvas
21 $\frac{3}{4}$ " x 28 $\frac{1}{2}$ " MSA SC 4680-10-0100

https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc_website/apcpaintings_landscape_volkmar.html



Admiralty Sound, Terra del Fuego, Rockwell Kent (1882-1971), 1922-25.

Oil on canvas, 28" x 44" MSA SC 4680-10-0228

https://msa.maryland.gov/msa/speccol/sc1500/sc1545/apc_website/apcpaintings_admiraltysound.html

Rededication of Lawyers' Mall

On April 5, the newly redesigned Lawyers' Mall, including the Thurgood Marshall Memorial, was



rededicated after over two years of closure for infrastructure repairs to underground utilities. Deputy State Archivist Elaine Rice Bachmann joined Governor Hogan, First Lady Yumi Hogan, Lt. Governor Boyd Rutherford, Senate President Bill Ferguson, Speaker Adrienne Jones, and DGS Secretary Ellington Churchill, in making remarks to commemorate the event. Antonio Tobias (Toby) Mendez, the sculptor of the Marshall Memorial, originally installed in 1996, was also present. To redesign the plaza, following the necessary demolition and reconstruction, DGS engaged the Baltimore

architectural firm Ziger/Snead, which worked closely in consultation with Mendez to ensure that all the elements of the Marshall Memorial were reinstalled in their original configuration, preserving its artistic integrity. To facilitate the construction, Artistic Property staff Catherine Rogers Arthur and Chris Kintzel oversaw the safe removal, transport, and storage of the sculptural figures and architectural elements of the Marshall Memorial which remained at the Archives Rolling Run facility for the duration of the project, with the exception of the central statue of Marshall which was temporarily installed in front of the Murphy Courts of Appeal building in Annapolis.



The opportunity to redesign Lawyers' Mall allowed for the installation of additional lighting, improved access by adding more ramps, and enhanced landscaping including trees and planting beds designed as rain gardens. The total square footage of assembly space has been increased from 2,000 sq. ft. to 6,000 sq. ft., making it more accommodating for public demonstrations and events which are traditionally held here. The new design also includes an elevated 'stage' for speakers and additional seating areas throughout the plaza.

Constituent & Interagency Services

Constituent and Interagency Services (CAIS) operates the Archives' Help Desk, handles requests for copies of records and conducts criminal research. It fulfills requests for files and refiles records returned to the Archives by government agencies. Copies of files for the public are also produced here. These requests include single-page birth, death and marriage records, multi-page civil, equity and divorce decrees, and copies of entire case files which often contain hundreds of pages. The Archives Help Desk provides customer support for on-line Maryland land records (mdlandrec.net and plats.net). As of April FY2021 staff has

fielded 12,402 inquiries from the public relating to mdlandrec.net and plats.net and other inquiries related to Archives records or services. Staff from this office processed 3,240 individual file returns to State and local agencies and refiled over 2,080 files returned by agencies to their assigned locations within the Archives holdings.

To meet the demand of requests with limited staff onsite throughout the pandemic, CAIS developed ways to involve staff working remotely to assist with criminal research, relocated staff to our Rolling Run facility for closer access to offsite records and has maintained the Help Desk phones with a rotation of onsite/remote staff. With the extension of the Real ID Act to May 3, 2023, CAIS anticipates the continued increase of requests for certified copies of marriage, divorce and name change documents. As we move forward, CAIS resource allocation and workflows will continue to remain fluid to meet the changing needs of patrons and constituents.

Appraisal and Description

Re-opening of Probate Processing Project

The Archives is involved in a multi-year project with the Maryland Register of Wills Association, the Office of the Comptroller, and the genealogical group FamilySearch to process, index, and scan historic probate records. This project is almost entirely staffed by volunteers. The project was halted when pandemic conditions closed the Archives building to the public last March. At the end of October, we were able to re-start the project on a small scale by allowing a few FamilySearch volunteers back onsite to work under the new safety protocol requirements. Although the pace of the project is much slower, we continue to make progress on this important project.

Professional Organization Involvement

The Appraisal and Description Department staff continues to be active in the wider community of archivists. This involvement helps develop staff skills and provides staff with access to resources and talent across the country. Examples of recent involvement include:

Council of State Archivists' MoVE-IT: Modeling Viable Electronic Information Transfers

This project surveyed archives to identify the success factors for the transfer of digital records from creators to an archive. V Joyce Phelps II of the Appraisal and Description Department and Frank Patnaude of Information Systems Management served as focus group members for this project, providing case study information on successful transfers in Maryland. The Archives will use project resources from this effort to review and improve our digital transfer procedures.

Council of State Archivists' State Electronic Records Initiative (SERI)

Appraisal and Description staff continue to be active in this initiative focusing on digital preservation. Kathryn Baringer participates in the Steering Committee and is Co-Chair of the Education and Programming Sub-Committee. Ms. Baringer is also a recipient of this year's CoSA-Ancestry Leadership Award. This award provides funding for mid-level managers in state and territorial archives to help develop their professional potential. She plans to use the award money for training in both professional leadership and digital records management.

Mid-Atlantic Regional Archives Conference (MARAC)

V. Joyce Phelps II joined with staff from the University of Maryland Libraries to create an audio/visual "virtual poster" presentation for the MARAC Conference this Spring. This poster exhibited a joint social media campaign of our two organizations to celebrate the centennial of the 19th Amendment and invite cultural heritage institutions to highlight their collections related to women's suffrage in Maryland.

Digital Acquisition, Processing, and Publication

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

FY2021 has been an even more productive year than the last. Scanning of paper and film collections has increased over the last 10 months, due to the refinement of our use of staffing and scanning resources. Last fiscal year, the Archives generated a total of 3,399,838 images. Thus far in FY2021, the Archives has generated a total of 3,493,112 images, with two months of production time remaining. Of these images, 2,109,676 were derived from microfilm scans and the remaining 1,383,436 images were from paper scanning.

New Record Series Online

As part of the Archives' goal to provide public access to our records, various record series that were already electronically available internally at the Archives, or were often requested by visiting patrons in our search room, have been systematically placed online in a pdf format. The initial priority was to review all indexes that had already been scanned and were available for viewing in the search room. After this, we focused on record series that have value for genealogical research by our patrons. In addition, collections that are regularly accessed by Archives' staff have been digitized to increase the ease of completing research requests by teleworking staff. As of the end of April, 157 record series, comprising 5,640 PDFs, have been placed online. As these series are made available for public access they are added to a new section of the Archives' homepage called, "What's New Online". The link to this information can be found at: <https://msa.maryland.gov/msa/homepage/html/whats-new.html>

Department of Legislative Services Digitization Project Update

In 2019, the Maryland State Archives began working on a digitization project for the Department of Legislative Services (DLS). The goal of the project was to digitize all Legislative History Files from 1976 through 1999. Each file contains all background documentation related to every bill or resolution that was discussed each year in the Legislature whether or not they passed. This work was split into two categories: files being scanned from the original paper (1976-1991) and files being scanned from microfilm (1992-1999). As of the end of April, all years from microfilm have been scanned and years 1992-1999 have been delivered to the DLS as text-searchable pdfs at the bill/resolution level. In addition to this, bills/resolutions from 1976-1989 have been scanned from the original paper source and 1976 through 1984 have been delivered to the DLS as well. The files from 1985-1989 are expected to be delivered soon. The Archives is currently working on completing the scanning of the 1990 and 1991 files.

Research, Outreach, and Reference Services

Reference Services

With the guidance and support of management during the COVID-19 pandemic, the Reference Services team has continued to prioritize health and safety while remaining committed to providing outstanding customer service. Members of the Reference Services team are partnered with Constituent and Interagency Services, Research, and Appraisal and Special Collections staff to answer detailed inquiries about our collections and to fulfill copy orders. Specifically, the Reference Services department fulfills all birth, death, and historical research copy order requests, including those for probate, land, military, immigration, naturalization, estate and patent records. In addition to certified orders, which are paper copies embossed with the state seal sent by mail and generally required for legal purposes such as IDs, passports, social security applications and estate settlements, Reference Services reinstated uncertified copy service for birth, death and marriage records to better assist the public. For a reduced fee, the Archives provides a digital-only copy sent by email which can be used by researchers as a reference copy. Since the last Commission meeting on November 17, the staff has successfully completed 1,940 orders through April 30.

In addition to order fulfillment, Research Services staff communicate with patrons who have complex research questions about Archives' collections. Staff typically provides detailed research assistance through email correspondence, but also returns phone calls and conducts online Google Meets as needed. Before the pandemic, staff typically responded to approximately 300 of these complex inquiries a month from the general public, but during the pandemic it has regularly numbered over 1,000 requests per month. In March 2021, staff answered a record 1,766 research inquiries by email in one month, and since the last Commission meeting the team has successfully answered 7,266.

From July through November 2020, the Archives hosted 148 public visits to the search room. While it was necessary to suspend in-person appointments in November we have re-established these visits in May of 2021, working through three phases. In Phase One, we began by corresponding with patrons in April who had appointments scheduled which were postponed in the late fall. Once those appointments were rescheduled, we moved ahead into Phase Two by accepting new appointments from the public. As we move forward, Phase Three will continue appointments but also accommodate search room open hours for the public. Masking requirements, distancing and health protocols remain in place for appointments.

Finally, in addition to direct customer service, the Reference Services team continues to improve our online presence and provide outreach to assist researchers with using our materials remotely. Improvements were made to copy order forms by increasing specificity and clarity of language. Staff added [training videos](#) on topics such as using the plats.net website, navigating specialized indexes, and searching for historic land records. We also conducted customer surveys to collect feedback from our stakeholders on priorities for digitization and training guides. Additionally, archivist Rachel Frazier gave live, virtual training presentations in collaboration with the Anne Arundel Public Library that reached capacity registration. By combining timely direct response to inquiries and orders, hosting in-person appointments, maintaining strong interdepartmental collaboration, and publishing helpful online tools for remote access, the Reference Services staff has continued to prioritize outstanding customer service.

Research

The Research Department has primarily focused on support of Reference Services during the pandemic, though the Legacy of Slavery Division has been deeply engaged with the Maryland Lynching Truth and Reconciliation Commission (MLTRC). Maya Davis, Legacy of Slavery Research Archivist and Legislative Liaison, had been representing the Archives on the MLTRC, and upon her departure Chris Haley was named as Commissioner. Mr. Haley serves on the Research and the Public Hearings Logistics Committees and is also the Commission liaison to Anne Arundel County. He is also a participant in the Prince George's County Lynching Memorial Project. Staff also participated in the *Finding Truth, Healing, and Reconciliation: The History of Lynchings in Maryland* program of the Maryland Center for History and Culture and the Reparations and Restorative Justice Conference, the Harriet Tubman Initiatives Workgroup, and the Frederick Douglass Park on the Tuckahoe Master Plan Workgroup.

Mr. Haley continued to conduct outreach by giving live, virtual presentations on *African American History and the Legacy of Slavery* for the African American Civil War Museum, Historic Annapolis, and the Department of Natural Resources. Finally, the Research Department has been fortunate to maintain a strong remote volunteer core who continue to mine census records and add entries to the Legacy of Slavery database. The Legacy of Slavery program is grateful for funding from the University of Maryland iSchool, from the Michael Kurtz Foundation, and from the National Endowment for the Humanities. Finally, staff continue to collaborate with Freedom on the Move of Cornell University and Enslaved of Michigan State University, both of which have agreed to feature Maryland case studies and records of the enslaved from our collections.

Education and Outreach

Staff remain active in providing educational outreach programming. The pandemic has brought technology to bear on outreach events, making lectures and workshops far more accessible to larger audiences from across the state and country. Team members have given well-received online virtual presentations on our collections for Historic Annapolis, Watermark, Anne Arundel County Public Library, Enoch Pratt Library, Mid-Atlantic Regional Archives Conference, Maryland Center for History and Culture, the African American Civil War Museum, and the Department of Natural Resources. The Lunch and Learn program was relaunched as a virtual series, in partnership with the Enoch Pratt Library. State Archivist Tim Baker kicked off the series in January, followed by presentations from Deputy State Archivist Elaine Rice Bachmann, Maya Davis, Chris Haley and Rob Schoeberlein. The Archives has launched a Presentation Library page to provide links to recordings of past programs.

In addition to community presentations, the Archives has focused on connecting with teachers and students. Staff participated in a Teachers' Professional Development Workshop in collaboration with the Reginald F. Lewis Museum in January and April and consulted with the offices of diversity and equity at both the United States Naval Academy and the Anne Arundel County Public School System to form workgroups on cultural history recognition. Chris Haley gave a day-long series of assemblies for Chesapeake Bay Middle School students in honor of black history month. Additionally, our partnership with the University of Maryland iSchool continues to support ongoing student analysis of the Legacy of Slavery Database.

The Archives continues to provide opportunities for student internships. While the pandemic shifted many volunteer and internship opportunities to remote and hybrid assignments, we have maintained positions for student interns throughout. The Archives received collaborative 400 Years of History grant funding with the Department of Commerce Tourism Division, allowing us to host four student fellows to study properties for addition to the National Parks Service's Network to Freedom. We are also grateful to St. John's College, Washington College, the University of Maryland iSchool, and the Governor's Public Service Scholars Program, which have provided funding or academic credit to participating students. The 2021 summer program is set to launch on June 2.

Special Collections & Conservation

The pandemic challenged the four-person unit of Special Collections and Conservation to communicate more frequently with each other and with other Archives staff who were working from multiple locations. Work spaces were coordinated in order to socially-distance while managing processing and preservation treatment projects both in Annapolis and at the Rolling Run facility.

Archivists Maria Day and Megan Craynon fulfilled patron orders, researched patron inquiries and coordinated digitization projects. Ms. Craynon also completed a draft of the Special Collections Processing and Cataloging Manual with the help of two graduate student assistants. Ms. Day supervised community outreach initiatives and communicated with prospective donors. Although work on reference inquiries reduced the time available for collections care, processing, and cataloging, conservator Camille DiMarco combined her existing expertise in caring for physical collections with new training to continue the processing and cataloging of special collections. The successful adaptation of Ms. DiMarco's talents resulted in the archival rehousing of donations made just prior to the pandemic and the creation of detailed inventories. These collections will soon be publicly accessible.

Throughout the pandemic, our conservators provided critical, in-house support by stabilizing records that required digitization for patron and state agency requests. The high demand for digitized records meant an equal surge in demand for our conservators' preservation services. While other archives might need to outsource treatments, our experienced conservators have allowed the agency to efficiently serve digital surrogates to patrons throughout the pandemic. Conservation saw an increase in requests for the mending of older records that had split along folds, the flattening of folded or rolled records, and the disbinding of volumes needed for bulk preservation scanning. In addition to treating paper and photographic records, conservator Jennifer Cruickshank monitored environmental conditions at Archives' facilities, assessed the condition of several agency transfers, and cared for records that had been exposed to water damage.

Community Collections and Outreach

In February, Maria Day and Corey Lewis hosted a documentary team from the Maryland Cultural & Conference Center (MC3) at the Archives. Staff staged the visit in several different spaces in response to social distancing protocols. The MC3 staff made a video to document a mural celebrating the legacy of Carr's Beach, an important African American entertainment venue in Annapolis, and visited the Archives to consult photographs in our Special Collections and interview Blacks of the Chesapeake director Vincent Leggett.

The Conservation team participated in community outreach through virtual and in-person meetings. Several organizations requested consultations for records preservation, including the Enoch Pratt Free Library and the Thurgood Marshall State Law Library. After a burst water pipe emergency at the Howard County African American History Museum, Jennifer Cruickshank assisted museum staff and Smithsonian Cultural Rescue Initiative volunteers by overseeing the triage of paper materials by laying out wet records, books, and textiles to dry outdoors.

Native American Resources Project. Through their connections with the Maryland Commission on Indian Affairs (MCIA), staff provided research assistance to several members of the Native American community in Maryland by providing information from the Archives' holdings and directing researchers to the institutions or groups more likely to hold specific records. For example, staff assisted a commissioner seeking Maryland Public Television segments by coordinating with MPT on his behalf, and reached out to Jefferson Patterson Park staff for information on a 2007 festival involving tribal community members. Archives staff have researched the records of churches known to have had Native American members of interest to Piscataway genealogists and, in instances where the Archives is not the record custodian, have researched potential custodian institutions, such as Georgetown University for Jesuit records. The Archives continues to build a strong relationship with MCIA commissioners, providing a resource for researchers seeking information about land records, treaties, and other legal documents from the early colonial period onward.

Special Collections supervised a team of three graduate students from the University of Maryland's iSchool in their search to identify records in the Archives of Maryland Online that referred to the indigenous community. The students consulted online indices for tribal people, communities, geographical locations, and words transliterated from Native languages, demonstrating just how visible Native people are in Maryland's history when one views seventeenth- and early eighteenth-century government records systematically. The team has identified references in sixteen Proceedings and Acts of the General Assembly of Maryland volumes; nine provincial, chancery, and county court proceeding volumes; and three volumes of Governor Horatio Sharpe's correspondence. The resulting databases will play a significant role in creating an online tool for guiding researchers and students to sources for indigenous history in Maryland. The next phase will involve both more research into the records and work with our database specialists to develop an interface for presenting the data to the public. We reported on the status of the Native American Resources Project and our outreach to stakeholders at the April 2021 meeting of the Maryland Commission on Indian Affairs.

Professional outreach. Drawing on MSA's community partnerships, Ms. Craynon organized, and Ms. Day moderated, a panel session at the Spring 2021 Mid-Atlantic Regional Archives Conference which elevated voices from the Native American community. Mario Harley, previous vice chair of Piscataway Conoy Tribal Council and Dr. Gabrielle Tayac, Associate Professor of Public History at George Mason University, spoke as guest presenters. They highlighted the history of Native communities in Maryland and the broader Delmarva region and discussed challenges for indigenous scholars in accessing and interpreting English colonial records about Native Americans.

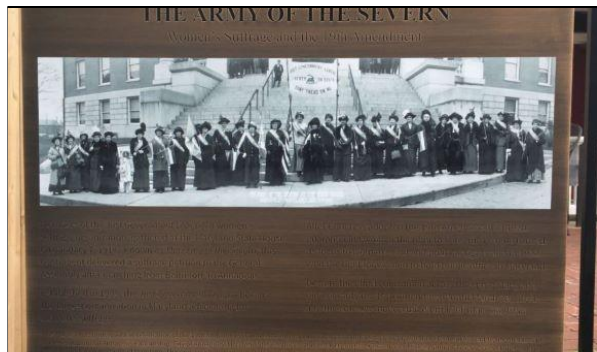
At the conference, Senior Director Corey Lewis also presented highlights from the Archives' community partnerships, including outreach to historical groups to teach them about best

practices for collection care, digitization, and inventory control. The presentations were followed by a Q&A session with excellent questions coming from the audience of just over 200 virtual attendees. This created an excellent dialogue about the appropriate role of archives and archivists in engaging underrepresented communities.

Newspaper Processing

Work continues on processing donations of newspapers such as the *Middletown Valley Citizen*, *Brunswick Citizen* and *Boonsboro Citizen*, along with several smaller titles. This on-going work is important as the Archives continues to be offered newspaper donations by libraries and other organizations as they look toward reallocating their own storage needs. For example, this summer we are anticipating a transfer from Montgomery History of non-Montgomery County newspapers which they can no longer store.

In March, the Archives transferred microfilm to University of Maryland Libraries during a fifth grant round of funding from the National Digital Newspaper Project (NDNP) at the Library of Congress. The current round of titles represents several ethnically diverse communities in Baltimore, military newspapers, and several titles significant in the Western part of the state. The Archives' digital imaging staff digitized four issues of a rare German immigrant newspaper and provided digital surrogates of an additional 36 microfilm reels to the University of Maryland. The Archives will support our academic partners as they prepare to apply for a sixth round of federal grant funding from the NDNP, as each grant increases the volume of Maryland newspapers digitally-accessible and searchable on the Chronicling America website available from the Library of Congress.



A large photo mural has been installed adjacent to the State House Inn on State Circle. The photo is from the Archives collection of suffragettes on the steps of the State House in 1914. Archives staff contributed to the collaboration with Senator Sarah Elfreth and the City of Annapolis to produce this mural and the accompanying interpretive plaque.

Information Technology

MDLandRec version 4 is in the early development stages. It replaces MDLandRec version 3 which was written in Cold Fusion, an older programming language. The new version will be written in ASP.Net, which will result in improved performance and security.

As part of the MDLandRec 4 project, the password reset functionality of MDLandRec 3 will be replaced to allow a user to reset their own password without having to contact the Archive's Help Desk. MDLandRec 4.0 will have the same user interface, features and functionality of the

current version of MDLandRec. MDLandRec 4.1 is in the planning and design stage and will include new search capabilities along with other improved features.

We are also developing a technology we are calling *PageViewer* which allows users to flip through a book or reel of microfilm page by page rather than scrolling through a lengthy pdf. The latest version of the project will allow online users to view selected holdings remotely. The project has been tested internally and we have begun to deploy this technology using a small number of books to test the public interface. Our goal is to use *PageViewer* to present all publicly available scanned collections online.

Government Information Services

Throughout the pandemic, Government Information Services has made available to the public the *Maryland Manual On-Line*, Government Reports and Publications, and the Archives' libraries in Annapolis and at the Rolling Run facility.

Maryland Manual On-Line

Staff for the *Maryland Manual On-Line* have postponed retirement and annual leave throughout the pandemic to maintain and continuously update the publication, responding to the urgent need of Maryland citizens to access government services throughout the crisis.

Government Reports and Publications.

The Librarian has worked at the Archives Building throughout the pandemic to provide for the continued acquisition and description of Government Reports and Publications.

Archives Libraries in Annapolis and Rolling Run

A significant highlight this year was acquiring the libraries of two Maryland historians, Willard R. Mumford and Burt Kummerow, along with many personal books of historian Jean B. Russo. Ms. Russo's books are housed in the Archives' Annapolis library while the libraries of Willard R. Mumford and Burt Kummerow form a significant part of the Rolling Run library.

Baltimore City Archives

COVID-19 Closure

The Archives closed its doors to the general public on March 16, 2020, and staff have primarily teleworked since that date. Image orders and reference inquiries continue to be fielded and fulfilled remotely. Employees visit the facility on a weekly basis to fulfill file transfer requests, perform research, digitize material, process collections, and other duties that require them to be on-site. Large-scale record transfers still remain suspended.

In Fall 2020, we invited a very small number of volunteers back with the guidance and support of the Archives' management team. As always, however, the health and safety of both staff and volunteers was paramount and by late November, with COVID cases spiking once more, the scenario was ended.

Staff has coordinated teleconferencing sessions with general researchers, and retired State Archivist Dr. Ed Papenfuse has kindly met remotely with these patrons to assist them with their research.

The Baltimore City government continues to develop a reopening plan for its departments, but no definitive timeline exists at present.

Record Management Activities

No appraisal meetings at City agencies have occurred since March 2020. Since the previous Commission meeting, requests to transfer records to the City Archives originated from the Office of the Comptroller and the Office of the President of the City Council. These transfers, however, remain in process. Patient files for the Baltimore City Health Department, case files for the Office of the States Attorney for Baltimore City, and case files for the Office of the City Solicitor have been retrieved and provided upon city departmental request.

Reference Services

The City Archives provides an emailed digital-only copy of records which may be used by researchers as a reference copy. We have been performing this service since the beginning of the pandemic for both city agencies and the general public. The State Archives' digitization unit has also provided support in our efforts.

Researcher topics of interest have included: Lexington Market history, the speeches of Mayor Kurt Schmoke relating to drug decriminalization, Civil War soldier bounty applications, the Baltimore roots of President Joe Biden's family, the 1974 City Police strike (and Baltimore policing, in general), and nineteenth-century coroner reports.

City Archives staff have also been assisting State Archives Reference Services staff with Baltimore-related reference questions and archived vital records requests.

Processing

Transferred Mayoral administrative records, referenced in the previous HRC report, have been sorted, re-boxed, and shelved. Twenty-two cubic feet of material relating to the O'Malley, Dixon, and Rawlings-Blake administrations have been added to BRG 9 (Mayor's Office) in the *Guide to Government Records*.

Research Initiatives

The pandemic provided an opportunity to dig deeper into various collections at both the City and State Archives to gain a better understanding of aspects of Baltimore history.

In response to a request from Baltimore's Office of the Comptroller, the City Archives researched and produced a chronological list of all Baltimore City Comptrollers. Biographical sketches of all the office holders are still in process.

Dr. Rob Schoeberlein produced a 44-page research paper set in Federal Era Baltimore. The piece examines an historical Chancery Court trustee/guardianship case (from Chancery Record, S517), and its lengthy and unusual custody contest. In February, the paper was submitted to the *Maryland Historical Magazine* in consideration for publication.

Dr. Schoeberlein also completed the final edits on his chapter “Maryland’s Women at War,” for *The Civil War in Maryland Reconsidered*. (edited by Charles Mitchell and Jean Baker, LSU Press; November 2021 release.) More information can be found at:

<https://lsupress.org/books/detail/civil-war-in-maryland-reconsidered/>

Research continues on the State Archives’ Battle Flag Collection and Civil War social history. Emphasis has been placed upon the Maryland-raised US Colored Infantry regiments and African American community support for the men and their dependents.

Outreach

The City Archives partners with the non-profit Baltimore Heritage in the Bmore Unconference (also known as the Baltimore Unconference) and participates in virtual planning meetings. The event, for people who care about public history and historic preservation in and around Baltimore, is slated for September 2021.

In May, Dr. Rob Schoeberlein spoke virtually on the topic of *Baltimore Women and Benevolence during the Civil War Era* before a general audience. This State Archives event was presented in collaboration with The Enoch Pratt Free Library and The Maryland Four Centuries Project.

Upcoming Special Meetings of the Commission & Events of Interest

June 10: Lunch and Learn: *Maryland’s Artistic Property Highlights Recent Acquisitions*.

Catherine Rogers Arthur, Senior Curator Director of Artistic Property, will present Maryland's Artistic Property, highlights of recent acquisitions, and a virtual tour of Maryland's Treasures of State. A virtual presentation at 1:00 pm.

July 8: Lunch and Learn: *The Power of the Ballot*. Dr. Ida E. Jones, Morgan State University Archivist, will discuss her latest book, *Baltimore Civil Rights Leader Victorine Q. Adams: The Power of the Ballot*. Dr. Jones will examine the life of Victorine Adams through her archival collection and address the importance of the archival record in contextualizing the life of the person. A virtual presentation at 1:00 pm.

August 12: Lunch and Learn: *Meet Maryland’s Anne Catharine Green*. Anne Catharine Green became the publisher of the Maryland Gazette following her husband’s death in 1767, and her story would be inspiring in any era: a successful business woman operating in a man’s world. Re-enactor Diane Rey will present a vivid portrayal of the woman herself. Afterward, follow along in Anne’s footsteps on a virtual tour of Annapolis landmarks important in her life. A virtual presentation at 1:00 pm.

Please go to <https://msa.maryland.gov/msa/homepage/html/upcomingevents.html> for the link to these events.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment - At conclusion of closed session.

Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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

(410) 260-6402 - email: tim.baker@maryland.gov

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Hall of Records Commission Meeting Minutes

May 17, 2021 2:00 p.m.

Via Teleconference

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

Attendees:

Commission Members and Alternates:

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

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

Ms. Bernadette Benik, *designee of the Treasurer of Maryland*

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

Ms. Alexandra Walinska, *representative of the Comptroller of Maryland*

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

The Honorable William C. "Bill" Ferguson IV, *President of the Senate*

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

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

Mr. Winston Tabb, *designee of the President, Johns Hopkins University*

Blue Ribbon Committee:

Ms. Mimi Calver, *Friends of the Maryland State Archives*

Ms. Pat Melville, *Director, Appraisal Department (retired)*

Opening Remarks / Special Announcements



The Chair presented Mr. Timothy D. Baker, State Archivist, with the Calvert Medal, in recognition of his many years of state service and his leadership of the Maryland State Archives since 2015. Mr. Baker will retire on June 30, 2021.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 17, 2020:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_minutes_fall_2020.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

December 15: Tim Baker, Elaine Rice Bachmann and members of staff attended the Four Rivers Heritage Awards presentation, at which the Archives received three awards. Heritage Professional of the Year (Mimi Calver); Heritage Product of the Year (*The Maryland State House: 250 Years of History*); and Heritage Partnership Award (A Celebration of Harriet Tubman and Frederick Douglass).

January 14: Tim Baker gave a virtual Lunch and Learn presentation on *What Role Should Archivists Play in the National Debate over Public Monuments?*

January 22: Elaine Rice Bachmann provided support for the lying-in-state of Senate President Emeritus Thomas V. Mike Miller, Jr.

February 11: Maya Davis and Elaine Rice Bachmann gave a virtual Lunch and Learn presentation, *Historical Representation in the Maryland State House: The Statues of Harriet Tubman and Frederick Douglass*.

March 11: Chris Haley gave a virtual Lunch and Learn presentation, *Fatal Path to Judgment: Laws of Racial Control and Oppression from Maryland's Founding to Post-Revolution*.

March 24: Tim Baker gave introductory remarks at the First Citizen Awards before the Maryland Senate.

April 5: Elaine Rice Bachmann gave remarks as part of the rededication event for Lawyers' Mall and the Thurgood Marshall Memorial, hosted by the Department of General Services.

April 7: The Maryland Senate voted unanimously in favor of a resolution honoring Tim Baker for his many years of government service.

April 12: Tim Baker participated in a panel discussion on trends in Public Information Act / Freedom of Information Act requests sponsored by the Mid-Atlantic Regional Archives Conference.

May 13: The Archives hosted a Lunch and Learn program on *Baltimore Women and Benevolence During the Civil War*, presented by staff member Rob Schoeberlein.

Upcoming Special Meetings of the Commission & Events of Interest

June 10: Lunch and Learn: *Maryland's Artistic Property Highlights Recent Acquisitions*. Catherine Rogers Arthur, Senior Curator Director of Artistic Property, will present Maryland's

Artistic Property, highlights of recent acquisitions, and a virtual tour of Maryland's Treasures of State. A virtual presentation at 1:00 pm.

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Please go to <https://msa.maryland.gov/msa/homepage/html/upcomingevents.html> for the link to these events.

The Chair moved that the Minutes be approved and the special meetings of the Commission recognized. President Ferguson seconded the motion and the motion was unanimously approved.

Records Retention & Disposal

Kathryn Baringer, head of the Appraisal and Description Department, reported the receipt of 12 retention schedules since the last meeting of the Commission, 10 from state agencies and two from municipalities. The Archives received 157 disposal certificates,

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_schedules_spring_2021.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_disposal_spring_2021.pdf

President Ferguson moved to approve the records retention schedules and disposal schedules, seconded by Mr. Churchill. The motion was unanimously approved.

Recent Gifts, Deposits, & Acquisitions

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

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_records_spring_2021.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000053/hrc_special_collections_spring_2021.pdf

Government Reports and Publications Accessions:

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

Library Accessions:

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

The Chair moved to recognize the gifts, deposits, and acquisitions, seconded by President Ferguson. The motion was unanimously approved.

Mr. Baker thanked the Honorable Mary Ellen Barbera, Chief Judge of the Maryland Court of Appeals, for serving as Chair of the Hall of Records Commission since 2013. In his remarks Mr. Baker noted that Chief Judge Barbera had served as Chair of the Commission while also serving as the head of the judicial branch of Maryland government, providing a model of enthusiasm, support, and personal commitment in all facets of her many responsibilities. Chief Judge Barbera will retire on September 10, 2021.



Closure of meeting

In accordance with the Open Meeting Act General Provisions Art. § 3-305(b), the Chair conducted a public vote by the Commission members to close the meeting for the purpose of discussing the appointment of a State Archivist.

Recorded vote to close the meeting:

Authority under § 3-305(b) for closing: § 3-305(b)(1).

Date: 5/17/2021 and Time 2:37 p.m.

Location: Virtual meeting of Commission

Purpose: To discuss the applications for the position of State Archivist

The vote to close the meeting was unanimous in the affirmative with no abstentions

In addition to the members in attendance, the following individuals were present at the closed meeting:

Ms. Mimi Calver, representing the Blue Ribbon committee

Ms. Pat Melville, representing the Blue Ribbon committee

Mr. Timothy D. Baker, State Archivist

Ms. Teresa Fawley, Deputy Director of Administration
Ms. Liz Coelho, Recorder

Note: Dr. Richard Bell left the meeting early and did not attend the closed session.

Topics discussed in closed session: The representatives of the Blue Ribbon committee presented the qualifications of applicants for the position of State Archivist, recommending the selection of applicant Elaine Rice Bachmann.

Action taken: By unanimous vote of Commission members present, and by the proxy of Dr. Richard Bell and Mr. Mark Letzer, the selection of Ms. Rice Bachmann was approved. The Commission will forward Ms. Rice Bachmann's name to the governor for consideration of her appointment.

The Chair adjourned the meeting of the Hall of Records Commission at 3:10 pm

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401
(410) 260-6402 - email: tim.baker@maryland.gov
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Chronology of Staff Activities
November 17, 2020 - May 16, 2021

November 17: The Archives hosted the Fall meeting of the Hall of Records Commission via teleconference.

November 17: Emily Oland Squires and Chris Haley attended the Lynching Reparations and Restorative Justice Conference.

November 18: Elaine Rice Bachmann attended a meeting of the Government House Foundation board of directors.

November 18: Chris Haley attended a meeting of the Prince George's County Coalition Lynching Memorial Project.

November 19: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

November 19: Elaine Rice Bachmann attended the annual meeting of the Winterthur Fellows.

November 23: Maya Davis and Chris Haley were interviewed by PBS for an upcoming Frederick Douglass documentary.

November 24: Chris Haley and Maya Davis participated on the selection committee for 400 Years of African American History fellows.

December 1: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Education and Programming sub-committee.

December 3: Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission.

December 3: Kathryn Baringer attended a meeting of the Land Records Oversight Committee.

December 3: Corey Lewis attended a meeting with Dr. Ida Jones, Morgan State University, and Vince Leggett of the Blacks of the Chesapeake project to collaborate on internship opportunities for Morgan State students.

December 7: Maria Day, Megan Craynon and Maya Davis gave a presentation on the Archives' Native American records resources project to the Maryland Commission on Indian Affairs.

December 8: Tim Baker and Elaine Rice Bachmann attended a planning meeting of the America 250 project.

December 9: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture Museum Committee.

December 9: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Steering committee.

December 10: Staff attended a presentation by Dr. Richard Bell on his book *Stolen: Five Free Boys Kidnapped into Slavery and Their Astonishing Odyssey Home*.

December 14: Tim Baker, Chris Haley, Maya Davis and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

December 15: Tim Baker, Elaine Rice Bachmann and members of staff attended the Four Rivers Heritage Awards presentation, at which staff member Mimi Calver received the Heritage Professional of the Year award.

December 15: Kathryn Baringer moderated the Council of State Archivist's State Electronic Records Initiative (SERI) webinar *Approaches for Self-Assessments*.

December 17: Rob Schoeberlein met with Catherine Mayfield, Maryland Center for History and Culture, to discuss the digitization of that organization's library microfilm.

December 18: Christopher Schini attended a meeting of the Open Data Council.

December 21: Maya Davis and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

December 21: Chris Halley attended a meeting of the Prince George's County Memorial Library Lynching Coalition.

December 22: Tim Baker attended a meeting of the Council of State Archivists' Advocacy Committee.

December 22: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Education and Programming Sub-Committee.

January 5: Catherine Rogers Arthur and Elaine Rice Bachmann attended a planning meeting of the American 250 project.

January 6: Maya Davis gave a presentation on the antebellum period to 8th grade social studies educators from Anne Arundel County, sponsored by the Reginald F. Lewis Museum.

January 11: Tim Baker, Elaine Rice Bachmann, Emily Oland Squires, Chris Haley, and Maya Davis attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

January 13: Kathryn Baringer attended a Council of State Archivists' State Electronic Records Initiative (SERI) Steering Committee meeting.

January 14: Tim Baker gave a virtual Lunch and Learn presentation on *What Role Should Archivists Play in the National Debate over Public Monuments?*

January 14: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

January 18: Chris Kintzel and Elaine Rice Bachmann provided Watermark Guide training on Lawyers' Mall design history and the Marshall Memorial.

January 20: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

January 21: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

January 21: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 2*.

January 22: Maya Davis attended a meet and greet for 400 Years fellows.

January 22: Elaine Rice Bachmann provided support for the lying-in-state of Senate President Emeritus Thomas V. Mike Miller, Jr.

January 26: Elaine Rice Bachmann attended a meeting of the Government House Foundation Board.

January 26: Rob Schoeberlein chaired and Tim Baker attended a meeting of the Maryland Center for History and Culture Library Committee.

January 26: Tim Baker attended a meeting of the Council of State Archivists Advocacy Committee.

January 27: Chris Haley and Maya Davis attended a meeting of the Harriet Tubman Initiatives Working Group.

January 28: Christopher Schini and V. Joyce Phelps II joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 3*.

February 2: Chris Haley attended a meeting of the University of Maryland ISchool Field Study Group.

February 4: Chris Haley gave a presentation to the African American Civil War Museum on African American history and race relations pertaining to “Roots” and the Haley family.

February 5: Camille DiMarco, Jennifer Cruickshank, and Maria Day offered a preservation consultation on a rare scrapbook for Wesley Wilson, Enoch Pratt Free Library.

February 9: Emily Oland Squires gave a presentation on Careers in Archives to students of St. John's College, Annapolis.

February 10: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Steering Committee.

February 11: Elaine Rice Bachmann and Maya Davis gave a Lunch and Learn presentation on *Historical Representation in the Maryland State House: The Statues of Harriet Tubman and Frederick Douglass*.

February 12: Tim Baker attended a meeting of the Maryland Four Centuries Board.

February 12: Maya Davis attended a meeting of the 400 Years of African American History Commission.

February 12: Chris Haley attended a University of Maryland iSchool graduate program meeting concerning analysis of the Legacy of Slavery database.

February 18: Maya Davis provided an interview to WBAL on the 400 Years of African American History Commissions fellows.

February 18: Maya Davis attended a meeting of the Prince George's County Coalition Lynching Memorial Project.

February 22: Chris Haley gave a presentation to the Department of Natural Resources and Fair Practices Black History Month commemoration on *The Life and Legacy of Harriet Tubman*.

February 22: Emily Oland Squires participated in *Leading Racial Equity in Humanities Organizations Workshop 1* with the Maryland Humanities Council.

February 23: Tim Baker attended a meeting of the Council of State Archivists Advocacy Committee.

February 23: Chris Haley presented on *The Legacy of Slavery in Maryland* in a webinar sponsored by Historical Annapolis.

February 24: Maya Davis participated in a meeting of the Prince George's County Lynching Truth and Reconciliation History Project.

February 25: Emily Oland Squires attended the RootTech Connect 2021 conference.

February 25: Corey Lewis and Maria Day hosted a research visit of the Carr's Beach Mural Team.

February 25: Corey Lewis was interviewed by Maryland Cultural & Conference Center MC3 on the Carr's Beach Mural project

February 26: Maya Davis provided an interview to Fox5 News on Black History Month.

February 26 Rob Schoeberlein met virtually with the donors of the John L. Cain Papers.

February 26: Jennifer Cruickshank responded to a records emergency at Howard County African American History Museum

February 27: James Watson attended the RootsTech Connect 2021 conference.

March 2: Chris Haley attended a meeting of the Multicultural Experiences City Dock Committee.

March 2: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Education and Programming Sub-Committee.

March 4: Elaine Rice Bachmann attended a meeting of the Maryland Public Art Commission.

March 4: Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

March 4: Chris Haley attended a programming planning meeting of the Anne Arundel County Public Library System.

March 4: Megan Craynon and Maria Day met with Montgomery History archivist Sarah Hedlund about collaboration to preserve newspapers

March 5: Chris Haley attended a meeting of 400 Years of African American History.

March 5: Elaine Rice Bachmann attended a ceremony at the State House to honor the victims of the COVID-19 pandemic.

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

March 8: Elaine Rice Bachmann attended a meeting of the Maryland Center for History and Culture Museum Committee.

March 9: Chris Haley attended a meeting with Greater Baltimore Urban League on Orchard Street Church.

March 10: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Steering Committee.

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

March 11: Chris Haley gave a Lunch and Learn presentation on *Fatal Path To Judgment: Laws of Racial Control and Oppression from Maryland's Founding to Post-Revolution*.

March 11: V. Joyce Phelps II collaborated with staff from the University of Maryland Libraries to transform our joint media campaign on the 19th Amendment into an audio/visual "virtual poster" presentation for the Spring meeting of the Mid-Atlantic Regional Archives Conference.

March 12: Chris Haley attended a University of Maryland iSchool graduate program meeting concerning analysis of the Legacy of Slavery database.

March 15: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

March 16: Emily Oland Squires represented the 19th Amendment Commission at the 19th Amendment Commemoration ceremony by the Maryland Senate.

March 16: James Watson and Emily Oland Squires provided an introduction to the Archives to Wayne State Alternative Spring Break interns.

March 16: Kathryn Baringer attended a meeting of the Council of State Archivists' State Electronic Records Initiative (SERI) Education and Programming Sub-Committee.

March 16: Elaine Rice Bachmann met with First Lady Yumi Hogan and Maryland artist Jack Boul to accept a donated painting and monotype on behalf of the Maryland Commission on Artistic Property.

March 16: Tim Baker attended a meeting of state archivists to discuss covid planning.

March 17: Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

March 18: Rachel Frazier, Corey Lewis, Maria Day, James Watson and Kathryn Baringer gave an introduction to Archives departments to Wayne State Alternative Spring Break interns.

March 18: Maria Day met with University of Maryland Baltimore archivist Angela Rodgers-Koukoui to plan the autumn Maryland History and Culture Collaborative virtual meeting

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

March 19: Chris Haley presented on *Black History in Maryland* to Chesapeake Bay Middle School students.

March 19: Chris Haley met with 400 Years of African American History fellows.

March 20: Maya Davis attended a meeting of the Prince George's County Lynching Memorial Project Coalition.

March 20: Liz Coelho attended a meeting of the FromThePage Council of State Archivist Steering Committee.

March 22: Chris Haley attended a meeting of the Annapolis City Dock Multi-Cultural Experience.

March 22: Corey Lewis attended a meeting of the Old Town Mall Redevelopment Virtual Community as a guest of the East Baltimore Historical Library

March 22: Emily Oland Squires participated in *Leading Racial Equity in Humanities Organizations Workshop 2* with Maryland Humanities Council.

March 23: Corey Lewis attended a meeting with Vince Leggett and Zion Lesueur, representatives of Blacks of the Chesapeake.

March 23: Maria Day moderated a live question & answer session on archives for the Visual Resources Association's annual meeting.

March 24: Tim Baker gave introductory remarks at the First Citizen Awards before the Maryland Senate.

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

March 25: Chris Haley attended a meeting of the Annapolis City Dock Action Committee.

March 25: Maya Davis and Chris Haley met with the Office of Tourism and Development on Network to Freedom.

March 26: Chris Haley met with Annapolis leadership to discuss the Henry Davis lynching and potential steps to address its legacy.

March 30: Camille DiMarco met with staff of the Thurgood Marshall State Law Library to discuss designs for a custom box enclosure for the Law Library's special collections.

March 31: Chris Haley attended a meeting of the Anne Arundel County Public Schools Local History Workgroup with the Office of Equity and Accelerated Student Achievement.

April 2: Liz Coelho was interviewed by student members of the Maryland I-Consultancy Project concerning crowd-sourcing projects.

April 5: Elaine Rice Bachmann gave remarks as part of the rededication event for Lawyers' Mall and the Thurgood Marshall Memorial, hosted by the Department of General Services.

April 5: Megan Craynon and Maria Day gave a progress report to the Maryland Commission on Indian Affairs about the Native American records resources project.

April 6: Owen Lourie presented on the Maryland 400 in a talk sponsored by Historic Annapolis.

April 7: The Maryland Senate voted unanimously in favor of a resolution honoring Tim Baker for his many years of government service.

April 8: The Archives hosted, in partnership with the Enoch Pratt Free Library and the Maryland Four Centuries Project, a Lunch and Learn presentation on *Historic St. Mary's City*, with speaker Travis Parno.

April 9: Chris Haley attended a University of Maryland iSchool graduate program meeting concerning analysis of the Legacy of Slavery database.

April 12: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

April 12-16: Megan Craynon served as a Program Committee member at the spring 2021 Mid-Atlantic Regional Archives Conference.

April 12: Tim Baker was a panelist at the Mid-Atlantic Regional Archives Conference and spoke on Freedom of Information Act issues.

April 12: Corey Lewis was a panelist and Maria Day the moderator of the Mid-Atlantic Regional Archives Conference program *Education & Outreach: Tools to Encourage and Highlight Diversity in Collections*.

April 12: Liz Coelho attended a meeting of the FromThePage / Council of State Archivist Steering Committee.

April 15: Camille DiMarco met with St. Mary's College of Maryland archivist Kent Randall about completing treatment for two rare books owned by the college.

April 19: Emily Oland Squires participated in *Leading Racial Equity in Humanities Organizations Workshop 3* with Maryland Humanities Council.

April 19: Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

April 20: Elaine Rice Bachmann and Emily Oland Squires participated in *The Foundations of Racism: Defining the Roots of Bigotry and Discrimination Against Black People in America Anti-Racism* training workshop with Banneker-Douglass Museum.

April 21: Tim Baker, Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

April 21: Rachel Frazier presenting a genealogical workshop in partnership with the Anne Arundel County Public Library System on using Maryland court records for research.

April 21: Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

April 22: Chris Haley met with the Office of Tourism and Development on the Network to Freedom program.

April 23: V. Joyce Phelps II gave a presentation on transfer procedures to a meeting of the Register of Wills Association.

April 23: Elaine Rice Bachmann provided a tour of the State House for Governor Hogan and his guests, Senator Joe Manchin (D-WV) and Representative Dean Philips (D-MN).

April 27: Tim Baker attended a meeting of the Council of State Archivist Advocacy Committee.

April 27: Rob Schoeberlein chaired and Tim Baker attended a meeting of the Maryland Center for History and Culture's Library Committee.

April 28: Maria Day, Megan Craynon and Chris Haley updated Keith Colston from the Governor's Office on Community Initiatives and our Native American Resources project.

April 28: Rachel Frazier presenting a genealogical workshop in partnership with the Anne Arundel County Public Library System on using online sources for research.

May 6: Chris Haley met with the Office of Tourism and Development on the Network to Freedom program.

May 7: Chris Haley attended a University of Maryland iSchool graduate program meeting concerning analysis of the Legacy of Slavery database.

May 10: Tim Baker, Elaine Rice Bachmann, Emily Oland Squires and Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

May 13: The Archives hosted a Lunch and Learn program on *Baltimore Women and Benevolence During the Civil War*, presented by Rob Schoeberlein.

May 13: Kathryn Baringer joined with Shaconda Haynie of the Records Management Division of the Department of General Services to provide to public officials the training session *Records Management 101 Part 1*.

May 14: Chris Haley attended the 400 Years of History Fellows grant program meeting.

May 17: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Research Committee meeting.

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**Maryland State Archives
Records Retention Schedules Approved
Since Last Hall of Records Commission Meeting
on 11/17/2020**

Aberdeen Police Department, Property and Edvidence

Received: 12/2/2019 Approved: 3/24/2021 Schedule: M436

City of Frederick Clustered Spires Golf Club

Received: 11/4/2020 Approved: 11/6/2020 Schedule: M444

Department of Natural Resources, Land Resources, Maryland Park Service

Received: 7/7/2020 Approved: 10/26/2020 Schedule: 2954

Department of Natural Resources, Information Technology Service

Received: 7/15/2020 Approved: 10/26/2020 Schedule: 2959

Department of the Environment, Land and Materials Administration, Technical Services and Operations Program

Received: 2/21/2020 Approved: 3/24/2021 Schedule: 2957

Maryland Department of Natural Resources, Land Acquisition and Planning

Received: 5/20/2016 Approved: 3/9/2021 Schedule: 2794

Maryland Department of the Environment, Operational Services Administration / Office of Human Resources

Received: 8/1/2020 Approved: 10/26/2020 Schedule: 2960

Maryland Department of Transportation, the Secretary's Office, Office of Human Resources

Received: 11/6/2020 Approved: 12/1/2020 Schedule: 2941A

Maryland State Police Aviation Command (22)

Received: 12/14/2020 Approved: 3/24/2021 Schedule: 971-22-3

Maryland State Police, Grants Management Section (12)

Received: 12/5/2021 Approved: 3/24/2021 Schedule: 971-12-1

Maryland Transportation Authority, Police

Received: 11/6/2020 Approved: 11/18/2020 Schedule: 2923A3

Public Safety & Correctional Services, Division of Parole & Probation

Received: 12/14/2020 Approved: 3/2/2021 Schedule: 2953

Disposal Certificate Summary
Total number of digital certificates - 86
Total number of paper certificates - 51
Total number of certificates - 137
Images of disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Digital Disposal Certificates Approved Since Hall of Records Meeting 11/17/2020</p>		
Date Approved	Agency	Certificate Number
12/7/2020	Carroll County Detention Center	SE55-6007
12/14/2020	Howard County Circuit Court	SE55-6009
12/14/2020	Howard County Circuit Court	SE55-6010
12/15/2020	Montgomery County Circuit Court	SE55-6011
12/15/2020	Carroll County Detention Center	SE55-6012
12/17/2020	Carroll County Detention Center	SE55-6013
12/18/2020	Maryland Department of General Services Baltimore County Health Department	SE55-6015
12/18/2020	Maryland Department of General Services Baltimore County Dept. of Health	SE55-6016
12/18/2020	Maryland Department of General Services Baltimore County Dept. of Health - Division of Disease Control - Dentistry	SE55-6017
12/18/2020	Maryland Department of General Services Baltimore County Health Department - Public Nursing Services	SE55-6018
12/18/2020	Maryland Department of General Services Baltimore County Health Department - PHN Services	SE55-6019
12/18/2020	Maryland Department of General Services DHMH - Carroll County Health Department	SE55-6020
12/18/2020	Maryland Department of General Services Cecil County Health Department	SE55-6021
12/18/2020	Maryland Department of General Services Frederick County Health Department	SE55-6022
12/18/2020	Maryland Department of General Services Howard County Health Department - Southeastern Health Center	SE55-6023
12/21/2020	Prince George's County Circuit Court Records Management	SE55-6024
12/23/2020	Carroll County Detention Center	SE55-6025
12/30/2020	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6026
12/30/2020	Maryland Department of Health and Mental Hygiene Carroll County Health Department	SE55-6027

12/30/2020	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-6028
12/30/2020	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-6029
1/4/2021	Prince George's County Circuit Court Records Management	SE55-6030
1/4/2021	Anne Arundel County Community College Document Services/Records Retention	SE55-6031
1/5/2021	Prince George's County Circuit Court Records Management	SE55-6032
1/5/2021	Maryland Department of Transportation Maryland Transportation Authority - JFK2 Stockroom	SE55-6033
1/5/2021	Worcester County Sheriff's Office Expungement Unit	SE55-6035
1/6/2021	Worcester County Circuit Court Clerk's Office	SE55-6036
1/6/2021	Worcester County Circuit Court Clerk's Office	SE55-6037
1/7/2021	Maryland State Ethics Commission	SE55-6038
1/8/2021	Howard County Circuit Court	SE55-6039
1/11/2021	Maryland Department of General Services Prince George's County Health Department - Medical Records	SE55-6040
1/11/2021	Maryland Department of General Services Somerset County Health Dept. Community Health	SE55-6041
1/11/2021	Maryland Department of General Services State Records Division	SE55-6042
1/11/2021	Maryland Department of General Services Washington County Health Department/Division of Addictions and Mental Health Services Adolescent/Young Adult	SE55-6043
1/11/2021	Maryland Department of General Services Washington County Health Department/ Nursing	SE55-6044
1/14/2021	Carroll County Detention Center	SE55-6045
1/15/2021	City of Cumberland Finance - Utility Billing	SE55-6046
1/19/2021	Emmitsburg	SE55-6047
1/21/2021	City of Cumberland	SE55-6048
1/22/2021	Carroll County Detention Center	SE55-6050
1/26/2021	Carroll County Sheriff's Office	SE55-6051
1/27/2021	Carroll County Circuit Court	SE55-6070
1/28/2021	Maryland State Ethics Commission	SE55-6071
1/28/2021	County Commissioners of Calvert County County Attorney	SE55-6072
1/29/2021	Carroll County Detention Center	SE55-6073
2/4/2021	County Commissioners of Calvert County County Attorney	SE55-6077
2/5/2021	Maryland Department of Transportation Maryland Transportation Authority - Operations - Fleet Management	SE55-6078
2/5/2021	Garrett Circuit Court Clerks Office	SE55-6079
2/8/2021	Anne Arundel County Community College Document Services/Records Retention	SE55-6080
2/10/2021	Garrett Circuit Court	SE55-6081
2/10/2021	City of Cumberland City Clerk	SE55-6082

2/11/2021	Garrett Circuit Court	SE55-6084
2/17/2021	Maryland Department of Transportation Maryland Transportation Authority - Fleet Management	SE55-6091
2/17/2021	City of Cumberland City Clerk	SE55-6092
2/19/2021	Maryland Department of General Services Office of Human Resources	SE55-6093
2/25/2021	Maryland Office of Public Defender Administration	SE55-6097
2/25/2021	Maryland Office of Public Defender Administration	SE55-6098
2/25/2021	Carroll County Detention Center	SE55-6099
2/26/2021	Baltimore County Circuit Court	SE55-6101
3/2/2021	City of Cumberland City Clerk	SE55-6102
3/5/2021	Carroll County Detention Center	SE55-6104
3/12/2021	Carroll County Detention Center	SE55-6105
3/23/2021	Carroll County Detention Center	SE55-6108
3/23/2021	Carroll County Detention Center	SE55-6109
3/25/2021	Maryland State Police Office of State Fire Marshal	SE55-6111
4/1/2021	Bowie Government	SE55-6122
4/5/2021	Maryland State Police Internal Affairs Division	SE55-6123
4/6/2021	Maryland Department of General Services Prince George's County Health Department - Medical Division	SE55-6124
4/6/2021	Maryland Department of General Services Washington County Health Department/ Nursing	SE55-6125
4/7/2021	Carroll County Detention Center	SE55-6127
4/8/2021	Maryland State Police Internal Affairs Division	SE55-6128
4/8/2021	Maryland State Police Internal Affairs Division	SE55-6129
4/8/2021	Maryland State Police Internal Affairs Division	SE55-6130
4/8/2021	Carroll County Detention Center	SE55-6131
4/9/2021	City of Frederick Police Department	SE55-6132
4/9/2021	City of Frederick Police Department	SE55-6133
4/9/2021	County Commissioners of Calvert County County Attorney	SE55-6134
4/13/2021	Maryland Department of Transportation Maryland Transportation Authority - Policy, Innovation, and Performance	SE55-6135
4/13/2021	Maryland Department of Transportation Maryland Transportation Authority - Policy, Innovation, and Performance	SE55-6136
4/14/2021	Maryland Department of Transportation Maryland Transportation Authority - Engineering and Construction	SE55-6138
4/14/2021	Maryland Department of Transportation Maryland Transportation Authority - Human Resources - Classification and Compensation Unit	SE55-6139
4/14/2021	Maryland Department of Transportation Maryland Transportation Authority - Human Resources and Workforce Development	SE55-6140
4/14/2021	Carroll County Detention Center	SE55-6141
4/15/2021	Garrett Circuit Court	SE55-6142

4/20/2021	Prince George's County Circuit Court Records Management	SE55-6143
4/14/2021	Prince George's County Circuit Court Records Management	SE55-6144

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 11/17/2020

Date Approved	Agency	Certificate Number
10/30/2020	County Commissioners for Calvert County, Personnel Risk Management	SE55-6008
11/17/2020	Anne Arundel County Detention Center, Administration	SE55-6014
11/9/2020	Anne Arundel County Detention Center, Administration	SE55-6034
11/12/2020	St. Mary's County, Treasurer	SE55-6049
3/3/2020	St. Mary's County Government, Office of the County Attorney	SE55-6052
3/6/2020	District Court 11 Washington County	SE55-6053
3/11/2020	County Commissioners of Calvert County, Personnel	SE55-6054
3/11/2020	County Commissioners of Calvert County, Personnel	SE55-6055
1/14/2020	Frederick County Circuit Court, Clerk's Office	SE55-6056
1/14/2020	Frederick County Circuit Court, Clerk's Office	SE55-6057
1/14/2020	Frederick County Circuit Court, Clerk's Office	SE55-6058
1/14/2020	Frederick County Circuit Court, Clerk's Office	SE55-6059
3/16/2020	Harford County Circuit Court, Criminal Department	SE55-6060
3/24/2020	District Court 12, Garrett County	SE55-6061
3/24/2020	District Court 12, Garrett County	SE55-6062
3/24/2020	District Court 12, Garrett County	SE55-6063
3/23/2020	District Court 12, Garrett County	SE55-6064
3/23/2020	District Court 12, Garrett County	SE55-6065
4/8/2020	District Court 12, Garrett County	SE55-6066
4/8/2020	District Court 12, Garrett County	SE55-6067
4/8/2020	District Court 12, Garrett County	SE55-6068
4/8/2020	District Court 12, Garrett County	SE55-6069
12/29/2020	Department of the Environment (MDE), Air & Radiation Management Administration (ARMA), Air Quality	SE55-6074
12/15/2020	Department of the Environment (MDE), Air & Radiation Management Administration (ARMA), Air Quality	SE55-6075
1/15/2021	Dorchester County Circuit Court	SE55-6076
1/27/2021	Anne Arundel County Detention Center, Administration	SE55-6083
1/5/2021	District Court 12, Garrett County	SE55-6085
1/5/2021	District Court 12, Garrett County	SE55-6086
1/5/2021	District Court 12, Garrett County	SE55-6087
1/5/2021	District Court 12, Garrett County	SE55-6088
1/5/2021	District Court 12, Garrett County	SE55-6089
1/22/2021	Charles County Circuit Court	SE55-6090

7/26/2019	Baltimore County Public Schools, Board of Education, All Offices and Schools	SE55-6094
1/24/2020	Anne Arundel County Detention Center, Administration	SE55-6095
2/13/2020	City of Salisbury, Fire Department	SE55-6096
2/10/2021	District Court Headquarter, Operations	SE55-6100
12/7/2020	Anne Arundel County Detention Center, Administration	SE55-6103
2/1/2021	Anne Arundel County Detention Center, Administration	SE55-6106
1/11/2021	Charles County Circuit Court	SE55-6107
3/1/2021	Anne Arundel County Detention Center, Administration	SE55-6110
3/8/2021	Anne Arundel County Detention Center, Administration	SE55-6112
1/28/2021	Charles County Circuit Court	SE55-6113
2/2/2021	District Court 12, Garrett County	SE55-6114
2/2/2021	District Court 12, Garrett County	SE55-6115
2/2/2021	District Court 12, Garrett County	SE55-6116
2/2/2021	District Court 12, Garrett County	SE55-6117
2/2/2021	District Court 12, Garrett County	SE55-6118
9/22/2020	District Court 10 Howard County	SE55-6119
9/22/2020	District Court 10 Howard County	SE55-6120
9/22/2020	District Court 10 Howard County	SE55-6121
3/15/2021	Anne Arundel County Detention Center, Administration	SE55-6126

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

DEPARTMENT OF GENERAL SERVICES REAL ESTATE DIVISION
(Land Acquisitions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/1/2020	T1565	1990-2015	17 Boxes

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>
10/13/2020	T4199	2013	8 Boxes
12/18/2020	T4199	2014	5 Boxes
4/23/2021	T4199	2015	9 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T2048		85 Maps/Plats
12/31/2020	T2048		39 Maps/Plats
1/29/2021	T2048		14 Maps/Plats
4/30/2021	T2048		42 Maps/Plats

GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/26/2021	T290	2020	13 Boxes

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/15/2021	T293	2019-2020	16 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/15/2021	T294	2020	3 Boxes

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/26/2021	T857	2018-2020	6 Boxes

MARYLAND STATE ARCHIVES

(Accounting Administration File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2020	T1363	2014-2017, 2019-2020	7 Boxes

(State Deeds and Easements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/6/2021	T2039	2001-2019	3 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1896	2020	8 Maps/Plats
12/31/2020	T1896	2020	9 Maps/Plats
1/29/2021	T1896	2021	7 Maps/Plats
3/31/2021	T1896	2021	8 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/1/2020	T1067	2001-2008	200 Boxes
4/14/2021	T1067	1992-2009	200 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1897	2020	34 Maps/Plats
1/29/2021	T1897	2021	47 Maps/Plats
3/31/2021	T1897	2021	16 Maps/Plats
4/30/2021	T1897	2021	26 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

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>
11/30/2020	T1898	2020	2 Maps/Plats
2/26/2021	T1898	2021	4 Maps/Plats
4/30/2021	T1898	2021	9 Maps/Plats

BALTIMORE COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/12/2021	T697	2002-2006	496 Boxes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1899	2020	8 Maps/Plats
11/30/2020	T1899	2020	7 Maps/Plats
12/31/2020	T1899	2020	5 Maps/Plats
1/29/2021	T1899	2021	8 Maps/Plats
2/26/2021	T1899	2021	9 Maps/Plats
3/31/2021	T1899	2021	6 Maps/Plats
4/30/2021	T1899	2021	10 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1900	2020	6 Maps/Plats
12/31/2020	T1900	2020	18 Maps/Plats
2/26/2021	T1900	2021	6 Maps/Plats
3/31/2021	T1900	2021	10 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1901	2020	6 Maps/Plats
12/31/2020	T1901	2020	9 Maps/Plats
1/29/2021	T1901	2021	3 Maps/Plats
2/26/2021	T1901	2021	4 Maps/Plats
3/31/2021	T1901	2021	5 Maps/Plats
4/30/2021	T1901	2021	2 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1902	2020	4 Maps/Plats
12/31/2020	T1902	2020	28 Maps/Plats
2/26/2021	T1902	2021	7 Maps/Plats
3/31/2021	T1902	2021	90 Maps/Plats

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1903	2020	2 Maps/Plats
12/31/2020	T1903	2020	12 Maps/Plats
1/29/2021	T1903	2021	12 Maps/Plats
2/26/2021	T1903	2021	13 Maps/Plats
3/31/2021	T1903	2021	1 Maps/Plats
4/30/2021	T1903	2021	20 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1904	2020	18 Maps/Plats
11/30/2020	T1904	2020	28 Maps/Plats
1/29/2021	T1904	2021	62 Maps/Plats
3/31/2021	T1904	2021	29 Maps/Plats
4/30/2021	T1904	2021	9 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1905	2020	21 Maps/Plats
12/31/2020	T1905	2020	32 Maps/Plats
1/29/2021	T1905	2021	12 Maps/Plats
3/31/2021	T1905	2021	4 Maps/Plats
4/30/2021	T1905	2021	13 Maps/Plats

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1906	2020	58 Maps/Plats
11/30/2020	T1906	2020	23 Maps/Plats
12/31/2020	T1906	2020	63 Maps/Plats
1/29/2021	T1906	2021	49 Maps/Plats
2/26/2021	T1906	2021	14 Maps/Plats
3/31/2021	T1906	2021	111 Maps/Plats
4/30/2021	T1906	2021	114 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1907	2020	14 Maps/Plats
11/30/2020	T1907	2020	13 Maps/Plats
1/29/2021	T1907	2021	5 Maps/Plats
3/26/2021	T1907	2021	21 Maps/Plats
3/31/2021	T1907	2021	10 Maps/Plats
4/30/2021	T1907	2021	19 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1908	2020	11 Maps/Plats
11/30/2020	T1908	2020	4 Maps/Plats
12/31/2020	T1908	2020	10 Maps/Plats
1/29/2021	T1908	2021	9 Maps/Plats
2/26/2021	T1908	2021	3 Maps/Plats
3/31/2021	T1908	2021	32 Maps/Plats
4/30/2021	T1908	2021	16 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T2466	2020	36 Maps/Plats
11/30/2020	T2466	2020	32 Maps/Plats
12/31/2020	T2466	2020	4 Maps/Plats
1/29/2021	T2466	2021	29 Maps/Plats
2/26/2021	T2466	2021	19 Maps/Plats
3/31/2021	T2466	2021	47 Maps/Plats
4/30/2021	T2466	2021	16 Maps/Plats

Maryland State Archives
Records Received
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on 11/17/2020

HOWARD COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/24/2021	T3622	2010-2014	88 Boxes

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T2186	2020	7 Maps/Plats
12/31/2020	T2186	2020	4 Maps/Plats
3/31/2021	T2186	2021	12 Maps/Plats

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1911	2020	31 Maps/Plats
12/31/2020	T1911	2020	35 Maps/Plats
1/29/2021	T1911	2021	3 Maps/Plats
3/31/2021	T1911	2021	40 Maps/Plats
4/30/2021	T1911	2021	32 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1912	2020	62 Maps/Plats
11/30/2020	T1912	2020	24 Maps/Plats
12/31/2020	T1912	2020	34 Maps/Plats
1/29/2021	T1912	2021	59 Maps/Plats
3/31/2021	T1912	2021	92 Maps/Plats
4/30/2021	T1912	2021	99 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1913	2020	6 Maps/Plats
11/30/2020	T1913	2020	29 Maps/Plats
12/31/2020	T1913	2020	18 Maps/Plats
1/29/2021	T1913	2021	2 Maps/Plats
2/26/2021	T1913	2021	4 Maps/Plats
3/31/2021	T1913	2021	16 Maps/Plats
4/30/2021	T1913	2021	21 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1915	2020	4 Maps/Plats
2/26/2021	T1915	2021	19 Maps/Plats
4/30/2021	T1915	2021	11 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES
(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1914	2020	7 Maps/Plats
12/31/2020	T1914	2020	26 Maps/Plats
1/29/2021	T1914	2021	16 Maps/Plats
2/26/2021	T1914	2021	15 Maps/Plats
3/31/2021	T1914	2021	27 Maps/Plats
4/30/2021	T1914	2021	13 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1916	2020	23 Maps/Plats
11/30/2020	T1916	2020	16 Maps/Plats
12/31/2020	T1916	2020	14 Maps/Plats
2/26/2021	T1916	2021	30 Maps/Plats
3/31/2021	T1916	2021	52 Maps/Plats
4/30/2021	T1916	2021	24 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1917	2020	15 Maps/Plats
11/30/2020	T1917	2020	22 Maps/Plats
1/29/2021	T1917	2021	24 Maps/Plats
2/26/2021	T1917	2021	25 Maps/Plats
3/31/2021	T1917	2021	11 Maps/Plats
4/30/2021	T1917	2021	9 Maps/Plats

Maryland State Archives
Records Received
Since Last Hall of Records Commission Meeting
on 11/17/2020

WICOMICO COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T4774	1996-2004	337 Boxes
4/23/2021	T4774	1999	3 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T4773	1952-2000	24 Boxes

(Federal Tax Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T5276	1947-1984	2 Boxes

(Grand Jury Reports)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T5277	1927-1936, 1950-1977	2 Boxes

(Hospital Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T5273	1952-2003	2 Boxes

(Judgments, Other Court)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T5275	1980-1997	5 Boxes

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T4313	1997-1999	24 Boxes

(State Roads Land Acquisition Case Files)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/29/2021	T5274	1947-1967	4 Boxes

Maryland State Archives
 Records Received
 Since Last Hall of Records Commission Meeting
 on 11/17/2020

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1918	2020	9 Maps/Plats
12/31/2020	T1918	2020	19 Maps/Plats
2/26/2021	T1918	2021	69 Maps/Plats
3/31/2021	T1918	2021	4 Maps/Plats
4/30/2021	T1918	2021	19 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2020	T1919	2020	18 Maps/Plats
12/31/2020	T1919	2020	33 Maps/Plats
2/26/2021	T1919	2021	23 Maps/Plats
3/31/2021	T1919	2021	36 Maps/Plats
4/30/2021	T1919	2021	7 Maps/Plats

Total number of volumes added:	0.00
Total number of boxes added:	1,474.00
Total number of maps/plats added:	2,941.00
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 6281	Gordon Wallace Collection
MSA SC 6282	Prince George's County Historical Society Collection
MSA SC 6283	Sarah Corbin Robert Collection
MSA SC 6284	The Bulletin Collection
MSA SC 6285	The North Baltimore Times Collection
MSA SC 6286	The News Leader Collection
MSA SC 6287	Friends of the Maryland State Archives Collection
MSA SC 6288	Middletown Valley Citizen Collection
MSA SC 6289	Ebenezer Baptist Church, Fauquier County, Virginia Collection
MSA SC 6290	Marketplace News Collection
MSA SC 6291	Bmore Live Collection
MSA SC 6292	The Boonsboro Citizen Collection
MSA SC 6293	Radoff Fund Book Collection

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Commission on Artistic Property Spring 2021 Draft Meeting Minutes May 25, 2021

Attendees:

Chairman: Matthew P. Lalumia, Esq.

Ex- Officios:

Sarah J. Hall, *Director, Washington County Museum of Fine Arts*

Mark Letzer, *Executive Director, The Maryland Center for History and Culture*

Members:

Philip Cantelon, *CEO, History Associates, Inc.*

Melaine Harwood, *Representing Baltimore Museum of Art*

Diane Hutchins, *Maryland Zoo in Baltimore*

Sasha Lourie, *Associate Curator, Office of Senate Curator, U.S. Capitol*

Julie Madden, *Former Board Member, Maryland Citizens for the Arts*

Susan Perrin, *Susan Perrin Art Consulting*

Winston Tabb, *Representing JHU/Peabody Institute*

Joseph Ruzicka, *Department of the Treasury*

Special Guests:

Jackie O'Regan, *Johns Hopkins University*

MSA Staff:

Tim Baker

Elaine Rice Bachmann

Catherine Rodgers Arthur

Christopher Kintzel

The meeting was called to order at 10:34 AM

Chairman Lalumia announced Tim Baker's retirement as State Archivist and encouraged everyone to attend the fall meeting in person in Annapolis to celebrate Mr. Baker's long and distinguished career in public service saying, "He did well and he did good." Mr. Baker's legacy can be seen in the work of the Commission and in the establishment of a state-of-the-art facility at Rolling Run, which is furnished with quality storage furniture for the state-owned art collection.

- Tim Baker reported on:
 - MSA's operations during COVID-19 and the reopening of the Maryland State House. He noted, "... the APC Commission has been one of the most helpful and delightful groups to work with, I will miss the friendships," and praised staff members Catherine Arthur and Christopher Kintze for keeping things moving during the pandemic. "Christopher Kintzel has been my partner in keeping things running smoothly at Rolling Run, especially with the new BMS system."
 - Mr. Baker also reported on the State Archivist search and the Blue Ribbon Committee's recommendation to Governor Hogan that Elaine Rice Bachmann, current Deputy State Archivist, be appointed as the next Maryland State Archivist

- Catherine Arthur reported on the recent Four Rivers Heritage Area Awards
 - HERITAGE TOURISM PRODUCT AWARD – BOOK, *The Maryland State House: 250 Years of History*, Mimi Scrivener Calver, Author, Medford Canby, Photographer
 - HERITAGE LEADERSHIP AWARD- Mimi Scrivener Calver

- Catherine Arthur announced that Sara Hall is the new Ex-Officio (legislated APC member) for Washington County Museum of Fine Arts, and that in April, Sarah Jesse was named as the new director for Academy Art Museum

- Catherine Arthur announced that new volunteers are needed for the Collections Committee

- Elaine Rice Bachmann reported on:
 - Harriet Tubman and Frederick Douglass statues in the Old House of Delegates Chamber, encouraging commission members to see them in person now that the State House has reopened to visitors
 - HERITAGE PARTNERSHIP AWARD - "A Celebration of Harriet Tubman and Frederick Douglass": Maryland State Archives, Maryland Commission on African American History and Culture, National Underground Railroad Network to Freedom (National Park Service), Maryland Department of Commerce – Office of Tourism, Friends of the Maryland State Archives
 - Thurgood Marshall Memorial reinstallation at Lawyers' Mall

Collections Business:

- Catherine Arthur reported on recent acquisitions to the collection
 - Jack Boul works (*Maryland Landscape and Barns*)
 - Tom Miller prints, which will work toward the goal of increasing the number of African American artists represented in the collection
 - Wm. Arthur Smith sketches, studies, documentation of MD House murals
 - Governor Mercer's sideboard, "in-process"
 - Card table, gift/transfer BCLM via MCHC, Elizabeth Carey

- Silver plated sauce boat and sauce tureen with undertray, transfers from Government House
- Christopher Kintzel reported on recent incoming and outgoing loans
 - BMA, for Speaker Jones' Office Suite
 - Historic Annapolis, outgoing
 - Hammond-Harwood House, outgoing
- Christopher Kintzel reported on the return of objects from the Peabody Art Collection
 - BMA, Works on Paper, paintings/frames
 - Walters Art Museum
 - Homewood, Johns Hopkins University
- Christopher Kintzel reported on the various projects the Summer intern will be working on
- Catherine Arthur reported on recent and current conservation projects
 - *Apples*, Andrew J.H. Way
 - *Samuel Sprigg*, Charles Willson Peale
 - *Landscape*, Charles Volkmar
 - *Admiralty Sound, Terra del Fuego*, Rockwell Kent

Old Business

- Christopher Kintzel provided an update on the Travelling Exhibition to the Washington County Museum of Fine Arts, exploring postponement of the Exhibition until 2023, investigating insurance limits to inform exhibition size, and confirming shipping costs to develop a true budget

Chairman Lalumia thanked everyone for attending the virtual meeting and said he was hopeful that an in-person meeting would take place in the fall of 2021.

The meeting was adjourned at 11:20

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