



Maryland State Archives

Annual Report Fiscal Year 2015

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

March 2016

Maryland State Archives
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MARYLAND STATE ARCHIVES

ANNUAL REPORT FY2015



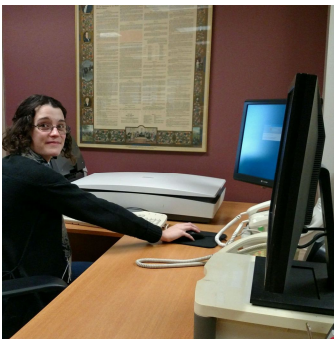
The [State Archives](#) was created in 1935 as the Hall of Records, and reorganized under its present name in 1984 (Chapter 286, Acts of 1984). Upon that reorganization, the [Commission on Artistic Property](#) was made part of the State Archives.

Edward C. Papenfuse State Archives Building, 350 Rowe Blvd., Annapolis, Maryland, May 2009.

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.

Today, the work of the State Archives is conducted through nine principal departments: Administration; Appraisal and Description; Artistic Property and Public Outreach; Conservation and Preservation; Digital Acquisition, Processing, and Publication; Government Information Services; Information Systems Management; Reference Services; and Research and Student Outreach.

ADMINISTRATION



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

Administration

Policies and procedures established for the State Archives are continually reviewed by the Administrative 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 procurement and the inventory of fixed assets, using the Department of General Services Inventory Manual and the State Fixed Assets Subsystem. The Unit oversees supplies and materials, timekeeping and payroll, and mandated financial reporting. In addition, the Unit helps prepare the agency's budget using the Statewide Budget System (HOBOS) and the agency's *Managing for Results* for review and presentation to the Department of Budget and Management and the General Assembly.

Personnel

The Personnel Unit is responsible for recruitment, employees' benefits, reclassifications, grievance hearings, employee performance evaluations, and terminations. Since July 1, 2014, the Unit has prepared the documents needed for contractual employees to receive health benefits, effective January 1, 2015. The Unit also successfully passed the FY2015 personnel audit of permanent employees. Moreover, the Personnel Unit provided necessary documentation to convert six contractual employees into six new permanent positions and successfully passed the FY2015 personnel audit of contractual employees.

Personnel staff completed the training for implementation of the new State Personnel System (SPS). The System went into effect on November 14, 2014; it covers recruitment, training, employee benefits, and timekeeping.

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. As a result, the Maryland State Archives Personnel Office and Human Resource Officer I has been permanently transferred to the Department of Budget and Management (DBM) Office of Personnel Services at 301 W. Preston Street, 7th Floor, Room 705, Baltimore, MD. The contact number is 410-767-2584.

ARTISTIC PROPERTY & PUBLIC OUTREACH

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

The Commission on Artistic Property interprets and makes publicly accessible the historic and artistic treasures acquired by the State of Maryland throughout its history.

[Artistic Property and Public Outreach](#) began in 1991 as Exhibits, reformed as Education and Outreach in 1989, and later was renamed Education, Outreach, and Artistic Property. It became Artistic Property and Public Outreach in May 1999, and reorganized as Artistic Property, Preservation, and Public Outreach in August 2003. In March 2005 Special Collections was added to the Department, which reformed under its present name in February 2014.

As the official custodian of the State-owned art collection, the Commission is staffed by three professionals at the State Archives: a Director, Curator, and Registrar. In addition to managing the care and maintenance of over 4,000 items of fine and decorative art that comprise the collection,

Commission staff engage in multiple activities that fulfill the mission of the Commission to safeguard the State's artistic treasures.

In FY2015, Commission staff maintained an unprecedented level of involvement in projects and activities both within the Archives and in collaboration with other State agencies.



Throughout the second half of FY2015, Artistic Property staff provided support to the Office of the Governor and the Office of the First Lady in selecting and installing works of art in the executive spaces of the State House and in Government House. In Government House, the Victorian Parlor has been enhanced to feature portraits of Maryland's First Ladies, now relocated there from the less-accessible stairwell. In the Federal Reception Room the interpretive focus is now on Maryland's first elected governor, Thomas Johnson, Jr.,

and features his portrait and a mirror once owned by him, along with the tall clock also from his private home. Artistic Property staff continue to work with the Governor and First Lady to enhance the public spaces in Government House through the selection of historically significant artwork, as well as supervising the necessary maintenance and conservation treatment of furnishings.

Partnerships in Capital Projects

The most significant accomplishment of FY2015 was the completion of a decade-long project to research and reconstruct the Old Senate Chamber in the Maryland State House in order to interpret George Washington's resignation as commander-in-chief of the Continental Army on December 23, 1783. Partnering with the Department of General Services and the Maryland Historical Trust, the Artistic Property staff provided archival research support for the architectural reconstruction and developed the content and design of all of the interpretive exhibits throughout the three-room exhibit space. Additionally, over 40 paintings included in the exhibit, among them the monumental *Washington Resigning His Commission*, were completely restored along with their frames. The interpretive exhibits in the Old Senate Chamber and adjoining rooms were awarded the "Heritage Tourism Product of the Year" for 2015 by the Four Rivers Heritage Area.

Collections Management

The State of Maryland possesses one of the most historic collections of art in the nation. It dates from 1774 when the portrait of *William Pitt, Earl of Chatham*, was presented to the state by Charles Willson Peale. Maryland's collection has grown over the centuries with portraits of leaders of the state, history paintings, and important fine and decorative arts. In 1996, the state acquired the Peabody Art Collection from the Peabody Institute of The Johns Hopkins University in Baltimore, thus adding an invaluable collection of paintings, sculpture, and works on paper to the state's ownership. This collection is managed by the staff of the Commission on Artistic Property, which is comprised of a collections manager, curator, and director. The Commission consists of fifteen members. Eight are appointed by the State Archivist with the approval of the Governor. Seven serve ex officio. With the

Governor's approval, the State Archivist names the chair (Code State Government Article, secs. 9-1016 through 9-1023).

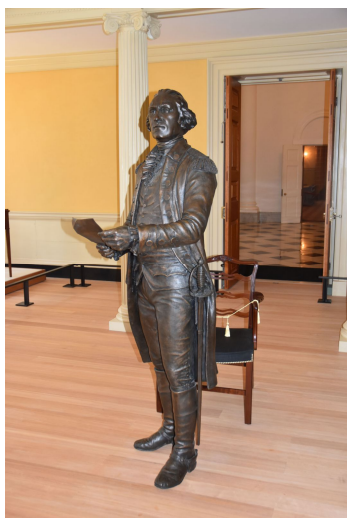
Conservation



A primary purpose of the Commission on Artistic Property is to preserve the State-owned art collection. Routine maintenance is critical to the long-term preservation of fine and decorative arts. Yet frequently an object requires treatment to repair specific damage--or more often, the cumulative damage that comes from years of public display and the natural aging of materials. When treatment is deferred, due to lack of funding for the contractual services required for professional conservation, this causes further deterioration of items and necessitates their removal from public display.

In FY2015, Commission staff oversaw a remarkable amount of conservation work for the State House, largely due to the capital project to restore the Old Senate Chamber and the accompanying interpretive exhibits in the Stairwell Room and the Senate Committee Room. For display in these exhibits, 40 objects were conserved: 15 paintings, 16 frames, 6 pieces of furniture, and 2 swords. Among them are some of the most historically important and valuable paintings in the collection, including Charles Willson Peale's *Washington, Lafayette and Tilghman at Yorktown*, painted in 1784, and Edwin White's monumental *Washington Resigning His Commission*, of 1858. Also included are four portraits of Maryland's early governors painted by Peale. Since the opening in July of the Old Senate Chamber, and the accompanying exhibits, the public can once again view these historic works of art which have been preserved for another generation.

Acquisition



The State of Maryland has commissioned works of art for display in State buildings for well over two centuries. This tradition continues today through the commissioning of portraits of State officials and historic figures. Works of art may also be acquired through transfer or donation, with all items considered for accession into the inventory of the Commission on Artistic Property being subject to the approval of the Collections Committee, upon recommendation by Commission staff.

The most high-profile acquisition of FY2015 is the iconic bronze statue of George Washington that now stands in the Old Senate Chamber, interpreting the moment of his resignation to Congress in 1783.

Commissioned as part of the interpretive exhibits for the chamber, it was made by StudioEIS in Brooklyn, NY. Another significant bronze sculpture acquired this year is that of Harriet Tubman, the first image of Tubman to be included in the state's collection. Acquired by the Department of General Services and transferred to the Commission on Artistic Property this portrait bust, sculpted by Brendan O'Neill, Sr. and mounted on a pedestal made by Jim McMartin and Jim Beggins out of wood from the historic Wye Oak, is installed in the Conservatory of [Government House](#).

Also acquired this year is an historic desk, c. 1877, made for the General Assembly and likely used in the Old Senate Chamber of the State House until the completion of the annex in 1906. It was received as a gift from a descendant of a State House employee who received it when it was removed from the building sometime in the 20th century.

Outreach

As part of the effort to interpret and make the State's art collection publicly accessible, Commission staff routinely participate as speakers for educational programs and events. In FY2015, staff gave talks on the Old Senate Chamber Restoration, events of Congress, 1783-84, and the history of the State art collection, among other topics, in a variety of cultural institutions throughout Maryland. Staff also gave curatorial tours of the State House and Government House to a number of heritage and preservation groups, and special guests of the [State House Trust](#).

In FY2015, Commission staff continued to extend educational outreach to include social media outlets such as Facebook and Instagram. A public blog, reporting on the research and progress of the Old Senate Chamber restoration, was maintained throughout the completion of the project.

Special Collections

In 1935, Special Collections began as the Gift Collection, reorganizing under its present name in 1986. In March 2005, it was placed under Artistic Property, Preservation, and Public Outreach (now Artistic Property and Public Outreach). In December 2014, Special Collections returned to being a separate department. In October 2015, the department was placed under the Deputy State Archivist.



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

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

While collections generally are offered as gifts to the State Archives, occasionally materials are accepted on deposit. The decision to accept a collection of original materials as a deposit is made by the Director of Special Collections in conjunction with the State Archivist based upon the relevance of the collection to the holdings of the State Archives, its condition, and the historical value of the collection.

Maryland Newspaper Program. In July - December 2014, an intern rehoused 1264 newspapers over the course of her 21-week, full-time internship. In April, Special Collections relocated 226 newspapers from their Baltimore location to Annapolis. The part-time intern who began working in May 2015 rehoused and recataloged more than half of these newspapers by the end of Summer 2015. The intern discovered four new titles for which MSA previously had no known holdings ([MSA SC 3869](#), [MSA SC 3737](#), [MSA SC 3787](#), [MSA SC 3793](#)), three of which are held by no other known institution.

As part of the second Maryland grant from the Library of Congress National Digital Newspaper Program (NDNP), the Archives sent 263 reels of master negative microfilm to the program's vendor for duplication. In addition, MSA Special Collections began a dialogue with University of Maryland Libraries staff regarding a project to pool resources and create a web platform that would permit the public to search online digitized Maryland newspapers for titles that are outside the scope of the NDNP.

In FY2015, the MSA Special Collections also worked in partnership with Queen Anne's County Free Library to receive a donation of local newspapers. MSA accepted 22 cubic feet of boxed, loose issues of the *Bay Times* and *Record Observer* with dates from 1980-2014. These papers are currently in processing. Plans for receiving an additional 72 cubic feet of loose issues and bound volumes from the library will be implemented in early 2016.

Special Collections plans to use this on-going project to improve the cataloging of newspapers during FY2016, focusing on the newspapers currently housed at Baltimore City Archives as well as donations made during FY2015. We will continue to collaborate with UMCP Libraries on the Library of Congress' NDNP third round grant award agenda.

As hosts of the grant, UMCP librarians catalog incoming digital files and administer the grant, while the MSA archivists digitize the master negatives of newspaper microfilm. Titles are selected by Maryland's NDNP Advisory Board. Allison Rein, who directs the Maryland Newspaper Program for MSA, serves on Maryland's NDNP Advisory Board on behalf of the State Archivist.

Special Collections archivists plan to complete the inventory and rehousing of Queen Anne's County Free Library Collection of newspapers. Department staff will also process a donation transferred in November 2015, *Baltimore Guide* Newspaper Office Collection (MSA SC 6144), which includes approximately 150 cubic feet of boxed, loose newspaper issues of the *Baltimore Guide* from 1927-2013. The *Baltimore Guide*, for which MSA previously had no physical copies, documents nearly 90 years of news in East Baltimore.

Photographic and Audio-Visual Collections Project. Special Collections is developing an action plan to better preserve and provide improved access to its photographic and audio-visual collections

during FY2016. The plan includes a systematic shelf read of the photo storage room in Annapolis, rehousing of fragile, oversized materials, and a condition assessment of video tapes, movie film, audio recordings, and other perishable media.

Because of the nature of their chemical and physical construction, photographic and audio-visual media can deteriorate even when housed in optimal preservation conditions. We have an interest in targeting audio-visual recordings because they are particularly vulnerable to these slow deterioration processes. Some of Special Collections' most fragile media holdings include rare recordings of governors and films from the Department of Natural Resources, among many others. Additionally, Special Collections has begun to work with the IT department to create a new application for preserving and managing digital images. The application will serve as a content management system compatible with *Guide to Special Collections* data, and will enable archivists to easily review file metadata. Digital files and their data will be uploaded to an expanded version of the [Historical Photographs of Maryland](#) website (also known as "MdHistPics").

A student intern with specific interest or expertise in archiving photography and/or audio-visual media will be sought for MSA's 10-week summer program to aid in these efforts.

APPRAISAL & DESCRIPTION

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

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 processed and described by the Department. This involves maintaining finding aids, updating record locations, descriptions, and inventories, and continually adding entries for newly transferred records.

Records Retention & Disposal Schedules



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

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

management program. During FY2015, the State Archivist approved 62 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of those records that have met their retention requirement and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destructions. During FY2015, the State Archivist received 363 records disposal certificates.

Records Transfer & Space Management

A recent major effort of the Appraisal and Description Department has been its cooperation with other departments to complete the move of records from three existing warehouses into a single, newly acquired facility. The effort consolidated approximately 200,000 cubic feet of record material from three warehouses into one facility. The move included the following tasks:

- Space management planning for the new warehouse
- Labeling of shelves in the new warehouse for effective shelving and retrieval of records.
- Replacement of containers suffering from wear and tear or that were not of a suitable size for the new warehouse.
- Overseeing vendors who moved and reshelfed the records.
- Appraisal of equipment and infrastructure requirements in the new warehouse and selection of necessary equipment.

With the move to the new warehouse complete in December 2014, the Archives was once again able to take on transfers of permanent government records. During FY2015 the Archives transferred into its custody the following volume of records from 37 government agencies:

4,093 books
6,424 boxes
5,528 maps/plats

In FY2015, the Appraisal and Description Department continued its joint project with the Comptroller of Maryland, the Register of Wills, and FamilySearch (a nonprofit family history organization) to rebox into archival storage, index to the document level, and scan probate records dating from 1642 to 1940 in order to preserve the original records and make them more accessible to the public.

Another significant project was an appraisal of approximately 580 containers of Governor O'Malley's public records in the custody of the State Archives. The appraisal improved our understanding of the organization and the nature of these historically valuable records and improved our efficiency and effectiveness in responding to any requests for these records.

In FY2016, the Appraisal and Description Department plans to lead a shelf read of all government records stored in our Annapolis location. This agency-wide effort will systematically and efficiently improve the accuracy and specificity of our finding aides. The project will also help us identify areas in

which we can re-box or re-organized records or otherwise improve our records storage and space management.

BALTIMORE CITY ARCHIVES



With the State Archives, the Baltimore City Archives is the central repository for Baltimore City government records of permanent value. Unlike the State Archives, however, the City Archives also hold records of non-permanent value for a period of time until they are eventually recycled or destroyed.

Within the Baltimore City Department of Legislative Reference, the City Bureau of Archives was created in 1927. In the late 1930s, workers from the Historical Records Survey of the Federal Works Progress Administration (WPA) began to describe and index the City's government records.

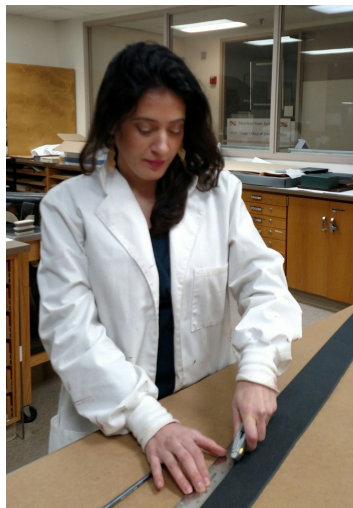
A city-wide records survey of all municipal departments occurred in the 1950s. In the latter part of the twentieth century the City Archives experienced cycles of reduced funding which affected its operations. Through a special agreement in 2009, the State Archives began to provide resources with the help of a National Historical Publications and Records Commission grant to restore and revive the City Archives. Formerly housed at 2165 Druid Park Drive in Baltimore, the City Archives moved to its present site in 2008. Under memoranda of understanding with the City of Baltimore in 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives since 2009, assigning staff to the facility in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018. Goals for the City Archives were, and still remain, to enhance public access to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments. Partially supported by the [National Historical Publications and Records Commission](#) (NHPRC), the initial phase of this work allowed for the integration of Baltimore record group descriptions into the State Archives' *Guide to Government Records* online catalog.

FY2015 witnessed the continuing expansion of the records program through 13 site or departmental visits and the drafting of eight new retention schedules. In addition, transfers were made to the City Archives of some 1,828 cubic feet of record material.

Processing initiatives focused upon the preliminary appraisal and description of the papers of Mayor Kurt L. Schmoke (1987-1999). The fifteen year restriction on public access to Mayoral papers, as set forth by retention schedule, expired in 2014. Sixty-three boxes of correspondence and departmental reports, comprising the first of five record series, have been described and placed within the online *Guide to Government Records*.

A series of combined records management and emergency preparedness workshops have marked the City Archives' most recent work. In FY15, sixty-five Baltimore departmental record managers attended training sessions the were organized and publicized by the Archives.

CONSERVATION & PRESERVATION



By law, the State Archives provides long-term preservation and conservation of Maryland's records. Indeed, it is a core mandate of the Archives' mission. The purpose of the Conservation and Preservation Department is to carry out that mandate.

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 reformed 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. As Conservation, Restoration, and Preservation Services, it later was placed under Artistic Property, Preservation, and Public Outreach in 1998. Renamed Preservation Services in 2001, it reformed as a separate department under its present name in February 2014.

[Conservation and Preservation](#) preserves and cares for archival records, maintains their physical integrity, and assures their longevity and accessibility. The department provides condition assessments, and performs conservation treatments needed to prepare damaged materials for scanning, patron access, and exhibition. With other Archives departments, Conservation and Preservation works closely to achieve the goal of long-term access to records. This is especially true in coordinating work with the Digital Acquisition, Processing, and Publication Department which enables 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 information value of fragile manuscripts, maps, newspapers, and photographs. Conservation and Preservation oversees two units: the Conservation Laboratory and Preservation Outreach.

Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of records in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published books, government publications, maps, and newspapers. The Lab monitors environmental conditions in temperature- and humidity-controlled storage areas and the warehouse. When appropriate, conservation measures are used, among them: 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 leadership 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 primarily through the Intergovernmental Preparedness for Essential Records (IPER) program led by the Council of State Archivists and funded by the Federal Emergency Management Agency. Staff also promote preservation outreach through lectures, workshops, and webinars. 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.

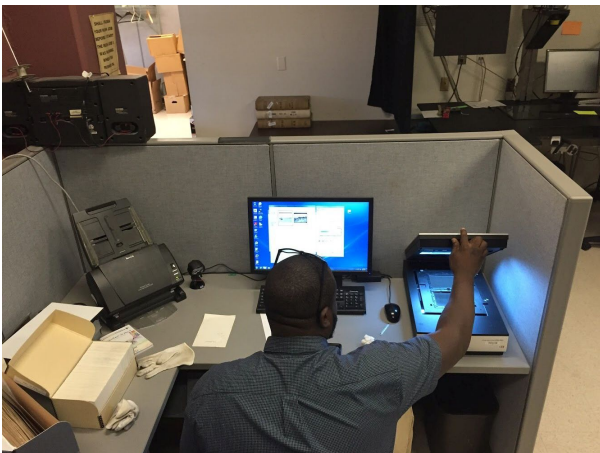
Conservation and Preservation supports the State Archives Internship Program with training for students who are interested in pursuing careers in the field of conservation.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATION

Digital Acquisition, Processing, and Publication originated as Appraisal and Preservation. When appraisal functions were reassigned to Appraisal and Description in May 1999, Acquisition and Preservation Services was formed. It restructured as Acquisition and Imaging Services in August 2003, and was renamed Digital Imaging and Acquisition in June 2005. In August 2007 it reorganized as Digital Acquisition, Processing, and Publication.

The digital preservation and imaging services offered by the State Archives in Annapolis are managed, coordinated, and promoted by [Digital Acquisition, Processing, and Publication](#). This department also gives logistical and technical support for imaging projects and assists in the development of standards and techniques used in such work.

Digital Image Acquisition



FY2015 was a time of transition for the Department. Though the ongoing effort to digitize the entirety of the State Archives microfilm holdings began to wind down, department staff still scanned 5,148 reels of master negative microfilm, adding 8,225,313 images to the “electronic vaults” of the Archives. In addition, staff added 370,598 images derived from paper records. Moreover, images of 12,897 series units (drawn from a wide range of non-land record series) were also inspected, processed, and uploaded to the Archives’ electronic holdings. Besides digitizing State Archives collections, Digital Acquisition, Processing, and Publication is instrumental in securing permanently valuable digital

records created by other government agencies. Chief among these are the land records recorded by the County Circuit Courts and the photographs generated by the Governor's Office. In FY2015, staff inspected, processed, and placed online some 15,080 digital land record volumes, comprising more than 5.2 million images received from the courts. In addition, 5,314 plat images were cataloged and uploaded to the Web. In the same period 22,033 photographs taken by the Governor's photographers at 353 separate events were cataloged, processed, and made available online.

Constituent & Interagency Services

Formed in December 2010, Constituent and Interagency Services was placed under Digital Acquisition, Processing, and Publication in January 2014.

This office operates the Archives Help Desk, where it handles requests from the public for copies of records and, for government agencies, fulfills file requests and refiles records returned to the Archives. The Help Desk also provides customer support for on-line Maryland land records (mdlandrec.net and plats.net). During FY2015, Help Desk staff enrolled 43,368 new subscribers to mdlandrec.net and fielded 10,779 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 10,073 other inquiries relating to Archives records or services.

Staff from this office processed 9,877 individual file returns to State and local agencies and refiled 8,534 records returned by agencies back to their assigned locations within the Archives' holdings. Copies of 8,364 records were produced for the public by the Archives Help Desk. These ranged from single-page vital records to multi-page civil, equity, and divorce decrees, to copies of entire case files, often running to hundreds, even thousands of pages each.

GOVERNMENT INFORMATION SERVICES

Organized within the State Archives in 1986, Government Information Services assists the citizens of Maryland and their agencies of government with current and historical government information, continuously updated and revised. Monitoring many sources and conducting research in the public records, government publications, reports, and published materials of Maryland, Government Information Services 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 had become a state project, officially sponsored by the Hall of Records Commission, in September 1939. Describing the first inventory of county records, published by the Survey in 1937, Maryland's first State Archivist James A. Robertson 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.

At that time, 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, and mandated reports of government agencies, began to be incorporated in the Maryland Manual in 1989.

Government Information Services is responsible for the Maryland Manual On-Line, A Guide to Maryland & Its Government, the Maryland Manual, Government Publications and Reports, and the Library of the State Archives.

Maryland Manual On-Line

Published by the State Archives, the Maryland Manual On-Line, A Guide to Maryland & Its Government, and the Maryland Manual describe Maryland State, county and municipal government (Code State Government Article, secs. 9-1026, 9-1027). The Maryland Manual has been published in print since 1896. The Maryland Manual On-Line (mdmanual.net) has been accessible on the Internet since December 1996.

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 offers condensed data on many Maryland subjects, such as State symbols, Maryland historical chronology (State and county), and Maryland government.

In FY2015, a very small staff continued to tackle the huge demands of increased and expanding duties. In the midst of an increasing workload, the contractual employee responsible for keyboarding text has also served as Assistant Editor, covering municipal government, Maryland at a Glance, link management, and graphics management. Due to the retirement of a regular half-time employee as of December 1, 2015, for FY2016 half of the Assistant Editor's position has been converted to a regular position, while half of it remains contractual. This still leaves the Maryland Manual staff short one half-time employee, with the Assistant Editor further required to temporarily cover county government as well as her other demanding duties. Restoring the lost half-time position is critical to the functioning of Government Information Services.

Government Publications, Reports, & Library

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

Government Publications & Reports. The earliest State publications and reports trace back to the 17th century, with the majority of our holdings dating from the early 19th century to the present. They range from State constitutions, laws, and regulations to 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 is also acquired and forms an important part of our holdings.

In FY2015 Government Publications and Reports continued providing other Maryland government libraries with scans of print publications needed to replace missing items, supplement their holdings, or provide online access to material originally issued in print. To date, Government Publications and Reports has scanned some 600 electronic publications and provided electronic copies to other Maryland government libraries. When print publications are borrowed by the Archives for scanning, the lending library, as a courtesy, receives an electronic copy of the borrowed item.

In FY2015 the division began to provide online catalog access to some 700 Maryland government reports which had previously been accessible only on microfilm. This effort was part of an Archives-wide project to scan and make microfilmed materials more widely accessible. Staff is needed to continue converting scans into a standard electronic format, PDF-A, and to describe and link these electronically formatted reports in the online catalog. Also in FY2015, security copies of print publications and reports were transferred to the Archives' warehouse at Rolling Run. In addition, cataloging practices for Maryland government publications were reviewed and improved.

In FY2016, with the help of Information Systems Management the Librarian will plan and construct a unified system to identify, acquire, manage, and present electronic content. Most important for the near future is streamlining how electronic publications are transferred to the Archives. At the same time, it is equally as important to continue to verify record entries for a backlog of accessions entered into the catalog in past years.

In FY2016, security copies of the Code of Maryland Regulations (COMAR), received from the Division of State Documents, will be accessioned and transferred to the Rolling Run warehouse. Security copies of session laws and a complete set of the Annotated Code of Maryland should be acquired and transferred to the warehouse as well.

Meanwhile, certain needs of this division require attention. Staff is needed to review holdings of unaccessioned duplicates, compare these to accessioned copies, and regularly check material offered by other libraries to determine its value to the State Archives. Also, the need for a professionally trained assistant for electronic government publications remains. For local government publications and reports, greater efforts need to be made and legislative remedies proposed to help secure, describe, and preserve these materials for use in current government operations and for future generations.

FY2015 Government Publications & Reports Accessions: 2,151 electronic, 965 print, 3,116 total.

Library. Organized in 1940, 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, natural resources, county, city and town histories, regional studies, the Chesapeake Bay, research guides, genealogies, and archives administration, conservation, and preservation. They also include materials, such as those transferred to the State Archives by the Department of Natural Resources in 1987, on Maryland natural

resources, wildlife, fisheries, forestry, water resources, the environment, and the Chesapeake Bay. Additionally, the Library Topic File holds newspaper clippings, articles, and research notes on various topics relating to Maryland history and culture, including historic houses, churches, and events in Maryland.

In FY2015, cataloging was improved, with particular attention to subject headings and explanatory notes to highlight Maryland content and to make clear the relevance of particular publications to Maryland. Careful attention was also paid to editions and other publication details. Books and pamphlets needing repair or protective enclosures were treated by Conservation and Preservation with the help of a summer intern and a talented volunteer. Books received new labels and were returned to the shelves.

Cataloging of the Lois Green Carr Library as part of the Archives online library catalog will be completed by December 2015. Books from Dr. Carr's library will be jacketed with protective mylar, labeled, and shelved as a collection arranged alphabetically by author's last name. The Carr Library was integrated into the main library catalog with the help of a skilled volunteer, a retired librarian who prepared catalog record entries.

In FY2016, the work to improve access to Library materials, a project of several years duration, is on schedule to be completed by the end of the Summer 2016 internship program.

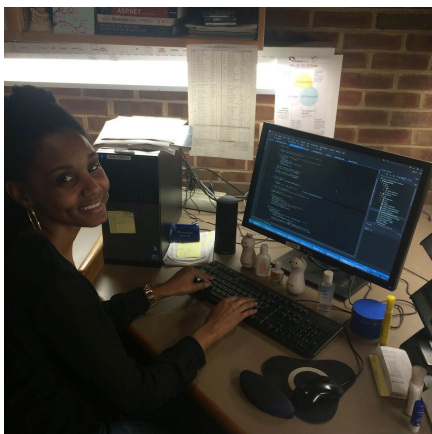
Also in FY2016, a joint venture will begin to improve the description and housing of maps and related formats. The Library and Government Publications and Reports will collaborate with Special Collections on a summer internship to ensure that we have an accurate inventory of this material.

At this time, the Library lacks adequate shelving and staff. When mezzanine bookcases were rearranged to create office space, Library material was transferred to the stacks, where it still remains and where it is less accessible and not available for browsing.

Certain needs for upgraded systems also have challenged the Library and Government Publications divisions and taken time away from bibliographical work. Along with the loss of programs used for routine tasks, this has slowed overall progress in completing planned Library work.

FY2015 Library Accessions: 266 print, 4 electronic, 270 total.

INFORMATION SYSTEMS MANAGEMENT



[Information Systems Management](#) began in 1989 as Computer Services and reorganized under its current name in 1997. The department oversees Electronic Archives, Information Technology Development, and Information Technology Support for the State Archives. The office also helps other State agencies design and update their homepages for the web.

Electronic Archives. At its September 1998 meeting, the [Hall of Records Commission](#) resolved that a program of Electronic Archives be created within the State Archives. Under Information Systems

Management, the program coordinates and manages the development of a permanent archives of electronic records.

By far, the greatest accomplishment of the Archives in the last several years has been the establishment of the electronic archives and successful partnership with the two entities that historically have created some of the largest records series in Maryland government: the Circuit Courts and the Registers of Wills. These partnerships focus on migrating from paper systems to electronic records management, and afford the opportunity to save State funds and achieve efficiencies while also providing enhanced access to the records.

For Information Systems Management, another major accomplishment has been the consolidation and integration of the many databases that provide intellectual control over the vast holdings of the State Archives. Ten years ago, the Archives had over 24,000 separate databases providing staff with the means of finding records. Over the last 12 years, the Department has worked to bring nearly all of these data sets together under the *Guide to Government Records*. Although much work remains, the achievements thus far have dramatically improved the quality of intellectual control and database efficiency.

Other achievements include:

- Data Integrity - data ingest and data flow are routinely audited.
- Data Security - the Network is protected by enterprise firewalls and host firewalls monitored by IPS and Splunk technology.
- Critical systems are set up to be dual-host locally, and some are dual-host remotely.
- Critical databases are mirrored locally and remotely.
- Data Delivery - multi-homed Internet connections are provided.

Statewide policy and programmatic initiatives that should be addressed include:

- With the [Department of Information Technology](#) taking the lead, develop model e-mail retention and disposition policy and system.
- Develop standards for preservation of the permanent electronic record (pdf /a).
- Establish guidelines and standards for procurement authorities and agency staff who draft requirements documents for information systems with the goal of including information life-cycle management in information technology projects.
- Develop standards and processes to export data from legacy systems.
- Develop model records retention and disposition schedules for information systems.
- Develop a model system for archiving web presence and, significantly, government publications.

Goals and strategies related specifically to Mdlandrec.net (location-specific) involve security, searching, navigation, appearance, and data replication.

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.



The Reference Services Department of the Maryland State Archives serves as the primary point of contact for patrons conducting in-person research using the records held by the Archives, and also conducts research for patrons and agencies on more complex queries sent to the agency by mail, email, and telephone. These research services range from providing primary source materials to scholars and writers to vital records for family historians and genealogists to criminal court record dispositions to government agencies for law enforcement purposes. It is the department's goal provide superior service to all audiences, whether the research is conducted for educational purposes or for critical governmental operations.

Public Search Room. The department's staff aspires to provide friendly, cheerful, and efficient assistance to persons utilizing the records in the Searchroom, and did so in FY 2015 for the 1,284 people who were visiting the agency for the first time and the 2,500 who were returning to the Archives. The Searchroom staff assists with determining which documents meet patron needs, locate materials in the Archives' holdings and provide copy services. Additionally, the department staff assists in organizing and conducting the outreach activities of the Archives, such as the Brown Bag Lunches, Family History Festivals, and behind-the-scenes tours which have proven to be popular with the public. This in-person customer service generates a reservoir of good will towards the Archives and its staff. The Searchroom is the center of traditional access to the agency's records, even as new Internet-distributed services are implemented by the Archives.

General Research. The Reference staff also provides research services to patrons who are unable to come to the Searchroom in Annapolis. These requests can be received by a variety of modes and can originate anywhere in the world. Such work is generally more complex than the basic record requests fulfilled by the Archives Help Desk and can include answering historical, genealogical, or legal records requests and providing legally certified copies for both citizens and government agencies.

Criminal Records. As the Archives is the largest repository of court records in the state, a critically important function of the Reference Services department is the provision of criminal court case disposition information to both individuals and agencies. These records are used for a wide range of legal purposes, from insuring compliance with the federal Brady Firearms law to clearing background checks for employment. The results of this work have real impact on people's lives. In FY2015, 2,305 criminal dispositions were provided to agencies in Maryland, in other states, and to the Federal government.

Expungements. Another responsibility of the department resulting from the placement of court records with the Archives is the expungement of such records in compliance with Maryland law. Persons who were tried for criminal violations in Maryland courts, and who either did not plead guilty or were found guilty at trial, may apply to have the records of their court cases removed from inspection. As with criminal dispositions, the mere existence of a court case can have negative ramifications for a person when seeking employment or credit. The expungement process removes the record from review and protects the person's reputation. The department performed 167 expungements during the fiscal year.

FY2016 and Beyond. Reference work is a marathon, not a sprint, and all these tasks will continue. These are core duties for the Archives, and the department is committed to the provision of excellent service to the citizens of Maryland. Even so, the Reference Services staff have formulated a major initiative to be carried out concurrent with the prompt completion of its normal duties. This is a long-term project to renovate the Searchroom space to improve collections security and patron comfort. A conceptual plan for the renovation has been approved by the Archives' management team, and budgetary quotes are being developed for the acquisition of furniture and fixtures to fulfill it. This multi-year program will result in a space that is more secure against the depredations of thieves such as those apprehended at the Maryland Historical Society, and is brighter, more comfortable and more inviting to the persons who come to the Archives to encounter the historical records of the colony and state of Maryland.

RESEARCH & STUDENT OUTREACH

Basic research functions of the [Research and Student Outreach](#) Department originated with the research conducted to compile the *Directory of Maryland Legislators, 1635-1789* (1974), and continued with the Legislative History Project's work which led to *A Biographical Dictionary of the Maryland Legislature, 1635-1789, 2 vols.* (1979, 1985). These functions continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, the Department reformed under its current name in 2005.

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

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

Study of the Legacy of Slavery in Maryland

The main mission of the Legacy of Slavery Program is to provide direct, searchable access to primary documents (<http://slavery.msa.maryland.gov>) that detail the history of African Americans in Maryland

since the colony's founding in 1634. The Program's work was initiated in March 2001, when the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland was authorized (Chapter 316, Acts of 2000).

This year, in partnership with the Bicentennial Commission, the program staff completed a series of three War of 1812-themed *Documents for the Classroom* packets for teachers, with a focus on the African American experience. These packets were designed in accordance with current national Core Curriculum & C3 standards.

The Legacy of Slavery Program staff also worked directly with the State Department of Education on a series of educator's workshops to instruct on the most effective use of these tools and primary sources in the classroom. In addition, the workshops provided participants credits toward their continuing teaching certification. With this partnership the State Archives, the Commission, and the State Department of Education ensure that the War of 1812 can be highlighted by teachers in the classroom, and that students will be able to view and analyze primary sources now that the war's anniversary commemoration is over. These online packets are based on the idea that direct experience with an original record will quickly bring students a more nuanced understanding of even the most complex topic.

In FY2016, the Legacy of Slavery Program will continue its important work, funded in part by a grant from the National Historical Publications and Records Commission. The staff's main project will be digitizing and processing the manumission and certificate of freedom collections of the Maryland State Archives. Staff will also provide outreach presentations on the use and content of these documents. In addition, staff continues to partner with the Harriet Tubman Discovery Center and National Park in Cambridge, working toward the grand opening of the new facility. To allow this vital work to continue, the Program continues to seek funding opportunities and partnerships.

Land Office

The roots of the Land Office date to the seventeenth century when Lord Baltimore established the agency to administer land grants in his Maryland colony. Following the American Revolution, the right to grant vacant (i.e., unclaimed) land became the responsibility of State government.

In 1967, the State Archivist was designated the Commissioner of Land Patents and made responsible for issuing land patents and certificates of reservation and for conducting court hearings. Prior to this the Land Office had been a separate agency.

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

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

The Commissioner of Land Patents granted two certifications of reservation to the Maryland Department of Natural Resources in FY2015, both for tracts of land adjacent to South Mountain State Park. These encompassed 12.94 acres in Washington County and 23.470 acres in Frederick County. The Land Office received no new applications for either a certificate of reservation or land patent during FY2015. The Deputy Commissioner of Land Patents also responded to numerous inquiries concerning land patents and land ownership matters from both government agencies and private individuals.

Educational Outreach



Educational Outreach provides public outreach and learning opportunities both in the classroom and in the community at large. Partnering with the Four Rivers Heritage Area of Maryland, the Archives again participated in annual Maryland Day celebrations in March 2015. [Maryland Day](#) commemorates the formal founding of the colony of Maryland. Local heritage organizations and museums take the opportunity to share and generate excitement about Maryland history with the public. This year, both the Maryland State House and the State Archives were featured sites in the Maryland Day *Picture Yourself in History Program*. Visitors who attended open houses were treated to

special tours, displays, and rare collection exhibits. To fit the theme Archives' staff created a new exhibit about how Marylanders pictured themselves throughout time, using historic portraits and photographs from the State's collections. Staff also created social media-based activities including a visual scavenger hunt featuring historic photos and a "selfie" opportunity with one of the most iconic images in the State's art collection, aligning with the theme to expand the event to include an online audience.

Family History Festival. Building on the success of the Maryland Day commemoration, staff planned a much larger educational outreach event for October 2014 in recognition of American Archives Month. The State Archives' Family History Festival was a free community event that offered lectures on genealogy, history and archival research, demonstrations on caring for family papers and photos, "break through your brick wall" sessions for researchers, seminars on digital-imaging techniques, behind-the-scenes tours, and hands-on educational children's activities highlighting family history. With over 500 visitors attending, the event was an overwhelming success.



Brick Wall Sessions. Based on the demand for the "break through your brick wall" sessions at the Family History Festival, Archives' staff made this program a quarterly, stand-alone event. In FY2015, the public had four opportunities throughout the year to sign up for special sessions with professional archivists and genealogists to discuss and attempt to overcome their greatest research obstacles. In FY2016, staff is planning to have an online genealogy help session to expand this program's reach to those who cannot visit the Archives.

Lunch and Learn Program

In January 2015, the Archives launched a monthly brown bag seminar series to help educate guests on the collections and services of the Archives. In the coming fiscal year, we plan to increase the hands-on nature of this program and to offer the series online through social media in order to expand the reach of the educational programming to guests who are unable to travel to the Archives to participate.

Student Internship Program.

For almost 40 years the Archives has hosted a student internship program. The Program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives while bringing fresh insights to State Archives' programs. In the Summer of 2015, the Archives also participated in [YOUTHWORKS](#) and [QUEST](#) internship programs.

To host special, directed internships and co-teach classes based on primary source material, we have established and maintained partnerships with many schools and universities. Adding to this network, in FY2015 staff collaborated on an undergraduate course with Chesapeake College regarding the environmental history of slavery in Maryland. Staff also regularly presents directly in the classroom and hosts students on field trips at all educational levels from kindergarten through post-graduate, emphasizing the importance and use of primary resources.

Additional Research Partnerships

In the quest to make resources accessible to the widest possible audience, Research and Student Outreach has established a special municipal partnership this year. Working with the General Assembly, the Town of [Brookeville](#), and the Daughters of the American Revolution, the Archives created a website to disseminate research and primary sources on the War of 1812 era. This in-depth community history project documents Brookeville, Maryland, where President James Madison found shelter after the British entered Washington. The goal of the project is to discover and share resources regarding the places and people (free and enslaved, black and white) that shaped Madison's experiences in this Montgomery County town. Staff conducted research on every building lot in town and on nearby factories and businesses, which culminated in the creation of an interactive online map. Significantly, this research helped in the planning of Brookeville's 200th anniversary celebration in August 2014. Staff also gave presentations at related commemorative events. The project website (<http://msa.maryland.gov/brookeville>) remains on the web to serve as a portal to this information for the general public for years to come.

Another partnership the Research Department has established involves the identification and exploration of the lives of Maryland's first combatants during the Revolutionary War. The Maryland 400 were members of the 1st Maryland Regiment, which took heavy casualties in New York at the Battle of Brooklyn in 1776, their rearguard action allowing the rest of the Continental Army to escape destruction. While the military actions of the men at the battle are well known, their names, fate at the battle, and backgrounds have remained unexamined. In cooperation with the [Military Department](#), Washington College, the Maryland Military Historical Society, the Moss Family Foundation, and the Maryland Society of the Sons of the American Revolution, the State Archives created a research blog (<http://msamaryland400.wordpress.com/>) featuring an online roster of all known men. To date, the roster lists the names of approximately 900 out of a projected 1,000 soldiers who participated in the battle. One hundred and thirty-two soldiers' biographies have been published on the website. This ongoing blog provides "real time" information on the soldiers during 1776, posts research findings

about related topics and helps build a growing community of persons interested in Maryland history and archives.

Finally, the Archives staff makes an effort to participate in professional conferences and workshops to share information with the widest network possible, to grow professionally, and to learn from our colleagues. This year's highlights include our participation in the [Annapolis 1864 Commission](#) and our hosting of a guest lecture in October 2014 by historian and museum director Tony Cohen on Maryland emancipation. Staff also gave a presentation on the use of our collections at the Mid-Atlantic Regional Archives Conference in October 2014, where the State Archivist served as the plenary speaker.

Maryland State Archives



Earliest known image of Anne Arundel, with her husband, Cecil Calvert, 2nd Lord Baltimore, ca. 1640. Map from medal cast for Cecil Calvert, second Lord Baltimore, ca. 1632. All three used as the official trademarks of the **Maryland State Archives**. The medal features the Latin motto *Ut sol lucebis Americae* which translates: *As the sun thou shalt enlighten America*. Both medal and motto are used as trademarks for the **Friends of the Maryland State Archives**.

Hall of Records Commission Meeting

December 2, 2014, 12:00 noon, Electronic Classroom, Maryland State Archives

Agenda

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_attendees_2dec2014.pdf

Opening Remarks/Special Announcements

Chair to recognize special guests

Mr. Robert Brennan, *Executive Director, Maryland Economic Development Corporation (MEDCO)*
Mr. Michael Gaines, *Assistant Secretary, Department of General Services, Office of Real Estate*
Ms. Pamela Q. Harris, *Maryland State Court Administrator*
Mr. Israel "Izzy" Patoka, *Executive Director, Governor's Office of Community Initiatives*

Reports & Minutes of Previous Meetings

Hall of Records Commission meeting, May 19, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_minutes_19may2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

June 5, 2014: Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society.

June 9, 2014: Unveiling of the Overlea Suffrage Historical Marker by the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

September 15, 2014: Unveiling of Frederick Douglass portrait by artist Simmie Knox, Government House.

September 19, 2014: Lecture on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBois Institute Fellow, Harvard University.

October 4, 2014: Maryland State Archives First Annual Family History Festival - American Archives Month Event.

October 17, 2014: Timothy Baker presented the plenary address for the Mid-Atlantic Regional Archives Conference, Baltimore.

October 21, 2014: The Friends of the Maryland State Archives sponsored a lecture by Ross Kimmel and Mike Musick about their book, "I Am Busy Drawing Pictures: The Civil War Art and Letters of Private John Jacob Omenhausser, CSA." This lecture took place at the Maryland State Archives and was free and open to the public.

October 28, 2014: The Maryland State Archives hosted the lecture and exhibit "150 Years of Emancipation in Maryland," featuring speaker Anthony Cohen.

November 5, 2014: Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel hosted the Fall Meeting of the Maryland Commission on Artistic Property. Approved minutes from May 12, 2014:
http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_minutes_12may2014.pdf

November 7, 2014: Unveiling of portrait of Chief Judge Robert M. Bell at the Courts of Appeal.

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

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_schedules_2dec2014.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_disposals_2dec2014.pdf

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

State Archivist's Report

Maryland State Archives / MEDCO project

Estimated Expenses

Lease Costs

The lease costs outlined below will be paid directly to MEDCO on a monthly basis. The source of funds is the sum of the current rent of the existing warehouses (\$411,730 budgeted for FY 2015) and the funds targeted to go into the Archives endowment. The average amount deposited into the Endowment over the last four years was over \$420,000 per year.

Base Rent	\$ 650,472
Annual Arbitrage Report	\$ 5,000
Repair and Replacement Reserve	\$ 40,000
MEDCO Annual Fee	\$ 25,000
Annual Trustee Fee	\$ 3,000
Stormwater Maintenance Fees	\$ 1,260
Insurance	\$ 47,716
Total	\$ 772,448 (\$5.76 per square foot)

Estimated Operating Expenses

In addition to seeking the Special Fund appropriation to pay the above expenses, the Archives has also made an over-the-target request to pay for the operating expenses of the building. These expenses were estimated based on the actual expenditures provided by the property owner. The categories of "general maintenance" include items such as: Alarm and Fire Protection Systems, Electrical, Elevators, Grounds and landscaping, HVAC Controls and Systems, Janitorial services, Locks and Keys, Painting, Pest Control, Snow Removal, Trash Removal, and general repairs and maintenance. The estimates for utilities were also based on actual expenditure history.

Total cost for general maintenance:	\$ 220,609
Total Utilities (water, gas, electric):	\$ 207,611
Total Operating Expenses:	\$ 428,220 (\$3.20 per square foot)

Warehouse Move



Left: *Packing boxes at Candlewood Road.* Right: *Record center boxes ready to be shelved at Rolling Run.*



Above: *Before and after at Rolling Run Warehouse.*

Additional Photos:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/warehouse_move.pdf

Video link - Unloading microfilm cabinets at Rolling Run:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/unloading_video.mov

More videos on the Maryland State Archives Instagram: <http://instagram.com/marylandstatearchives>

Renewal of the Memorandum of Understanding for *mdlandrec / plats*

A one year extension of the MOU between the Judiciary and the Archives maintaining the prior baseline of services and funding was approved in August of 2014.

Update on the search for the new State Archivist

Blue Ribbon Commission:

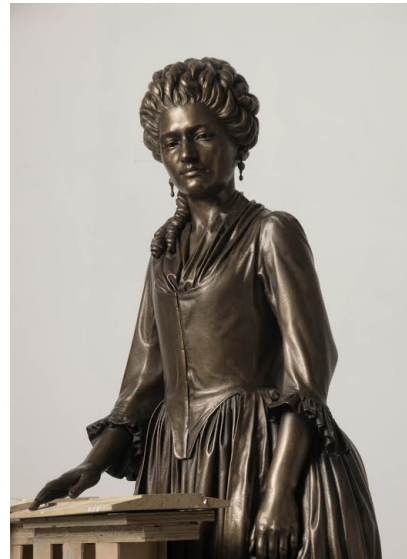
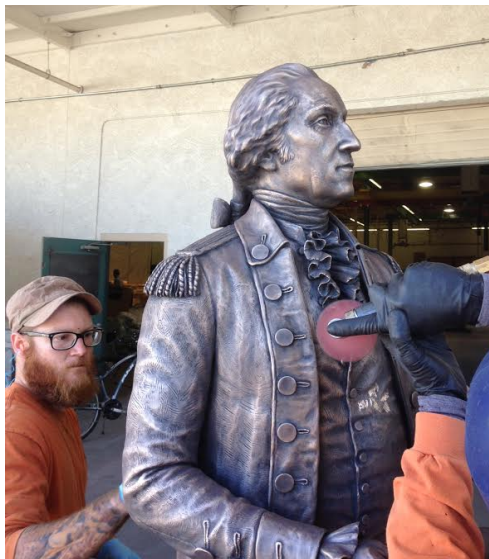
http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/blue_ribbon_comm2014.pdf

Chronology: activities since the last meeting

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_combined_chronology_2dec2014.pdf

Interpreting the State House

Update on Old Senate Chamber Restoration and Related Exhibits



Artistic Property staff in front of John Trumbull's *Washington Resigning*, United States Capitol

Educational Outreach & Research

Family History Festival ([Presentation](#))

Building on the earlier success of the Maryland Day this spring, the staff planned a much larger public outreach event in recognition of American Archives Month in October 2014. The Maryland State Archives Family History Festival was a free, community day-long event held on Saturday, October 4 which offered lectures on genealogy, history, and archival research, demonstrations on caring for your own family papers and photos, “break through your brick wall” sessions for researchers, seminars on digital imaging techniques, behind the scenes tours, and hands-on educational children’s activities highlighting family history. In addition, twenty sister heritage organizations presented materials at exhibit booths in our search room to greet visitors and explain their services.

The event was an overwhelming success with over 500 visitors attending during the 6 hour festival, well above the anticipated amount. The feedback, both in person and in response to a post-event online survey, have been tremendously positive and informative. It is clear that both the public and the staff look forward to this festival being an annual event and have already shared wonderful ideas about making next year’s program even better. The Archives would like to recognize all the volunteers and sponsors that made this event possible, particularly The Maryland Humanities Council and The Crowley Company. A copy of the detailed program for the day can be found at: http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_4oct2014.pdf

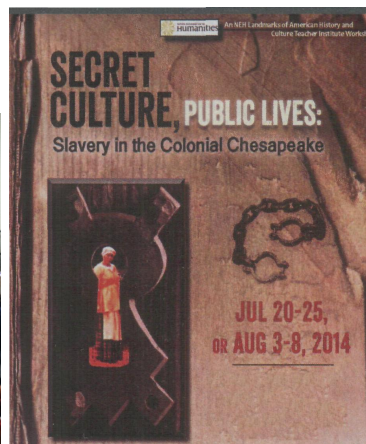
Presentation (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_slideshow_4oct2014.pdf

NEH Landmarks of American History and Culture Institute Workshop

In July and August of 2014, the Archives’ staff partnered with Historic London Town on a National Endowment for the Humanities Landmarks of American History grant program entitled *Secret Culture, Public Lives: Slavery in the Colonial Chesapeake*. For two weeks, the Archives’ Research and Outreach team participated with London Town staff and esteemed scholars such as Dr. Lorena Walsh, Dr. Jean B. Russo, Michael Twitty, Psyche Forsyth-Williams, and Dr. Philip Morgan to lead teacher professional development workshops on the history of slavery in the colonial Chesapeake. The focus of the training was to expose teachers to tools, resources and techniques which enable them to share with their class the culture of enslaved individuals including family life, foodways, and religion. Eighty teachers representing each state across the nation visited the Archives to learn how to use our primary resources in the classroom. In addition, the educators participated in sensitivity training led by our own Legacy of Slavery staff to address how to talk about slavery with students in a respectful, conscientious manner. Teachers who participated in the workshop are writing Historical Investigation Lesson Plans and will be sharing the new curriculum with all the participating grant partners. For more information, please see:

<http://neh.historiclondontown.com/>

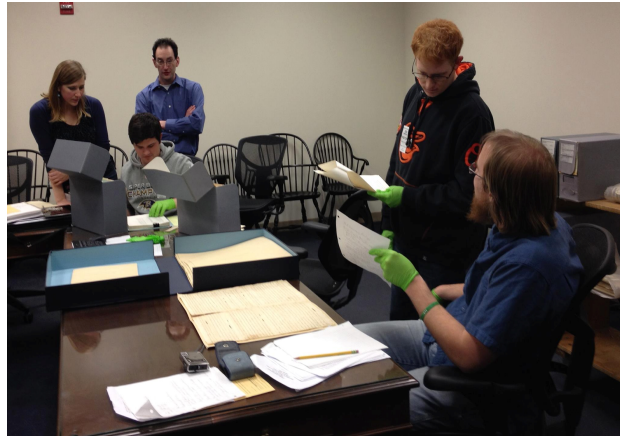


Teachers participating in professional development led by the Research Department staff.

Partnerships

UMBC History Department

This fall, the Maryland State Archives' Research staff has partnered with Dr. Denise Meringolo at the University of Maryland Baltimore County History Department to team teach a class for both undergraduate and graduate history students. This class, entitled *Mapping the Past: Slavery and Freedom on the Regional Landscape*, is writing biographical profiles of Maryland enslaved individuals using the Archives' records. These profiles will not only be shared with the Archives for publication on the Legacy of Slavery website, but ultimately, be part of a mobile device mapping application in conjunction with the UMBC computer science department. For more information, please see: <http://landscapesofslavery.org/>



Research staff working with UMBC students using primary source materials.

Maryland Humanities Council / Maryland Arts Council / UMBC Library

The Maryland State Archives has partnered with the Maryland State Arts Council and UMBC to consolidate considerable holdings of Maryland folklife audio recordings and visual material. These unique and valuable recordings will be converted to digital format and preserved as part of a larger folklife initiative.

University of Maryland College Park ([Presentation](#))

The Archives sees preservation and access to newspapers as part of its vital mission to serve the public. There have been numerous efforts to digitize Maryland newspapers in the past, but they have been scattered and inconsistent. This past year, the Maryland State Archives began working with the University of Maryland on the National Digital Newspaper Program, a national effort, with the financial support of the Library of Congress and National Endowment for the Humanities. Maryland Newspapers are now being digitized, as part of the Program, and put online at the Chronicling America website: <http://chroniclingamerica.loc.gov/>

Internship Program

Furthering our core educational initiatives, the Archives has continually hosted a student internship program for almost 40 years. The mission of our internships is to provide mentoring for up-and-coming young professionals, to allow students to sample various aspects of the archival profession as they make their career decisions, to bring fresh insights into our own program, and to teach the next generations to understand, respect and value archives. The 2014 Summer Internship was a great success. The Archives hosted 11 students across 6 different departments. These students helped with core initiatives of the agency and made great contributions to the archival program at large. Final Reports for all the student projects are attached as a PDF report.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/intern_reports2014.pdf



Interns hard at work during the Summer 2014 student outreach program at the Archives.

*Maryland State Archives Summer Internship Class
visiting Government House with
interns from Historic Annapolis Foundation
in July 2014.*



Scholarly Outreach and Consultation

On October 30, 2014, the Archives' staff was pleased to participate in #AskAnArchivist Day on Twitter. Throughout the day, staff took turns answering questions and sharing information about the Archives using our social media platforms. A very informative, lively discussion resulted between the MSA and the general public and among other archival institutions.

Research Department staff had a wonderfully productive, day-long meeting with Smithsonian Curator John W. Franklin to exchange ideas about National Museum of African American History on July 2, 2014. This meeting included a sharing of ideas about the representation of the history of slavery within the museum, as well as a discussion of what types of collections can be used to represent the lives of the enslaved. The staff was also treated to a behind-the-scenes tour of the new museum, the Kenya exhibits of the National Folklife Festival, as well as the current NMAAHC displays featured in the Smithsonian Museum of American History. Mr. Franklin is very interested in collaborating with local programs, such as the Archives' own Study of the Legacy of Slavery in Maryland, as the NMAAHC works toward its 2016 grand opening.

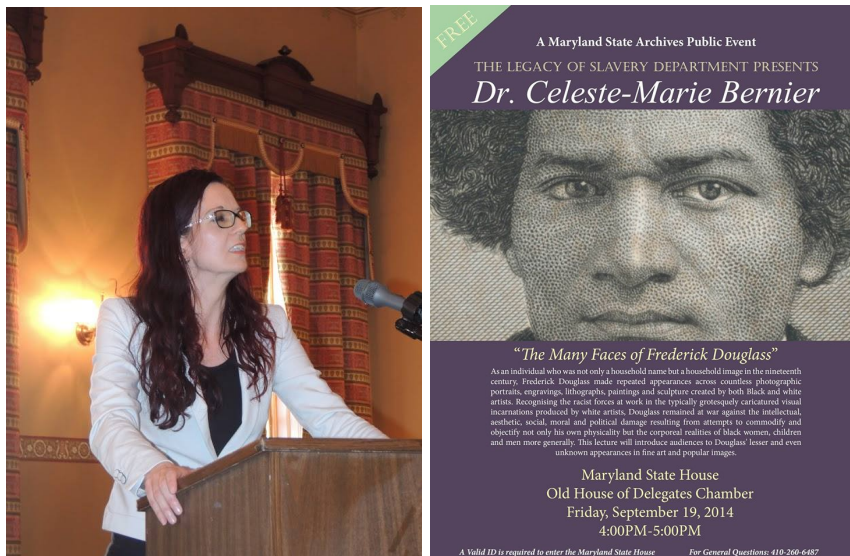
*Research Staff at the Smithsonian with John W. Franklin, Chief Curator
of the National Museum of African American History and Culture.*



Finally, Chris Haley and Maya Davis continue to serve as consultants on the Harriet Tubman National Park planning commission along with staff from Maryland Department of Tourism, Maryland Department of Natural Resources, National Park Service Harpers Ferry, National Park Service Philadelphia, and National Park Service Network to Freedom. Our Research Staff are providing source material and oversight of the exhibits being planned for the park visitors' Discovery Center expected to open in 2016. Maya and Chris participate in weekly conference calls with the planning commission as well as attend regular in-person meetings with the exhibit design teams from GWWO and Haley Sharp Design.

Public Lectures

The Archives sponsored several free public lectures of note this fall. On September 6, 2014, Elaine Bachmann, Sasha Lourie and Tim Baker participated in the Treaty of Paris Festival by presenting an enlightening lecture titled, *"The Room we are to sit in is perhaps the prettiest in America" Congress in Annapolis, 1783-1784, and the Reconstruction of the Old Senate Chamber*. On September 19, 2014, Dr. Celeste-Marie Bernier gave an inspiring talk on the imagery of Frederick Douglass. Dr. Bernier is a Professor of African American Studies at the University of Nottingham and Associate Editor of the Journal of American Studies. She is a Fellow of both Oxford and Harvard Universities, and the current Dorothy K. Hohenberg Chair of Excellence in Art History at the University of Memphis. Dr. Bernier's talk, held in the Old House of Delegates Chamber at the State House, delved into the underlying meaning of various artistic representations of Douglass and included analysis of some quite rare images.



Dr. Celeste-Marie Bernier, current Dorothy K. Hohenberg Chair of Excellence in Art History from the University of Memphis, sharing her research on the imagery of Frederick Douglass, September 19th, Old House of Delegates Chamber of the historic Maryland State House.

On October 21, 2014, local historians Ross Kimmel and Michael Musick gave a fascinating talk about the civil war and signed copies of the most recent Friends of the Maryland State Archives' publication, *"I Am Busy Drawing Pictures": the Civil War Art and Letters of Private John Jacob Omenhuasser, CSA*. On October 28, 2014, Mr. Anthony Cohen gave an engaging, hands-on presentation about the realities and reactions to Emancipation in Maryland in 1864. Mr. Cohen is a renowned scholar and historical consultant on the history of the Underground Railroad, the operator of the Button Farm Living History Center, and the founder of the Menare Foundation. His talk centered on the lives of the enslaved population and how they did or did not change in response to Emancipation. Mr. Cohen invited members of the audience to engage in his talk by bringing along a replica slave collar that could be touched or worn, which was an emotional experience for all who took part. Both of these lecture events were free and open to the general public.

The ANNAPOLIS 1864 COMMISSION & ANNE ARUNDEL PUBLIC SCHOOLS presents:

Lecture & Exhibit

Speaker
Tony Cohen
Noted Underground Railroad Historian & Founder of the Menare Foundation
(Trained Oprah Winfrey for her role as Sethe in the motion picture *Beloved*)
This Event is Free and open to the Public!

Location
Maryland State Archives
350 Rowe Blvd.
Annapolis, MD 21401

Date & Time
Tuesday, October 28, 2014
5:00 - 7:00 pm

150 Years of Emancipation in Maryland
On November 1, 1864, the state of Maryland ratified its 3rd constitution. Article 24 of the constitution declared, "That hereafter in this state, there shall be neither slavery nor involuntary servitude, except in punishment of crime, whereof the party shall have been duly convicted; and all persons held to service or labor as slaves are hereby declared free."



Anthony Cohen, Founder of the Menare Foundation, speaks to a large crowd in our public search room on October 28th about Emancipation in Maryland.

150th Anniversary of Emancipation in Maryland ([Presentation](#))

Research staff members Chris Haley and Maya Davis were deeply involved in planning and hosting activities commemorating the 150th anniversary of Emancipation in Maryland. During the Civil War, Maryland never left the Union and was therefore excluded from President Lincoln's Emancipation Proclamation in January 1863. In April 1864, Maryland's 3rd Constitutional Convention was held in the City of Annapolis which culminated in passage of a new state constitution, effective on November 1, 1864. The new Constitution outlawed the practice of slavery, disenfranchised southern sympathizers, reapportioned the General Assembly, and created for the first time the position of Lieutenant Governor and Superintendent of Public Instruction. The narrowly approved vote (50.31% to 49.69%) passed the Constitution which was carried after Maryland soldiers in the Union Army voted overwhelming in favor (2,633 to 263). This historic event is why Maryland celebrates Emancipation on November 1st.

Maya Davis served as Vice Chair and Chris Haley as a Commissioner on the Annapolis 1864 Commission on Maryland's Third Constitution and the Abolishment of Slavery. In partnership with many local heritage organizations, they hosted and participated in many events throughout the week of October 25 - November 1, 2014 including reenactments, scholarly lectures, documentary screenings, theatrical productions, remembrance ceremonies, and unveilings. For a full listing of events planned by the Commission, please see:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/annap1864_flyer_4rivers.pdf

Presentation (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/emancipation150_presentation.pdf

Grants

The Research Department is pleased to share that it has been awarded a substantial grant from the National Historical Publications and Records Commission. This Documenting Democracy Grant for \$142,000 will be used to fully process the Archives' manumission and certificate of freedom collections. The result will be detailed, item level inventories, as well as document images, online and linked to the Guide to Government Records. This grant also includes an outreach component so that our Research Archivists can spread the good word about these newly accessible collections.

Also, the Maryland Chapter of the Sons of the American Revolution has awarded the Research Department a \$10,000 grant to be used for the continuation of the Maryland 400 project. The project leader, Owen Lourie, is

currently recruiting a student intern to pick up the research. Owen gave a talk on November 12, 2014 to further promote the project to the Daughters of the American Revolution in hopes of finding more financial support. Results will continue to be published on the project blog: <http://msamaryland400.wordpress.com/>

Proposed Action by the Commission: resolution of appreciation for all individuals and organizations that support the Archives historical research endeavors.

Publications

The Friends of the Maryland State Archives is preparing an interpretive brochure about the portrait of William Pitt the Elder, first Earl of Chatham. Funding for the brochure has been provided by the Society of Colonial Wars in the State of Maryland and The General Society of Colonial Wars, in honor of Jonathan W. Pine. The brochure will be ready for the reopening of the Old Senate Chamber in January.

Land Office Activities

Applications from the Department of Natural Resources for Certificates of Reservation

Warrant 102 - 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Warrant 104 - 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Current business

The Land Office has no pending applications for either a certificate of reservation or a land patent. The Deputy Commissioner met with staff from Land Acquisition and Planning at the Department of Natural Resources in June and expects new applications from them in 2015.

Appraisal & Description

Court Professional Certificate Program

This year Archivists Alex Jackson and James Watson completed auditing the three year Court Professional Certificate Program. This program, designed to provide judiciary employees with career enhancement and professional growth, provides training on the basic functions and procedures of the many units of the Judicial Branch. By having Archives employees audit this training, we expect to improve the interactions between the Archives and the Judiciary by providing Archives staff with a better understanding of the needs and requirements of Judicial staff. We hope to send additional staff to future sessions of the Court Professional Certificate Program. We've also volunteered to work with the Judiciary to create a new module in the program course that will provide an overview of the Archives procedures which impact the Judiciary, such as the transferring records to or requesting records from the Archives.

Electronic Records Retention

The Maryland State Archives is continuing to use the record scheduling process to support Maryland government agencies transition from paper to electronic records wherever practical. Recently, the State Archives approved a revised retention schedule for the Register of Wills which recognizes that probate records, with the exception of wills and guardian records, will be born electronic starting October 1, 2014. Likewise, the State Archives approved a schedule for the District Court which allows the Court to destroy paper indices and dockets that have been scanned to Maryland State Archives standards.

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission Meeting

Transfers to the Archives will resume after the first of the New Year.

Special Collections

Collections received by the Department since the last Commission meeting.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_speccol_donations_2dec2014.pdf

Artistic Property

Items approved for acquisition by the Commission on Artistic Property at their November 5 meeting.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_potential_donations_fall2014.pdf

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

Upcoming Special Meetings, Advisory Boards & Celebratory Events

January 6, 2015: Opening of the restored Old Senate Chamber, State House.

February 16, 2015: Presidents' Day Celebration: Dedication of permanent display of Washington's Resignation Speech, Maryland Senate.

February 18, 2015: Seminar at the State House, sponsored by St. John's College on the subject of Washington's resignation. This seminar is part of the event surrounding the unveiling of the display case for the speech.

March 20-22, 2015: Celebratory events for Maryland Day at the Maryland State Archives and the State House.

New Business

Next meeting

Upon the call of the Chair.

Adjournment

Mr. Timothy D. Baker
Acting State Archivist
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, December 2, 2014

Maryland State Archives



Minutes

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_attendees_2dec2014.pdf

Opening Remarks/Special Announcements

Chair Barbera recognized the special guests in attendance:

Mr. Robert Brennan, *Executive Director, Maryland Economic Development Corporation (MEDCO)*
Mr. Michael Gaines, *Assistant Secretary, Department of General Services, Office of Real Estate*
Ms. Pamela Q. Harris, *Maryland State Court Administrator*

Reports & Minutes of Previous Meetings

Hall of Records Commission meeting, May 19, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_minutes_19may2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

June 5, 2014: Unveiling of portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society.

June 9, 2014: Unveiling of Overlea Suffrage Historical Marker by the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

September 15, 2014: Unveiling of Frederick Douglass portrait by artist Simmie Knox at Government House.

September 19, 2014: Public lecture hosted by the Maryland State Archives on Frederick Douglass by Dr. Celeste-Marie Bernier, W.E.B. DuBois Institute Fellow, Harvard University.

October 4, 2014: Maryland State Archives First Annual Family History Festival - American Archives Month event.

October 17, 2014: Timothy Baker presented the plenary address for the Mid-Atlantic Regional Archives Conference, Baltimore.

October 21, 2014: Public lecture by Ross Kimmel and Mike Musick about their book, *I Am Busy Drawing Pictures: The Civil War Art and Letters of Private John Jacob Omenhausser, CSA.*, sponsored by the Friends of the Maryland State Archives and hosted by the Maryland State Archives.

October 28, 2014: Public lecture and exhibit, "150 Years of Emancipation in Maryland", featuring speaker Anthony Cohen, hosted by the Maryland State Archives.

November 5, 2014: Fall Meeting of the Maryland Commission on Artistic Property, hosted by staff at the Maryland State Archives. Approved minutes from previous meeting on May 12, 2014:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_minutes_12may2014.pdf

November 7, 2014: Unveiling of portrait of Chief Judge Robert M. Bell at the Courts of Appeal.

Mr. Baker highlighted the unveiling events of the two portraits by artist Simmie Knox. These portraits are now part of the State's Artistic Property Collection. Mr. Baker also encouraged the members to attend future special events hosted and coordinated by the Maryland State Archives whenever possible.

Dr. Phillips moved to approve the minutes (as drafted) and recognize the special meetings of the Commission as defined by standing resolution, seconded by President Nelson. Approved.

Records Retention & Disposal

Retention Schedules

Kathryn Baringer reported that, since the last Hall of Records Commission meeting, the Maryland State Archives approved forty-two schedules from state, county and municipal agencies, and nine schedules were approved by the Baltimore City Archives for City agencies. All schedules are available online as well as in the report linked below. Ms. Baringer pointed out to the Commission instances where records previously duplicated in paper and electronic format were only now being kept in electronic format, a practice encouraged by the Archives to increase efficiency and save on record storage costs.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_schedules_2dec2014.pdf

Disposal Certificates

Ms. Baringer reported that, since the last Commission meeting, the Archives received 182 disposal certificates reporting the destruction of non-permanent record material. Of these, 156 were submitted through the Archives' online disposal certificate website, a method agencies are encouraged to use as it allows the Archives to reduce the number of disposal certificates kept in paper format. Disposal certificates are available online and through the report linked below.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_disposals_2dec2014.pdf

Assistant Secretary Gaines asked if these schedules and certificates represented records from every county in Maryland. Mr. Baker responded that Maryland is unique among state archives in that it has the largest collection of government records, given that the State Archives is responsible for permanent records from every branch of state government as well as every level of government: state, county and municipal.

Mr. Kummerow moved to approve the Records Retention and Disposition Schedules as presented, seconded by Mr. Klasmeier. Approved.

State Archivist's Report

Maryland State Archives / MEDCO project

This past Fall, the State concluded a real estate transaction that will solve its space problem for at least a generation. Mr. Baker thanked the Commission, the Legislature, Department of Budget and Management, and the Executive Office for their support. Mr. Baker also publicly thanked Robert Brennan (MEDCO) and Michael Gaines (DGS) for their help in making this innovative idea become a reality. The property was formerly owned by the Social Security Administration (SSA), and had been built specifically for the storage of record material. When the lease ran out, SSA decided to consolidate out in the Midwest and vacated the building in Woodlawn.

Mr. Brennan offered comments on the process of the building purchase. They went to closing the first week in October, earlier than planned in the sales agreement. The lease is a true operating lease, not a capital one. MEDCO is contributing some of its own funds to the transactions, which they have not done before with a state project. After soliciting over 30 lending institutions, seeking a 15-year fixed rate transaction with a 25-year amortization, they received three offers and settled on a tax exempt rate of 2.74%. MEDCO is the owner of the building, leasing it to the Maryland State Archives. Together with the Archives, MEDCO solicited bids for moving the record material from the existing three warehouses into the new facility. The three bids received ranged from \$750,000 to \$255,000. The contract was awarded to the low bidder.

Assistant Secretary Gaines added that this transaction demonstrates the value of partnering and being innovative in solving facility needs. Delegate Rosenberg asked what lessons can be learned from this transaction. Mr. Gaines replied that if we are to be effective and maximize value, while providing needed resources, we must be creative, utilize multiple tools (e.g., the capital budget process, public-private partnerships, MEDCO), and be open to exploring opportunities for new ways to meet state agencies' facility requirements.

Lease Costs

The lease costs outlined below will be paid directly to MEDCO on a monthly basis. The source of funds is the sum of the current rent of the existing warehouses (\$411,730 budgeted for FY 2015) and the funds targeted to go into the Archives Endowment. The average amount deposited into the Endowment over the last four years was over \$420,000 per year. Mr. Baker explained that, through this partnership, the Archives is achieving an effective rental rate less than that paid for the existing warehouses, which did not have any security or temperature and humidity control.

Base Rent	\$ 650,472
Annual Arbitrage Report	\$ 5,000
Repair and Replacement Reserve	\$ 40,000
MEDCO Annual Fee	\$ 25,000
Annual Trustee Fee	\$ 3,000

Stormwater Maintenance Fees	\$ 1,260
Insurance	\$ 47,716
Total	\$ 772,448 (\$5.76 per square foot)

Estimated Operating Expenses

In addition to seeking the Special Fund appropriation to pay the above expenses, the Archives has also made an over-the-target request to pay for the operating expenses of the building. These expenses were estimated based on the actual expenditures provided by the previous property owner. The categories of "general maintenance" include items such as: Alarm and Fire Protection Systems, Electrical, Elevators, Grounds and Landscaping, HVAC Controls and Systems, Janitorial Services, Locks and Keys, Painting, Pest Control, Snow Removal, Trash Removal, and general repairs and maintenance. The estimates for utilities were also based on actual expenditure history. Mr. Baker pointed out for comparison that the estimated cost for running other state facilities is \$18.40 per square foot.

Total cost for general maintenance:	\$ 220,609
Total Utilities (water, gas, electric):	\$ 207,611
Total Operating Expenses:	\$ 428,220 (\$3.20 per square foot)

Warehouse Move

Mr. Baker reported that Hoffberger Moving Services was awarded the contract to perform the warehouse consolidation move. Hoffberger is a highly capable company that had previously worked with Johns Hopkins University Library and other similar institutions.

Tremendous logistics have gone into preparations for moving the Archives' 200,000 cubic feet of record material. Over the past year, staff have containerized 4,028 items, and reboxed or rewrapped 3,421 items that were in damaged or failing containers. There was a known mold issue, and staff identified 2,312 cubic feet of moldy records comprised mostly of records that had been damaged in a series of floods in Prince George's County. Though best efforts were made at the time to dry them out, mold still developed under the sub-par conditions in the rented warehouses. These records were packed onto 64 pallets and sent to a firm in New Jersey to be irradiated. To date, only two pallets are still out; all others have been safely returned. All this was completed within the budget for the move. There is still work to be done at Rolling Run, including a new roof and new HVAC system, but funding has been allocated to make such repairs.

Chair Barbera took the opportunity to thank Mr. Brennan and Assistant Secretary Gaines on behalf of the Commission. She noted that this partnership has worked exceedingly well for both the Commission and the Archives.



Left: *Record center boxes ready to be shelved at Rolling Run.*



Right: *Packing boxes at Candlewood Road.*

Additional Photos:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/warehouse_move.pdf

Video link - Unloading microfilm cabinets at Rolling Run:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/unloading_video.mov

More videos on the Maryland State Archives Instagram: <http://instagram.com/marylandstatearchives>

Mr. Baker highlighted the Archives' Instagram site and encouraged the members to visit the page. The Archives' social media pages are part of its endeavor to reach a younger audience than would otherwise be reached with traditional outreach programs. Ms. Emily Oland Squires added that the Maryland State Archives' Instagram page was recently named one of the top fifteen government instagrams to watch by GovLoop, a list which includes the White House Instagram page. <http://www.govloop.com/15-government-instagramms-follow/>

Right: *Before and after at Rolling Run Warehouse.*



Budget Cuts

Mr. Baker mentioned that the Archives recently suffered a budget cut of \$40,000 for FY2015, as did many state agencies. Also, the Archives is facing a cut in the form of the requirement to offer health care for contractual employees. Mr. Baker characterized this as a budget cut because special fund agencies, like the Archives, do not receive funds allocated from the General Fund budget to cover these health care costs. The Archives will most likely see continued budget cuts in the upcoming fiscal years.

Renewal of the Memorandum of Understanding for *mdlandrec* / *plats*

A one-year extension of the MOU between the Judiciary and the Archives maintaining the prior baseline of services and funding was approved in August 2014. However, there is concern that the funding mechanism for the land record improvement fund has a sunset provision which would reduce the fees charged for the recordation of land record instruments, the source of the fund, unless there is legislative action this coming session to change that. This affects not only the Archives but also the Judiciary which has come to rely on that fund for all land operations.

Delegate Rosenberg asked if there will be legislation introduced in the upcoming session to extend or remove the sunset. Chair Barbera and Ms. Pamela Harris of the Judiciary assured Delegate Rosenberg that such legislation would be submitted as part of the usual package put through by the Judiciary.

Update on the search for the new State Archivist

Mimi Calver, staff to the Blue Ribbon Commission, gave an update on the nationwide search for a new State Archivist. Details of the Commission's work to date can be found in the document linked below. Ms. Calver added that, prior to posting the job announcement for another 30-day period, the Commission decided to make two adjustments. First, they are changing the minimum education requirement from a Bachelor's degree to an advanced degree. Second, they will remove the Maryland-specific experience requirement from the preferred qualifications section. The application submission period will close sometime in January, at which time the Archives' personnel staff will examine the applications and notify the Blue Ribbon Commission which candidates meet the minimum requirements for consideration. The Blue Ribbon Commission will narrow down the qualified candidates to three by reviewing resumes and conducting interviews. They will submit their recommendations to the Hall of Records Commission which, in turn, will have the opportunity to examine the three candidates so as to make a final recommendation to the Governor.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/blue_ribbon_comm2014.pdf

Chronology: activities since the last meeting

Interpreting the State House

Update on Old Senate Chamber Restoration and Related Exhibits

Elaine Rice Bachmann announced to the Commission that the restored Old Senate Chamber (OSC) will be opening to the public in early January. The Artistic Property staff of the Maryland State Archives has partnered with the Department of General Services and the Maryland Historical Trust not only on the reconstruction of the Chamber, but also restoration work on two adjoining rooms and new interpretive exhibits for the general public.

Ms. Bachmann gave a preview of some of the features to be seen in the restored Chamber, including the statues pictured here of George Washington and Molly Ridout, one of the private citizens present at Washington's resignation and author of the only surviving private account of that event. Closely following the opening of the Chamber there will be a week of public events celebrating the return of Washington's original resignation speech to the State House. It will be on display starting February 16, 2015, housed in a new state-of-the-art case acquired through fundraising by the Friends of the Maryland State Archives. The Archives is also partnering with St. John's College on a seminar about Washington's resignation to be held on the evening of February 18 at the State House.

In addition to interactive exhibits being installed, about 40 paintings from the state-owned art collection will be returning to the State House, having been restored as a part of this project. Having the opportunity to restore paintings for the next generation is truly at the core of what the Archives does as steward of the state's art collection. One of those paintings, Edwin White's *Washington Resigning*, will be returning to the State House next week.

Ms. Bachmann announced that Curator Sasha Lourie will be leaving the Archives in January to take a position as associate curator at the U.S. Senate. Mr. Lourie came to the Archives in 2000 and over the past 14 years has contributed immensely to documenting the history of the Maryland State House through the website <http://statehouse.msa.maryland.gov>, a tool which has made the recreation of the Old Senate Chamber possible by making the research publicly available to architects, scholars, and contractors. In 2008, Mr. Lourie became Curator of Artistic Property and has been working on documentation of the collection, making important discoveries about the objects in the collection and adding to the base knowledge and the professionalism of managing the collection. The culmination of his work will be the reopening of the Chamber.



Statues of George Washington and Molly Ridout will be on display in the restored OSC.



Artistic Property staff in front of John Trumbull's *Washington Resigning*, United States Capitol

Educational Outreach & Research

Ms. Emily Oland Squires highlighted some of the outreach events hosted by the Archives over the last six months. A continuing objective of the Archives is to make the agency and its records relevant to all communities. This is being accomplished primarily through education, partnership, and the use of social media.

Family History Festival

Building on the earlier success of the Maryland Day celebration this Spring, staff planned a much larger public outreach event in recognition of American Archives Month in October 2014. The Maryland State Archives Family History Festival was a free, day-long community event held on Saturday, October 4. On offer were lectures on genealogy, history and archival research, demonstrations on caring for family papers and photos, “break through your brick wall” sessions for researchers, seminars on digital imaging techniques, behind the scenes tours, and hands-on educational children's activities highlighting family history. In addition, twenty sister heritage organizations presented materials at exhibit booths in the Search Room to greet visitors and explain their services.

The event was an overwhelming success with over 500 visitors attending during the six-hour festival, well above the anticipated crowd. The feedback, both in person and in response to a post-event online survey, has been tremendously positive and informative. It is clear that both the public and the staff look forward to this festival becoming an annual event and have already shared wonderful ideas about making next year's program even better. The Archives would like to recognize all the volunteers and sponsors who made this event possible, particularly The Maryland Humanities Council and The Crowley Company. A copy of the detailed program for the day can be found at: http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_4oct2014.pdf

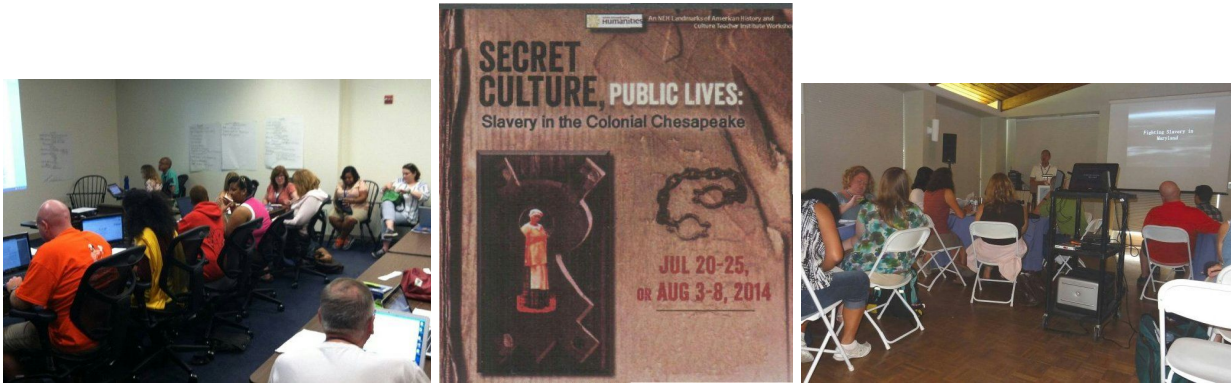
Presentation by Emily Oland Squires (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/festival_slideshow_4oct2014.pdf

NEH Landmarks of American History and Culture Institute Workshop

In July and August of 2014, the Archives' staff partnered with Historic London Town on a National Endowment for the Humanities Landmarks of American History grant program entitled *Secret Culture, Public Lives: Slavery in the Colonial Chesapeake*. For two weeks, the Archives' Research and Outreach team participated with London Town staff and esteemed scholars such as Dr. Lorena Walsh, Dr. Jean B. Russo, Michael Twitty, Psyche Forsyth-Williams, and Dr. Philip Morgan to lead teacher professional development workshops on the history of slavery in the colonial Chesapeake. The training focused on exposing teachers to tools, resources and techniques which enable them to share with their class the culture of enslaved individuals, including family life, foodways, and religion. Eighty teachers representing each state across the nation visited the Archives to learn how to use our primary resources in the classroom. The educators also participated in sensitivity training led by the Archives'

Legacy of Slavery staff to address how to talk about slavery with students in a respectful, conscientious manner. Teachers who participated in the workshop are writing Historical Investigation Lesson Plans and will be sharing the new curriculum with all the participating grant partners. For more information, please see: <http://neh.historicclontown.com/>



Teachers participating in professional development led by the Research Department staff.

Social Media Outreach Event

On October 30, 2014, the Archives' staff was pleased to participate in #AskAnArchivist Day on Twitter. Throughout the day, staff took turns answering questions and sharing information about the Archives using our social media platforms. A very informative, lively discussion resulted between the MSA and the general public, and among other archival institutions.

Partnerships

UMBC History Department

This Fall, the Maryland State Archives' Research staff partnered with Dr. Denise Meringolo at the University of Maryland Baltimore County History Department to team teach a class for both undergraduate and graduate history students. Class members of *Mapping the Past: Slavery and Freedom on the Regional Landscape*, are writing biographical profiles of Maryland enslaved individuals using the Archives' records. These profiles will be shared with the Archives for publication on the Legacy of Slavery website, and will ultimately be part of a mobile device mapping application in conjunction with the UMBC computer science department. For more information please see: <http://landscapesofslavery.org/>



Research staff working with UMBC students using primary source materials.

Maryland Humanities Council / Maryland Arts Council / UMBC Library

The Maryland State Archives has partnered with the Maryland State Arts Council and UMBC to consolidate considerable holdings of Maryland folklife audio recordings and visual material. These unique and valuable recordings will be converted to digital format and preserved as part of a larger folklife initiative.

University of Maryland College Park

Preservation and access to newspapers is part of the Archives' vital mission to serve the public. The numerous efforts to digitize Maryland newspapers in the past have been scattered and inconsistent. This past year, the Maryland State Archives began working with the University of Maryland on the National Digital Newspaper Program (NDNP) with the financial support of the Library of Congress and National Endowment for the Humanities. Maryland newspapers are now being digitized and put online at the Chronicling America website:

<http://chroniclingamerica.loc.gov/>

Presentation by Allison Rein (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_newspaper_2dec2014.pdf

Internship Program

The Archives has continually hosted a student internship program for almost 40 years. The program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives, while bringing fresh insights to State Archives' programs. The 2014 Summer Internship was a great success. The Archives hosted 11 students across six different departments. These students helped with core initiatives of the agency and made great contributions to the archival program at large. Students' final reports from 2014 can be found at the link below.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/intern_reports2014.pdf



Interns hard at work during the Summer 2014 student outreach program at the Archives.

*Maryland State Archives Summer Internship Class
visiting Government House with
interns from Historic Annapolis Foundation
in July 2014.*



Scholarly Outreach and Consultation



National Museum of African American History and Culture
Research Department staff met with Smithsonian Curator John W. Franklin on July 2, 2014 to exchange ideas about the new National Museum of African American History (NMAAHC). Discussions during this day-long meeting included ideas about the representation of the history of slavery within the museum, as well as what types of collections can be used to represent the lives of the enslaved. Staff were also treated to a behind-the-scenes tour of the museum, the Kenya exhibits of the National Folklife Festival, and the current NMAAHC displays featured in the Smithsonian Museum of American History. Mr. Franklin conveyed to the Research staff his interest in collaborating with local programs, such as the Archives' Study of the Legacy of Slavery in Maryland, as the NMAAHC works toward its 2016 grand opening.

Research Staff at the Smithsonian with John W. Franklin, Chief Curator of the National Museum of African American History and Culture.

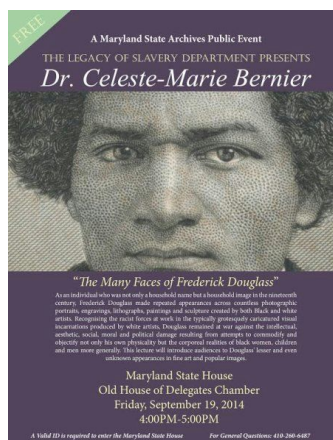
Harriet Tubman National Park Planning Commission

Chris Haley and Maya Davis continue to serve as consultants on the Harriet Tubman National Park Planning Commission alongside staff from Maryland Department of Tourism, Maryland Department of Natural Resources, National Park Service Harpers Ferry, National Park Service Philadelphia, and National Park Service Network to Freedom. Mr. Haley and Ms. Davis participate in weekly conference calls with the Planning Commission, attend regular in-person meetings with the exhibit design teams from GWWO and Haley Sharp Design, and provide source materials and oversight for exhibits to be included in the Park's Discovery Center expected to open in 2016.

Public Lectures

The Archives sponsored several free public lectures of note this fall. On September 6, 2014, Elaine Bachmann, Sasha Lourie and Tim Baker participated in the Treaty of Paris Festival by presenting an enlightening lecture titled, *"The Room we are to sit in is perhaps the prettiest in America": Congress in Annapolis, 1783-1784, and the Reconstruction of the Old Senate Chamber.*

Dr. Celeste-Marie Bernier gave an inspiring talk on the imagery of Frederick Douglass on September 19, 2014. Dr. Bernier is a Professor of African American Studies at the University of Nottingham and Associate Editor of the *Journal of American Studies*. She is a Fellow of both Oxford and Harvard Universities, and the current Dorothy K. Hohenberg Chair of Excellence in Art History at the University of Memphis. Dr. Bernier's talk, held in the Old House of Delegates Chamber at the State House, delved into the underlying meaning of various artistic representations of Douglass, and the analysis of select rare images of Douglass.



Dr. Celeste-Marie Bernier sharing her research on the imagery of Frederick Douglass,

On October 21, 2014, local historians and authors Ross Kimmel and Michael Musick gave a fascinating lecture on their recent book published by the Friends of the Maryland State Archives, *"I Am Busy Drawing Pictures": the Civil War Art and Letters of Private John Jacob Omenhuasser, CSA*.

On October 28, 2014, Mr. Anthony Cohen gave an engaging, hands-on presentation in the Archives' public Search Room about the realities and reactions to Emancipation in Maryland in 1864. Mr. Cohen is a renowned scholar and historical consultant on the history of the Underground Railroad, and is the operator of the Button Farm Living History Center and the founder of the Menare Foundation. His talk centered on the lives of the enslaved population and how they did or did not change in response to Emancipation. Mr. Cohen invited members of the audience to engage in his talk by bringing along a replica slave collar that could be touched or worn, which was an emotional experience for all who took part.

The ANNAPOLIS 1864 COMMISSION & ANNE ARUNDEL PUBLIC SCHOOLS presents:

Lecture & Exhibit

Speaker
Tony Cohen
Noted Underground Railroad Historian & Founder of the Menare Foundation
(Trained Oprah Winfrey for her role as Selma in the motion picture *Beloved*)
This Event is Free and open to the Public

Location
Maryland State Archives
350 Rowe Blvd.
Annapolis, MD 21401

Date & Time
Tuesday, October 28, 2014
5:00 - 7:00 pm

150 Years of Emancipation in Maryland
On November 1, 1864, the state of Maryland ratified its 3rd constitution. Article 24 of the constitution declared, "That hereafter in this state, there shall be neither slavery nor involuntary servitude, except in punishment of crime, whereof the party shall have been duly convicted, and all persons held in service or labor as slaves are hereby declared free."



Anthony Cohen, Founder of the Menare Foundation, speaks to a large crowd in our public search room on October 28th about Emancipation in Maryland.

150th Anniversary of Emancipation in Maryland

Research staff members Chris Haley and Maya Davis were deeply involved in planning and hosting activities commemorating the 150th Anniversary of Emancipation in Maryland. During the Civil War, Maryland never left the Union and was therefore excluded from President Lincoln's Emancipation Proclamation in January 1863. In April 1864, Maryland's 3rd Constitutional Convention was held in the City of Annapolis and culminated in the passage of a new state constitution, effective on November 1, 1864. The new constitution outlawed the practice of slavery, disenfranchised southern sympathizers, reapportioned the General Assembly, and created for the first time the position of Lieutenant Governor and Superintendent of Public Instruction. The narrowly approved vote (50.31% to 49.69%) passed the Constitution, which was carried after Maryland soldiers in the Union Army voted overwhelming in favor (2,633 to 263). This historic event is the reason that Maryland celebrates Emancipation on November 1st.

Maya Davis served as Vice Chair and Chris Haley as a Commissioner on the Annapolis 1864 Commission on Maryland's Third Constitution and the Abolishment of Slavery. In partnership with many local heritage organizations, they hosted and participated in many events throughout the week of October 25 - November 1, 2014, including reenactments, scholarly lectures, documentary screenings, theatrical productions, remembrance ceremonies, and unveilings. For a full listing of events planned by the Commission, please see:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/annap1864_flyer_4rivers.pdf

Presentation by Maya Davis (PDF version):

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/emancipation150_presentation.pdf

Grants

The Research Department was recently awarded a substantial grant from the National Historical Publications and Records Commission. The Documenting Democracy Grant for \$142,000 will be used to fully process the Archives' manumission and certificate of freedom record collections. The result will be detailed, item-level inventories, with online digital images linked to the Guide to Government Records. This grant also includes an outreach component to allow research archivists to promote awareness about these newly accessible collections.

The Sons of the American Revolution Maryland Chapter awarded the Research Department a \$10,000 grant for the continuation of the Maryland 400 project. Project leader Owen Lourie is currently recruiting a student intern to aid in the research. Mr. Lourie gave a talk on November 12, 2014 to further promote the project to the Daughters of the American Revolution in hopes of securing additional financial support. Research findings will continue to be published on the project blog: <http://msamaryland400.wordpress.com/>

The Commission, by a show of hands, supported a resolution of appreciation for all individuals and organizations that support the Archives historical research endeavors.

Publications

The Friends of the Maryland State Archives is preparing an interpretive brochure about the portrait of William Pitt the Elder, first Earl of Chatham. Funding for the brochure has been provided by the Society of Colonial Wars in the State of Maryland and The General Society of Colonial Wars, in honor of Jonathan W. Pine. The brochure will be ready for the reopening of the Old Senate Chamber in January.

Land Office Activities

Applications from the Department of Natural Resources for Certificates of Reservation

Warrant 102: 23.47 acres in the 16th election district of Frederick County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Warrant 104: 12.94 acres in the 7th election district of Washington County, adjacent to South Mountain State Park

Action: Granted July 29, 2014

Current business

The Land Office has no pending applications for either a certificate of reservation or a land patent. The Deputy Commissioner met with staff from Land Acquisition and Planning at the Department of Natural Resources in June and expects new applications from the Department in 2015.

Appraisal & Description

Court Professional Certificate Program

This year archivists Alex Jackson and James Watson completed auditing the three-year Court Professional Certificate Program. This program, designed to provide judiciary employees with career enhancement and professional growth, provides training on the basic functions and procedures of the many units of the Judicial Branch. This training provides Archives' staff with a better understanding of the needs and requirements of judicial staff thereby helping to improve interactions between the Archives and the Judiciary. The Archives hopes to send additional staff to future sessions of the Court Professional Certificate Program. The Archives has also volunteered to work with the Judiciary to create a new module in the program course that provides an overview of specific Archives procedures impacting the Judiciary, such as transferring records to or requesting records from the Archives.

Electronic Records Retention

The Maryland State Archives continues to use the record scheduling process to support Maryland government agencies in transitioning from paper to electronic records wherever practical. Recently, the Archives approved a revised retention schedule for the Register of Wills which recognizes that probate records, with the exception of wills and guardian records, will be created electronically starting October 1, 2014. Likewise, the Archives approved a schedule for the District Court allowing the Court to destroy paper indices and dockets that have been scanned to Maryland State Archives standards.

Recent Gifts, Deposits, & Acquisitions

Record transfers since last Hall of Records Commission Meeting

Transfers to the Archives will resume after the first of the New Year.

Special Collections

Collections received by the Department since the last Commission meeting.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/hrc_speccol_donations_2dec2014.pdf

Artistic Property

Items approved for acquisition by the Commission on Artistic Property at their November 5 meeting. Ms. Bachmann highlighted to the members three significant acquisitions which have filled notable gaps in the state-owned art collection: a portrait of Chief Judge Robert M. Bell by Simmie Knox, a portrait of Frederick Douglass by Simmie Knox, and a sculpture bust of Harriet Tubman by Brendan Thorpe O'Neill.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000040/pdf/apc_potential_donations_fall2014.pdf

The Commission, by a show a hands, supported a resolution of appreciation for all recent gifts.

Upcoming Special Meetings, Advisory Boards & Celebratory Events

January 6, 2015: Opening of the restored Old Senate Chamber, State House.

February 16, 2015: Presidents' Day Celebration: Dedication of permanent display of Washington's Resignation Speech, Maryland Senate.

February 18, 2015: Seminar at the State House sponsored by St. John's College on the topic of Washington's resignation. This seminar is part of the event surrounding the unveiling of the display case for the speech.

March 20-22, 2015: Celebratory events for Maryland Day at the Maryland State Archives and the State House.

New Business

Mr. Baker noted that there are plans to rework the Archives' lobby in preparation for the display of the portrait of Dr. Edward Popenfuse, currently on display at the Maryland Historical Society.

Next meeting - Upon the call of the Chair.

Adjournment - The meeting adjourned at 1:41pm.

Approved by the Hall of Records Commission,

Honorable Mary Ellen Barbera, Chairman

Date

Timothy D. Baker, Secretary

Date

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Attendees
Hall of Records Commission Meeting
Tuesday December 2, 2014
Electronic Classroom
Maryland State Archives

Commission Members and Designees:

Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chairman of the Hall of Records Commission*
Ms. Susanne Brogan, *designee of the State Treasurer*
Ms. Catherine Dixon, *designee of the President, St. John's College*
Mr. Jerome Klasmeier, *designee of the Comptroller of Maryland*
Mr. Burton K. Kummerow, *President, Maryland Historical Society*
Honorable Thomas V. Mike Miller, *President of the Senate*
Mr. Christopher B. Nelson, *President, St. John's College*
Dr. Glenn Phillips, *designee of the President, Morgan State University*
Dr. Whitman H. Ridgway, *designee of Chancellor, University System of Maryland*
Delegate Samuel I. "Sandy" Rosenberg, *House of Delegates*
Mr. Jordan Steele, *representing Johns Hopkins University*

Special Guests:

Mr. Robert Brennan, *Executive Director, Maryland Economic Development Corporation (MEDCO)*
Mr. Michael Gaines, *Assistant Secretary, Department of General Services, Office of Real Estate*
Ms. Pamela Q. Harris, *Maryland State Court Administrator*
Israel "Izzy" Patoka, *Executive Director, Governor's Office of Community Initiatives*

Staff:

Mr. Timothy Baker, *Acting State Archivist and Commissioner of Land Patents*
Ms. Elaine Rice Bachmann, *Director, Artistic Property, Exhibits and Outreach*
Ms. Kathryn Baringer, *Director, Appraisal and Description*
Ms. Mimi Calver, *Friends of the Maryland State Archives*
Ms. Maya Davis, *Research Archivist, Study of the Legacy of Slavery in Maryland*
Ms. Maria Day, *Deputy Director, Special Collections*
Ms. Diane Evartt, *Director, Government Information Services; Editor, Maryland Manual On-Line*
Ms. Teresa Fawley, *Deputy Director, Accounting and Personnel*
Mr. Christopher Haley, *Director, Study of the Legacy of Slavery in Maryland*
Ms. Vicki Lee, *Director, Conservation*
Mr. Sasha Lourie, *Curator*
Mr. Michael McCormick, *Director, Reference Services*
Ms. Allison Rein, *Director, Maryland Newspaper Program, Special Collections*
Mr. Nasrolah Rezvan, *Director, Administration*
Dr. Robert Schoeberlein, *Director, Special Collections*
Mr. Reginald Shorter, *Deputy Chief Information Officer*
Ms. Emily Oland Squires, *Director, Research and Education*
Mr. Kevin Swanson, *Director, Digital Acquisition, Processing & Publication*
Mr. Wei Yang, *Chief Information Officer*

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Maryland State Archives
Chronology of Staff Activities, May 2014 - December 2014

- May 21, 2014:** Elaine Rice Bachmann served as a judge for Simulated Congressional Hearings at Severna Park Middle School.
- May 22, 2014:** Ryan Cox served as a judge at the Howard County Simulated Congressional Hearings Contest.
- May 22, 2014:** Jenn Cruickshank presented "Photographic Storage on a Budget" for a Council of State Archivists (CoSA) Webinar.
- May 27-31, 2014:** Vicki Lee and Jenn Cruickshank attended the American Institute for Conservation (AIC) Conference, San Francisco.
- May 27, 2014:** Tim Baker, Elaine Rice Bachmann and Sasha Lourie attended a tour of Old Senate Chamber for State House Trust.
- May 27, 2014:** Christian Skipper and Nate Miller led an Intergovernmental Preparedness for Essential Records (IPER) Training Session at the Baltimore City Archives.
- May 28, 2014:** Wei Yang attended the CIO Cybersecurity Advisory Forum, and ITAC meeting.
- June 2, 2014:** Maria Day received a document donation from Wye Mills United Methodist Church.
- June 5, 2014:** Maryland State Archives staff (Timothy Baker, Diane Evartt, Tyrone Jones, Corey Lewis, Christian Skipper, Kevin Swanson, James Watson, Wei Yang) attended a Standards for Digital Archives Webinar.
- June 5, 2014:** Maryland State Archives staff attended the unveiling the portrait of Dr. Edward C. Papenfuse at the Maryland Historical Society.
- June 6, 2014:** Michael McCormick provided a tour of the Maryland State Archives for Conference of Maryland Court Law Library Directors.
- June 6, 2014:** Cecelia Smith attended the 5th Annual MD Workplace Health & Wellness Symposium.
- June 9, 2014:** Emily Oland Squires, and Allison Seyler attended the Overlea Suffrage Marker Unveiling.
- June 9, 2014:** Wei Yang attended the Maryland Digital Summit 2014.
- June 10, 2014:** Cecelia Smith attended training on "Non-Visual Access to Documents and the Internet".
- June 11, 2014:** Emily Oland Squires met with St. John's College regarding Hodson funding.
- June 12, 2014:** Sasha Lourie led a curatorial tour of the State House for the Southeast Chapter of the Institute of Classical Architecture and Art.
- June 12, 2014:** Teresa Fawley and Crystal Stewart attended "MBE Prime: Final Regulations & Webinar Information".
- June 13, 2014:** Teresa Fawley and Crystal Stewart attended "HB48: Preferred Providers Annual Report; Training and Q&A via Adobe Connect".
- June 13, 2014:** Cecelia Smith attended the Annual Retirement Coordinators" Meeting.
- June 13-14, 2014:** Christopher Haley, Emily Huebner, Maya Davis, and Tanner Sparks attended the Annual Harriet Tubman Conference and NPS Harriet Tubman Program Review Meeting.
- June 20, 2014:** Elaine Rice Bachmann led a curatorial tour of the State House for guests of the Governor.
- June 24, 2014:** Teresa Fawley and Nassir Rezvan attended a hearing on Budget and MFR Submission Requirements.
- June 24, 2014:** Vicki Lee and James Watson led an Intergovernmental Preparedness for Essential Records (IPER) Training Session at the Baltimore City Archives.
- June 27, 2014:** Teresa Fawley attended a GovDeals Training session.
- July 2, 2014:** Legacy of Slavery staff met with John Franklin and toured the Smithsonian National Museum of African American History and Culture, Washington D.C.
- July 8, 2014:** Timothy Baker, Kevin Swanson, and Sheila Simms gave a tour of the Maryland State Archives to Pamela Harris and Faye Matthews.

July 9, 2014: Maria Day received document donation from researcher Teresa Lynn Caldwell relating to a Frederick County court case involving a slave on trial for murder.

July 10, 2014: Ryan Cox presented at the Chesapeake Bay Maritime Museum's Teacher's Workshop: "Memory, Myths and Missing People: The War of 1812 in the Chesapeake."

July 10, 2014: Christopher Haley and Cecelia Smith attended the Statewide Equal Employment Opportunity (EEO) Conference.

July 11, 2014: Teresa Fawley, Nassir Rezvan and Cecelia Smith participated in the ACL Kick-off Teleconference.

July 16-20, 2014: Maya Davis and Allison Seyler attended the Annual Network to Freedom Conference in Detroit, Michigan.

July 17, 2014: Elaine Rice Bachmann, Maria Day, Sasha Lourie, and Owen Lourie installed War of 1812 Traveling Exhibit at Belair Mansion.

July 17, 2014: Crystal Stewart attended the Maryland Green Purchasing Committee Summer Conference.

July 17, 2014: Wei Yang attended the Daly Technology Conference, Cambridge.

July 21, 2014: Maria Day, Jenn Cruickshank, Cynthia Ferguson, Elizabeth Hartge, and Hannah Sturm hosted a viewing of Civil War flags for group led by Jonathan Beasley, Southern Maryland Civil War Roundtable.

July 21, 2014: Wei Yang attended an ITAC meeting.

July 21 and August 4, 2014: Christopher Haley, Ryan Cox, and Emily Oland Squires led the workshop, "Culture, Public Lives: Slavery in the Colonial Chesapeake," NEH Teacher's Institute.

July 22, 2014: Maya Davis attended the meeting of the Historic Preservation Commission at the Paca House, Annapolis.

July 22, 2014: Maria Day, Sasha Lourie, and Jenn Cruickshank attended the opening of the War of 1812 Traveling Exhibit at Belair Mansion.

July 22-23, 2014: Wei Yang attended the Library of Congress Digital Preservation Meeting.

July 23, 2014: Vicki Lee taught "Conservation Basics" course to the Association of Catholic Diocesan Archivists (ACDA), Mundelein, Illinois.

July 24-26, 2014: Christopher Haley, Ryan Cox, and Emily Oland Squires hosted "Documents in the Classroom with the Maryland State Archives," NEH Teacher's Institute workshop in partnership with Historic London Town.

July 30, 2014: Maya Davis attended the lecture "The Role of U.S. Colored Troops in the American Civil War," Historic Annapolis Foundation.

August 3-9, 2014: Emily Oland Squires, Christopher Haley, and Ryan Cox participated in the NEH Teacher's Institute and presented on "The Flight to Freedom: Use of Primary Sources in Shaping Our Understanding of Slave Identity and Culture".

August 4, 2014: Maya Davis attended a meeting of Maryland Commission on African American History and Culture.

August 10, 2014: James Watson conducted a site visit to the State Highway Administration to assess records for a scanning project.

August 11-16, 2014: Maryland State Archives staff (Tim Baker, Kathryn Baringer, Liz Coelho, Megan Craynon, Rachel Frazier, Joe Leizear, Nate Miller, Joyce Phelps, and Christopher Schini) attended the Joint CoSA/NAGARA/SAA Conference, Washington DC.

August 12-13, 2014: Wei Yang attended the PERTTS Portal Workshop, Washington DC.

August 13, 2014: Elaine Rice Bachmann presented a portrait of former Comptroller Robert Jump to Comptroller Franchot.

August 13, 2014: Ryan Cox and Allison Seyler attended the workshop "Learning about Using Primary Documents in Local Classrooms," National Archives.

August 19, 2014: Vicki Lee and Christian Skipper led an Intergovernmental Preparedness for Essential Records (IPER) Training Session at the Baltimore City Archives.

August 19, 2014: Sasha Lourie and Michelle Fitzgerald presented a lecture on restoration of the Old Senate Chamber to Historic Annapolis.

August 20, 2014: Owen Lourie attended the unveiling of the General Leonard Covington historical marker.

August 21, 2014: Teresa Fawley and Cecelia Smith attended ABC Open Enrollment Training.

August 21, 2014: Nancy Sheads participated in a Mount Auburn Cemetery Field Trip with Secretary Hitchcock.

August 25, 2014: Timothy Baker attended a meeting of the Open Data Council.

August 25, 2014: Teresa Fawley and Cecelia Smith attended the Statewide Personnel System Road Show.

August 26, 2014: Elaine Rice Bachmann participated in a focus group sponsored by the American Alliance of Museums' Community Assessment Program.

August 27, 2014: Owen Lourie met with Tim Prudente, *Annapolis Capital*, regarding the War of 1812 in Annapolis.

August 27-28, October 22-23, 2014: Alex Jackson and James Watson attended the Court Professional Certificate Training Course 10

August 28, 2014: Vicki Lee attended the "Uniting to Save World Cultures" conference, National Museum of Natural History, Washington DC.

August 28, 2014: Michael McCormick provided a tour of the Maryland State Archives for Judiciary Court Professional Certificate students.

September 3, 2014: Elaine Rice Bachmann attended an Annapolis Preservation Roundtable luncheon.

September 3, 2014: Christopher Haley served as guest on "All Around Annapolis", regarding the 150th anniversary of Maryland's abolition of slavery.

September 4, 2014: Sasha Lourie presented a lecture about the restoration of the Old Senate Chamber to the Maryland Historical Society.

September 5, 2014: Kathryn Baringer, Joyce Phelps and Kevin Swanson met with History Associates to discuss the possibility of future cooperative projects.

September 6, 2014: Timothy Baker gave opening remarks and Elaine Rice Bachmann and Sasha Lourie presented a lecture on the restoration of the Old Senate Chamber as part of the Treaty of Paris Festival.

September 9, 2014: Maria Day, Vicki Lee and Allison Rein led an Intergovernmental Preparedness for Essential Records (IPER) Training Session at the Baltimore City Archives.

September 9, 2014: Vicki Lee attended the Cultural Resources Hazard Mitigation Committee meeting, Annapolis.

September 9, 2014: Allison Seyler met with Max Cole and Marlayna Demond, UMBC Alumni Magazine.

September 10, 2014: Timothy Baker and Dr. Rob Schoeberlein met with UMBC and State Arts Council staff at the UMBC Library Gallery regarding Maryland Traditions.

September 10, 2014: Jen Hafner presented on land patents and land records to the Howard County Genealogical Society.

September 12, 2014: Elaine Rice Bachmann led a curator's tour of the State House to the Bratislava Boys Choir.

September 13, 2014: Maya Davis presented on "Researching African American Records at the Maryland State Archives," Kent County Public Library.

September 14, 2014: Ryan Cox attended Hampstead Hill Festival celebrating Baltimore and the War of 1812.

September 15, 2014: Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, Chris Kintzel, Emily Oland Squires, Christopher Haley, Maya Davis, and Mimi Calver, attended the unveiling of Frederick Douglass portrait by artist Simmie Knox, Government House.

September 17-18, 2014: Cecelia Smith attended the 21st Annual Mid-Atlantic ADA Conference.

September 18, 2014: Maya Davis gave a presentation for Brown Bag Lunch Program at Calvert County Historical Society: "Ran off or Carried Away: Documenting the Escapes of Slaves from Calvert County during the War of 1812."

September 18, 2014: Crystal Stewart attended a SPAG meeting.

September 19, 2014: The Research Department hosted a free public lecture by Harvard University Fellow Dr. Celeste-Marie Bernier entitled "The Many Faces of Frederick Douglass" in the Old House of Delegates Chamber.

September 22, 2014: Joyce Phelps and Allison Rein attended the Project Management for Archival Processing Workshop, NARA College Park.

September 22-23, 2014: Wei Yang attended the Library of Congress Designing Storage Architectures Meeting, Washington DC.

September 24, 2014: Kara Carter attended the Statewide Web Managers and Social Media Quarterly Meeting.

September 24, 2014: Nassir Rezvan attended a Property Officer Training session.

September 26, 2014: Teresa Fawley attended the 2014 Maryland Charity Campaign Kick-Off.

September 29, 2014: Emily Oland Squires, Christopher Haley, Maya Davis, Jennifer Hafner, Ryan Cox, and Emily Huebner attended a ceremony commemorating Kunta Kinte's landing in Annapolis, 1767.

October 1, 2014: Timothy Baker participated in the lease signing for Rolling Run Warehouse.

October 1, 2014: Emily Oland Squires and Maya Davis interviewed by Teri Winslow, *The Capital*, regarding the Family History Festival.

October 2, 2014: Maria Day attended the Four Rivers Heritage Area Oral History Best Practices workshop.

October 2, 2014: Teresa Fawley attended a Property Officer Training session.

October 3, 2014: Timothy Baker and Wei Yang attended a meeting of the Council on Open Data.

October 4, 2014: Maryland State Archives staff hosted the First Annual Family History Festival - American Archives Month Event.

October 7, 2014: Christopher Haley, Emily Oland Squires, and Emily Huebner presented "What is Genealogy?" to the Key School, Kindergarten.

October 9, 2014: Vicki Lee attended "Be Flood Ready! Connecting Local Governments to Share Ideas on Reducing the Impacts of Flooding", Annapolis.

October 10, 2014: Timothy Baker attended a breakfast celebrating the Navy's 239th birthday, Governor Calvert House.

October 10, 2014: Michelle Fitzgerald, Cynthia Heider and Emily Huebner attended the Bmore Historic Unconference, Maryland Historical Society.

October 10, 2014: Wei Yang participated in a training session for the Open Data Portal.

October 11, 2014: Maya Davis attended the Bladensburg War of 1812 Symposium and presented on "Prince George's County Slave Escapes during the War of 1812."

October 14, 2014: Maya Davis presented "The Underground Railroad in Maryland" for the Governor Robert Bowie Chapter of the Daughters of the American Revolution.

October 14, 2014: Maria Day met Dr. Mary Burgoyne, clerk for Third Haven Friends Meeting, to discuss the Meeting's records and potential donation of recent birth, marriage, and burial records.

October 14, 2014: Nancy Sheads attended a National Digital Stewardship Residency (NDSR) Host Institution Informational Session, Library of Congress.

October 15, 2014: Elaine Rice Bachmann attended a ceremony honoring Baron deKalb by the German Society of Maryland.

October 15, 2014: Maya Davis attended the Washingtoniana Collection Symposium and Luncheon, George Washington University.

October 15, 2014: Michael McCormick presented "An Introduction to the Maryland State Archives" to Harford County Public Library.

October 16, 2014: Michael McCormick hosted an orientation and research visit for Downstate Delaware Genealogical Society to the Maryland State Archives.

October 16, 2014: Allison Rein attended the Ingest and Management of Digital Collections Workshop at the Mid-Atlantic Regional Archives Conference (MARAC) in Baltimore.

October 16, 2014: Reginald Shorter attended the Annapolis EngSys Tech Day.

October 16-17, 2014: Nassir Rezvan attended the training course, "SPS-POS-201 Processing Personnel Transactions in Workday".

October 16-18, 2014: Maryland State Archives staff (Alex Jackson, Allison Rein, Allison Seyler, Christopher Schini, Cynthia Heider, Maria Day, Rachel Frazier, Ryan Cox, Stephanie Smith, and Joyce Phelps) attended the Mid-Atlantic Regional Archives Conference (MARAC) in Baltimore.

October 17, 2014: Timothy Baker presented the plenary address at MARAC, Baltimore.

October 17, 2014: Ryan Cox, Allison Seyler, and Christopher Schini presented "Exploring the African-American Experience Through Unique Research Collections" at MARAC in Baltimore.

October 18, 2014: Ryan Cox, Allison Seyler, and Emily Huebner hosted an introductory research trip by Dr. Meringolo's UMBC class to the Maryland State Archives.

October 21, 2014: Tim Baker, Kathryn Baringer, and Maria Day met with staff from the Allegany Museum to provide guidance in records management and storage.

October 21, 2014: Maria Day received donation of the family papers of Civil War artist John J. Omenhausser from Shirley Brooks.

October 21, 2014: The Friends of the Maryland State Archives sponsored a lecture by Ross Kimmel and Mike Musick about their book, "I Am Busy Drawing Pictures: The Civil War Art and Letters of Private John Jacob Omenhausser, CSA." This lecture took place at the Maryland State Archives and was free and open to the public.

October 21, 2014: James Watson met with Maryland Environmental Trust about possible scanning projects and to advise them in the revision of their records retention and disposition schedule.

October 22-23, 2014: Jenn Cruickshank attended the Platinum and Palladium Photographs Symposium, Washington, DC.

October 23, 2014: Christine Alvey attended the State Publications, Distributions and Depository Program meeting at the Enoch Pratt Free Library.

October 23, 2014: Timothy Baker, Wei Yang, and Michael McCormick hosted a visit by the Chinese Delegation from Shanghai, China.

October 23, 2014: Chris Kintzel attended the Annual Meeting of the Mid-Atlantic Association of Museums.

October 24, 2014: Christian Skipper conducted a site visit of the St. Mary's County Archives.

October 24, 2014: James Watson attended the symposium "404/File Not Found: Link Rot, Legal Citation and Projects to Preserve Precedent", Georgetown University.

October 25, 2014: Elaine Rice Bachmann and Sasha Lourie provided a curatorial tour of State House and presented a lecture on restoration of the Old Senate Chamber for Maryland Society, Sons of the American Revolution.

October 25, 2014: Allison Seyler and Emily Huebner hosted a follow-up research trip by Dr. Meringolo's UMBC class to the Maryland State Archives.

October 27, 2014: Ryan Cox attended Roundtable Talk at Historic London Town: Maryland's 150th Anniversary of Slavery's Emancipation.

October 27, 2014: Maya Davis and Christopher Haley hosted the opening reception and attended the documentary screening for Annapolis 1864, 150th Anniversary of Emancipation in Maryland commemorations.

October 27-28, 2014: Cecelia Smith attended the training course, "SPS-POS-201 Processing Personnel Transactions in Workday".

October 28, 2014: The Maryland State Archives hosted the lecture and exhibit "150 Years of Emancipation in Maryland," featuring speaker Anthony Cohen.

October 29, 2014: Maya Davis and Christopher Haley attended a lecture by John Stauffer of Harvard University entitled, "Giants - The Parallel Lives of Frederick Douglass and Abraham Lincoln" in commemoration of the 150th Anniversary of Emancipation at St. John's College.

October 29-30, 2014: Teresa Fawley attended the training course, "SPS-POS-201 Processing Personnel Transactions in Workday".

October 30, 2014: Maya Davis and Christopher Haley attended "Four Women of Annapolis" production at Annapolis High School in commemoration of the 150th Anniversary of Emancipation in Maryland.

October 30, 2014: Corey Lewis attended the Cultural Heritage Round Table, New York City.

October 31, 2014: Christopher Haley appeared with Professor Ira Berlin on "Maryland in the Morning" with Sheila Kast (88.1FM WYPR) regarding the 150th anniversary of Maryland Emancipation.

October 31, 2014: Christopher Haley presented with Ann Chin at a Libations Ceremony honoring ancestors in commemoration of the 150th Anniversary of Emancipation in Maryland at Susan Campbell Park, Annapolis.

November 1, 2014: Elaine Rice Bachmann presented lecture at the Maryland Historical Society entitled: "Curator to Camelot: William Voss Elder's Role in the Creation of the Kennedy White House."

November 1, 2014: Maya Davis hosted the Quilt Unveiling Ceremony at the Maryland State House for the 150th Anniversary of Emancipation in Maryland Commemoration.

November 1, 2014: Maya Davis and Christopher Haley presented at the Awards Gala for the 150th Anniversary of Emancipation in Maryland Commemoration.

November 1, 2014: Maria Day and Mimi Calver attended a celebration at All Hallows Parish for the 150th Anniversary of the Abolition of Slavery in Maryland.

November 3, 2014: Sasha Lourie presented a lecture at Belair Mansion, City of Bowie Museums, on Annapolis Cabinetmakers of the Eighteenth Century.

November 3, 2014: Christopher Schini and Stephanie Smith attended an Archive-It 5.0 Release web training.

November 4, 2014: Maya Davis presented on the 1864 Maryland Constitution, Belair Mansion.

November 5, 2014: Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, and Chris Kintzel hosted the Fall Meeting of the Maryland Commission on Artistic Property.

November 5, 2014: Dr. Rob Schoeberlein provided a tour of the Maryland State Archives for Daniel Scotten and Christopher Donohue, National Institutes of Health, National Human Genome Research Institute.

November 6, 2014: Maya Davis presented on the Legacy of Slavery in Maryland at Bishop McNamara High School, Forestville.

November 6, 2014: Maria Day attended the 11th Annual Heritage Awards Ceremony, Four Rivers Heritage Area.

November 6, 2014: Vicki Lee presented "Preserving and Caring For Your Family Treasures - Actual Treatments" at Severna Park United Methodist Church.

November 7, 2014: Timothy Baker attended a meeting of the Open Data Council.

November 7, 2014: Timothy Baker, Elaine Rice Bachmann, Sasha Lourie, Chris Kintzel and Mimi Calver attended the unveiling of Chief Judge Robert M. Bell's portrait at the Court of Appeals.

November 7, 2014: Maya Davis presented at the Charm City Cultural Heritage Symposium, Reginald F. Lewis Museum.

November 7, 2014: Michael McCormick provided orientation to researchers from the African American Genealogy Group of Pennsylvania.

November 8, 2014: Maya Davis represented the Maryland State Archives at the 3rd Annual Cecil County Genealogy Symposium.

November 9, 2014: Maya Davis presented on Slavery and the War of 1812 in Maryland to Berwyn Heights Historical Committee.

November 12, 2014: Christopher Haley gave a lecture on African American History in Calvert County, at Middleham and St. Peter's Parish Hall, Lusby.

November 12, 2014: Owen Lourie gave a lecture on the Maryland 400 to the Governor Robert Bowie Chapter of the Daughters of the American Revolution.

November 13, 2014: Elaine Rice Bachmann, Mimi Calver and Teresa Fawley attended a meeting of the Blue Ribbon Commission, regarding the search for the new State Archivist.

November 15, 2014: Christopher Haley participated as a guest panelist for the Afro-American Historical & Genealogical Society-Prince George's County Chapter's Maryland Legacy Day: Celebrating 150 Years of Freedom.

November 18, 2014: Vicki Lee and Christian Skipper led an Intergovernmental Preparedness for Essential Records (IPER) Training Session at for Baltimore City employees.

November 18, 2014: Wei Yang attended a System Source Seminar on Security Fundamentals and Certifications, Columbia.

November 19, 2014: Timothy Baker attended the Women's Civic League Ceremonial Tree Dedication in Baltimore.

November 17-21, 2014: Christopher Schini attended the 2014 Best Practices Exchange and Archive-It Partner meeting in Montgomery, Alabama.

November 20, 2014: Maria Day attended a meeting of the Maryland Conservation History Committee.

November 20, 2014: Hannah Sturm attended the American Theatre Archive Project Workshop, Baltimore.

November 21, 2014: Timothy Baker and Maria Day attended the Maryland Charity Campaign Leadership Donor Breakfast at Government House.

December 1, 2014: Maryland State Archives Staff attended via webcast the Library of Congress lecture "Conservation Education: Celebrating the 40th Anniversary of Winterthur-University of Delaware Program in Art Conservation"

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**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 5/19/2014**

Charles County Government, Human Resources

Rec.: 2/10/2014 Appr.: 7/29/2014 RM Sch. #:C1240 MSA S1521-1324 Supersedes: None

City of Gaithersburg City Manager's Office - Legal Services - Municipal Elections

Rec.: 3/4/2013 Appr.: 5/30/2014 RM Sch. #:M329 MSA S1522-362 Supersedes: None

City of Gaithersburg, City Manager's Office

Rec.: 9/30/2011 Appr.: 5/16/2014 RM Sch. #:m282 MSA S1522-360 Supersedes: None

City of Gaithersburg, City Manager's Office / Legal Services

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m285 MSA S1522-350 Supersedes: None

City of Gaithersburg, Community and Public Relations - Cable TV

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m294 MSA S1522-355 Supersedes: None

City of Gaithersburg, Community and Public Relations - Community Services

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m292 MSA S1522-353 Supersedes: None

City of Gaithersburg, Community and Public Relations - Homeless Assistance - Wells / Robertson House

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m293 MSA S1522-354 Supersedes: None

City of Gaithersburg, Community and Public Relations / Public Information Office

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m291 MSA S1522-352 Supersedes: None

City of Gaithersburg, Finance

Rec.: 9/30/2011 Appr.: 5/30/2014 RM Sch. #:m288 MSA S1522-361 Supersedes: m205

City of Gaithersburg, Network / Operations, Applications and Helpdesk

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m290 MSA S1522-351 Supersedes: None

City of Gaithersburg, Parks, Recreation and Culture

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m295 MSA S1522-356 Supersedes: None

City of Gaithersburg, Planning and Code Administration - Environmental Services

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m298 MSA S1522-357 Supersedes: None

City of Gaithersburg, Police Department

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m301 MSA S1522-358 Supersedes: None

City of Gaithersburg, Public Works - Facilities and Capital Projects

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m303 MSA S1522-359 Supersedes: None

All Information from 5/8/2014 to 11/12/2014

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 5/19/2014**

City of Rockville, Police Department

Rec.: 3/28/2014 Appr.: 6/30/2014 RM Sch. #:M335 MSA S1522-363 Supersedes: M279

Department of Housing and Community Development, Division of credit Assurance / Single Family Collections

Rec.: 9/3/2014 Appr.: 9/15/2014 RM Sch. #:2683 MSA S1468-3889 Supersedes: 2226, 2411

Department of Human Resources, Office of the Inspector General

Rec.: 2/24/2014 Appr.: 7/29/2014 RM Sch. #:2666 MSA S1468-3885 Supersedes: None

Department of Maryland State Police, Commercial Vehicle Enforcement Division (CVED)

Rec.: 6/18/2014 Appr.: 7/28/2014 RM Sch. #:971-24-2 MSA S1468-3884 Supersedes: 971-24-1-A1

Department of Maryland State Police, Grants Management Section

Rec.: 5/12/2014 Appr.: 6/13/2014 RM Sch. #:971-12 MSA S1468-3861 Supersedes: 971-115-1

Department of Maryland State Police, Office of Promotional Testing

Rec.: 5/12/2014 Appr.: 6/13/2014 RM Sch. #:971-37-2 MSA S1468-3860 Supersedes: 971-37-1

District Court of Maryland

Rec.: 6/27/2014 Appr.: 7/1/2014 RM Sch. #:2219A2 MSA S1468-3880 Supersedes: None

Howard Community College, Development and Alumni Relations

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2658 MSA S1468-3877 Supersedes: 1863

Howard Community College, Planning, Research, and Organizational Development / Learning Outcomes Assessment

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2661 MSA S1468-3879 Supersedes: 1856

Howard Community College, Vice President of Information Technology

Rec.: 9/12/2013 Appr.: 5/8/2014 RM Sch. #:2660 MSA S1468-3878 Supersedes: 1856

Howard Community College, Vice President of Student Services

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2645 MSA S1468-3866 Supersedes: 1858

Howard County Council (Legislative)

Rec.: 11/4/2010 Appr.: 9/22/2014 RM Sch. #:C1136 MSA S1521-1330 Supersedes: C1041

Howard County Government Fire and Rescue Services, Information Technology

Rec.: 11/28/2012 Appr.: 5/15/2014 RM Sch. #:C1199 MSA S1521-1318 Supersedes: None

Howard County Government, Department of Public Works Director's Office

Rec.: 4/29/2014 Appr.: 5/15/2014 RM Sch. #:C1110A MSA S1521-1319 Supersedes: None

All Information from 5/8/2014 to 11/12/2014

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 5/19/2014**

Howard County Government, Department of Public Works, Bureau of Engineering, Capital Project Administration

Rec.: 4/1/2014 Appr.: 5/30/2014 RM Sch. #:C1247 MSA S1521-1320 Supersedes: C933

Howard County Government, Department of Public Works, Bureau of Engineering, Survey Division

Rec.: 4/1/2014 Appr.: 11/6/2014 RM Sch. #:C1252 MSA S1521-1331 Supersedes: C900

Howard County Government, Department of Public Works, Bureau of Engineering, Transportation and Special Projects Division

Rec.: 4/1/2014 Appr.: 5/30/2014 RM Sch. #:C1253 MSA S1521-1321 Supersedes: C897

Howard County Government, Department of Public Works, Bureau of Engineering, Utility Design Division

Rec.: 4/1/2014 Appr.: 8/11/2014 RM Sch. #:C1254 MSA S1521-1328 Supersedes: C902

Howard County Government, Department of Public Works, Bureau of Environmental Services

Rec.: 4/1/2014 Appr.: 8/6/2014 RM Sch. #:C1251 MSA S1521-1326 Supersedes: C1084

Howard County Government, Department of Public Works, Bureau of Highways

Rec.: 4/1/2014 Appr.: 8/11/2014 RM Sch. #:C1249 MSA S1521-1327 Supersedes: None

Howard County Government, Howard County Sheriff's Office

Rec.: 4/1/2014 Appr.: 6/30/2014 RM Sch. #:C1256 MSA S1521-1322 Supersedes: C1032

Maryland State Police, Fair Practices Section

Rec.: 4/28/2014 Appr.: 5/15/2014 RM Sch. #:971-11-3 MSA S1468-3857 Supersedes: 971-11-2

Maryland State Police, Forensic Sciences Division

Rec.: 4/15/2014 Appr.: 7/17/2014 RM Sch. #:971-21-2 MSA S1468-3883 Supersedes: 971-21-1-A9

Maryland Transit Administration Systems Engineering and Equipment

Rec.: 9/20/2013 Appr.: 5/30/2014 RM Sch. #:2668 MSA S1468-3858 Supersedes: None

Montgomery County Government (MCG), Office of the County Executive

Rec.: 4/2/2014 Appr.: 7/29/2014 RM Sch. #:C1258 MSA S1521-1325 Supersedes: None

Morgan State University, Human Resources / Payroll , Finance and Management

Rec.: 7/11/2014 Appr.: 9/2/2014 RM Sch. #:2677 MSA S1468-3886 Supersedes: None

Office of the Public Defender, Headquarters and District Offices

Rec.: 1/10/2013 Appr.: 5/30/2014 RM Sch. #:2672 MSA S1468-3859 Supersedes: 1228 & 1228A1

State's Attorney's Office for Charles County

Rec.: 7/29/2014 Appr.: 9/2/2014 RM Sch. #:C1264 MSA S1521-1329 Supersedes: C1037, C1037A1, C1037A2

All Information from 5/8/2014 to 11/12/2014

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 5/19/2014**

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Voided Permit Applications

Approved 6/23/2014; Schedule Number 2043

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Demolition Licenses

Approved 6/23/2014; Schedule Number 2044

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Construction and Building Inspection Notes

Approved 6/23/2014; Schedule Number 2045

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Issued Permit Applications

Approved 6/23/2014; Schedule Number 2046

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Trades Licensing Files

Approved 6/23/2014; Schedule Number 2047

Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Trades Licensing Records

Approved 6/23/2014; Schedule Number 2048

Baltimore City Department of Public Works, Water Treatment, Environmental Services - Montebello Filters, Water Supply History

Approved 9/18/2014; Schedule Number 2049

Baltimore City Department of Public Works, Back River Wastewater Treatment Plant (BRWWTP), Archives, DPW Museum Archives

Approved 9/18/2014; Schedule Number 2050

All Baltimore City Boards and Committees, Meeting Minutes

Approved 9/24/2014; Schedule Number 2051

Retention Schedule Summary

State agency schedules approved - 15

County agency schedules approved - 13

Municipal agency schedules approved - 14

Total number of State Archives schedules approved - 42

Total number of Baltimore City Archives schedules approved - 9

Images of all approved State Archives schedules are available online at

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

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Disposal Certificate Summary
Total number of electronic certificates - 156
Total number of paper certificates - 26
Total number of certificates - 182
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Electronic Disposal Certificates Approved Since Hall of Records Meeting On 5/19/2014</p>		
Date Approved	Agency	Certificate Number
5/8/2014	City of Frederick Government	MSA SE55-3272
5/8/2014	Cecil County Circuit Court	MSA SE55-3273
5/9/2014	Maryland State Ethics Commission	MSA SE55-3274
5/13/2014	Carroll County Detention Center	MSA SE55-3275
5/14/2014	Carroll County Detention Center	MSA SE55-3276
5/15/2014	Maryland Department of Agriculture Weights & Measures	MSA SE55-3277
5/16/2014	Carroll County Sheriff's Office	MSA SE55-3279
5/19/2014	Carroll County Detention Center	MSA SE55-3280
5/28/2014	Carroll County Detention Center	MSA SE55-3282
5/29/2014	Prince George's County Circuit Court	MSA SE55-3283
5/30/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3284
5/30/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3285
6/3/2014	Anne Arundel County Circuit Court Criminal Division	MSA SE55-3286
6/3/2014	Anne Arundel County Circuit Court Criminal Division	MSA SE55-3287
6/9/2014	Carroll County Detention Center	MSA SE55-3288
6/10/2014	Maryland State Police Office of the State Fire Marshal Lower Eastern Region	MSA SE55-3289
6/17/2014	Carroll County Detention Center	MSA SE55-3292
6/19/2014	City of Frederick Police Department Professional Services Division	MSA SE55-3293
6/20/2014	St. Mary's County Register of Wills	MSA SE55-3294
6/20/2014	Washington County Circuit Court	MSA SE55-3295
6/23/2014	Maryland State Police Planning and Research	MSA SE55-3297
6/25/2014	Carroll County Detention Center	MSA SE55-3298
6/25/2014	Maryland Department of Natural Resources Critical Area Commission for the Chesapeake & Atlantic Coastal Bays	MSA SE55-3299
7/1/2014	Maryland Department of Agriculture Purchasing Office	MSA SE55-3300
7/1/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3301

7/2/2014	Maryland Department of Agriculture Human Resources	MSA SE55-3302
7/3/2014	Anne Arundel County Community College Document	MSA SE55-3304
7/7/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3305
7/7/2014	Washington County Register of Wills	MSA SE55-3306
7/7/2014	Carroll County Circuit Court	MSA SE55-3307
7/7/2014	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3308
7/7/2014	Maryland Department of Agriculture Fiscal Services	MSA SE55-3309
7/14/2014	Washington County Circuit Court	MSA SE55-3310
7/14/2014	Washington County Circuit Court	MSA SE55-3311
7/14/2014	Howard County Circuit Court Criminal and Juvenile Departments	MSA SE55-3312
7/17/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3314
7/17/2014	Anne Arundel County Circuit Court Accounting Department	MSA SE55-3315
7/17/2014	Maryland Department of Agriculture Agricultural Land Preservation Foundation	MSA SE55-3316
7/17/2014	Maryland Department of Agriculture Agricultural Land Preservation Foundation	MSA SE55-3317
7/18/2014	Carroll County Detention Center	MSA SE55-3318
7/18/2014	Carroll County Detention Center	MSA SE55-3319
7/23/2014	Maryland State Police Planning and Research	MSA SE55-3320
7/23/2014	Maryland State Police Planning and Research	MSA SE55-3321
7/24/2014	Carroll County Circuit Court	MSA SE55-3322
7/25/2014	Charles County Government	MSA SE55-3323
7/28/2014	City of Frederick Government	MSA SE55-3324
7/28/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3325
7/28/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3326
7/29/2014	Maryland Department of Agriculture Purchasing Office	MSA SE55-3327
7/29/2014	Prince George's County Police	MSA SE55-3328
7/30/2014	Chevy Chase Village Government	MSA SE55-3333
7/30/2014	Chevy Chase Village Government	MSA SE55-3334
7/30/2014	Chevy Chase Village Government	MSA SE55-3335
7/30/2014	Chevy Chase Village Government	MSA SE55-3336
7/30/2014	Chevy Chase Village Government	MSA SE55-3337
7/30/2014	Chevy Chase Village Government	MSA SE55-3338
8/4/2014	Chevy Chase Village Government	MSA SE55-3339
8/4/2014	Maryland Department of Agriculture Agricultural Land Preservation Foundation	MSA SE55-3340
8/7/2014	Carroll County Detention Center	MSA SE55-3341
8/8/2014	Maryland State Ethics Commission	MSA SE55-3342
8/11/2014	Calvert County Circuit Court Land Records	MSA SE55-3343
8/12/2014	Maryland State Police Special Operations Division	MSA SE55-3344
8/12/2014	City of Frederick Government	MSA SE55-3345

8/12/2014	City of Frederick Government	MSA SE55-3346
8/13/2014	Maryland State Police Special Operations Division	MSA SE55-3347
8/13/2014	Maryland State Police Special Operations Division	MSA SE55-3348
8/21/2014	Carroll County Detention Center	MSA SE55-3351
8/21/2014	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3352
8/21/2014	Maryland Department of Health and Mental Hygiene CSD	MSA SE55-3353
8/21/2014	Maryland Department of Health and Mental Hygiene Kent County HD	MSA SE55-3354
8/21/2014	Maryland Department of Health and Mental Hygiene Kent County HD	MSA SE55-3355
8/21/2014	Maryland Department of Health and Mental Hygiene Kent County HD	MSA SE55-3356
8/21/2014	Maryland Department of Health and Mental Hygiene Kent County HD	MSA SE55-3357
8/21/2014	Maryland Department of Health and Mental Hygiene Washington County HD	MSA SE55-3358
8/21/2014	Maryland Department of Health and Mental Hygiene Worcester County HD	MSA SE55-3359
8/21/2014	Maryland Department of Health and Mental Hygiene Worcester County HD	MSA SE55-3360
8/22/2014	Maryland Department of Health and Mental Hygiene Queen Anne's HD	MSA SE55-3361
8/22/2014	Maryland Department of Health and Mental Hygiene Queen Anne's HD	MSA SE55-3362
8/22/2014	Maryland Department of Health and Mental Hygiene Washington County HD	MSA SE55-3363
8/22/2014	Maryland Department of Health and Mental Hygiene Allegany HD	MSA SE55-3364
8/22/2014	Maryland Department of Health and Mental Hygiene Cecil HD	MSA SE55-3365
8/22/2014	Maryland Department of Health and Mental Hygiene Worcester County HD	MSA SE55-3366
8/22/2014	Maryland Department of Health and Mental Hygiene Calvert	MSA SE55-3367
8/22/2014	Maryland Department of Health and Mental Hygiene Queen	MSA SE55-3368
8/22/2014	Maryland Department of Health and Mental Hygiene	MSA SE55-3369
8/22/2014	Maryland Department of Health and Mental Hygiene Worcester County HD	MSA SE55-3370
8/25/2014	Maryland Department of Agriculture Maryland Agricultural Water Quality Cost-Share Program (MACS)	MSA SE55-3371
8/25/2014	Washington County Circuit Court	MSA SE55-3372
8/25/2014	Maryland Department of Health and Mental Hygiene Labs	MSA SE55-3373
8/26/2014	Maryland Department of Health and Mental Hygiene Springfield	MSA SE55-3374
8/27/2014	City of Frederick Government	MSA SE55-3375
8/27/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3376
8/28/2014	Carroll County Detention Center	MSA SE55-3377
8/28/2014	Carroll County Sheriff's Office	MSA SE55-3378

9/3/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3379
9/4/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3380
9/4/2014	Carroll County Detention Center	MSA SE55-3381
9/5/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3382
9/8/2014	Prince George's County Prince George's County Public Schools Office of General Counsel	MSA SE55-3383
9/10/2014	Maryland State Police Special Operations Division	MSA SE55-3384
9/11/2014	Carroll County Detention Center	MSA SE55-3385
9/12/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3386
9/15/2014	Carroll County Detention Center	MSA SE55-3388
9/15/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3389
9/19/2014	City of Frederick Government	MSA SE55-3391
9/23/2014	Carroll County Detention Center	MSA SE55-3392
9/24/2014	Charles County Government	MSA SE55-3393
9/24/2014	Montgomery County Government Office of Procurement	MSA SE55-3394
9/24/2014	Montgomery County Government Finance Department - Director's Office	MSA SE55-3395
9/24/2014	Montgomery County Government Finance Department - Director's Office	MSA SE55-3396
9/24/2014	Charles County Government	MSA SE55-3397
9/29/2014	Carroll County Detention Center	MSA SE55-3400
9/30/2014	Prince George's County Circuit Court	MSA SE55-3401
9/30/2014	Carroll County Sheriff's Office	MSA SE55-3402
10/2/2014	Calvert County Circuit Court	MSA SE55-3404
10/6/2014	Charles County Government	MSA SE55-3405
10/6/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3406
10/8/2014	Maryland Office of the Attorney General Natural Resources-Principal Counsel	MSA SE55-3408
10/8/2014	Maryland Office of the Attorney General Criminal Appeals - C. Zanelotti	MSA SE55-3409
10/8/2014	Maryland Office of the Attorney General	MSA SE55-3410
10/8/2014	Maryland Office of the Attorney General MHEC - S. Nolan	MSA SE55-3411
10/16/2014	Carroll County Sheriff's Office	MSA SE55-3412
10/20/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3413
10/21/2014	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3416
10/21/2014	City of Frederick Government	MSA SE55-3417
10/21/2014	City of Frederick Government	MSA SE55-3418
10/22/2014	Carroll County Detention Center	MSA SE55-3419
10/22/2014	Carroll County Detention Center	MSA SE55-3420

10/23/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3421
10/24/2014	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3422
10/27/2014	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3423
10/27/2014	Washington County Register of Wills	MSA SE55-3424
10/28/2014	Montgomery County Government Finance Controller	MSA SE55-3425
10/28/2014	Montgomery County Government HHS/Contract Management Team	MSA SE55-3426
10/28/2014	Montgomery County Government Finance/Treasury	MSA SE55-3427
10/28/2014	Montgomery County Government Environmental Protection/Solid Waste Services	MSA SE55-3428
10/28/2014	Montgomery County Government Housing & Community Affairs/Director's Office	MSA SE55-3429
10/28/2014	Montgomery County Government Housing & Community Affairs/Director's Office	MSA SE55-3430
10/29/2014	City of Frederick Police Department Professional Services Division	MSA SE55-3431
10/29/2014	City of Frederick Police Department Personnel Unit	MSA SE55-3432
10/29/2014	City of Frederick Police Department OCP Support Unit	MSA SE55-3433
10/29/2014	Montgomery County Government Environmental Protection/Solid Waste Services	MSA SE55-3434
10/29/2014	Montgomery County Government HHS/Special Needs Housing/Rental Assistance Program	MSA SE55-3435
10/30/2014	Montgomery County Government Environmental Protection/Solid Waste Services	MSA SE55-3436
10/30/2014	Carroll County Detention Center	MSA SE55-3437
10/30/2014	Montgomery County Government Correction & Rehabilitation/MSD	MSA SE55-3438
10/30/2014	Montgomery County Government Housing & Community Affairs/Director's Office	MSA SE55-3439
10/30/2014	Montgomery County Government Liquor Control/Licendure, Regulation & Education	MSA SE55-3440
10/30/2014	Montgomery County Government Transportation/Transit Services	MSA SE55-3441
11/5/2014	Carroll County Detention Center	MSA SE55-3444
11/5/2014	Maryland Office of the Attorney General Opinions & Advice Anne MacNeille	MSA SE55-3445
11/10/2014	Montgomery County Government Corrections & Rehabilitation/Management Services	MSA SE55-3448
11/10/2014	Montgomery County Government HHS/Management Services - Fiscal Management	MSA SE55-3449
11/12/2014	Montgomery County Government HHS/Management Services/Fiscal Management	MSA SE55-3450
11/12/2014	Montgomery County Government HHS/Management Services/Fiscal Management	MSA SE55-3451

11/12/2014	Montgomery County Government HHS Management Services/Fiscal Mangement	MSA SE55-3452
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Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 5/19/2014

Date Approved	Agency	Certificate Number
5/15/2014	District Court 7 Anne Arundel County	MSA SE55-3278
5/19/2014	District Court 1 Baltimore City	MSA SE55-3281
6/13/2014	District Court 7 Anne Arundel County	MSA SE55-3290
6/13/2014	Montgomery County Circuit Court	MSA SE55-3291
5/29/2014	State's Attorney's Office Charles County	MSA SE55-3296
6/30/2014	Cecil County Circuit Court	MSA SE55-3303
7/10/2014	Maryland State Police, Licensing Division - HGP Section	MSA SE55-3313
7/28/2014	Dorchester County Circuit Court	MSA SE55-3329
7/28/2014	District Court 2 Worcester County	MSA SE55-3330
7/28/2014	District Court 3 Talbot County	MSA SE55-3331
7/28/2014	District Court 1 Baltimore City	MSA SE55-3332
8/11/2014	Montgomery County Circuit Court	MSA SE55-3349
7/11/2014	Department of Human Resources, Baltimore County Department of Social Services	MSA SE55-3350
9/2/2014	District Court 3 Talbot County	MSA SE55-3387
9/12/2014	Frederick County Circuit Court	MSA SE55-3390
9/22/2014	Frederick County Circuit Court	MSA SE55-3398
6/6/2014	Wicomico County, Finance Department / Accounting, Billings, and Collections	MSA SE55-3403
9/19/2014	Maryland Department of Human Resources Baltimore County Department of Social Services	MSA SE55-3407
10/7/2014	Charles County Sheriff's Office, Corrections	MSA SE55-3414
10/7/2014	Charles County Sheriff's Office, Corrections	MSA SE55-3414
10/9/2014	City of Salisbury, Fire Department, EMS	MSA SE55-3415
10/23/2014	Maryland State Archives (on behalf of the Maryland Insurance Administration)	MSA SE55-3442
10/30/2014	Worcester County Circuit Court	MSA SE55-3443
11/6/2014	Baltimore City Circuit Court	MSA SE55-3446
10/29/2014	City of Salisbury, Fire Department - EMS	MSA SE55-3447
7/31/2014	Town of Betterton, Administration	MSA SE55-3453

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

MSA SC 6106	Michael Golden Collection
MSA SC 6107	Hall Family Papers
MSA SC 6108	David K. Poole, Jr. Collection
MSA SC 6109	William Walter Owens Collection
MSA SC 6110	Madeleine LeMoyne Ellicott Collection
MSA SC 6111	Wye Mills United Methodist Church Land Records Collection
MSA SC 6112	Lena H. Riggan Collection
MSA SC 6113	Friends of the Maryland State Archives/Maryland Historical Society Manuscript Collection
MSA SC 6114	Maryland State Department of Education Videos Collection
MSA SC 6115	Nimrod Collection
MSA SC 6116	Senator John A. Cade Collection
MSA SC 6117	Hawken Family of Williamsport Collection
MSA SC 6118	Edward C. Papenfuse U.S. Supreme Court Microfilm Collection
MSA SC 6119	Richard M. and Shirley C. Brooks, John J. Omenhausser Collection

[Return to Special Collections Home](#)

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**Maryland Commission on Artistic Property
PROPOSED DONATION FORM**

❖ **Object Information:**

Artist/Maker: Simmie Knox (b. 1935)

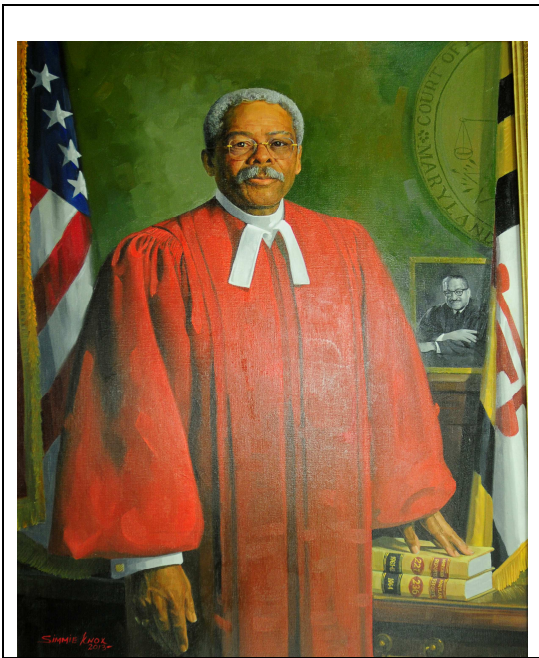
Title: *Robert M. Bell* (b. 1943)

Date: 2013

Medium: Oil on canvas

Dimensions: 52¹/₈" x 40³/₈" x 3³/₄" (framed)

❖ **Images:**



❖ **General Information:**

This portrait painting was commissioned by the Maryland Judiciary in honor of Chief Judge Robert M. Bell's 38 years of service on the bench. Judge Bell served as a judge at every level of the Maryland judiciary system, and served as chief judge of the Maryland Court of Appeals from 1996-2013. He was the first African American to serve as chief judge. This portrait includes a photograph of Thurgood Marshall and two volumes of *Maryland Reports* that relate to the landmark case *Bell v. Maryland*.

Simmie Knox is a Maryland artist who specializes in portraiture. Previous commissions of note include former U.S. President Bill Clinton, Former First Lady Hillary Clinton, and the Honorable Thurgood Marshall, Associate Justice, U.S. Supreme Court. He has several works in the state-owned art collection, including Judge Harry A. Cole displayed in the Courts of Appeals Building.

❖ **Provenance:**

Commissioned by the Maryland Judiciary for display in the Robert C. Murphy Courts of Appeal Building in Annapolis.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of this painting from the Maryland Court of Appeals to the Maryland Commission on Artistic Property because it is the official portrait of the most-recent chief judge of the court. The state-owned art collection currently has 22 portraits of the 23 former chief judges of the Maryland Court of Appeals, this transfer will continue the tradition of having these official portraits owned by MSA. This painting will be prominently exhibited outside of the Court of Appeals Chamber on the fourth floor of the Courts of Appeal Building.

**Maryland Commission on Artistic Property
PROPOSED DONATION FORM**

❖ **Object Information:**

Artist/Maker: Harvey Lewis (design), W. J. Meer (etching), and W. Rose Sr. (blade)

Title: *Gold Eagle Pommel Presentation Sword of Lt. Joseph Cross*

Date: 1828

Medium: Gold, ivory, and steel

Dimensions: 32" x 4 ½"

Accession Number: MSA SC 1862

❖ **Images:**



❖ **General Information:**

This gold eagle pommel presentation sword was presented to Lt. Joseph Cross (d. 1834) in 1828. It is one of three ceremonial swords commissioned by the Maryland General Assembly on March 14, 1828 to honor Marylanders Lt. Henry E. Ballard, Lt. Joseph Cross, and Lt. Isaac Mayo. These swords were commissioned to honor the men's heroism and patriotism while serving in the United States Navy during the War of 1812.

Cross served on the USS *Constitution*. His involvement in three major engagements with British warships was memorialized in the etched details on the sword.

❖ **Provenance:**

Commissioned by the Maryland General Assembly, 1828; donated to the State of Maryland in 1890; accessioned into the Maryland State Archives Department of Special Collection in 1986.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of this ceremonial sword from the Maryland State Archives Special Collections Department to the inventory of the Maryland Commission on Artistic Property because of its provenance, historic significance and highly decorative appearance. Artistic property staff has traditionally cared for, displayed and interpreted this sword for a number of years.

**Maryland Commission on Artistic Property
PROPOSED DONATION FORM**

❖ **Object Information:**

Artist/Maker: Simmie Knox (b. 1935)

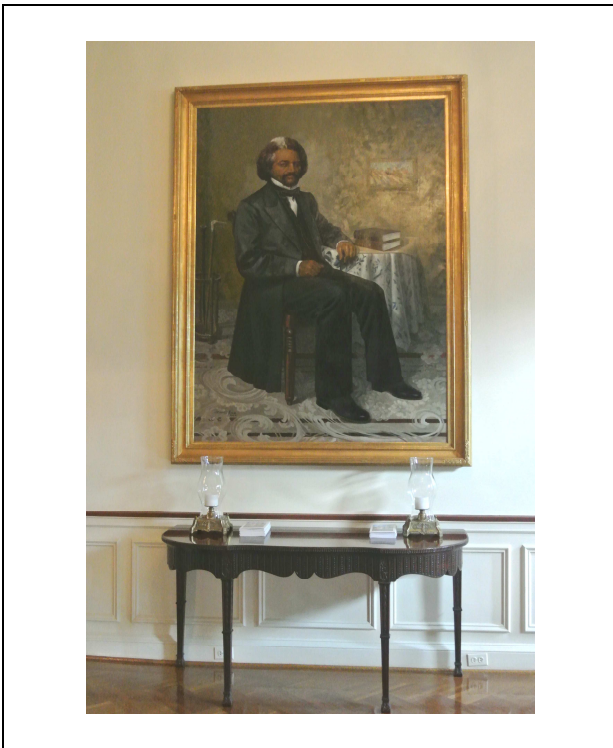
Title: *Frederick Douglass* (1818-1895)

Date: 2014

Medium: Oil on canvas

Dimensions: 81¼" x 60 ⅛" (framed)

❖ **Image:**



❖ **General Information:**

This historic portrait was commissioned by the Friends of the Maryland State Archives through the generous support of Eddie and Sylvia Brown. It was specifically painted for the Entrance Hall of Government House and is based on photographs of Douglass taken in the 1860s. It is considered the first portrait of an African-American to be displayed in Government House.

Douglass is depicted around the age of 50, seated at a table with a copy of *The North Star*, the abolitionist newspaper he began publishing in the late 1840s, along with editions of his two autobiographies, *A Narrative of the Life of Frederick Douglass, an American Slave* (1845) and *My Bondage and My Freedom* (1855). On the wall is a depiction of the wharfs of Fells Point during

the period in the 1830s when Douglass worked there as a slave, learning the trades that enabled him to impersonate a sailor for his escape to freedom.

Also depicted are two walking sticks belonging to Douglass, one with his monogram, and the other given to him by Mary Todd Lincoln after her husband's assassination, as a token of President Lincoln's respect and affection for the great abolitionist.

Simmie Knox is a Maryland artist who specializes in portraiture. Previous commissions of note include former US President Bill Clinton, Former First Lady Hillary Clinton, and the Honorable Thurgood Marshall, Associate Justice, U.S. Supreme Court.

❖ **Provenance:**

Commissioned by the Friends of the Maryland State Archives in 2014.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of this portrait from the Friends of the Maryland State Archives to the Maryland Commission on Artistic Property because the state-owned art collection does not have a portrait of Frederick Douglass. As such, this painting takes on great significance for Maryland. The portrait will be prominently displayed in the Entry Hall at Government House.

Maryland Commission on Artistic Property
PROPOSED DONATION FORM

❖ **Object Information:**

Artist/Maker: Bibb

Title: *Ceremonial Dress Sword of Lt. Colonel Tench Tilghman*

Date: c. 1772

Medium: Silver and steel

Dimensions 30" blade

Accession Number: MSA SC 4873

Artist/Maker: Unknown maker

Title: *Tilghman family small sword*

Date: 17th or 18th century

Medium: Silver and steel

Dimensions: 28" blade

Accession Number: MSA SC 4873

❖ **Images:**



❖ **General Information:**

These swords belonged to Lieutenant Colonel Trench Tilghman (1744-1786), a trusted aide-de-camp to George Washington throughout the Revolutionary War. Tilghman's ceremonial dress sword (the larger one) is depicted in the monumental portrait *Washington, Lafayette and Tilghman at Yorktown* (MSA SC 1545-1120) arguably the most important painting in the state-owned art collection. Tilghman likely carried this sword with him throughout the war.

The short sword is purported to have belonged to Trench Tilghman's great-great grandfather, Matthew Turbutt.

❖ **Provenance:**

Long sword: Lt. Colonel Trench Tilghman, c. 1772; by descent to Judith Goldsborough Oates; donated to the State of Maryland, 1998; accessioned into the Maryland State Archives Department of Special Collections, 1998.

Short sword: According to family tradition: Michael Turbutt, d. 1694-96; by descent to Lt. Colonel Trench Tilghman; by descent to Judith Goldsborough Oates; donated to the State of Maryland, 1998; accessioned into the Maryland State Archives Department of Special Collections, 1998.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of these swords from the Maryland State Archives Special Collections Department to the inventory of the Maryland Commission on Artistic Property because of its provenance, historic significance and highly decorative appearance. Artistic property staff has traditionally cared for, displayed and interpreted these swords for a number of years.

These two swords will be displayed as part of the new exhibits created as part of the restoration of the Old Senate Chamber. They will be displayed adjacent to the portrait *Washington, Lafayette and Tilghman at Yorktown* in a custom-designed case in the Senate Committee Room.

Maryland Commission on Artistic Property
PROPOSED DONATION FORM

❖ **Object Information:**

Artist/Maker: Thomas Fletcher (1787-1866)

Title: *Presentation sword for Colonel Nathan Tomson* (1784-1854)

Date: 1834

Medium: Yellow gold and steel

Dimensions: Overall L 37" x W 5"; blade L 31" x W 1 1/8"

Accession Number: MSA SC 2149-1-1

❖ **Images:**



❖ **General Information:**

This presentation sword and scabbard were commissioned by the Maryland General Assembly, Resolution 63 of the Acts of 1832 for Colonel Nathan Towson's (1784-1854) gallant service during the War of 1812. The sword was made by noted artisan Thomas Fletcher, and is noted for its exceptional craftsmanship and highly ornamented design. The names of the decisive battles in which Towson fought are inscribed on the sword. Also incorporated in the design of the sword is Maryland State Seal created by Charles Willson Peale in 1794.

❖ **Provenance:**

Commissioned by the Maryland General Assembly, Resolution 63 of the Acts of 1832; Col. Nathan Towson; acquired by the State of Maryland prior to 1956 when Governor Theodore McKeldin loaned it to the Maryland Historical Society; donated to the Maryland State

Archives by Joseph Katz, date unknown; accessioned in the Maryland State Archives Department of Special Collections.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of this ceremonial sword from the Maryland State Archives Special Collections Department to the inventory of the Maryland Commission on Artistic Property because of its provenance, historic significance and highly decorative appearance. Artistic property staff has traditionally cared for, displayed and interpreted this sword for a number of years.

**Maryland Commission on Artistic Property
PROPOSED DONATION FORM**

❖ **Object Information:**

Artist/Maker: Brendan Thorpe O'Neill, Sr. (b. 1942)

Title: *Harriet Tubman* (c. 1822-1913)

Date: 2014

Medium: Bronze

Dimensions: 19"h x 12"w x 12"d.

Artist/Maker: *McMartin & Beggins Cabinetmakers*

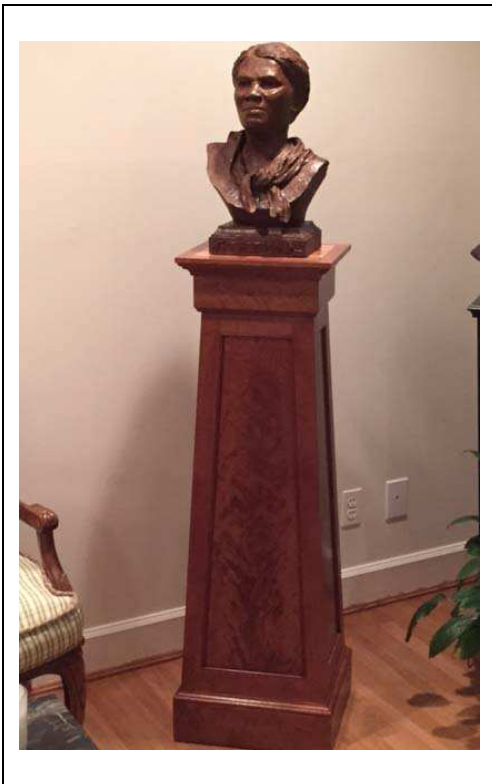
Title: *Pedestal*

Date: 2014

Medium: Oak and sweet gum

Dimensions: 48" tall; 16" x 14" base; 11.5" x 9.5" capital with a 14" x 12" platform on which the bust sits.

❖ **Image:**



❖ **General Information:**

Harriet Tubman was born a slave c. 1822 in Dorchester County, Maryland, escaped from slavery in 1849, and became perhaps the most well-known "conductor" on the Underground

Railroad. She is credited with saving more than 300 slaves to freedom. The portrait bust depicts Harriet Tubman as a young woman in her thirties, soon after her escape from slavery and at the beginning of her Underground Railroad endeavors. The word "FREEDOM" and broken chains appear on the base of the bust.

The artist consulted a variety of published sources and worked with a number of scholars, Tubman descendants, members and trustees of the Harriet Tubman Museum and Educational Center, and members of the African American Community in Dorchester County. Particular contributions were made by Valerie and Charles Ross, Donald Pinder, and Dr. Kate Clifford Larson, among many others. The bust was cast at Valley Bronze in Joseph, Oregon.

The pedestal was crafted to display the Tubman bust, and contains wood from the Wye Oak and a sweet gum tree. The 460-year-old Wye Oak, stood in the town of Wye Mills in Talbot County, was blown down in 2002. The sweet gum tree was harvested from a Century Farm in Dorchester County.

❖ **Provenance:**

The portrait bust and its pedestal were commissioned by the Maryland Department of General Services for display at Government House.

❖ **Curatorial Recommendation:**

The curatorial staff recommends the transfer of the portrait bust and accompanying pedestal from the Maryland Department of General Services to the inventory of the Maryland Commission on Artistic Property because of their artistic merit and historical significance. The bust will soon be presented to Governor Martin O'Malley for prominent display in one of the public rooms in Government House.

Brendan Thorpe O'Neill, Sr. is an accomplished sculpture artist who concentrates in the bronze medium and specializes in portrait busts. Mr. O'Neill is a native of St. Louis, Missouri and now resides in Maryland. He has made several portrait busts of historic Native American chieftains, and has several life-sized busts displayed in public locations within Maryland. The pedestal was created by Jim McMartin and Jim Beggins, the cabinetmakers who built the ceremonial Wye Oak Desk for the use of all future governors of Maryland, as well as the Wye Oak Lectern used in the Governor's Reception Room in the State House.



Maryland State Archives Hall of Records Commission Meeting

May 5, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

1. Call to Order by Chair
2. Opening Remarks/Special Announcements
3. Reports & Minutes of Previous Meetings
4. Special Meetings, Advisory Boards & Celebratory Events
5. Records Retention & Disposal
6. State Archivist's Report
7. Recent Gifts, Deposits, & Acquisitions
8. Forthcoming Special Meetings of the Commission & Events of Interest
9. Old Business
10. New Business
11. Next meeting
12. Executive Session
13. Adjournment



Maryland State Archives

Hall of Records Commission Meeting

May 5, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_attendees_5may2015.pdf

Opening Remarks/Special Announcements

Chair to recognize special guests

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

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

Mr. Jeremy McCoy, *Assistant Attorney General, Office of the Attorney General*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting, December 2, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_minutes_2dec2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

January 28, 2015: Presentation by Vicki Lee on “Disaster Recovery: Where I’ve Been and What I’ve Learned,” hosted by the Maryland State Archives.

February 16, 2015: Unveiling of the new exhibit case for George Washington’s resignation speech in the rotunda of the State House as part of the Maryland State Senate’s annual celebration of Washington’s birthday.

February 18, 2015: Public lecture on “Washington’s Resignation,” presented by Harvey Flaumenhaft at St. John’s College.

February 23, 2015: Mid-Atlantic Regional Archives Conference workshop on “Introduction to Genealogy for the Unsuspecting Archivist,” taught by Mary Mannix and hosted by the Maryland State Archives.

February 25, 2015: Presentation by Jean Russo on “Finding Nace Butler,” hosted by the Maryland State Archives.

March 18, 2015: Presentation by Christian Skipper and Corey Lewis on “Imaging and Electronic File Maintenance,” hosted by the Maryland State Archives.

April 22, 2015: Presentation by V Joyce Phelps on “Introducing Our New Warehouse,” hosted by the Maryland State Archives.

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

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_schedules_5ma2015.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_disposals_5may2015.pdf

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

State Archivist's Report

Chronology: activities since the last meeting

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_chronology_5may2015.pdf

Budget

The Governor included in his budget, and the General Assembly approved, the Archives’ over-the-target request to cover the operating expenses of the newly acquired adjunct archives warehouse located on Rolling Run Drive in Woodlawn.

The two percent across the board General Fund reduction was allocated to a salary shift from General Funds to Special Funds in the amount of \$42,000. The only remaining categories of General Fund appropriation (other than controlled subobjects for items such as health insurance) are \$30,000 to support the FBI criminal background check system and \$50,000 for art conservation.

Joint Chairmen’s Report 2014

In 2014, the Senate and House budget committees expressed concern over the current lack of oversight of the records management process and directed immediate specific steps be taken to improve this situation. The committees required the Archives and the Department of General Services to submit a report outlining steps necessary to reach a long-term goal of electronic creation, maintenance and management

of State agency records. In response to this charge, the Archives and Department of General Services developed an introductory records management training module to be made available to all State employees on the *HUB*, the State's new Learning Management System.

The Archives / DGS report recommends that to reach the long-term goal of electronic creation, maintenance and management of State agency records, Maryland government must adopt and implement a comprehensive information and records management policy that shall apply to all State agencies in the Executive, Legislative and Judicial branches and include records in all formats including paper, micrographic, audio-visual as well as electronic. All applications used to create, manage and store information and records including, but not limited to, official document management systems, databases, geographical information systems (GIS), websites, social media applications, and cloud computing will be subject to the policy. For this initiative to succeed State agencies must implement sound information and records management practices to ensure the creation, maintenance and protection of reliable records, improve agency performance, increase efficiency, and enhance transparency through trusted records that are well described, stored in known locations and accessible to staff and the public when needed and as appropriate.

Commission on Artistic Property

Restoration of the Old Senate Chamber

The Commission on Artistic Property staff continue to work closely with the Department of General Services in finalizing the installation of exhibits in the Old Senate Chamber, Stairwell Room, and the Senate Committee Room of the State House. The restored Old Senate Chamber, and these adjacent rooms, are anticipated to open to the public later this year.

Artistic Property staff have provided orientation in these new interpretive spaces to the tour guide staff of the Department of Legislative Services, as well as Watermark, in anticipation of public access.

Unveiling of George Washington's Original Resignation Speech in the State House

On February 16, as part of the Maryland Senate's annual celebration of George Washington's birthday, the new exhibit of his hand-written resignation speech was unveiled in the rotunda of the State House. Members of the House of Delegates joined the Senate for the program, along with Governor Hogan, President Mike Miller and Speaker Busch. The keynote speaker was Dr. Alan Taylor, Chair of History at the University of Virginia, who called Washington's speech the 'fourth most important document in American history' after the Declaration of Independence, the Constitution, and the Bill of Rights.



The speech, acquired by the Archives in 2007, is displayed in a custom case with environmental and security controls, designed by Casewerks of Baltimore and paid for through donations to the Friends of the Maryland State Archives.

Dr. Alan Taylor's keynote address, February 16, 2015:

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/alantaylor_remarks.pdf

Art Conservation

After an unprecedented number of items from the state-owned art collection were conserved in FY15 as part of the project to restore the Old Senate Chamber, staff are now overseeing the treatment of several other items using funds appropriated to MSA for art conservation. A request for proposals has been issued to clean and restore commemorative and memorial plaques and statuary in the Maryland State House and on the grounds of the State House as well as provide some enhancements to the Thurgood Marshall Memorial.

Executive Transition and the Legislative Session

Artistic Property staff have been engaged in providing curatorial recommendations to Governor Hogan and Lt. Governor Rutherford for the selection of artwork and furnishings in the Executive Offices in the State House. Historic paintings and prints were selected from the state-owned art collection, as well as loaned from other institutions, for installation in these spaces. Staff have also worked with Governor and Mrs. Hogan to install their personal collection of artwork in the private areas of Government House, and propose changes and additions to the works of art on display in the public rooms.

Artistic Property staff have also provided recommendations and support to the Secretaries of the Department of Budget and Management and the Department of General Services in selecting and framing images from the state's art collection and the Archives' Special Collections, for installation in their offices.

As part of the annual support provided to the General Assembly during the Legislative Session, staff prepared the presentation materials for the Speaker's Society, and the Senate's First Citizen Awards, as well as planning the Senate's annual celebration of Washington's Birthday.

Educational Outreach & Research

Maryland Day



Governor Hogan with Archives patrons, volunteers and staff on Maryland Day

Governor Lawrence J. Hogan, Jr. visited the Archives on Wednesday, March 25 to celebrate Maryland Day with our patrons, volunteers and staff. While here, he took the time to view several significant items from our collections that together represented four centuries of Maryland history. Staff exhibited and presented on the following documents and artifacts:

- ❖ 1635 *A Relation of the Successfull Beginning of the Lord Baltemore's Plantation in Mary-land*, (MSA SC 1399-1-526-1),
- ❖ The 1708 Charter of Annapolis (MSA M104-1),
- ❖ A 1777 payroll of Maryland Regulars taken prisoner on Long Island during the Revolution (MSA S997-19-2),
- ❖ An 1818 estate ledger recording the birth of Frederick Douglass (MSA SC 564-1-94), and
- ❖ The ceremonial silver mace from the 1967 Constitutional Convention (MSA S787-1).

After sharing in the history of these unique documents and artifacts the Governor presented Tim Baker with a special Maryland Day Proclamation recognizing the 381st anniversary of Maryland's founding.

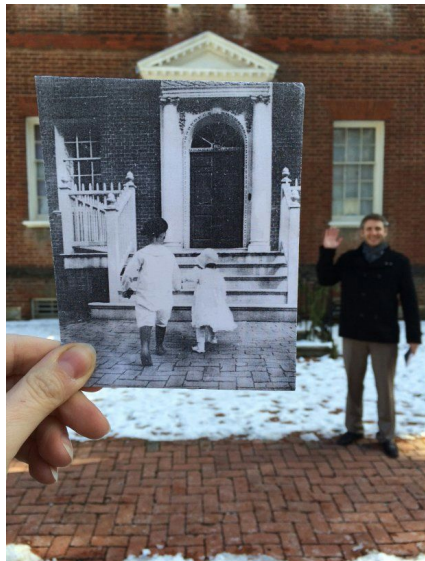
In addition to welcoming the Governor, the Archives' staff also hosted several free, engaging public outreach activities to celebrate Maryland Day. The theme of this year's Maryland Day program, coordinated by the Four Rivers Heritage Area, was "*Picture Yourself in History*." The Archives developed three events playing on this theme for the celebration. First, a special exhibit was created which demonstrated the many ways Marylanders chose to picture themselves throughout time. The display began with painted miniature portraits, included intricate hand-cut silhouettes, moved on to early forms of photography such as daguerreotypes, ambrotypes, tintypes, and carte de visites, and ended with studio portraiture from glass plate negatives.

The second activity was a photo scavenger hunt in downtown Annapolis. Staff handed out re-prints of six historic photos of downtown Annapolis locations from our collection and encouraged guests to find the modern day locations. We had a few of our historic maps of Annapolis on display to help patrons on their way, and we also had two "roving archivists" downtown to assist. Once the guests reached the modern day location of the historic photo, we taught them how to create a photomashup of the old and new images and encouraged people to share them on social media.

Finally, our guests had the opportunity to literally picture themselves in history by taking a selfie with one of the most significant and iconic images in our art collection. Staff hung a large reprint of Edwin White's *Washington Resigning His Commission* and gave visitors a chance to grab a few fun colonial props and pose with the General and his rapt audience. The public response to these activities was wonderful. The program received a total of 70 visitors to the Archives and reached an additional 35 people with our "roving archivists" stationed downtown. This amazing turnout more than tripled our attendance at last year's event, even though inclement weather was a factor this year. The Archives was also honored to win recognition from Four Rivers Heritage Area for "Best Overall Effort" with Maryland Day *Picture Yourself in History* events.



Collections on exhibit for Maryland Day "Picture Yourself in History" display



Sample Photomashup Image



#MDSelfie Opportunity

Brown Bag Lunch and Learn Series

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/lunch_learn2015.pdf

This year the Maryland State Archives began hosting a public programming series called *Brown Bag Lunch and Learn*. Once a month, the Archives holds an informal, free talk in the conference room. Open to the general public, the talks allow Archives' staff members to share different aspects of their jobs and ongoing projects. To date, we have had talks on disaster preparedness, African American history research in our records, digitization, electronic file maintenance, our new warehouse, and using FamilySearch. Each program, held on a Wednesday at noon, has drawn a crowd of approximately 35-40 guests. The primary goals of these programs are to increase our stakeholder base, deepen the community's engagement with the agency, and create a better understanding of the myriad of responsibilities and services of the Archives. A secondary mission of the series is to provide an opportunity for staff members to learn from one another by sharing their areas of professional expertise and projects publically. Finally, the *Lunch and Learn* program allows our talented staff to take center stage, showing off their knowledge in a relaxed, public forum and projecting an agency full of friendly, approachable people. The next talk will be tomorrow, May 6th, on how to use FamilySearch.org resources.

Brick Wall Session

Due to the overwhelming popularity of the Brick Wall Session held during last Fall's Family History Festival, our staff has committed to hosting more of these events throughout the year. Our goal is to eventually host one event per quarter. The Brick Wall Session is designed for researchers of all skill levels who have hit an obstacle, or the proverbial "brick wall", in their research efforts. The session is an opportunity for guests to sign up for a 20 minute dedicated block with one of our professional archivist staffers or genealogist volunteers to strategize on breaking through that brick wall. This Spring's session, held on Saturday, April 18th, filled up within four days of being advertised on our home page. We were able to accommodate an additional 66 guests, and those guests were able to immediately use their newfound knowledge in our Search Room. In addition to providing patrons with outstanding, friendly reference assistance, the goal of these sessions is to familiarize guests with our services. Many attending the Brick Wall event in the Fall were unaware that we have professional archivists on duty every day we are open for free consultations. Through Brick Wall Sessions, we are pleased not only to help guests with their research challenges, but also to educate the public about our year-round customer service. More sessions are planned for Summer and Fall of this year.

Teacher Professional Development Workshops

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/war1812_workshop_flyer.pdf

In January and March, the Archives' staff developed and hosted two professional development workshops for teachers focused on the War of 1812. For the first time, these workshops were vetted and approved by the Maryland State Department of Education. This official recognition by MSDE, which lasts for five years without re-accreditation, allowed the participating teachers to receive two required continuing education credits towards professional certification. The workshops were based on two online Documents for the Classroom packets authored by Archives staff member Ryan Cox:

- **"All the Means Within Our Power": Maryland's Defenses During the War of 1812**
<http://teaching.msa.maryland.gov/000001/000000/000190/html/t190.html>
- **Flee or Stay?: The African American Experience during the War of 1812**
<http://teaching.msa.maryland.gov/000001/000000/000188/html/t188.html>

Included in the three day program were lectures about Maryland's experience during the war era as well as the involvement and impact of both enslaved and free African Americans. Owen Lourie and Maya Davis joined Ryan Cox in providing content lectures and question-and-answer sessions with the teachers. Mr. Cox also led the participants on field trips to significant Annapolis sites, including the State House where Artistic Properties staff members Chris Kintzel and Michelle Fitzgerald gave curator's tours. The teachers engaged in spirited and detailed discussions with the professional staff and came away from the program with a deeper understanding of how to use primary resources in their classrooms. As a follow up, the teachers are required to share their lesson plans with the Archives to receive the course credit. According to the evaluations completed by participating teachers the workshops were very well received. These programs were sponsored by a grant from the Star Spangled 200 Commission, and another new War of 1812-based document packet will be completed and posted by the end of the fiscal year.

Chesapeake College Environmental History of Slavery Course

This Spring semester, Archives staff assisted in the development and teaching of an interdisciplinary course with history professor Dr. Michelle Zaks and biologist Dr. Gregory Fawley. The course used primary source documents from the Archives, as well as the Legacy of Slavery program database, to study the impact of slave labor on the environment of Maryland's Eastern Shore. Students examined the biographical history of enslaved individuals, including patterns of population and movement, as well as changes in the land that occurred over time. They also looked at how slaves who were considering running away might have viewed the contemporary landscape. As the class concludes, students' final projects will be shared with the Archives. Our staff is seeking ways in which this course might be linked with the [Landscapes of Slavery](#) class that they co-developed with University of Maryland Baltimore County and Dr. Denise Meringolo. We are looking into the potential for applying to the National Endowment for the Humanities for a collaborative grant to support the effort.

2015 National Parks Service Network to Freedom Conference

<http://www.nps.gov/subjects/ugrr/annual-conference.htm>

We are pleased to announce that the entire staff of the [Legacy of Slavery Program](#) has been invited to present a full session at the 2015 National Parks Service Network to Freedom Conference. The session will be titled "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*" and will demonstrate the broad patterns and unique stories that have emerged from fifteen years of data gathering concerning slavery in Maryland. The moderated discussion will use these figures to illustrate the profiles and methods of freedom seekers throughout antebellum Maryland.

Over the life of this project, staff have used the resources at the Archives to compile the [Beneath the Underground Database](#), a unique and constantly growing research tool. The database includes over 12,000 entries culled from runaway slave advertisements in Maryland newspapers. This presentation will focus on five counties that are representative of different regions, including the Eastern Shore (Dorchester County), Central Maryland (Prince George's County), Southern Maryland (St. Mary's County), Western Maryland (Washington County) and Baltimore City. The presenters will discuss the distinct patterns that emerge in these areas during the antebellum period from 1830 to 1860, focusing particularly on the age and gender of freedom seekers, methods of escape, and destinations where slaves sought freedom. The varying conditions of slavery in the state of Maryland, based on geography, society, and economics across counties and through time in the first half of the nineteenth century, led to differences in the resistance to slavery. The moderated discussion will delve into these variables and examine what insights the database's collection of runaway advertisements can offer as to the differing profiles of freedom seekers in the five identified regions.

To supplement this analysis, the Legacy of Slavery in Maryland project staff will highlight a number of biographical case studies. The mission of the project's research is to dig deeper into the lives of the individuals named in runaway advertisements, using the resources at the Maryland State Archives to construct biographical case studies. These examples will illustrate the larger identified patterns and make the statistical analysis more personal. Finally, the presenters will discuss the lessons for long-term projects that arose from difficulties in data recording and flaws in the database system. The conference will be held from June 17 through June 20 in Hilton Head Island, South Carolina and is an amazing opportunity to highlight both the Archives staff and the triumphs of the Legacy of Slavery Program.

Land Office

<http://msa.maryland.gov/msa/mdmanual/25ind/html/05arcf.html#land>

The Department of Natural Resources has reported that their acquisition staff is working on a new Certificate of Reservation request for Garrett County land. When complete, this request will be submitted to the Archives' Land Office for review, processing and decision.

Maryland 400

<https://msamaryland400.wordpress.com/>

The Archives staff gratefully received a generous \$10,000 outright grant from the Maryland Society of the Sons of the American Revolution. This funding has allowed the Archives to hire Research Fellow Sean Baker, who will continue the Maryland 400 project under the direction of Archivist Owen Lourie from January through June 2015. *Finding the Maryland 400* began in the Spring of 2013 as a collaboration between the Maryland State Archives, Gen. James Adkins, Adjutant General of Maryland, the Maryland Military Department, and the Moss Family Foundation. Washington College has also funded student interns whose work has been critical to the project's progress. Through the SAR's generosity, the Archives has been able to further a project that consolidates and unifies new and existing research on the Maryland 400, focusing on compiling and publishing the biographies of the men who made their famous stand in 1776. To keep this project active into Fiscal Year 2016, the Archives is seeking an additional \$30,000 in support from the SAR and is also submitting a proposal for a Daughters of the American Revolution Special Projects Grant. Staff will give a talk about the status of the Maryland 400 project at noon on Wednesday, June 10th, as part of our *Brown Bag Lunch and Learn* series.

Cecil County Register of Wills Seal

The Archives' staff recently collaborated with Cecil County Register of Wills Michael Dawson on the history of seals used by the register's office and the orphan's court. Staff were able to provide an overview of past seals used by these offices between 1799 and 1850 for review by Mr. Dawson. The Archives provided scans of the seals taken from primary documents, and the register's office is using the historic images to have a new seal created.

Maryland Green Registry

The Archives is proud to announce that we have been recognized as a new member of the Maryland Green Registry as both a preferred Business and a Travel Attraction. Archives staff members Megan Craynon and Emily Oland Squires created an Environmental Policy Statement for the Archives and identified ways in which the Archives could further demonstrate and expand its environmental stewardship, such as waste reduction and reuse, energy efficiency, recycling, and environmentally friendly purchasing practices. The Archives is pleased to be part of this important initiative.



http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/green_registry_5may2015.pdf

The Archives was awarded a grant by the Coca-Cola Foundation, in cooperation with Keep America Beautiful, for ten permanent recycling bins, to be strategically placed throughout the building.

http://www.kab.org/site/PageServer?pagename=media_pressreleases_4_29_15

Reference Services

In his tenure as Acting State Archivist Tim Baker established new goals for the agency, and especially for its public service function. While recognizing that scholarly research is an important activity, and one that the agency supports and promotes, Tim believes that the nature of the collections, and the critical legal and administrative documentation it contains, means that the Archives needs to respond promptly and efficiently to requests made by the Maryland citizenry, the legal community, and other state and federal agencies. Aspirationally, we now intend to respond to requests from Maryland state agencies in one day, and all other requests in two. He has directed that employees responsible for these functions work toward these goals and has empowered them to achieve them. The Archives staff has worked and is working on procedural improvements to achieve these goals. For example, the process of responding to mail research inquiries had been burdened by duplicative procedures, such as double entry of patron order information into a mail log database and a separate work order system. A single integrated system, featuring a common patron/contact database, is being rolled out that will reduce this administrative overhead.

Additionally, cumbersome procedures, such as scanning individual documents for patron orders and saving them for preservation purposes, have been discontinued. While theoretically that procedure served our core mission, the practice proved excessively time consuming. Now, we provide the document as requested and attend to the next patron.

We intend this level of service to be the hallmark of the Archives going forward. While we will continue to protect and preserve the documents in our care and will not use measures that threaten their physical, intellectual and legal integrity, we will work continually to make the Archives a model for the provision of public service among Maryland state agencies.

Baltimore City Archives

Under memorandums of understanding with the City of Baltimore dating from 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives and assigned staff to the facility beginning in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018. Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments.

The first quarter of 2015 witnessed a continued expansion of the records program through five departmental or site visits and the drafting of 15 new retention schedules. In addition, transfers were made to the City Archives of some 660 cubic feet of record material. This figure includes the incorporation of the Mount Clare Archaeological Collection, per the wish of Mayor Stephanie Rawlings-Blake, under the curatorship of the Baltimore City Commission For Historical & Architectural Preservation (CHAP). Record management presentations, similar to ones held last year, are being planned for later this year.

Processing initiatives focused upon the preliminary appraisal and description of the papers of Mayor Kurt L. Schmoke (1987-1999). The fifteen year restriction on public access to mayoral papers, as set forth by

retention schedule, expired in 2014. Seventy-one boxes of correspondence and departmental reports have been described and barcoded. Online description of the Olmsted Drawings (BMS 42) from the Department of Recreation and Parks, featuring links to the digitized files, is almost completed. Work on the cataloging of random special collections of the Maryland State Archives continues as well. Our social media presence has expanded as we continue to feature images from the BCA holdings on our Facebook page. Our "friends" have grown 55% from January through March through bi-weekly postings.

Digital Image Acquisition and Preservation

The Archives is engaged in a long-term, cooperative project with the County Registers of Wills in partnership with FamilySearch to process, index, and digitize all pre-1940 probate records in the possession of the Archives. FamilySearch is famed for digitizing genealogically important records all over the world, but this Maryland project is unique in several ways. The scope of the project is immense, involving the digitization of more than 10,000,000 pages and the indexing of these materials at the document level. For the first time in FamilySearch experience, the indexing of these materials by a large team of volunteers is taking place on-site at the Archives prior to scanning. This multi-year project will result in unequalled online access to these invaluable collections. This project will be examined carefully to see if it might serve as a model for processing, indexing, and digitizing other archival collections.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/record_transfers_5may2015.pdf

Special Collections

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/speccol_5may2015.pdf

Real / Personal Property - *The Friends of the Maryland State Archives* gifted to the State the recently installed exhibit case housing George Washington's draft speech resigning his commission as commander-in-chief. The case, valued at over \$175,000, was acquired through privately raised funds.

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

Forthcoming Special Meetings of the Commission & Events of Interest

June 10, 2015: Owen Lourie and Research Fellow Sean Baker will give a presentation on the status of the Maryland 400 project at the Archives' popular *Brown Bag Lunch and Learn* lecture series.

June 17-18, 2015: The Legacy of Slavery staff has been invited to present a full session at the 2015 National Parks Service Network to Freedom Conference. The session, "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*," will highlight bibliographic case studies of freedom seekers to better illustrate the hopes and struggles of the people behind the data.

November 7, 2015: The Second Annual Maryland State Archives Family History Festival will provide lectures, workshops, information booths and activities to the community.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Executive Session

Adjournment

Mr. Timothy D. Baker

Acting State Archivist and Commissioner of Land Patents

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

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Maryland State Archives

Hall of Records Commission Meeting Minutes

May 5, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

Call to Order by Chair

Chair Barbera called the meeting to order at 12:10 pm

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_attendees_5may2015.pdf

Opening Remarks/Special Announcements

Ms. Pamela Harris, *Maryland State Court Administrator*

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

Mr. Jeremy McCoy, *Assistant Attorney General, Office of the Attorney General*

Chair Barbera recognized special guests in attendance and welcomed Ellen Robertson, representing Secretary Bassette of the Department of General Services. Mr. Baker welcomed Mark Letzer, who will be succeeding Burt Kummerow at the Maryland Historical Society as Hall of Records Commission member. Mr. Baker praised Mr. Kummerow for guiding MHS in the creation of outstanding programming, publications and exhibits, and for reaching new audiences throughout Maryland. He also expressed his gratitude for Mr. Kummerow's leadership in fostering collaboration and cooperation with many organizations, including the Maryland State Archives.

The Chair recognized Mr. Kummerow, thanking him for his work on the committee and presenting him with the Calvert Medal in recognition of his many years of service.

Mr. Kummerow noted that there has been a long history of collaboration between the Maryland Historical Society and the Maryland State Archives, first with State Archivist Ed Papenfuse and now continuing with Tim Baker, and that together the two organizations protect over four centuries of Maryland history.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting, December 2, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_minutes_2dec2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

January 28, 2015: Presentation by Vicki Lee on "Disaster Recovery: Where I've Been and What I've Learned," hosted by the Maryland State Archives.

February 16, 2015: Unveiling of the new exhibit case for George Washington's resignation speech in the rotunda of the State House as part of the Maryland State Senate's annual celebration of Washington's birthday.

February 18, 2015: Lecture for St. John's College Board of Visitors and Governors, "Reluctance, Risk, and Reputation: George Washington Decides to Preside." Presented by Harvey Flaumenhaft, former Dean at St. John's College, in the Old House of Delegates Chamber of the State House.

February 23, 2015: Mid-Atlantic Regional Archives Conference workshop on "Introduction to Genealogy for the Unsuspecting Archivist," taught by Mary Mannix and hosted by the Maryland State Archives.

February 25, 2015: Presentation by Jean Russo on "Finding Nace Butler," hosted by the Maryland State Archives.

March 18, 2015: Presentation by Christian Skipper and Corey Lewis on "Imaging and Electronic File Maintenance," hosted by the Maryland State Archives.

April 22, 2015: Presentation by V. Joyce Phelps on "Introducing Our New Warehouse," hosted by the Maryland State Archives.

Delegate Rosenberg moved to approve the minutes as drafted and recognize the special meetings of the Commission, seconded by Mr. Kummerow. The motion was unanimously approved.

Records Retention & Disposal

Mr. Baker reported that, since the last Hall of Records Commission meeting, the Maryland State Archives had approved thirty-six retention schedules from state, county and municipal agencies, and that one hundred and thirty-three disposals had been processed. All schedules and disposal certificates are available online in the reports linked below.

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_schedules_5ma2015.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_disposals_5may2015.pdf

Dr. Phillips moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Mr. Kummerow. The motion was unanimously approved.

State Archivist's Report

Mr. Baker reported that the Archives has successfully moved into the new Rolling Run warehouse. Although logistically challenging, hard work by the Archives' staff resulted in the completion of the move by the day after Christmas. This meant that the Archives accrued rent savings by moving out of the other three warehouses ahead of schedule. The Governor included in his budget, and the General Assembly

approved, the Archives' over-the-target request to cover the operating expenses of the warehouse, located on Rolling Run Drive in Woodlawn.

Chronology: activities since the last meeting

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_chronology_5may2015.pdf

Budget

Mr Baker reported that the Maryland State Archives was subject to across the board budget cuts with another two percent cut anticipated in FY16, and that the Archives has almost no general funds left. Mr. Baker noted that less than half the staff are funded through general funds. The two percent across the board General Fund reduction was allocated to a salary shift from General Funds to Special Funds in the amount of \$42,000. The Archives receives \$30,000 to do criminal background checks, a fraction of what it actually costs to do the checks for the FBI, Department of Public Safety, Prosecutors and the State Police. The Archives also receives \$50,000 for art conservation, so the effects of next year's cuts are not yet known.

Joint Chairmen's Report 2014

Kevin Swanson reported that over the past two or three years the Budget Committee has requested information on records management and space management in general. In 2014, the Senate and House budget committees expressed concern over the current lack of oversight of the records management process and directed immediate specific steps be taken to improve this situation. The resultant Archives / Department of General Services (DGS) report recommends that to reach the long-term goal of electronic creation, maintenance and management of State agency records, Maryland government must adopt and implement a comprehensive information and records management policy that will apply to all State agencies in the Executive, Legislative and Judicial branches and include records in all formats including paper, micrographic, audio-visual and electronic. All applications used to create, manage and store information and records including, but not limited to, official document management systems, databases, geographical information systems (GIS), websites, social media applications, and cloud computing should be subject to the policy. For this initiative to succeed State agencies must implement sound information and records management practices to ensure the creation, maintenance and protection of reliable records, improve agency performance, increase efficiency, and enhance transparency through trusted records that are well-described, stored in known locations and accessible to staff and the public when needed and as appropriate.

The Archives and Department of General Services also developed an introductory records management training module to be made available to all State employees on the *HUB*, the State's new Learning Management System. Mr. Swanson emphasized that this training is sorely needed given the current dearth of records management expertise among State agency staff. By law, every public official is responsible for their records and must possess the basic knowledge needed to be a good custodian of the records created by his or her organization. This new training module will cover basic information that every state employee should know.

Commission on Artistic Property

Restoration of the Old Senate Chamber

Ms. Bachmann reported that the restoration of the Old Senate Chamber was almost complete. The Department of General Services continues to work on the final stages of construction and detailing in the room. Ms. Bachmann commended Senate President Mike Miller for his support of the project through the State House Trust. A Visitor Experience Master Plan has been guiding efforts over the last several years, with the goal of making the State House a window into four centuries of Maryland history. Artistic Property staff have provided orientation in these new interpretive spaces to the tour guide staff of the Department of Legislative Services, as well as tour guides for Watermark, in anticipation of public access.

Unveiling of George Washington's Original Resignation Speech in the State House

Ms. Bachmann reported on her work with the Senate in planning its annual celebration of Washington's Birthday. The 2015 commemoration was a joint celebration with the House of Delegates, and included the unveiling of the permanent display of Washington's resignation speech in the rotunda of the State House on February 16th. The speech, acquired by the Archives in 2007, is displayed in a custom case with environmental and security controls, designed by Casewerks of Baltimore and paid for through donations to the Friends of the Maryland State Archives. Through the efforts of the Friends and Mimi Calver over \$175,000 was raised for the display case, and The Friends thanked the many donors at a reception attended by Governor Larry Hogan. In his remarks, keynote speaker Alan Taylor called Washington's resignation speech, which affirmed the power of civil authority over the military, the fourth most important document in American history following the Declaration of Independence, the Constitution and the Bill of Rights. Ms. Bachmann described the thrill felt by school children and other visitors, who could see Washington's actual handwriting up close and experience a tactile encounter with history. Alan Taylor's keynote address can be found at

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/alantaylor_remarks.pdf



Dr. Phillips inquired as to how much was spent on the case housing Washington's resignation speech. Mr. Baker stated that the Friends of the Maryland State Archives had raised \$175,000 for the case. The Washington Resigning conservation project cost approximately \$150,000, and was a very expensive

project due to the painting's size and the cost of conserving the frame. Mr. Baker noted that this project did not count toward the \$50,000 the Archives had been budgeted for art conservation. Rather, the Archives worked with project manager Mark Schneidman and the Department of General Services, essentially hiring the conservators whose work was then funded by DGS.

Art Conservation

In the near term the Archives will be conserving plaques and memorials on the State House grounds as part of the continuing work on the Visitor Experience Master Plan. Work will focus on issues concerning the finish on the Roger Brooke Taney and Thurgood Marshall memorials. The Marshall memorial will be refinished to make the lettering at the base visible. Ms. Bachmann explained that lettering such as this is usually polished to make it stand out from the surface around it, however this wasn't done for the Marshall memorial because there was concern that it would create a slippery surface on what is the main pedestrian area around the State House grounds. The APC is working with sculptor Toby Mendez on how best to make that writing stand out while maintaining the safety of the site. Plaques inside the State House will also be conserved.

Executive Transition and the Legislative Session

Ms. Bachmann reported that Artistic Property staff have been engaged in providing curatorial recommendations to Governor Hogan and Lt. Governor Rutherford for the selection of artwork and furnishings in the Executive Offices in the State House, as well as Government House. Historic paintings and prints were selected from the state-owned art collection, as well as loaned by other institutions, (most notably the Maryland Historical Society), for installation in the State House offices. Staff have also worked with Governor and Mrs. Hogan to install their personal collection of artwork in the private areas of Government House and proposed changes and additions to the works of art on display in the public rooms.

Artistic Property staff have also provided recommendations and support to the Secretaries of the Department of Budget and Management and the Department of General Services in selecting and framing images from the state's art collection and the Archives' Special Collections for installation in their offices.

As part of the annual support provided to the General Assembly during the Legislative Session, staff prepared the presentation materials for the Speaker's Society and the Senate's First Citizen Awards, as well as planning the Senate's annual celebration of Washington's Birthday.

Maryland Day

Governor Larry Hogan visited the Archives on Wednesday, March 25 to celebrate Maryland Day with our patrons, volunteers and staff. While here, he took the time to view several significant items from our collections that together represented four centuries of Maryland history. Staff exhibited and presented information on the following documents and artifacts:

- ❖ 1635 *A Relation of the Successfull Beginning of the Lord Baltemore's Plantation in Mary-land*, (MSA SC 1399-1-526-1),
- ❖ The 1708 Charter of Annapolis (MSA M104-1),

- ❖ A 1777 payroll of Maryland Regulars taken prisoner on Long Island during the Revolution (MSA S997-19-2),
- ❖ An 1818 estate ledger recording the birth of Frederick Douglass (MSA SC 564-1-94), and
- ❖ The ceremonial silver mace from the 1967 Constitutional Convention (MSA S787-1).

After sharing in the history of these unique documents and artifacts the Governor presented Tim Baker with a special Maryland Day Proclamation recognizing the 381st anniversary of Maryland’s founding.



Governor Hogan with Archives patrons, volunteers and staff on Maryland Day

Educational Outreach & Research

Ms. Oland Squires reported that the Archives has had an extremely busy six months, successfully expanding the public’s knowledge of what we do and enhancing the Archives’ reputation as a warm, friendly and open place in which to do research and to visit. The Archives conducted its own Maryland Day activities, and even though it was a snowy day attendance was more than tripled over what it was last year. The theme for the activities was “Picture Yourself in History,” and included a virtual scavenger hunt with roving archivists stationed around Annapolis. They engaged visitors in photo mashup opportunities, creating selfies by juxtaposing historic photographs of Annapolis with the actual physical location as it is today. A selfie opportunity was also provided at the Archives building itself, with visitors posing in period costume in front of the iconic image of Washington resigning his commission. The resultant photos were

then posted in an album on the Archives' social media sites, introducing people who might not normally come to the Archives with the preservation of Maryland's history. The Archives was also honored to win recognition from Four Rivers Heritage Area for "Best Overall Effort" with Maryland Day *Picture Yourself in History* events.



Collections on exhibit for Maryland Day "Picture Yourself in History" display



Sample Photomashup Image



#MDSelfie Opportunity

Brown Bag Lunch and Learn Series

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/lunch_learn2015.pdf

This year the Maryland State Archives began hosting a public programming series called *Brown Bag Lunch and Learn*. Once a month, the Archives holds an informal, free talk in the conference room. Open to the general public, the talks allow Archives' staff members to share different aspects of their jobs and ongoing projects. To date, we have had talks on disaster preparedness, African American history research using our records, digitization, electronic file maintenance, our new warehouse, and using FamilySearch. Each program, held on a Wednesday at noon, has drawn a crowd of approximately 35-40 guests. The primary goals of these programs are to increase our stakeholder base, deepen the community's engagement with the agency and create a better understanding of the myriad of responsibilities and services of the Archives. A secondary mission of the series is to provide an opportunity for staff members to learn from one another by sharing their areas of professional expertise and projects publically. Finally, the *Lunch and Learn*

program allows our talented staff to take center stage, showing off their knowledge in a relaxed, public forum and projecting an agency full of friendly, approachable people.

Brick Wall Sessions

Ms. Oland Squires reported that the Brickwall sessions, so popular at the Family History Festival, have been instituted on a quarterly basis. The first session served 66 patrons, with the sessions filling up in only four days with no advertisement beyond a notice on the Archives' homepage. Feedback from participants was very positive, and over 90% of participants made use of the Search Room after their session for further research. Through these activities we reach people who didn't know they could come to the Archives and get personal, professional assistance with their research projects. Ms. Oland Squires commended the many Archives staff members who volunteered their time and expertise to this program.

Teacher Professional Development Workshops

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/war1812_workshop_flyer.pdf

Another highlight of the Archives' educational program was the completion of the Star Spangled 200 program. This consisted of two teacher workshops in which Archives staff introduced new document packages on the War of 1812 in Maryland. Participants evaluated the training very positively, particularly the opportunity to go over the primary sources in one-on-one consultation with archival professionals. Ms. Oland Squires reported that she hoped to receive more grant funding to expand on offered topics and assist teachers with interpreting and contextualizing the historical documents.

Chesapeake College Environmental History of Slavery Course

This Spring semester, Archives staff assisted in the development and teaching of an interdisciplinary course with history professor Dr. Michelle Zaks and biologist Dr. Gregory Fawley. The course used primary source documents from the Archives and the Legacy of Slavery program database to study the impact of slave labor on the environment of Maryland's Eastern Shore. Students examined the biographical history of enslaved individuals, including patterns of population and movement, as well as changes in the land that occurred over time. They also looked at how slaves who were considering running away might have viewed the contemporary landscape. As the class concludes, students' final projects will be shared with the Archives. Our staff is seeking ways in which this course might be linked with the [Landscapes of Slavery](#) class that they co-developed with University of Maryland Baltimore County and Dr. Denise Meringolo. We are looking into the potential for applying to the National Endowment for the Humanities for a collaborative grant to support the effort.

2015 National Parks Service Network to Freedom Conference

<http://www.nps.gov/subjects/ugrr/annual-conference.htm>

We are pleased to announce that the entire staff of the [Legacy of Slavery Program](#) has been invited to present a full session at the National Parks Service Network to Freedom Conference, at a date yet to be determined. The session will be titled "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*" and will demonstrate the broad patterns and unique stories that have emerged from fifteen years

of data gathering concerning slavery in Maryland. The moderated discussion will use these figures to illustrate the profiles and methods of freedom seekers throughout antebellum Maryland.

Over the life of this project, staff have used the resources at the Archives to compile the [Beneath the Underground Database](#), a unique and constantly growing research tool. The database includes over 12,000 entries culled from runaway slave advertisements in Maryland newspapers. This presentation will focus on five counties that are representative of different regions, including the Eastern Shore (Dorchester County), Central Maryland (Prince George's County), Southern Maryland (St. Mary's County), Western Maryland (Washington County) and Baltimore City. The presenters will discuss the distinct patterns that emerge in these areas during the antebellum period from 1830 to 1860, focusing particularly on the age and gender of freedom seekers, methods of escape, and destinations where slaves sought freedom. The varying conditions of slavery in the state of Maryland, based on geography, society, and economics across counties and through time in the first half of the nineteenth century, led to differences in the resistance to slavery. The moderated discussion will delve into these variables and examine what insights the database's collection of runaway advertisements can offer as to the differing profiles of freedom seekers in the five identified regions.

To supplement this analysis, the Legacy of Slavery in Maryland project staff will highlight a number of biographical case studies. The mission of the project's research is to dig deeper into the lives of the individuals named in runaway advertisements, using the resources at the Maryland State Archives to construct biographical case studies. These examples will illustrate the larger identified patterns and make the statistical analysis more personal. Finally, the presenters will discuss the lessons for long-term projects that arose from difficulties in data recording and flaws in the database system.

Land Office

<http://msa.maryland.gov/msa/mdmanual/25ind/html/05arcf.html#land>

The Department of Natural Resources has reported that their acquisition staff is working on a new Certificate of Reservation request for Garrett County land. When complete, this request will be submitted to the Archives' Land Office for review, processing and decision.

Maryland 400

<https://msamaryland400.wordpress.com/>

The Archives staff gratefully received a generous \$10,000 outright grant from the Maryland Society of the Sons of the American Revolution. This funding has allowed the Archives to hire Research Fellow Sean Baker, who will continue the Maryland 400 project under the direction of Archivist Owen Lourie from January through June 2015. *Finding the Maryland 400* began in the Spring of 2013 as a collaboration between the Maryland State Archives, Gen. James Adkins, Adjutant General of Maryland, the Maryland Military Department, and the Moss Family Foundation. Washington College has also funded student interns whose work has been critical to the project's progress. Through the SAR's generosity, the Archives has been able to further a project that consolidates and unifies new and existing research on the Maryland 400, focusing on compiling and publishing the biographies of the men who made their famous stand in 1776. To keep this project active into Fiscal Year 2016, the Archives is seeking an additional \$30,000 in support from the SAR and is also submitting a proposal for a Daughters of the American Revolution Special

Projects Grant. Staff will give a talk about the status of the Maryland 400 project at noon on Wednesday, June 10th, as part of our *Brown Bag Lunch and Learn* series.

Cecil County Register of Wills Seal

The Archives' staff recently collaborated with Cecil County Register of Wills Michael Dawson on the history of seals used by the register's office and the orphan's court. Staff were able to provide an overview of past seals used by these offices between 1799 and 1850 for review by Mr. Dawson. The Archives provided scans of the seals taken from primary documents, and the register's office is using the historic images to have a new seal created.

Maryland Green Registry

The Archives has been recognized as a new member of the Maryland Green Registry as both a preferred Business and a Travel Attraction. Archives staff members Megan Craynon and Emily Oland Squires created an Environmental Policy Statement for the Archives and identified ways in which the Archives could further demonstrate and expand its environmental stewardship, such as waste reduction and reuse, energy efficiency, recycling, and environmentally friendly purchasing practices. The Archives is pleased to be part of this important initiative.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/green_registry_5may2015.pdf

The Archives was awarded a grant by the Coca-Cola Foundation, in cooperation with Keep America Beautiful, for ten permanent recycling bins, to be strategically placed throughout the building.

http://www.kab.org/site/PageServer?pagename=media_pressreleases_4_29_15

Reference Services

Mr. Baker addressed the importance of public programming, which goes hand-in-hand with the importance of excellent public service in assisting patrons with their research and document needs. The Archives' aspirational goal has always been to respond to file-pull requests from the court in one day, and he encourages staff to apply this goal to service to the general public.

Mr. McCormick, Head of the Reference Department, praised Mr. Baker for establishing new goals for the agency, especially for its public service function, during his tenure as Acting State Archivist. He stated that, while recognizing that scholarly research is an important activity, and one that the agency supports and promotes, Mr. Baker believes that the nature of the collections, and the critical legal and administrative documentation it contains, means that the Archives needs to respond promptly and efficiently to requests made by the Maryland citizenry, the legal community, and other state and federal agencies. Aspirationally, that means the Archives now intends to respond to requests from Maryland state agencies in one day, and all other requests in two and Mr. Baker has directed that employees responsible for these functions work toward these goals and has empowered them to achieve them.

Mr. McCormick stated that the Archives intends this level of service to be its hallmark going forward. While we will continue to protect and preserve the documents in our care and will not use measures that threaten their physical, intellectual and legal integrity, we will work continually to make the Archives a model for the provision of public service among Maryland state agencies.

Baltimore City Archives

Under memorandums of understanding with the City of Baltimore dating from 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives and staff assigned to the facility beginning in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until

July 1, 2018. Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program and educate the records managers of City departments.

The first quarter of 2015 witnessed a continued expansion of the records program through five departmental or site visits and the drafting of 15 new retention schedules. In addition, transfers were made to the City Archives of some 660 cubic feet of record material. This figure includes the incorporation of the Mount Clare Archaeological Collection, per the wish of Mayor Stephanie Rawlings-Blake, under the curatorship of the Baltimore City Commission For Historical & Architectural Preservation (CHAP). Record management presentations, similar to ones held last year, are being planned for later this year.

Processing initiatives focused upon the preliminary appraisal and description of the papers of Mayor Kurt L. Schmoke (1987-1999). The fifteen year restriction on public access to mayoral papers, as set forth by retention schedule, expired in 2014. Seventy-one boxes of correspondence and departmental reports have been described and barcoded. Online description of the Olmsted Drawings (BMS 42) from the Department of Recreation and Parks, featuring links to the digitized files, is almost completed. Work on the cataloging of random special collections of the Maryland State Archives continues as well. Our social media presence has expanded as we continue to feature images from the BCA holdings on our Facebook page. Our "friends" have grown 55% from January through March through bi-weekly postings.

Digital Image Acquisition and Preservation

The Archives is engaged in a long-term, cooperative project with the County Registers of Wills in partnership with FamilySearch to process, index, and digitize all pre-1940 probate records in the possession of the Archives. FamilySearch is famed for digitizing genealogically important records all over the world, but this Maryland project is unique in several ways. The scope of the project is immense, involving the digitization of more than 10,000,000 pages and the indexing of these materials at the document level. For the first time in FamilySearch experience, the indexing of these materials by a large team of volunteers is taking place on-site at the Archives prior to scanning. This multi-year project will result in unequalled online access to these invaluable collections. This project will be examined carefully to see if it might serve as a model for processing, indexing, and digitizing other archival collections.

Recent Gifts, Deposits, & Acquisitions

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

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/record_transfers_5may2015.pdf

Special Collections

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/speccol_5may2015.pdf

Real / Personal Property - Mr. Baker thanked Mimi Calver and the Friends of the Maryland State Archives for their efforts in raising \$175,000 for the display case to house the Washington resignation speech. He then thanked the following donors: Captain John Questers Local Chapter; The Sons of the American Revolution, both the local chapter and the national organization; Willard Hackerman; The Middendorf Foundation; William Reese; The Dorothy L. and Henry A. Rosenberg Foundation; and the Society of the Cincinnati.

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

Mr. Kummerow moved to approve the resolution and was seconded by Dr. Phillips. The action was unanimously approved.

Forthcoming Special Meetings of the Commission & Events of Interest

Mr. Baker invited all Commission members to attend special meetings and events, and encouraged them to share the opportunities with staff, friends and family.

June 10, 2015: Owen Lourie and Research Fellow Sean Baker will give a presentation on the status of the Maryland 400 project at the Archives' popular *Brown Bag Lunch and Learn* lecture series.

November 7, 2015: The Second Annual Maryland State Archives Family History Festival will provide lectures, workshops, information booths and activities to the community.

Old Business

There was no old business.

New Business

Dr. Phillips, designated representative for Dr. Wilson, president of Morgan State University, requested the inclusion of a new item of business into the agenda. He asked that the Commission have a conversation concerning possible positive responses to the recent riots in Baltimore City. President Wilson had requested that he outline three possible responses that might address the events in a meaningful way:

- That the Maryland State Archives might arrange for one or more workshops on the legacy of the civil rights movement in Maryland and in Baltimore, to be presented to senior high school students in areas affected by the rioting.
- That qualified African American college students from historically Black colleges such as Morgan, Bowie, Coppin and University of Maryland, Eastern Shore might be offered summer internships at the Archives.
- That the Archives might reach out in a consultative capacity to these historically Black colleges to assist their archives and libraries, which often were in need of professional guidance and advice.

Chair Barbera called for responses from the HRC members.

Delegate Rosenberg noted that Justice Thurgood Marshall graduated from Frederick Douglass High School, some of whose students had been involved in the riots.

Senator Miller noted that the third proposal should be viewed as a given as the Hall of Records Commission was a state body and the four colleges named were state schools. Proposals one and two were doable depending on resources. He suggested that the Archives might work with the Maryland Historical Society, which had already started to collect photographs of the events surrounding the Baltimore riots.

Mr. Kummerow stated that the Historical Society was currently working with local schools such as Mt. Royal Elementary and Middle School, and would be happy to work with the Archives, possibly in the capacity of collection area.

Mr. Steele expressed his support for the idea that the Archives might play a role in coordinating and convening a meeting of cultural repositories in the Baltimore area. At issue was whether the Archives was resourced to do all of this, though the Archives' reputation in the state was such that it might convene a meeting of colleges and local organizations to discuss how best to coordinate the documentation of this moment in Baltimore City history.

Mr. Baker stated that he would be meeting with Mr. Kummerow on research issues and that Dr. Wilson's three proposals would be added to the agenda.

Dr. Phillips asked that the date for the next HRC meeting be made available as soon as possible to allow Dr. Wilson to attend. Dr. Phillips then announced that he was retiring after 36 years and that the next meeting of the Commission would be his last. Chair Barbera expressed her gratitude for the 21 years of service Dr. Phillips has given to the Hall of Records Commission.

Senator Miller recommended that the Chair write a letter to Dr. Wilson thanking him for his recommendations and recognizing Dr. Phillips' contributions to the Commission.

Chair Barbera thanked Dr. Phillips for opening the conversation and promised to write to Dr. Wilson concerning his proposals to the Commission.

Next meeting - Upon the call of the Chair.

Executive Session Archives staff excused at 1:03 pm for Executive Session

Adjournment

Adjournment at 1:33 pm

Approved by the Hall of Records Commission

Honorable Mary Ellen Barbera, Chairman

Date

Timothy D. Baker, Secretary

Date

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401
410-26-6402

email: tim.baker@maryland.gov

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Attendees
Hall of Records Commission Meeting
Tuesday, May 5, 2015
Electronic Classroom
Maryland State Archives

Commission Members and Alternates:

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

Ms. Bernadette Benik, *representing the State Treasurer*

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

Mr. Jerry Klasmeier, *designee of Comptroller of Maryland*

Mr. Burt Kummerow, *representing the Maryland Historical Society*

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

Dr. Glenn Phillips, *designee of the President, Morgan State University*

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

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

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

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

Special Guests:

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

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

Mr. Jeremy McCoy, *Assistant Attorney General, Office of the Attorney General*

Staff:

Mr. Timothy Baker, *Acting State Archivist*

Ms. Elaine Rice Bachmann, *Director, Artistic Property, Exhibits and Outreach*

Ms. Kathryn Baringer, *Director, Appraisal and Description*

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

Ms. Liz Coelho, *Recording Secretary*

Mr. Ryan Cox, *Historian, Research*

Ms. Maria Day, *Director, Special Collections*

Ms. Teresa Fawley, *Deputy Director, Accounting and Personnel*

Mr. Christopher Haley, *Director, Study of the Legacy of Slavery in Maryland*

Mr. Owen Lourie, *Historian, Research*

Mr. Michael McCormick, *Director, Reference Services*

Mr. Nasrolah Rezvan, *Director, Administration*

Dr. Robert Schoeberlein, *Acting City Archivist, Baltimore City*

Mr. Reginald Shorter, *Deputy Chief Information Officer*

Mr. Kevin Swanson, *Director, Acquisition and Preservation*

Ms. Emily Oland Squires, *Director, Research and Education*

Mr. Wei Yang, *Chief Information Officer*

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Maryland State Archives Chronology of Events December 3, 2014 - May 4, 2015

December 3, 2014: Emily Oland Squires hosted the Four Rivers Heritage Area Meeting at the Archives.

December 3, 2014: Reginald Shorter attended the IT Roadmap Conference.

December 8, 2014: Allison Seyler attended Final Presentations for a collaborative course with UMBC, "Service Learning in Public History," taught by Dr. Denise Meringolo.

December 8, 2014: Allison Rein gave a presentation on newspapers at the Archives to a group from University of Maryland College of Information Studies.

December 9, 2014: Maya Davis and Chris Haley attended a Harriet Tubman National Park Exhibit Review Team consolidation meeting.

December 11, 2014: Ryan Cox, Maya Davis, Chris Haley, Emily Huebner, Allison Seyler and Emily Oland Squires met with Dr. Michelle Zacks and Dr. Greg Farley of LOSIM Resources on the Chesapeake College Course "Environmental History of Slavery on the Eastern Shore".

December 11, 2014: Maria Day began work on a project to inventory gifts to the Office of Governor Martin O'Malley.

December 15, 2014: Maria Day met with members of the National Road Heritage Foundation regarding photographs for an upcoming anniversary exhibition.

December 16, 2014: Cecelia Smith attended an Agency Personnel Managers Group meeting.

December 16, 2014: Maya Davis and Chris Haley attended an opening reception for the exhibition "Honoring 1864 Lives & Legacy: One Maryland History" at the Wiley Bates Legacy Center.

December 18, 2014: Tim Baker attended the Council on Open Data.

December 18, 2014: Maya Davis and Chris Haley participated in a Harriet Tubman National Park Exhibit Review Team conference call.

December 18, 2014: Maya Davis and Chris Haley attended the Wiley H. Bates Board of Directors Dinner at the Bates Legacy Center.

January 5, 2015: Elaine Rice Bachmann and Chris Kintzel participated in the unveiling of the Harriet Tubman sculpture at Government House.

January 8, 2015: Tim Baker, Elaine Rice Bachmann and Chris Kintzel met with Tim Curry of the Baltimore Art Museum for a tour of the American Wing featuring art from the State's collection.

January 8, 2015: Vicki Lee attended the board meeting, reception and "Three-Ring Circus" lecture for the Washington Conservation Guild.

January 9, 2015: Tim Baker, Maria Day, Emily Oland Squires and Wei Yang met with Linda Thompkins-Baldwin from the Pratt Library regarding the Archives' participation in Digital Maryland.

January 13, 2015: Emily Oland Squires participated in a Maryland Heritage Area Authority webinar.

January 15, 2015: James Watson, Maria Day and V Joyce Phelps visited McCrone, Inc. to appraise a possible donation of private land survey records.

January 16, 2015: Christian Skipper visited Springfield Hospital Center to deliver images created by the Archives of DHMH records.

January 16, 2015: Emily Oland Squires met with the UMBC Oral Historians Group on Maryland Memories and gave them a tour of the Archives.

January 17-19, 2015: Emily Oland Squires, Chris Haley and Ryan Cox presented a three-day Teachers Workshop on “Maryland in the War of 1812”.

January 18, 2015. Elaine Rice Bachmann met with Governor-elect Hogan and members of his staff regarding decor and Artistic Property in Government House and in the Governor’s Office at the State House.

January 20, 2015: Cecelia Smith attended an Agency Personnel Managers Group meeting.

January 21, 2015: Tim Baker and Elaine Rice Bachmann attended the swearing-in ceremony for Governor Hogan and Lt. Governor Rutherford.

January 21, 2015: Allison Seyler and Maya David participated in an American Alliance of Museums webinar, “Successful Models for Museum Outreach”.

January 23, 2015: Emily Oland Squires participated in a National Historical Publications and Records Commission (NHPRC) conference call.

January 23, 2015: Chris Haley participated in a planning meeting for the Annapolis Film Festival’s Civil Rights panel and social media chat event.

January 26, 2015: Emily Oland Squires and Chris Haley hosted “What is an Archives?” program for two kindergarten classes from The Key School of Annapolis.

January 26, 2015: Timothy Baker and Elaine Rice Bachmann attended the swearing-In ceremony for Comptroller Peter Franchot.

January 26-30, 2015: Reginald Shorter and Marius Cauneac attended Server Virtualization with Windows Server Hyper-V and System Center training.

January 27, 2015: Legacy of Slavery Program Staff conducted a discussion of the *King* civil rights documentary.

January 27, 2015: Timothy Baker, Kevin Swanson and V Joyce Phelps met with Clerks of the Court to provide an update on the Archives’ status.

January 27, 2015: Maria Day and Vicki Lee exhibited World War I-era flags for Maryland Defense Force historian, Chief Warrant Officer J. Eric Drummer.

January 28, 2015: Vicki Lee presented a lecture on “Disaster Recovery: Where I’ve Been and What I’ve Learned” to staff and visitors at the Brown Bag Lunch Series at the Archives.

January 29, 2015: Wei Yang and Nancy Sheads attended USMAI Image and Metadata Harvesting meeting for Digital Public Library of America.

January 30, 2015: Emily Oland Squires and Maya Davis discussed the development of grant opportunities with Dr. Michelle Zacks of Chesapeake College and Dr. Denise Meringolo of UMBC.

January 31, 2015: Allison Seyler presented “Using Historical Inquiry to Teach the Civil Rights Movement” at a Professional Development Workshop held by the Reginald F. Lewis Museum.

February 2, 2015: Emily Oland Squires participated in a conference call with Morgan Henderson, University of Michigan Department of Economics, to discuss how census records could be used in statistical studies.

February 2, 2015: Vicki Lee presented a lecture on “Protecting Your Family Treasures” at the South County Senior Center in Edgewater.

February 2, 2015: Emily Oland Squires attended a Four Rivers Heritage Area Summit meeting at the Bates Legacy Center.

February 2, 2015: Emily Oland Squires participated in OCLC's Coalition to Advance Learning in Archives, Libraries, and Museums Project Management webinar "Key Elements to a Project Plan".

February 2-6, 2015: Wei Yang attended Server Virtualization with Windows Server Hyper-V and System Center training.

February 7, 2015: Maya Davis attended the African American Historical and Genealogical Society Conference.

February 8, 2015: Chris Haley lectured on African American History at Mount Olive Church, Annapolis.

February 9, 2015: Maya Davis met with Kirsti Uunila, Historic Preservation Planner, Calvert County, regarding future research projects.

February 11, 2015: Chris Haley, Emily Huebner and Allison Seyler gave a presentation to the Chesapeake College Interdisciplinary course on "Environmental History of Slavery on the Eastern Shore."

February 11-12, 2015: Andrew Baringer, Christian Skipper, Nate Miller and V Joyce Phelps attended Maryland courts training at the Judiciary Education & Conference Center.

February 12, 2015: Timothy Baker and Elaine Rice Bachmann met with Lt. Governor Rutherford and his staff regarding decor and Artistic Property in the Lt. Governor's Office at the State House. Elaine Rice Bachmann met with First Lady Yumi Hogan regarding Artistic Property in Government House.

February 12, 2015: James Watson and Vicki Lee attended the webinar "Interactive Approaches for Learning Information/Communication Tools & Emergency Management Procedures."

February 12, 2015: Wei Yang attended an Information Technology Advisory Council meeting.

February 13, 2015: Legacy of Slavery Program Staff conducted a discussion on the *King* civil rights documentary.

February 13, 2015: Chris Haley participated in the Annapolis Film Festival Civil Rights Panel Social Media online chat event to discuss the movie *Selma*.

February 16, 2015: Elaine Rice Bachmann met with Governor Hogan and members of his staff regarding decor in the Governor's Office at the State House.

February 16, 2015: Elaine Rice Bachmann, Mimi Calver, Chris Kintzel and Michelle Fitzgerald attended the unveiling of the new exhibit case for George Washington's resignation speech in the rotunda of the State House as part of the Maryland Senate's annual celebration of Washington's birthday. The Friends of the Maryland State Archives hosted a reception for donors in the Governor's Reception Room prior to the event.

February 17, 2015: Cecelia Smith attended an Agency Personnel Managers Group meeting.

February 18, 2015: Elaine Rice Bachman and Mimi Calver attended a lecture on Washington's Resignation presented by Harvey Flaumenhaft at St. John's College.

February 19, 2015: Maya Davis gave a presentation at University of Maryland on the Study of the Legacy of Slavery.

February 19, 2015: Emily Oland Squires participated in OCLC's webinar "Coalition to Advance Learning in Archives, Libraries, and Museums Project Management: Evaluating Your Project Plan".

February 20, 2015: Allison Seyler attended NEH Regional Grant-Writing Workshop at UMBC.

February 20, 2015: V Joyce Phelps and Sheila Simms transferred records from the Governor's Legislative Office to the custody of the Archives.

February 22, 2015: Chris Haley spoke on slavery in Calvert County at the North Beach Town Hall.

February 23, 2015: Timothy Baker, Chris Haley and V Joyce Phelps visited the Banneker-Douglass storage facility to prepare for transfer of historic material.

February 23, 2014: MSA hosted a Mid-Atlantic Regional Archives Conference workshop "Introduction to Genealogy for the Unsuspecting Archivist" taught by Mary Mannix.

February 24, 2015: Emily Oland Squires attended a Civil Rights Education presentation at the Maryland Hall for the Creative Arts.

February 24, 2015: Jen Hafner and Christine Alvey hosted a talk by Mary Alice Baish, U.S. Superintendent of Documents, in conjunction with a meeting of the Law Library Association of Maryland.

February 24, 2015: Ryan Cox gave a presentation on "For the Record: Using Primary Sources to Study Tobacco, Labor, and the History of Slavery in Maryland" at the 2015 Winter Lecture Series at Historic London Town and Gardens.

February 25, 2015: At the Brown Bag Lunch and Learn, Jean Russo gave a presentation on "Finding Nace Butler".

February 26, 2015: Emily Oland Squires participated in an African American History Month Read-In Program with The Key School, Annapolis.

February 28, 2015: Maya Davis gave a presentation on Henry Highland Garnet at the Kent County Public Library.

February 28, 2015: Chris Haley gave remarks at a screening of *Kunta Kinteh Island: Coming Home Without Shackles* at the Seattle Art Museum.

March 2, 2015: Michael McCormick and Chris Schini presented an introduction to the Maryland State Archives to the South County Senior Center Genealogy Group.

March 2, 2015: V Joyce Phelps visited Montgomery County Records Center to prepare for the transfer of records into the custody of the Archives.

March 3, 2015: Megan Craynon attended "Maryland Day Growing A Little Greener" at Homestead Gardens.

March 4, 2015: Jennifer Hafner, Chris Haley and Emily Oland Squires participated in a "History of the Census" webinar sponsored by the Federal Depository Library.

March 4, 2015: Emily Oland Squires participated in a "Hidden Collections" webinar sponsored by the Mellon Foundation.

March 6, 2015: Timothy Baker and Elaine Rice Bachmann toured new State House exhibits and the Old Senate Chamber with Governor Hogan, Senate President Miller and Secretary Bassette.

March 9, 2015: Tim Baker, Elaine Rice Bachmann and Emily Oland Squires met with Delegate Sandy Rosenberg and Burt Kummerow regarding the history of lynchings in Maryland.

March 9, 2015: Maya Davis and Chris Haley attended a Harriet Tubman National Park Exhibit Review Team consolidation meeting.

March 10, 2015: Elaine Rice Bachmann and Mimi Calver attended a meeting of the Blue Ribbon Commission on the selection of the Maryland State Archivist.

March 10, 2015: Chris Kintzel and Michelle Fitzgerald presented a lecture on Washington's Resignation and the Old Senate Chamber to the Governor Robert Bowie Chapter of the DAR.

March 11, 2015: Emily Oland Squires presented information at The Key School concerning online education materials for the Founding of Maryland.

March 12, 2015: Wei Yang and Betsy Bodziak attended a Network Maryland Statewide Government Intranet (SwGI) meeting for domain name system issues.

March 13, 2015: V Joyce Phelps visited the Worcester County Circuit Court and the Register of Wills to prepare for transfer of records into the custody of the Archives.

March 15, 2015: Maya Davis gave a presentation on "Slavery and the War of 1812" at the Berwyn Heights Historic Commission monthly program.

March 16, 2015: Owen Lourie met with Dave Abrams, Anne Arundel County Executive's Office, about the commemoration of the 50th anniversary of Anne Arundel County charter.

March 16, 2015: Emily Oland Squires met with Lauren Silberman of Historic London Town regarding *Wild Women of Maryland* publication.

March 17, 2015: Timothy Baker, Kevin Swanson and V Joyce Phelps met with the Clerks of Court to discuss record transfer procedures.

March 17, 2015: The Conservation Department assisted the Mt. Vernon Conservancy and colleagues from the Walters Art Gallery with removal and assessment of items from the cornerstone of the Washington Battle Monument.

March 17, 2015: Cecelia Smith attended an Agency Personnel Managers Group meeting.

March 18, 2015: Christian Skipper and Corey Lewis presented "Imaging and Electronic File Maintenance" at the Brown Bag Lunch and Learn.

March 19, 2015: Vicki Lee attended a Cultural Resources Hazard Mitigation Planning Committee meeting at Annapolis City Hall.

March 19, 2015: Nassir Rezvan, Michael McCormick and Liz Coelho met with Chief Michael Wilson and Lt. Rebecca Labs, Department of General Services, regarding Maryland State Archives security.

March 19, 2015: Elaine Rice Bachmann attended the First Citizen awards at the Maryland State House.

March 19, 2015: James Watson met with representatives from the Maryland National Capital Park and Planning Commission to discuss retention schedule creation.

March 20-21, 2015: Ryan Cox, Maya Davis, Michelle Fitzgerald, Jen Hafner, Chris Haley, Emily Huebner, Emily Oland Squires, Rachel Frazier, Christian Skipper and Allison Seyler hosted events for Four Rivers Heritage Annual Maryland Day Celebrations. The Archives was the recipient of the Four Rivers #MDselfie Best Overall Effort Award.

March 23, 2015: Chris Haley spoke about slavery in Calvert County at Northern Middle School.

March 23, 2015: Chris Haley met with Margaret Land, of Charles County Public Schools, regarding research and funding raising opportunities in Southern Maryland for the Legacy of Slavery program.

March 23, 2015: Wei Yang attended the Maryland Digital Government Summit Advisory meeting.

March 24, 2015: Wei Yang attended the Big Data and Advanced Analytics Using Microsoft Data Platform meeting.

March 24, 2015: Maria Day and Rob Schoeberlein received a donation of St. James Evangelical Lutheran Church historical records from congregation members.

March 25, 2015: Governor Hogan celebrated Maryland Day with the Archives staff, presenting Tim Baker with a Maryland Day Proclamation.

March 26, 2015: Elaine Rice Bachmann and Chris Kintzel led tours for the Severna Park Elementary School Fifth Grade.

March 27, 2015: Chris Haley spoke on a civil rights panel at the Annapolis Film Festival after the screening of the documentary *JFK/LBJ A Time For Greatness*.

March 28-30, 2015: Ryan Cox led a three-day Teachers Professional Development Workshop on the War of 1812, with lectures given by Owen Lourie, Maya Davis, Chris Kintzel and Michelle Fitzgerald.

March 28, 2015: Chris Kintzel attended the exhibit opening for "Rinehart's Studio: Rough Stone to Living Marble" at the Walter's Art Museum.

March 29, 2015: Chris Kintzel and Michelle Fitzgerald led tours of the State House for teachers from throughout the state who were attending a three-day workshop held at the Archives for MSDE-CPD Credits.

March 30, 2015: Liz Coelho presented a demonstration of the Maryland Land Records website to the Odenton Senior Genealogist Group.

March 30, 2015: V Joyce Phelps and James Watson visited Baltimore County Register of Wills to prepare for the transfer of records into the custody of the Archives.

March 31, 2015: V Joyce Phelps visited Frederick County Circuit Court, Garrett County Circuit Court and Garrett County Social Services to prepare for the transfer of records into the custody of the Archives.

March 31, 2015: Elaine Rice Bachmann and Mimi Calver attended a meeting of the Blue Ribbon Commission on the selection of the Maryland State Archivist.

March 31, 2015: Maya Davis and Chris Haley met with Ken Davis, National Parks Service, Harpers Ferry.

April 1, 2015: Elaine Rice Bachmann met with Robert Clark, President of Historic Annapolis, to discuss the "History of Annapolis in 99 Objects" exhibit.

April 1, 2015: Emily Huebner, Ryan Cox, Allison Seyler and Maya Davis attended the Wiley H. Bates Symposium and reception.

April 1 - 3, 2015: Vicki Lee attended the symposium "Don't Rock the Cradle," held at the Folger Shakespeare Library Conservation Lab, on creating exhibition cradles.

April 2, 2015: Liz Coelho presented a demonstration of the Maryland Land Records website to the Anne Arundel Genealogical Society.

April 2, 2015: Vicki Lee attended a Board Meeting and intern lectures at the Washington Conservation Guild.

April 6, 2015: Allison Rein and other MSA Staff hosted a National Digital Newspaper Project meeting for representatives from University of Maryland College Park Libraries.

April 8, 2015: Vicki Lee taught a class on Archival Conservation at St. Mary's College, St. Mary's City, as a part of their Introduction to Archives class.

April 9, 2015: Tim Baker, Kevin Swanson and Kathryn Baringer met with representatives from FamilySearch about a potential joint project.

April 14, 2015: James Watson attended a reception for Maryland History Day judges.

April 16, 2015: Vicki Lee attended Cultural Resources Hazard Mitigation Planning Committee meeting, Annapolis City Hall.

April 17, 2015: Nassir Rezvan attended an agency CFO discussion of FY 2015 and FY 2016 budgets at DBM led by Secretary Brinkley, Senator Neal and Marc Nicole.

April 18, 2015: Elaine Rice Bachmann provided a curatorial tour of the State House for the Alexandria Association.

April 18, 2015: Nate Miller organized and Chris Haley, Emily Oland Squires, Jen Hafner, Alex Jackson, Erna Henson, Joe Leizear and Ryan Cox assisted in the Archives' Genealogical Brick Wall Session.

April 20, 2015: Elaine Rice Bachmann provided a tour of the State House for Hoblitzell family members.

April 20, 2015: Michael McCormick presented an introduction to the Maryland State Archives to the Odenton Senior Genealogy Group.

April 21, 2015: Teresa Fawley and Cecelia Smith attended an Agency Personnel Managers Group meeting.

April 22, 2015: V Joyce Phelps presented "Introducing Our New Warehouse" at the Brown Bag Lunch and Learn.

April 25, 2015: Vicki Lee presented a lecture on Disaster Recovery to the National Capital Area Chapter of the Association of Professional Genealogist. (NCAC-APG) at the National Archives in Washington, DC.

April 27, 2015: Emily Huebner gave a presentation on Unionville at the annual meeting of the Underground Railroad Coalition of Delaware in Camden, Delaware.

April 27, 2015: The Maryland State Archives hosted the book launch reception for the Honorable Lynne A. Battaglia's book *Finding Justice*. Former Secretary of State Madeleine Albright was in attendance.

April 27, 2015: Nassir Rezvan attended a New Budget System Discussion Workshop presented by DBM at Spring Grove Center.

April 29 2015: Maryland State Archives was awarded a grant by the Coca-Cola Foundation, in cooperation with Keep America Beautiful, for ten permanent recycling bins, to be strategically placed throughout the building.

April 30, 2015: Chris Haley conducted a workshop for Four Rivers Heritage Area on the complexity of talking about slavery and race in the classroom and at heritage sites.

May 2, 2015: Michelle Fitzgerald, James Watson, Emily Oland Squires, Ryan Cox, Jessica Douglas, Joseph Uher and Rachel Frazier participated in Maryland History Day activities.

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**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 12/2/2014**

Chevy Chase Villages, Administration, General Government

Rec.: 10/15/2014 Appr.: 2/5/2015 RM Sch. #:M307A MSA S1522-364 Supersedes: None

City of College Park, Human Resources

Rec.: 10/15/2014 Appr.: 3/30/2015 RM Sch. #:M343 MSA S1522-366 Supersedes: None

Department of Health and Mental Hygiene / Office of Health Care Quality

Rec.: 4/8/2013 Appr.: 12/1/2014 RM Sch. #:2637 MSA S1468-3896 Supersedes: 2347

Department of Health and Mental Hygiene, Office of Appointments and Executive Nominations

Rec.: 11/25/2014 Appr.: 12/11/2014 RM Sch. #:2698 MSA S1468-3898 Supersedes: 2306

Department of Housing and Community Development Division of Finance - CDA / Multifamily

Rec.: 1/26/2015 Appr.: 2/3/2015 RM Sch. #:2700 MSA S1468-3906 Supersedes: 1223

Department of Housing and Community Development, Community Development Administration Homeownership Programs

Rec.: 9/2/2014 Appr.: 2/5/2015 RM Sch. #:2680 MSA S1468-3903 Supersedes: 1783

Department of Housing and Community Development, Community Development Administration Rental Services Program

Rec.: 2/20/2015 Appr.: 2/24/2015 RM Sch. #:2706 MSA S1468-3907 Supersedes: 2211

Department of Housing and Community Development, Community Development Administration Special Loans Programs

Rec.: 9/2/2014 Appr.: 2/5/2015 RM Sch. #:2679 MSA S1468-3902 Supersedes: 2215

Department of Housing and Community Development, Community Development Administration, Housing and Building Energy Program

Rec.: 9/3/2014 Appr.: 11/17/2014 RM Sch. #:2684 MSA S1468-3893 Supersedes: None

Department of Housing and Community Development, Division of Credit Assurance - Codes

Rec.: 9/2/2014 Appr.: 11/24/2014 RM Sch. #:2682 MSA S1468-3895 Supersedes: 837, 1221, 2212

Department of Housing and Community Development, Division of Credit Assurance / MHF / Admin.

Rec.: 11/17/2014 Appr.: 1/22/2015 RM Sch. #:2695 MSA S1468-3900 Supersedes: 927, 2407

Department of Housing and Community Development, Division of Credit Assurance / Single Family Compliance

Rec.: 11/12/2014 Appr.: 2/5/2015 RM Sch. #:2701 MSA S1468-3904 Supersedes: 2411

Department of Housing and Community Development, Division of Finance, CDA, Multifamily

Rec.: 3/21/2015 Appr.: 3/27/2015 RM Sch. #:2709 MSA S1468-3909 Supersedes: 2700

All Information from 11/13/2014 to 4/8/2015

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 12/2/2014**

Department of Maryland State Police, Criminal Enforcement Division (CED)

Rec.: 8/8/2014 Appr.: 2/5/2015 RM Sch. #:971-40 MSA S1468-3901 Supersedes: 971-07, 971-39-1

Department of State Police, Facilities Management Division (FMD)

Rec.: 3/3/2014 Appr.: 3/27/2015 RM Sch. #:971-17-2 MSA S1468-3908 Supersedes: 971-17-1

Frederick County Sheriff's Office

Rec.: 1/20/2015 Appr.: 2/24/2015 RM Sch. #:C1280 MSA S1521-1341 Supersedes: C1029

Harford County Sheriff's Office, Administrative Services Division

Rec.: 6/18/2014 Appr.: 3/18/2015 RM Sch. #:C1262 MSA S1521-1342 Supersedes: C978

Howard County Administration, Risk Management

Rec.: 7/19/2012 Appr.: 1/12/2015 RM Sch. #:c1187 MSA S1521-1337 Supersedes: c857

Maryland Stadium Authority

Rec.: 11/19/2014 Appr.: 12/11/2014 RM Sch. #:2696 MSA S1468-3897 Supersedes: None

Montgomery County Department of General Services, Fleet Management

Rec.: 10/20/2014 Appr.: 11/17/2014 RM Sch. #:C1271 MSA S1521-1332 Supersedes: None

Morgan State University, Student Affairs / University Student Center

Rec.: 7/11/2014 Appr.: 1/22/2015 RM Sch. #:2676 MSA S1468-3899 Supersedes: None

Office of the Public Defender, Headquarter and Public Offices

Rec.: 10/15/2014 Appr.: 11/17/2014 RM Sch. #:2672A MSA S1468-3894 Supersedes: None

State Treasurer's Office

Rec.: 12/16/2014 Appr.: 2/19/2015 RM Sch. #:2699 MSA S1468-3905 Supersedes: 474, 747, 1529

Town of Princess Anne, Public Works

Rec.: 9/2/2014 Appr.: 3/18/2015 RM Sch. #:M338 MSA S1522-365 Supersedes: None

Wicomco County Sheriff's Office, Administration

Rec.: 12/5/2014 Appr.: 1/22/2015 RM Sch. #:C1275 MSA S1521-1339 Supersedes: None

Wicomco County Sheriff's Office, Communications

Rec.: 12/5/2014 Appr.: 1/22/2015 RM Sch. #:C1273 MSA S1521-1338 Supersedes: C1217

Wicomco County Sheriff's Office, Finance

Rec.: 12/5/2014 Appr.: 12/11/2014 RM Sch. #:C1278 MSA S1521-1336 Supersedes: None

All Information from 11/13/2014 to 4/8/2015

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 12/2/2014**

Wicomco County Sheriff's Office, Property Division

Rec.: 12/5/2014 Appr.: 12/11/2014 RM Sch. #:C1274 MSA S1521-1334 Supersedes: None

Wicomco County Sheriff's Office, Road Patrol

Rec.: 12/5/2014 Appr.: 12/11/2014 RM Sch. #:C1277 MSA S1521-1335 Supersedes: None

Wicomco County Sheriff's Office, Training

Rec.: 12/5/2014 Appr.: 1/22/2015 RM Sch. #:C1276 MSA S1521-1340 Supersedes: None

Wicomco County Sheriff's Office, Warrants

Rec.: 12/5/2014 Appr.: 3/18/2015 RM Sch. #:C1279 MSA S1521-1343 Supersedes: None

Wicomico County Department of Emergency Services

Rec.: 12/4/2014 Appr.: 12/11/2014 RM Sch. #:C1100A3 MSA S1521-1333 Supersedes: None

Wicomico County, Recreation, Parks and Tourism, includes Youth and Civic Center

Rec.: 10/21/2014 Appr.: 3/30/2015 RM Sch. #:C1272 MSA S1521-1344 Supersedes: None

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 12/2/2014**

Baltimore City Department of Planning, Commission for Historical and Architectural Preservation (CHAP), Urban Archaeology, Mylar Drawings of Mt Claire Dig
Schedule Number 2052

Baltimore City Department of Planning, Commission for Historical and Architectural Preservation (CHAP), Urban Archaeology, Artifacts from Mt Claire Dig
Schedule Number 2053

Baltimore City Department of Planning, Commission for Historical and Architectural Preservation (CHAP) Slides
Schedule Number 2055

Retention Schedule Summary

State agency schedules approved - 17
County agency schedules approved - 13
Municipal agency schedules approved - 3
Total number of State Archives schedules approved - 33

Total number of Baltimore City Archives schedules approved - 3

Images of all approved State Archives schedules are available online at
http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html

Disposal Certificate Summary
Total number of electronic certificates - 102
Total number of paper certificates - 31
Total number of certificates - 133
Images of all disposal certificates are available online at http://guide.mdsa.net/series.cfm?action=viewSeries&ID=se55

<p style="text-align: center;">Maryland State Archives Electronic Disposal Certificates Approved Since Hall of Records Meeting On 12/2/2014</p>		
Date Approved	Agency	Certificate Number
11/18/2014	City of Frederick Government	MSA SE55-3454
11/20/2014	Carroll County Detention Center	MSA SE55-3455
11/24/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3456
11/25/2014	City of Frederick Government	MSA SE55-3458
11/26/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3459
12/2/2014	Maryland Department of Agriculture State Chemist Section	MSA SE55-3460
12/4/2014	Maryland State Police Special Operations Division	MSA SE55-3462
12/8/2014	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3463
12/12/2014	Charles County State's Attorney Office	MSA SE55-3465
12/12/2014	Carroll County Detention Center	MSA SE55-3466
12/15/2014	City of Frederick Government	MSA SE55-3467
12/23/2014	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3469
12/30/2014	Maryland Department of Human Resources Division of Administrative Operations	MSA SE55-3471
12/30/2014	Maryland Department of Human Resources	MSA SE55-3472
12/30/2014	Carroll County Detention Center	MSA SE55-3473
1/5/2015	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3474
1/7/2015	Carroll County Detention Center	MSA SE55-3475
1/9/2015	Washington County Register of Wills	MSA SE55-3476
1/16/2015	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3483
1/20/2015	Anne Arundel County Circuit Court Criminal Division	MSA SE55-3484
1/20/2015	Howard Circuit Court Juvenile/Criminal	MSA SE55-3485
1/21/2015	Calvert County Circuit Court Criminal	MSA SE55-3486
1/21/2015	Carroll County Circuit Court	MSA SE55-3487
1/23/2015	Maryland State Police Special Operations Division	MSA SE55-3490
1/26/2015	Washington County Circuit Court	MSA SE55-3491

1/26/2015	Cecil County Circuit Court	MSA SE55-3492
1/26/2015	Cecil County Circuit Court	MSA SE55-3493
1/26/2015	Cecil County Circuit Court	MSA SE55-3494
1/26/2015	Cecil County Circuit Court	MSA SE55-3495
1/26/2015	Cecil County Circuit Court	MSA SE55-3496
1/26/2015	Cecil County Circuit Court	MSA SE55-3497
1/26/2015	Cecil County Circuit Court	MSA SE55-3498
1/26/2015	Cecil County Circuit Court	MSA SE55-3499
1/26/2015	Calvert County Circuit Court Administrative	MSA SE55-3500
1/26/2015	Carroll County Sheriff's Office	MSA SE55-3501
1/26/2015	Prince George's County Circuit Court	MSA SE55-3502
1/26/2015	Cecil County Circuit Court	MSA SE55-3503
1/27/2015	Carroll County Detention Center	MSA SE55-3504
1/28/2015	City of Frederick Government	MSA SE55-3505
1/29/2015	Maryland Department of Human Resources	MSA SE55-3506
1/29/2015	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3507
1/30/2015	Maryland Institute for Emergency Medical Services Systems Office of Education, Licensure, and Certification	MSA SE55-3510
2/3/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3511
2/3/2015	Cecil County Circuit Court	MSA SE55-3512
2/3/2015	Cecil County Circuit Court	MSA SE55-3513
2/3/2015	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3514
2/3/2015	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3515
2/5/2015	Carroll County Detention Center	MSA SE55-3516
2/6/2015	Maryland Department of Health and Mental Hygiene Harford County Health Department	MSA SE55-3518
2/6/2015	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3519
2/6/2015	Maryland Department of Health and Mental Hygiene Labs	MSA SE55-3520
2/6/2015	Maryland Department of Health and Mental Hygiene DCAR	MSA SE55-3521
2/6/2015	Maryland Department of Health and Mental Hygiene ORPS	MSA SE55-3522
2/6/2015	Maryland Department of Health and Mental Hygiene OIT	MSA SE55-3523
2/6/2015	Maryland Department of Health and Mental Hygiene PHPA	MSA SE55-3524
2/6/2015	Maryland Department of Health and Mental Hygiene Eastern Shore Hospital Center	MSA SE55-3525
2/6/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Department	MSA SE55-3526
2/6/2015	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3527
2/6/2015	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3528
2/6/2015	Maryland Department of Health and Mental Hygiene CSD	MSA SE55-3529
2/6/2015	Maryland Department of Health and Mental Hygiene Harford County Health Department	MSA SE55-3530
2/6/2015	Maryland Department of Health and Mental Hygiene Worcester County Health Department	MSA SE55-3531

2/6/2015	Maryland Department of Health and Mental Hygiene Worcester County Health Department	MSA SE55-3532
2/6/2015	Maryland Department of Health and Mental Hygiene Board of Pharmacy	MSA SE55-3533
2/10/2015	Carroll County Detention Center	MSA SE55-3534
2/11/2015	Carroll County Detention Center	MSA SE55-3535
2/12/2015	Carroll County Detention Center	MSA SE55-3536
2/19/2015	Carroll County Detention Center	MSA SE55-3537
2/19/2015	Carroll County Detention Center	MSA SE55-3538
2/19/2015	Maryland Department of Health and Mental Hygiene OHCQ	MSA SE55-3539
2/24/2015	Maryland State Police Office of Media Communications	MSA SE55-3542
2/25/2015	Washington County Circuit Court	MSA SE55-3545
3/3/2015	Maryland Office of the Attorney General Maryland Port Administration	MSA SE55-3550
3/4/2015	Anne Arundel County Community College Document Services/Records Retention	MSA SE55-3551
3/4/2015	Carroll County Detention Center	MSA SE55-3552
3/10/2015	Charles County Government	MSA SE55-3553
3/11/2015	Prince George's County Circuit Court	MSA SE55-3554
3/11/2015	Carroll County Detention Center	MSA SE55-3555
3/13/2015	Baltimore County Circuit Court Fiscal, Land Records, License and Judicial Records	MSA SE55-3556
3/13/2015	Calvert County Circuit Court	MSA SE55-3557
3/13/2015	Calvert County Circuit Court	MSA SE55-3558
3/17/2015	Maryland State Police Internal Affairs Section	MSA SE55-3560
3/17/2015	Carroll County Detention Center	MSA SE55-3561
3/18/2015	Carroll County Detention Center	MSA SE55-3562
3/19/2015	Charles County Government	MSA SE55-3563
3/23/2015	Maryland Department of Social Services, Allegany County Finance	MSA SE55-3564
3/24/2015	Carroll County Detention Center	MSA SE55-3565
3/24/2015	Frederick County Circuit Court Records Department	MSA SE55-3566
3/26/2015	Carroll County Detention Center	MSA SE55-3567
3/27/2015	City of Frederick Government	MSA SE55-3568
3/27/2015	Carroll County Detention Center	MSA SE55-3569
3/30/2015	Carroll County Circuit Court	MSA SE55-3572
4/1/2015	Carroll County Detention Center	MSA SE55-3578
4/2/2015	Maryland State Police Internal Affairs Section	MSA SE55-3579
4/6/2015	Washington County Circuit Court	MSA SE55-3580
4/6/2015	Frederick County Circuit Court Criminal	MSA SE55-3581
4/6/2015	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	MSA SE55-3582
4/6/2015	Maryland Department of Health and Mental Hygiene Kent County Health Department	MSA SE55-3583
4/6/2015	Maryland Department of Health and Mental Hygiene Kent County Health Department	MSA SE55-3584

4/6/2015	Maryland Department of Health and Mental Hygiene HCF Office of Finance	MSA SE55-3585
4/6/2015	Maryland Department of Health and Mental Hygiene Labs	MSA SE55-3586
4/7/2015	Maryland Department of Health and Mental Hygiene OHCQ	MSA SE55-3587

Maryland State Archives
 Paper Disposal Certificates Approved
 Since Hall of Records Meeting
 On 12/2/2015

Date Approved	Agency	Certificate Number
11/21/2014	City of Salisbury, Fire Department - EMS	MSA SE55-3461
12/3/2014	Department of General Services, Records Management	MSA SE55-3464
12/15/2014	City of Salisbury Fire Department - EMS	MSA SE55-3468
12/10/2014	Wicomico County Department of Emergency Services	MSA SE55-3470
1/7/2015	Baltimore City Circuit Court	MSA SE55-3477
1/12/2015	District Court Traffic Processing Center	MSA SE55-3478
1/13/2015	District Court Headquarter - Operations	MSA SE55-3479
1/12/2015	District Court 9 Harford County	MSA SE55-3480
1/13/2015	District Court 8 Baltimore County	MSA SE55-3481
1/13/2015	District Court 11 Washington County	MSA SE55-3482
1/22/2015	District Court 9 Harford County	MSA SE55-3488
1/22/2015	District Court 4 St. Mary's County	MSA SE55-3489
1/14/2015	City of Rockville Police Department	MSA SE55-3508
10/30/2014	Cecil County Government, Senior Services and Community Transit, Long Term Care Team	MSA SE55-3509
2/5/2015	District Court 10 Howard County	MSA SE55-3517
2/19/2015	District Court 3 Queen Anne's County	MSA SE55-3540
2/19/2015	District Court 3 Kent County	MSA SE55-3541
2/2/2015	Carroll County Detention Center, Records Department	MSA SE55-3543
2/24/2015	District Court 9 Harford County	MSA SE55-3544
09/24/2012,	Charles County Sheriff's Office Information Services /	MSA SE55-3546
3/2/2015	District Court 2 Worcester County	MSA SE55-3547
3/2/2015	District Court 5 Prince George's County	MSA SE55-3548
3/2/2015	District Court 7 Anne Arundel County	MSA SE55-3549
07/10/2014,	Maryland State Police Licensing Division - HGP Section	MSA SE55-3559
3/11/2015	District Court Hearquarter - Operations	MSA SE55-3570
3/11/2015	District Court 8 Baltimore County	MSA SE55-3571
3/17/2015	Department of General Services, Records Management Division	MSA SE55-3573
3/27/2015	District Court 3 Caroline County	MSA SE55-3574
3/27/2015	District Court 3 Talbot County	MSA SE55-3575
3/27/2015	District Court 3 Cecil County	MSA SE55-3576
3/27/2015	District Court 11 Frederick County	MSA SE55-3577

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Maryland State Archives
 Records Received
 Since Last Hall of Records Commission Meeting
 on December 2, 2014

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

(Correspondence and Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/28/2015	T4203	2001-2004, 2008	6 Boxes, 14.4 CSE

(Project File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/28/2015	T4199	1998, 2008	16 Boxes, 38.4 CSE

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

(Subject File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/9/2014	T4939	2003-2006	2.4 CSE

GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/27/2015	T290	2014	12 Boxes, 28.8 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/27/2015	T291	2014	3 Boxes, 7.2 CSE

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/13/2015	T293	2013-2014	11 Boxes, 26.4 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/13/2015	T294	2014	4 Boxes, 9.6 CSE

GOVERNOR

(Briefing Book Files)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/9/2015	T4957		43 Boxes, 103.2 CSE

(General File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/22/2015	T4132	2013-2014	55 Boxes, 132 CSE

GOVERNOR OFFICE OF LEGAL COUNSEL

(Subject File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/20/2015	T4958	2007-2014	32 Boxes, 76.8 CSE
3/3/2015	T4958		5 Boxes, 12 CSE

SECRETARY OF STATE

(Vetoed Bills)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/25/2014	T2669	2014	2.4 CSE

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1896	2014	8 Maps/Plats, 0.4 CSE
5/30/2014	T1896	2014	6 Maps/Plats, 0.3 CSE
6/30/2014	T1896	2014	12 Maps/Plats, 0.6 CSE
7/31/2014	T1896	2014	2 Maps/Plats, 0.1 CSE
8/29/2014	T1896	2014	7 Maps/Plats, 0.35 CSE
9/30/2014	T1896	2014	4 Maps/Plats, 0.2 CSE
10/31/2014	T1896	2014	8 Maps/Plats, 0.4 CSE
2/27/2015	T1896	2015	11 Maps/Plats, 0.55 CSE

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1897	2014	82 Maps/Plats, 4.1 CSE
5/30/2014	T1897	2014	36 Maps/Plats, 1.8 CSE
6/30/2014	T1897	2014	25 Maps/Plats, 1.25 CSE
7/31/2014	T1897	2014	34 Maps/Plats, 1.7 CSE
8/29/2014	T1897	2014	11 Maps/Plats, 0.55 CSE
9/30/2014	T1897	2014	18 Maps/Plats, 0.9 CSE
10/31/2014	T1897	2014	35 Maps/Plats, 1.75 CSE
11/28/2014	T1897	2014	40 Maps/Plats, 2 CSE
1/30/2015	T1897	2015	51 Maps/Plats, 2.55 CSE
2/27/2015	T1897	2015	40 Maps/Plats, 2 CSE
3/31/2015	T1897	2015	49 Maps/Plats, 2.45 CSE

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1898	2014	28 Maps/Plats, 1.4 CSE
5/30/2014	T1898	2014	15 Maps/Plats, 0.75 CSE
6/30/2014	T1898	2014	3 Maps/Plats, 0.15 CSE
7/31/2014	T1898	2014	10 Maps/Plats, 0.5 CSE
8/29/2014	T1898	2014	6 Maps/Plats, 0.3 CSE
9/30/2014	T1898	2014	21 Maps/Plats, 1.05 CSE
10/31/2014	T1898	2014	3 Maps/Plats, 0.15 CSE
11/28/2014	T1898	2014	14 Maps/Plats, 0.7 CSE
1/30/2015	T1898	2015	22 Maps/Plats, 1.1 CSE
2/27/2015	T1898	2015	22 Maps/Plats, 1.1 CSE

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/30/2014	T1899	2014	27 Maps/Plats, 1.35 CSE
6/30/2014	T1899	2014	11 Maps/Plats, 0.55 CSE
7/31/2014	T1899	2014	11 Maps/Plats, 0.55 CSE
8/29/2014	T1899	2014	19 Maps/Plats, 0.95 CSE
9/30/2014	T1899	2014	8 Maps/Plats, 0.4 CSE
10/31/2014	T1899	2014	15 Maps/Plats, 0.75 CSE
11/28/2014	T1899	2014	9 Maps/Plats, 0.45 CSE
1/30/2015	T1899	2015	10 Maps/Plats, 0.5 CSE
2/27/2015	T1899	2015	9 Maps/Plats, 0.45 CSE
3/31/2015	T1899	2015	14 Maps/Plats, 0.7 CSE

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1900	2014	15 Maps/Plats, 0.75 CSE
5/30/2014	T1900	2014	2 Maps/Plats, 0.1 CSE
6/30/2014	T1900	2014	5 Maps/Plats, 0.25 CSE
7/31/2014	T1900	2014	17 Maps/Plats, 0.85 CSE
10/31/2014	T1900	2014	7 Maps/Plats, 0.35 CSE
11/28/2014	T1900	2014	15 Maps/Plats, 0.75 CSE
2/27/2015	T1900	2015	6 Maps/Plats, 0.3 CSE

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1901	2014	35 Maps/Plats, 1.75 CSE

5/30/2014 T1901	2014	7 Maps/Plats, 0.35 CSE
6/30/2014 T1901	2014	0.05 CSE
9/30/2014 T1901	2014	29 Maps/Plats, 1.45 CSE
10/31/2014 T1901	2014	3 Maps/Plats, 0.15 CSE
3/31/2015 T1901	2015	14 Maps/Plats, 0.7 CSE

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1902	2014	72 Maps/Plats, 3.6 CSE	
5/30/2014 T1902	2014	77 Maps/Plats, 3.85 CSE	
6/30/2014 T1902	2014	7 Maps/Plats, 0.35 CSE	
7/31/2014 T1902	2014	7 Maps/Plats, 0.35 CSE	
8/29/2014 T1902	2014	20 Maps/Plats	
9/30/2014 T1902	2014	3 Maps/Plats, 0.15 CSE	
10/31/2014 T1902	2014	9 Maps/Plats, 0.45 CSE	
11/28/2014 T1902	2014	29 Maps/Plats, 1.45 CSE	
1/30/2015 T1902	2015	6 Maps/Plats, 0.3 CSE	
2/27/2015 T1902	2015	12 Maps/Plats, 0.6 CSE	
3/31/2015 T1902	2015	7 Maps/Plats, 0.35 CSE	

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1903	2014	4 Maps/Plats, 0.2 CSE	
6/30/2014 T1903	2014	21 Maps/Plats, 1.05 CSE	
7/31/2014 T1903	2014	8 Maps/Plats, 0.4 CSE	
8/29/2014 T1903	2014	0.05 CSE	
9/30/2014 T1903	2014	4 Maps/Plats, 0.2 CSE	
10/31/2014 T1903	2014	2 Maps/Plats, 0.1 CSE	
11/28/2014 T1903	2014	3 Maps/Plats, 0.15 CSE	
1/30/2015 T1903	2015	17 Maps/Plats, 0.85 CSE	
2/27/2015 T1903	2015	4 Maps/Plats, 0.2 CSE	
3/31/2015 T1903	2015	3 Maps/Plats, 0.15 CSE	

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1904	2014	47 Maps/Plats, 2.35 CSE	
5/30/2014 T1904	2014	19 Maps/Plats, 0.95 CSE	
7/31/2014 T1904	2014	21 Maps/Plats, 1.05 CSE	
9/30/2014 T1904	2014	35 Maps/Plats, 1.75 CSE	

11/28/2014	T1904	2014	33 Maps/Plats, 1.65 CSE
2/27/2015	T1904	2015	59 Maps/Plats, 2.95 CSE

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1905	2014	9 Maps/Plats, 0.45 CSE
6/30/2014	T1905	2014	9 Maps/Plats, 0.45 CSE
7/31/2014	T1905	2014	9 Maps/Plats, 0.45 CSE
8/29/2014	T1905	2014	9 Maps/Plats, 0.45 CSE
9/30/2014	T1905	2014	5 Maps/Plats, 0.25 CSE
10/31/2014	T1905	2014	32 Maps/Plats, 1.6 CSE
11/28/2014	T1905	2014	4 Maps/Plats, 0.2 CSE
1/30/2015	T1905	2015	14 Maps/Plats, 0.7 CSE
2/27/2015	T1905	2015	7 Maps/Plats, 0.35 CSE
3/31/2015	T1905	2015	13 Maps/Plats, 0.65 CSE

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1906	2014	39 Maps/Plats, 1.95 CSE
5/30/2014	T1906	2014	48 Maps/Plats, 2.4 CSE
6/30/2014	T1906	2014	37 Maps/Plats, 1.85 CSE
7/31/2014	T1906	2014	44 Maps/Plats, 2.2 CSE
8/29/2014	T1906	2014	45 Maps/Plats, 2.25 CSE
9/30/2014	T1906	2014	28 Maps/Plats, 1.4 CSE
10/31/2014	T1906	2014	72 Maps/Plats, 3.6 CSE
11/28/2014	T1906	2014	55 Maps/Plats, 2.75 CSE
1/30/2015	T1906	2015	12 Maps/Plats, 0.6 CSE
2/27/2015	T1906	2015	33 Maps/Plats, 1.65 CSE
3/31/2015	T1906	2015	43 Maps/Plats, 2.15 CSE

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1907	2014	10 Maps/Plats, 0.5 CSE
5/30/2014	T1907	2014	15 Maps/Plats, 0.75 CSE
6/30/2014	T1907	2014	10 Maps/Plats, 0.5 CSE
7/31/2014	T1907	2014	8 Maps/Plats, 0.4 CSE
8/29/2014	T1907	2014	12 Maps/Plats, 0.6 CSE
9/30/2014	T1907	2014	17 Maps/Plats, 0.85 CSE
10/31/2014	T1907	2014	12 Maps/Plats, 0.6 CSE

1/30/2015 T1907	2015	8 Maps/Plats, 0.4 CSE
2/27/2015 T1907	2015	7 Maps/Plats, 0.35 CSE
3/31/2015 T1907	2015	7 Maps/Plats, 0.35 CSE

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1908	2014	15 Maps/Plats, 0.75 CSE	
5/30/2014 T1908	2014	14 Maps/Plats, 0.7 CSE	
6/30/2014 T1908	2014	30 Maps/Plats, 1.5 CSE	
7/31/2014 T1908	2014	39 Maps/Plats, 1.95 CSE	
8/29/2014 T1908	2014	6 Maps/Plats, 0.3 CSE	
9/30/2014 T1908	2014	8 Maps/Plats, 0.4 CSE	
10/31/2014 T1908	2014	30 Maps/Plats, 1.5 CSE	
11/28/2014 T1908	2014	21 Maps/Plats, 1.05 CSE	
1/30/2015 T1908	2015	11 Maps/Plats, 0.55 CSE	
2/27/2015 T1908	2015	15 Maps/Plats, 0.75 CSE	
3/31/2015 T1908	2015	15 Maps/Plats, 0.75 CSE	

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T2466	2014	66 Maps/Plats, 3.3 CSE	
5/30/2014 T2466	2014	64 Maps/Plats, 3.2 CSE	
6/30/2014 T2466	2014	19 Maps/Plats, 0.95 CSE	
7/31/2014 T2466	2014	62 Maps/Plats, 3.1 CSE	
8/29/2014 T2466	2014	20 Maps/Plats	
9/30/2014 T2466	2014	54 Maps/Plats, 2.7 CSE	
10/31/2014 T2466	2014	44 Maps/Plats, 2.2 CSE	
11/28/2014 T2466	2014	23 Maps/Plats, 1.15 CSE	
1/30/2015 T2466	2015	0.05 CSE	
2/27/2015 T2466	2015	43 Maps/Plats, 2.15 CSE	
3/31/2015 T2466	2015	39 Maps/Plats, 1.95 CSE	

HOWARD COUNTY COUNCIL

(Legislative File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/25/2014 T4940	2013	5 Boxes, 12 CSE	

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
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4/30/2014 T2186	2014	6 Maps/Plats, 0.3 CSE
5/30/2014 T2186	2014	2 Maps/Plats, 0.1 CSE
6/30/2014 T2186	2014	12 Maps/Plats, 0.6 CSE
7/31/2014 T2186	2014	7 Maps/Plats, 0.35 CSE
8/29/2014 T2186	2014	12 Maps/Plats, 0.6 CSE
9/30/2014 T2186	2014	18 Maps/Plats, 0.9 CSE
10/31/2014 T2186	2014	0.05 CSE
11/28/2014 T2186	2014	4 Maps/Plats, 0.2 CSE
1/30/2015 T2186	2015	2 Maps/Plats, 0.1 CSE
2/27/2015 T2186	2015	0.05 CSE
3/31/2015 T2186	2015	4 Maps/Plats, 0.2 CSE

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1911	2014	51 Maps/Plats, 2.55 CSE	
5/30/2014 T1911	2014	72 Maps/Plats, 3.6 CSE	
6/30/2014 T1911	2014	28 Maps/Plats, 1.4 CSE	
7/31/2014 T1911	2014	34 Maps/Plats, 1.7 CSE	
8/29/2014 T1911	2014	32 Maps/Plats, 1.6 CSE	
9/30/2014 T1911	2014	43 Maps/Plats, 2.15 CSE	
10/31/2014 T1911	2014	39 Maps/Plats, 1.95 CSE	
11/28/2014 T1911	2014	6 Maps/Plats, 0.3 CSE	
1/30/2015 T1911	2015	2 Maps/Plats, 0.1 CSE	
2/27/2015 T1911	2015	34 Maps/Plats, 1.7 CSE	
3/31/2015 T1911	2015	4 Maps/Plats, 0.2 CSE	

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/30/2014 T1912	2014	34 Maps/Plats, 1.7 CSE	
6/30/2014 T1912	2014	22 Maps/Plats, 1.1 CSE	
7/31/2014 T1912	2014	32 Maps/Plats, 1.6 CSE	
8/29/2014 T1912	2014	36 Maps/Plats, 1.8 CSE	
10/31/2014 T1912	2014	94 Maps/Plats, 4.7 CSE	
11/28/2014 T1912	2014	36 Maps/Plats, 1.8 CSE	
1/30/2015 T1912	2015	16 Maps/Plats, 0.8 CSE	
2/27/2015 T1912	2015	16 Maps/Plats, 0.8 CSE	
3/31/2015 T1912	2015	84 Maps/Plats, 4.2 CSE	

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1913	2014	10 Maps/Plats, 0.5 CSE
5/30/2014	T1913	2014	15 Maps/Plats, 0.75 CSE
6/30/2014	T1913	2014	10 Maps/Plats, 0.5 CSE
7/31/2014	T1913	2014	9 Maps/Plats, 0.45 CSE
8/29/2014	T1913	2014	17 Maps/Plats, 0.85 CSE
9/30/2014	T1913	2014	9 Maps/Plats, 0.45 CSE
10/31/2014	T1913	2014	33 Maps/Plats, 1.65 CSE
11/28/2014	T1913	2014	14 Maps/Plats, 0.7 CSE
1/30/2015	T1913	2015	5 Maps/Plats, 0.25 CSE
2/27/2015	T1913	2015	12 Maps/Plats, 0.6 CSE
3/31/2015	T1913	2015	18 Maps/Plats, 0.9 CSE

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1915	2014	7 Maps/Plats, 0.35 CSE
7/31/2014	T1915	2014	10 Maps/Plats, 0.5 CSE
8/29/2014	T1915	2014	4 Maps/Plats, 0.2 CSE
9/30/2014	T1915	2014	5 Maps/Plats, 0.25 CSE
11/28/2014	T1915	2014	6 Maps/Plats, 0.3 CSE
2/27/2015	T1915	2015	7 Maps/Plats, 0.35 CSE

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1914	2014	20 Maps/Plats
5/30/2014	T1914	2014	8 Maps/Plats, 0.4 CSE
6/30/2014	T1914	2014	14 Maps/Plats, 0.7 CSE
7/31/2014	T1914	2014	35 Maps/Plats, 1.75 CSE
9/30/2014	T1914	2014	26 Maps/Plats, 1.3 CSE
10/31/2014	T1914	2014	13 Maps/Plats, 0.65 CSE
11/28/2014	T1914	2014	6 Maps/Plats, 0.3 CSE
1/30/2015	T1914	2015	8 Maps/Plats, 0.4 CSE
2/27/2015	T1914	2015	22 Maps/Plats, 1.1 CSE
3/31/2015	T1914	2015	18 Maps/Plats, 0.9 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014	T1916	2014	15 Maps/Plats, 0.75 CSE
5/30/2014	T1916	2014	28 Maps/Plats, 1.4 CSE

6/30/2014 T1916	2014	25 Maps/Plats, 1.25 CSE
7/31/2014 T1916	2014	13 Maps/Plats, 0.65 CSE
8/29/2014 T1916	2014	21 Maps/Plats, 1.05 CSE
9/30/2014 T1916	2014	15 Maps/Plats, 0.75 CSE
10/31/2014 T1916	2014	21 Maps/Plats, 1.05 CSE
11/28/2014 T1916	2014	14 Maps/Plats, 0.7 CSE
1/30/2015 T1916	2015	11 Maps/Plats, 0.55 CSE
2/27/2015 T1916	2015	22 Maps/Plats, 1.1 CSE
3/31/2015 T1916	2015	0.05 CSE

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1917	2014	84 Maps/Plats, 4.2 CSE	
5/30/2014 T1917	2014	24 Maps/Plats, 1.2 CSE	
6/30/2014 T1917	2014	19 Maps/Plats, 0.95 CSE	
7/31/2014 T1917	2014	49 Maps/Plats, 2.45 CSE	
8/29/2014 T1917	2014	20 Maps/Plats	
9/30/2014 T1917	2014	26 Maps/Plats, 1.3 CSE	
10/31/2014 T1917	2014	48 Maps/Plats, 2.4 CSE	
11/28/2014 T1917	2014	25 Maps/Plats, 1.25 CSE	
1/30/2015 T1917	2015	24 Maps/Plats, 1.2 CSE	
2/27/2015 T1917	2015	11 Maps/Plats, 0.55 CSE	

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1918	2014	20 Maps/Plats	
5/30/2014 T1918	2014	51 Maps/Plats, 2.55 CSE	
7/31/2014 T1918	2014	15 Maps/Plats, 0.75 CSE	
8/29/2014 T1918	2014	8 Maps/Plats, 0.4 CSE	
9/30/2014 T1918	2014	8 Maps/Plats, 0.4 CSE	
10/31/2014 T1918	2014	9 Maps/Plats, 0.45 CSE	
11/28/2014 T1918	2014	43 Maps/Plats, 2.15 CSE	
1/30/2015 T1918	2015	48 Maps/Plats, 2.4 CSE	
2/27/2015 T1918	2015	8 Maps/Plats, 0.4 CSE	
3/31/2015 T1918	2015	10 Maps/Plats, 0.5 CSE	

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2014 T1919	2014	14 Maps/Plats, 0.7 CSE	

5/30/2014 T1919	2014	6 Maps/Plats, 0.3 CSE
6/30/2014 T1919	2014	2 Maps/Plats, 0.1 CSE
7/31/2014 T1919	2014	9 Maps/Plats, 0.45 CSE
8/29/2014 T1919	2014	7 Maps/Plats, 0.35 CSE
9/30/2014 T1919	2014	16 Maps/Plats, 0.8 CSE
10/31/2014 T1919	2014	12 Maps/Plats, 0.6 CSE
11/28/2014 T1919	2014	5 Maps/Plats, 0.25 CSE
1/30/2015 T1919	2015	11 Maps/Plats, 0.55 CSE
2/27/2015 T1919	2015	103 Maps/Plats, 5.15 CSE
3/31/2015 T1919	2015	23 Maps/Plats, 1.15 CSE

Total CSE (clam shell equivalents) added:	707.75
Total number of volumes added:	0.00
Total number of boxes added:	194.00
Total number of maps/plats added:	4,843.00
Total number of CDs added:	0.00