



# Maryland State Archives

## Annual Report Fiscal Year 2019

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

August 2019

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



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



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

August 20, 2019

The Honorable Lawrence J. Hogan, Jr.  
Governor

The Honorable Thomas V. Miller, Jr.  
Senate President

The Honorable Adrienne A. Jones  
House Speaker

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

The Maryland State Archives is pleased to submit this annual report for Fiscal Year 2019 as required by State Government Article, § 9-1007(d). The report describes the organization and functions of each Archives department, and gives an overview of the activities, goals, and progress made by each department over the past fiscal year.

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

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

Sincerely,

Timothy D. Baker  
State Archivist  
and Commissioner of Land Patents

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# STATE ARCHIVES

## ANNUAL REPORT FY 2019

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### OVERVIEW



- *Hall of Records Commission Agenda, Fall 2018*
- *Hall of Records Commission Agenda, Spring 2019*
- *Commission on Artistic Property Agenda, Fall 2018*
- *Commission on Artistic Property Agenda, Spring 2019*

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

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

### ADMINISTRATION

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

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#### *Administration*

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

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#### *Fiscal Affairs*

The Fiscal Affairs Unit runs the day-to-day operations of accounting through the Statewide Accounting and Reporting System (RSTARS & ADPICS), as well as managing procurement and the inventory of fixed assets using the Department of General Services Inventory Manual and the State Fixed Assets Subsystem. The Unit

oversees supplies and materials, timekeeping and payroll, and mandated financial reporting. In addition, the Unit helps prepare the agency's budget using the Budget Analysis and Reporting System (BARS) and the agency's Managing for Results, for review and presentation to the Department of Budget and Management and the General Assembly.

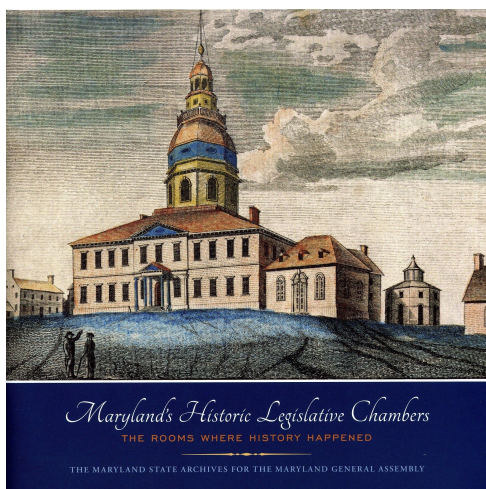
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### Personnel

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

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### PRINT PUBLICATIONS



In March, the Archives partnered with the General Assembly to publish, *Maryland's Historic Legislative Chambers: The Rooms Where History Happened*, detailing the stories of the Old Senate Chamber and the Old House of Delegates Chamber in the State House. This is the first comprehensive

history of these two rooms, both of which have been restored over the past decade as part of the State House Visitor Experience Master Plan adopted by the State House Trust in 2007. Written by the curatorial staff of the Commission on Artistic Property, Catherine Rogers Arthur and Christopher Kintzel, along with Mimi Scrivener Calver and Elaine Rice Bachmann, the book was commissioned with funding from the General Assembly. A copy was presented to every member of the Senate and House of Delegates on Maryland Day, March 25. Ms. Bachmann presented the book along with Speaker Busch, on what turned out to be his last appearance presiding over the House of Delegates before his death on April 7.

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### ARTISTIC PROPERTY & PUBLIC OUTREACH

The Commission on Artistic Property is the official custodian of all valuable paintings and other decorative arts owned by or loaned to the State. It provides for the



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

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

Major projects and priorities of the Commission staff in FY2019 included coordination with the Department of General Services on the removal of all components of the 1996 Thurgood Marshall Memorial by sculptor Antonio Tobias "Toby" Mendez to allow a major infrastructure project to proceed at Lawyers' Mall. Sculptural elements and engraved pavers were removed and transported to secure Archives storage. In early 2019, the central figure of Thurgood Marshall was temporarily installed at the entrance to the Robert C. Murphy Courts of Appeal Building on Rowe Boulevard.

Collections objects that had been stored at the main Archives building have been moved to the Rolling Run Storage Facility. Items from the Peabody Art Collection have also been transported to Rolling Run from institutions such as the Peabody Institute, The Baltimore Museum of Art, and the Walters Art Museum, where they had been housed since prior to the State's acquisition of the collection in 1996. These returns provided an opportunity for a number of sculptures to undergo conservation treatment.



In FY2019, the Artistic Property Commission accessioned thirteen objects to its inventory. Many were transfers from other institutions such as the Maryland Historical Society and the recently-closed Philadelphia History Museum. One was a gift from the Public, three were transferred from the Maryland Department of Transportation, and others were previously non-accessioned items that were part of the original furnishings of the old Hall of Records building on the campus of St. John's College in Annapolis. Of particular note is a maquette of Thurgood Marshall, funded by private contributions to the Friends of the Maryland State Archives which were personally solicited by the State Archivist. In the absence of an acquisitions budget, such personal commitment allows the Archives to seek out important additions to Maryland's artistic holdings rather than passively awaiting donations.

MSA SC 1545-3499, *Lord Baltimore & the Charter of Maryland*  
William A. Smith, Oil on canvas, 1968  
Transferred from the Maryland Department of Transportation

MSA SC 1545-3500, *Charles Willson Peale*  
William A. Smith, Oil on canvas, 1968  
Transferred from the Maryland Department of Transportation

MSA SC 1545-3501, *George Washington*  
William A. Smith, Oil on canvas, 1968  
Transferred from the Maryland Department of Transportation

MSA SC 1545-3502, "Franklin Stove"  
Marked "C. Postley Patent N. York," cast iron, c. 1832  
Donated by Mr. Toby Hoblitzell

MSA SC 1545-3503, *Thurgood Marshall* (Maquette from T. Marshall Memorial)  
Toby Mendez, Bronze, 1996  
Donated/transferred from the Friends of the Maryland State Archives

MSA SC 1545-3504, *Card table*, Owned by Charles Carroll of Carrollton  
J. Marx Etting (1836-1915), Mahogany, 1790-1800  
Transferred from the Philadelphia History Museum

MSA SC 1545-3505, *Lamp* (four columns)  
Unknown maker, brass, c. 1935  
Original décor of the Maryland Hall of Records (previously non-accessioned)

MSA SC 1545-3506, *Lamp* (four columns)  
Unknown maker, brass, c. 1935  
Original décor of the Maryland Hall of Records (previously non-accessioned)

MSA SC 1545-3508, *Lamp*, one column (Doric style)  
Unknown maker, brass, c. 1935  
Original décor of the Maryland Hall of Records (previously non-accessioned)

MSA SC 1545-3509, *Lamp*, one column (Corinthian style)  
Unknown maker, brass, c. 1935  
Original décor of the Maryland Hall of Records (previously non-accessioned)

MSA SC 1545-3510, *Pedestal Desk*, used by Gov. Albert Ritchie at Government House  
Unknown maker, Mahogany, c.1920  
Transferred from the Maryland Historical Society

MSA SC 1545-3511, "Annapolis 1" telephone desk, used at Government House  
Chesapeake and Potomac Telephone Comp., Oak/poplar, c.1888  
Transferred from the Maryland Historical Society

MSA SC 1545-3512, *Alexander Armstrong III*  
J.M. Heaton  
Transferred from the Special Collections Department of the Maryland State Archives

FY2019 Conservation Appropriations were \$15,411, equal to our FY2018 funding. At this level of funding the Archives is limited in the number of projects and needs that may be addressed. Given the limits of funding, Commission staff regularly seek additional donor funding for conservation projects from individuals, corporations, and organizations to address conservation needs.

MSA SC 1545-1073a  
Portrait of Queen Anne, canvas  
Maryland Arts Conservation, LLC  
\$6,500 (APC Funds)

MSA SC 1545-1073b  
Portrait of Queen Anne, frame  
William Lewin Conservator, LLC  
\$2,875 (APC Funds)

MSA SC 1545-3499  
Lord Baltimore & the Charter of Maryland  
Olin Conservation  
\$15,480 (MSA Funds)

MSA SC 1545-3500  
Charles Willson Peale  
Olin Conservation  
\$13,650 (MSA Funds)

MSA SC 1545-3501  
George Washington  
Olin Conservation  
\$16,435 (MSA Funds)

MSA SC 1545-3115  
Portrait of Senate President Thomas V. Mike Miller, Jr., frame  
Studio Gilders  
\$345 (APC Funds)

MSA SC 1545-3077  
Louis Goldstein Memorial  
Diane Fullick  
\$7,040 (MSA Funds)

MSA SC 4680-20-010  
Venus (reduced copy)  
Diane Fullick  
\$4,950 (MSA Funds)



During FY 2019, two exhibition loans were requested from the collection. A small sculpture, *Windy Doorstep* by Abastenia St. Leger Eberle (1878-1942), 1910 (MSA SC 4680-20-0010), was included in *Once Upon a Time in America -- Three Centuries of US-American Art* at the Wallraf-Richartz-Museum Köln, Germany From November 23, 2018 to March 24, 2019. Deputy State Archivist Elaine Rice Bachmann accompanied the sculpture for its installation and Senior Curator and Director Catherine Rogers Arthur traveled for the return trip.

Miniature portrait, Anna Maria Tilghman Chew (Mrs. Bennett Lloyd Chew) by Robert Field (1769–1819), 1802 (MSA SC 4680-12-0011) was lent to Hammond-Harwood House for *A Perfect Profile: Miniature Paintings, Silhouettes, & Landscapes Of Early Annapolis*, March 14, 2019 to January 15, 2020.

Throughout the year commission staff provided numerous special tours and public outreach initiatives, including the State House by Candlelight event, the President’s Day Celebration, and the Maryland Day launch of a publication on the Historic Chambers of State House, further detailed in the “Print Publications” section in this report. Staff provided regular training and tour manuals for all certified State House Guides. Staff also provided extensive support during the inauguration of Governor Larry Hogan as well as in the days following the passing of Speaker Michael E. Busch.

The Archives partnered with The Decorative Arts Trust, a Philadelphia-based national non-profit organization dedicated to fostering educational opportunities for its participants through study tours, symposia, grants to institutions, and emerging scholars. They chose Annapolis as the focus of their Spring 2019 symposium which included lectures, tours, and visits to private homes throughout town, putting the Maryland State House at the center of the experience for over 100 participants.

There is on-going need for and continued support from the Friends of the Maryland State Archives for acquisitions, funding for display cases and interpretive panels, as well as printing of the Maryland State House brochure. It is important for the State to diversify its art collection to better represent minority artists and subjects, encouraging

more Marylanders to feel a connection to the works and further explore the collections in their entirety.

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## SPECIAL COLLECTIONS AND CONSERVATION

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

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

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

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

In FY2019, urban planner and architect Robert Tennenbaum donated a significant collection of his architectural drawings and urban designs, along with the documentation of his projects. Tennenbaum, who began his career in Columbia, Maryland with the Rouse Corporation, became an urban planner, educator, and creator of many significant community projects in Baltimore and beyond. His donation includes highlights such as the redevelopment plans for Lexington Market in the 1980s and Tennenbaum's

architectural drawings for the Maryland Vietnam Veterans Memorial in Baltimore. With the help of an outstanding undergraduate student intern, archivists have made these materials accessible to the public from the Guide to Special Collections.

Throughout FY2019, Special Collections archivists supervised a University of Maryland iSchool field study volunteer project to rehouse and reprocess photographs donated by Governor Marvin Mandel for greater public access. Previously, the photographs were described only at the box level and grouped in folders. Oral histories of Governor Mandel's staff helped to identify previously unknown subject matter and location for many photographs. As of May 2019, researchers can now access the detailed catalogue of the collection, which adds many newly-identified people and geographical locations featured in the photographs.

In FY2020, Special Collections archivists are documenting new procedures that conform to professional cataloging standards. The aim is to improve the metadata collection for items accessioned into holdings. These standards are a natural follow-up to the recently finalized Special Collections Development and Management Policy presented at the May 2018 Hall of Records Commission meeting. Archivists are also writing a processing manual to conform to the new cataloging procedures.



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### *Conservation & Preservation*

From the founding of the Hall of Records to the present day, the State Archives has been conserving and preserving Maryland's records. In the old Hall of Records building, the work began in 1935 in the Repair Room, which re-formed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. In 1998, as Conservation, Restoration, and Preservation Services, it was placed under Artistic Property, Preservation, and Public Outreach.

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

Conservation & Preservation preserves and cares for archival records; maintains their physical integrity; and assures their longevity and accessibility. Moreover, it provides condition assessments and performs conservation treatments needed to prepare damaged materials for scanning, patron access, and exhibition. Conservation and Preservation works closely with other Archives departments to achieve the goal of long-term access to our records. This is especially true in working with the Digital

Acquisition, Processing, and Publication Department to enable them to produce the best scanned images in keeping with national best practices. These procedures help individuals who are not able to use originals at the Archives, and they preserve the informational value of fragile manuscripts, maps, newspapers, and photographs.

In FY2019, conservators helped to preserve 800 early-twentieth century lantern slides from the Department of Natural Resources that are in special collections. Maryland Forest and Parks educators, including Maryland's first State Forester Fred. W. Besley, used the glass slides to teach Civilian Conservation Corps teams and other park volunteers about preserving the environment. Conservation created a simple method to house each slide in a protective sleeve and helped to document all information printed on the glass housing.

More recently, conservation staff oversaw the processing of a new special collection of 35mm film negatives taken by news photographers in Carroll County. Prior to donation, the film had been stored without climate-controlled conditions. Many of the negatives had only brief memos attached identifying subject, photographer, and/or dates. Conservators and archivists created a workflow to capture available metadata in a spreadsheet and selected archival envelopes for storage of the original negatives. Two regular volunteers and several short-term volunteers have helped bring more than 70% of the total 22 cubic feet of film under inventory control. We anticipate that rehousing and basic inventory will be completed in early FY2020, followed by ingesting the metadata into the Guide to Special Collection.

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### *Conservation Laboratory*

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

In FY2020, the Conservation Lab will continue working with the Appraisal Department in an on-going project to preserve early colonial records in the Scharf Collection, part of the Maryland State Papers. Commencing with assistance from summer interns in June 2019, this is a long-term project to stabilize or mend fragile papers that have seen heavy research use in the Search Room.

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### *Preservation Outreach*

The State Archives participated in the work of the Maryland Task Force to Initiate Preservation Planning in the 1990s, and assumed a leading role in promoting preservation to agencies, organizations, and individuals across the State. At that time, the Task Force designated the State Archives to coordinate public information, workshops, and low-cost conservation services. Today, these efforts continue through

lectures, workshops, and webinars given around the State, the country, and online. The goal is to ensure preservation of significant collections of books and documents in Maryland government offices, libraries, museums, historical societies, private organizations, and private homes.

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## RECORDS AND ACCESS

In June 2016, Records and Access was created as Records and Reference under the Deputy State Archivist. In May 2017, it adopted its present name.

Records and Access oversees three departments: Appraisal and Description; Constituent and Interagency Services; and Digital Acquisition, Processing, and Publication.

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

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## APPRAISAL & DESCRIPTION

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

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

As we reported in the FY2018 Annual Report, Chapter 539 Acts of 2017 requires each head of a unit of State government to designate a responsible Records Officer to oversee the unit's records management program and serve as liaison to the Archives' Records Management Division. During FY2019, the Appraisal and Description Department continued to collaborate with the Records Management Division of the Department of General Services to provide training to agency Records Officers.

The Archives and Records Management Division developed a four-hour course designed to provide Records Officers with an overview of their records management responsibilities, particularly in the areas of inventorying, scheduling, transferring, and destroying records. In FY2019 the Archives held the first training session in Baltimore for over 40 participants from State, county, and municipal agencies. Three additional



sessions are scheduled for FY2020 for locations in eastern, southern, and western Maryland.



During FY2019, the Appraisal and Description Department made significant progress in the Probate Processing Project. This is a multi-year, cooperative project between the State Archives, the Register of Wills Association, the Office of the Comptroller, and the nonprofit genealogical organization FamilySearch. The purpose of this project is to utilize largely volunteer staff to scan,

index, and improve the containerization of Register of Wills records dating from 1658 through 1940. During FY2019, the book scanning portion of the project was completed, with over 5,500 books scanned. Facility space was also rearranged to provide volunteers with a larger, more efficient working space. The new working space is also visible to the public, which is useful in recruiting additional volunteers.

The Appraisal and Description Department also oversaw a major scanning project for the Division of Vital Records of the Department of Health. Scanning is complete for the projects' more than 500,000 birth certificates from 1825-1939. Images have been shared with the Division of Vital Records and uploaded into the Archives' permanent repository.

The Appraisal and Description Department also worked with the County Circuit Courts to develop new procedures for handling land records in support of the Maryland Safe at Home Address Confidentiality Program. This program allows a victim of domestic violence to use a substitute address in place of an actual address when interacting with State or local agencies and involves MdLandRec.net, the online land record website of the State Archives and the Judiciary.

Another accomplishment in FY2019 saw Appraisal and Description staff member James Watson named as one of the winners of the Council of State Archivists-Ancestry Leadership award. The award recognized Mr. Watson's leadership abilities and provided a scholarship for him to attend an online electronic records management course. Given the increasing volume of electronic records being transferred to the Archives every year, we expect this training to be very useful.

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### *Records Retention & Disposal Schedules*

The Department helps government agencies manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that are no longer needed for daily work or to destroy records that

have no further use. In Maryland, no government record may be destroyed without the approval of the State Archivist. The Department advises agencies on the creation of records retention and disposal schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2019, the State Archivist approved 71 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of records that have met their retention requirements and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destruction. During FY2019, the State Archivist received 396 records disposal certificates.

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#### *Records Transfer & Space Management*

During FY2019, the Archives took on a number of permanent government record transfers from 57 government agencies, representing the following volume of records:

368 books  
4,413 boxes  
4,324 maps/plats

During the year, the Appraisal and Description Department, in cooperation with the Information Technology Department, also developed new procedures and tools for preserving electronic transfers, as records are increasingly received in an electronic format.

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#### CONSTITUENT & INTERAGENCY SERVICES

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

This office operates the Archives Help Desk. The department handles requests from the public for copies of records, fulfills government agency requests for files, and refiles records returned to the Archives. The Archives Help Desk also provides customer support for on-line Maryland land records found on [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). During FY2019, Help Desk staff enrolled 38,584 new subscribers to [mdlandrec.net](http://mdlandrec.net). Staff also fielded 1,342 inquiries from the public relating to [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). Additionally, they fielded 9,153 other inquiries relating to Archives records or services.

Staff from this office processed 5,310 individual file requests from State and local agencies and refiled 7,883 files returned by agencies in their assigned locations within the Archives. For the public, Constituent and Interagency Services staff provided copies of 8,675 files. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files that often run to hundreds of pages each.

Department staff also processed 4,004 Expungement Orders and conducted 1,682 criminal background checks for various federal, state, and local law enforcement agencies.

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## DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

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

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

FY2019 was a productive year for the department. As part of an ongoing, prioritized effort to digitize the Archives' microfilm holdings, department staff scanned and made accessible 3,261,384 images from microfilm. In addition, staff added another 3,179,145 images derived from paper records. Images of 51,108 series units, drawn from a wide range of records series, were also inspected, processed, and uploaded to the Archives' electronic holdings.

In addition to digitizing its own collections, the department is instrumental in securing permanently valuable digital records created by other government agencies. Chief among these are the land records received from the County Circuit Courts and the photographs generated by the Governor's office. In FY2019, staff inspected, processed, and placed online 10,374 digital land record volumes. Thousands of photographs taken by the Governor's photographers at 742 separate events were cataloged, processed, and made available online. In addition, images of 4,976 subdivision and condominium plats were cataloged and uploaded to plats.net.

Looking forward to next year, Digital Acquisition, Processing, and Publication will begin working on a grant-funded project to digitize and make accessible Chancery Court dockets. Digital Acquisition, Processing, and Publication will also continue to work

toward digitizing all available indexes and making them accessible through the Maryland State Archives' Guide to Government Records.

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## GOVERNMENT INFORMATION SERVICES

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

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

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

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

### *Maryland Manual On-Line*

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

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

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

While Government Information Services has been fortunate indeed to have retained an excellent staff for several decades, for the last several years, but particularly throughout FY2019, this division has suffered from the lack of a minimal staff, previous staff members having retired or been reassigned to other duties and not replaced. Although the State Archives Library has been successful using a dedicated volunteer, a retired librarian, to augment staff, Government Information Services as a whole has found, in recent years, that the amount of work done by interns and volunteers has markedly declined. Regular staff are needed to train in the vital work that informs Maryland's government and citizens and provides the framework for the administration of Maryland archives in the future.

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### Government Publications, Reports, & Library

Government Information Services oversees Government Reports and Publications and the State Archives Library. Materials under these divisions are used by and serve the research needs of Archives staff, other Maryland government agencies, and the public.

Print materials must be used in the State Archives Search Room, though many online materials are freely available on the Internet.

### *Government Publications & Reports*

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

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

In FY2019, a review of online catalog record entries for print material was conducted. Record entries for print Government Reports and Publications were checked for accuracy and completeness. Corrections were made to some record entries and additional information added to other entries. Once these changes were made, online catalog record entries were marked as verified. In addition to checking, improving, and verifying online catalog information, print material was better organized. Where needed, foldering and other rehousing was done to better protect print items and to improve accessibility. Foldering, in particular, also prepares print material for future scanning projects.

### *Library*

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

For electronic materials to be added to the Library, a new management system that meets security requirements needs to be devised, tested, and implemented.

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

## INFORMATION SYSTEMS MANAGEMENT

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

### *Electronic Archives*

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

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

### *Achievements*

In FY2019, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts in making Maryland's land records available online. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited, and transferred daily to the Archives' in-house production servers. Application, database, and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions, and other threats to data integrity. Enhancements during FY2019 included the improvement of the transportation of images along with an increase in the security on the system as a whole. In addition to these ongoing efforts, Information Systems Management followed up on a project completed in FY2018 in which 70 years of county land record images were exported to the courts as backup. During FY2019 a verification process was undertaken to ensure that there were no errors in the export of images and corrections were made to any identified. IT staff also fully converted the Archives' Maryland land records website successfully from <http://mdlandrec.net> to <https://mdlandrec.net>, thus ensuring all communication between a user's browser and the Land Records website is encrypted. Hyper Text Transfer Protocol Secure (https) is the secure version of http, which is the protocol over which

data is sent between a user's browser and the website upon which the user is connected.

IT staff continued to implement improved workflows for the processing of photographs transferred electronically to the agency from the Governor's Press Office, allowing for a more efficient transfer of photographs from the Governor's Office to the Press Office's website. One of many enhancements included in this year's upgrades was the modification of the order in which photographs were displayed daily on the website in response to a request coming directly from Governor Hogan. After successfully transferring the "Who Are Your Elected Officials?" website ([mdelect.net](http://mdelect.net)) from servers at the Archives to servers overseen by DoIT, the Archives continues to be responsible for providing the data pertaining to the elected officials to DoIT in a timely manner as well as continuing to work with DoIT on improving the design of the website.

With the Archives' Rolling Run data center becoming fully operational in FY2018, efforts by the IT staff during FY2019 continued with researching and planning for the upgrade of the configuration of the Archives' connection with the Rolling Run data center facility from an active to stand-by environment to an active to active environment.

IT staff enhanced the Pageview application available in the Search Room by evaluating the results and continuing to improve the application's reliability and scalability. This application allows any user visiting the Search Room to view the Archives' image collections within a web browser no matter what format the image was saved as.

During FY2019, IT staff began the process of migrating servers from a "real" server environment, where each server resides on a physical box, to a virtualization of the services. This improves the reliability, management, and security of the servers the agency oversees. Also included in this process is the ongoing effort to eliminate all legacy hardware and software residing in the agency.

IT staff increased the Archives' level of security by adding another layer of security for malware and virus protection for domain controllers as well as at the firewall level. These enhancements increased security on workstations and servers and the network as a whole. IT staff also provided training to agency staff to better educate them as to what they can do personally to better the security on their workstations and accounts. This internal training was in addition to the online security awareness training sessions being offered by the State.

During FY2019, the Archives continued to develop an ecommerce presence on the web. Plans are in the works for deployment of the new system in the near future. Another improvement by IT staff allows for the capture of electronic data being transferred to the Archives from other agencies in such a way as to retain the data with the original format in a standard way while also cataloging the data into the Archives' system as having been transferred.



## RESEARCH, EDUCATION, OUTREACH, & REFERENCE SERVICES

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

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

Using original documentary sources, Research, Education, Outreach, and Reference Services works to interpret, preserve, and improve access to Maryland history through publication, education, and outreach. The department is committed to sharing its collections, resources and professional knowledge with the community at large. Its goal is to ensure that both long-term and new users are aware of and appreciate the treasures within the State Archives' holdings, as well as find the Archives staff knowledgeable and approachable. The overriding goal is to make the Archives accessible for everyone through timely, courteous customer service and community-based educational outreach designed to teach stakeholders how to most efficiently use our collections. In FY2019, the Archives continued its community outreach programming with monthly Lunch and Learn programs, quarterly Brick Wall sessions, and periodic hands-on workshops. In addition to continuing these events in FY2020, the Archives is seeking to establish stronger relationships with underrepresented communities through a new Community Collections Program, as well as developing closer connections to local historical societies and repositories with funding from a National Historical Publications and Records Commission grant.

### *Finding the Maryland 400*

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

In partnership with the Maryland Society of the Sons of the American Revolution, Research, Education, Outreach, and Reference Services identifies and explores the

lives of those members of the First Maryland Regiment who held the line, using primary and secondary sources to reveal more about their lives, their military service, and their communities.

During FY2019, the Maryland 400 program received additional grant funding from the Sons of the American Revolution to complete the biographical research on the First Maryland Regiment. As they are completed, the biographies are published on the Archives website and are linked to the project's blog. In both the summer and during the academic year, the project received student intern assistance from Washington College and the C.V. Starr Center for the Study of the American Experience. In addition to grant support, the Sons of the American Revolution also assisted the Archives with the acquisition of a collection of military correspondence to and from General William Smallwood, leader of the First Maryland Regiment. This collection of papers (MSA SC 6205) was scanned and transcribed by the Maryland 400 program staff and the digital images and full transcription text are now available on the Archives website.

### ***Educational and Student Outreach***

Educational and Student Outreach began as Educational Outreach and reformed as Educational and Student Outreach in July 2016.

In the classroom, Educational and Student Outreach provides outreach and learning opportunities for all communities of students, from middle school to graduate level. It also oversees continuous research support for the *Archives of Maryland Online* series, the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution, and *Documents for the Classroom* resources.

In FY2019, Archives' staff conducted the annual student summer internship program as well as hosting a number of student volunteers for academic and community service credit. Most notably, staff collaborated with the University of Maryland iSchool's Digital Curation and Innovation Center (DCIC) to mentor students and provide hands-on archival training and professional experience. Archivists presented to classes on-site at the DCIC and hosted student volunteers at the Archives. In addition, staff co-taught archives-related courses at Washington College, St. Mary's College of Maryland, Stevenson University, and the United States Naval Academy. Finally, archivists reviewed, consolidated, and updated the online *Documents for the Classroom* teaching materials for use by educators, linking them to Maryland Common Core and US History Curriculum Content Standards.

### ***Land Office***

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

All land now included within the borders of the State of Maryland was granted to Cecilius Calvert, 2nd Lord Baltimore, in 1632. In 1680, the Proprietor established a Land

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

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

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

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

During FY2019, the Deputy Commissioner of Land Patents did not receive any official patent applications, but did respond to many legal inquiries concerning land patents and land ownership matters from government agencies, including the Attorney General's office, and private individuals.

### ***Legacy of Slavery in Maryland***

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

In FY2019, the program published an updated version of *Researching African American Families at the Maryland State Archives* both online and in print. Staff also participated in state-wide programming to commemorate the bicentennial of the birth of Frederick Douglass, hosting several free public events at the Archives including lectures and book signings. Finally, staff collaborated on an exhibit, *Strike for Freedom: Slavery, Civil War and the Frederick Douglass family in the Walter O. & Linda Evans Collection*, with

internationally renowned Douglass scholar, Dr. Celeste-Marie Bernier. This exhibit in the House Office Building of the Maryland General Assembly will remain free and open to the public throughout FY2020.

### *Reference Services*

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

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

### *Public Search Room*

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

During FY2019 the Archives saw an increase in patrons seeking records for legal purposes. Specifically, many customers needed certified vital records to fulfill the Real ID requirements of the Motor Vehicle Administration for license renewal, including marriage certificates and divorce decrees proving name changes. In addition to providing timely and courteous in-person, mail, phone and email assistance, the reference staff focused on enhancing and streamlining online customer service. This undertaking included a major focus on updating collection finding aids, beginning with the most frequently used collections of vital records (birth, death and marriage). Staff reviewed and updated these webpages, creating step-by-step instructions on how to navigate both indexes and the records themselves. In FY2020, staff will continue to make these updates to other record series, such as probate and estate collections, as well as launching an e-commerce system allowing customers to place and pay for document requests completely online in a secure environment.

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## BALTIMORE CITY ARCHIVES

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

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

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

Under memorandums of understanding with the City of Baltimore in 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives since 2009, assigning staff to the facility in July 2010. A consolidated agreement took effect on June 30, 2013, extending the State Archives' presence there until July 1, 2018. An extension was negotiated in May of 2018, which continues the current administration arrangement until June 30, 2023.

### *Records Management*

FY 2019 witnessed the continuation of outreach efforts through departmental or site visits. Meetings or appraisal visits took place with the following departments: Law Department, Health Department, Office of the Labor Commissioner, the Baltimore Parking Authority, Police Department, Transportation, Housing Authority, and the Office of the Mayor. In addition, the City Archives received 2059 cubic feet of record material from various entities, the bulk being from: Health, Transportation, Housing Authority, Zoning Authority, and the State's Attorney Office.



### *Outreach*

In FY2019, we continued to welcome students from local institutions to the City Archives to use the collections. Professor Lawrence Jackson, Bloomberg Professor of English and History, Johns Hopkins University, and his students visited us throughout the spring. They focused on the Baltimore period in the life of Billie Holiday.

The Archives hosted Dr. David Guba, Assistant Dean at Bard Early College Baltimore, and sixteen pupils over two days in May. The students visited the archives to research a documentary project they are working on regarding the history of the Greater Mondawmin Community.

### *Historical Collections*

Processing initiatives focused on papers from the Office of the Mayor dating from 1885-1900 [BRG9, series 3 and 4]. At present, 2.50 linear feet of material has been described to the item level in the online Guide to Government Records. The survey and description of oversized bound items within our main storage area continues. This material ranges from nineteenth-century property assessment logs to the hand-written ordinance books from the turn of the twentieth century.

In April, the City Archives became the home of the Laurel Cemetery Project. The project seeks to compile a comprehensive list of the approximately 2,000 burials that took place at the now defunct Laurel Cemetery. Each week up to eight volunteers, many connected with the Baltimore African American Historical and Genealogical Society (BAAHGS), visit the Archives to compile burial data derived from digitized death certificates in the State Archives' holdings.

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

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**Maryland State Archives**  
**Hall of Records Commission Meeting**  
**October 26, 2018, 12:00 noon**  
**Electronic Classroom, Maryland State Archives**

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***Agenda***

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting

October 26, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

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### *Agenda with Details*

#### Call to Order by Chair

##### Attendees

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_attendees\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_attendees_fall2018.pdf)

#### Opening Remarks / Special Announcements

##### Special Guests

Faye Gaskin: *Deputy State Court Administrator*

Jean Russo: *President, Friends of the Maryland State Archives*

#### Reports & Minutes of Previous Meetings

##### Hall of Records Commission Meeting Minutes, May 11, 2018

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_minutes\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_minutes_spring2018.pdf)

#### Special Meetings, Advisory Boards & Celebratory Events Held

**May 12, 2018** The Archives staff assisted with a public open house hosted by Governor and First Lady Hogan in celebration of the 150th Anniversary of Government House and the publication of the new book, “*A Dwelling-House and Other Conveniences...*”

**May 16, 2018** The Archives hosted a Lunch and Learn on “Best Endeavour” – Mining for Answers in a Forgotten Town,” presented by Grace Fielder and Bob Richardson.





**June 13, 2018** Tim Baker and Elaine Rice Bachmann honored Dr. Whit Ridgway for his twenty-three years of service to the Maryland State Archives as the University of Maryland System designee on the Hall of Records Commission.

**August 26, 2018** Tim Baker, Elaine Rice Bachmann and staff attended a Maryland 400 Event at the State House. The event acknowledged the anniversary of the Battle of Brooklyn (Long Island) and the gift of the Smallwood Collection from the Maryland Society of the Sons of the American Revolution to the Archives.

**September 7, 2018** The Archives hosted a book signing and talk at historic Twin Oaks with author Dr. Celeste-Marie Bernier.

**September, 12 2018** The Archives hosted a Lunch and Learn on the “150th Anniversary of Government House,” and the new book, “*A Dwelling-House and other Conveniences...*” *A History of Maryland’s Government House*’ presented by Elaine Rice Bachmann and Mimi Calver.

**October 3, 2018** The Archives hosted a Lunch and Learn on “Genealogy and Technology: A Perfect Match,” presented by James Tanner.

**October 20, 2018** The Archives hosted a film preservation workshop at the Baltimore City Archives as one of its 2018 Archives Month public outreach activities.

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

## **Records Retention & Disposal**

### **Retention Schedules:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_schedules\\_10-26-2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_schedules_10-26-2018.pdf)

### **Disposal Certificates:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_disposal\\_10-26-2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_disposal_10-26-2018.pdf)

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

## State Archivist's Report

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_chronology\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_chronology_fall2018.pdf)

### Research, Education and Outreach

More than 2,600 attendees enjoyed ARCHIVES\*RECORDS 2018 - the Joint Meeting of the Society of American Archivists (SAA), the Council of State Archivists (CoSA) and the National Association of Government Archivists and Records Administrators (NAGARA) in August.

As the president of CoSA, Tim Baker helped coordinate and participated in many of the events, which included:



- Accepted the 2018 SAA Distinguished Service Award Citation on behalf of the Council of State Archivists. CoSA was awarded the Society of American Archivists' Distinguished Service Award for leadership in the Archives community, particularly in the fields of electronic records management and digital record preservation. Tim Baker accepted the award for CoSA along with Executive Director Barbara Teague.

<https://www.statearchivists.org/connect/blog/2018/08/cosa-receives-2018-saa-distinguished-service-award/>

- Sixty-seven archivists participated in the first-ever “Archives on the Hill” event, which began with orientation and training and culminated in Congressional office visits that paired experienced advocates with those who wanted to learn.
- Tim Baker had the honor of introducing Archivist of the United States David Ferriero who spoke and answered questions about relevant issues of the day and encouraged attendees to learn more via his [blog](#).
- CoSA and the National Archives came together for the first “Great Idea Exchange Day” in which case studies were presented and small group discussions focused on innovation and best practices.
- Tim Baker presided over the CoSA Awards Dinner and Annual Meeting. Through the generosity of NARA, the dinner was held in an awe-inspiring venue: the Rotunda of the National Archives.
- Deputy State Archivist Elaine Rice Bachmann served on the Host Committee for the conference.

In addition to the State Archivist's participation in the joint meeting, members of the Legacy of Slavery program gave a panel presentation on “Promoting Transparency in the Legacy of Slavery: Turning Data into People in Maryland's Slave Records.” Archivists Maya Davis and

Ryan Cox were joined by Dr. Michael Kurtz, Associate Director of the University of Maryland Digital Curation and Innovation Center, on a panel moderated by the Director of the Legacy of Slavery in Maryland program, Chris Haley. Their discussion centered on the records in the Maryland State Archives' collections which could be explored to uncover the lives of enslaved individuals and how data gleaned from historic documents can be compiled and analyzed in the aggregate. This session was well attended, and resulted in a request by the Society of American Archivists for the group to co-author an article for an upcoming issue of Outlook Magazine. This article was completed and submitted for publication in September.

Ms. Davis, Mr. Cox, Mr. Haley, and Dr. Kurtz updated their presentation and went on to preside over a session at the Fall 2018 Mid-Atlantic Regional Archives Conference in Wilmington, Delaware on October 12.

Finally, Ms. Davis has been invited to present at the Black Atlantic Authorship Symposium at the University of Edinburgh in Scotland this November. The conference theme is "Our Bondage, Our Freedom" and commemorates the bicentennial of the birth of Frederick Douglass. Ms. Davis will be speaking on the Douglass Family in Maryland and also the records of the Maryland State Archives as they relate to the study of enslaved individuals. Her participation in this international symposium is being generously paid for by a UK Humanities grant and is in conjunction with our ongoing partnership with esteemed author, Dr. Celeste-Marie Bernier.



### **2018 Summer Internship Program**

On May 30 the Archives welcomed the class of 2018 summer interns into our longstanding educational program. Once again students successfully participated in archival work across departments and received direct mentoring from our professional staff in all aspects of archival work including appraisal, records processing, digitization, collections management, reference services, electronic archives, conservation, and research. In

addition to working alongside our staff, students attended a number of professional development presentations and shadowing opportunities throughout the summer, which included connections with archivists and curators from other institutions. Our program was expanded this year in partnership with Anne Arundel County Public Schools, with the Archives hosting high school volunteers seeking academic and community service credit hours.

We would like to thank internship sponsors St. John's College, the National Parks Service, the Dominion Foundation, the Friends of the Maryland State Archives, the Sons of the American Revolution and Washington College which helped provide direct funding for the program. It was an overwhelmingly productive and positive summer for both students and staff.

The final intern reports can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_summer\\_intern\\_reports\\_2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_summer_intern_reports_2018.pdf)

## Deepening Partnerships with Schools

Staff have worked in recent months to deepen our partnerships with local schools in order to broaden student experience with primary sources and assist teachers in bringing archival materials into the classroom. In August, the Archives launched a new design and updated format for the education webpage at: <http://teaching.msa.maryland.gov/>. The design of this page reflects feedback received from faculty and administrators about how educators can best utilize the information from the collections within the context of federal, state, and common core teaching standards. The Archives plans to add updated materials to this page on a quarterly basis as resources allow.

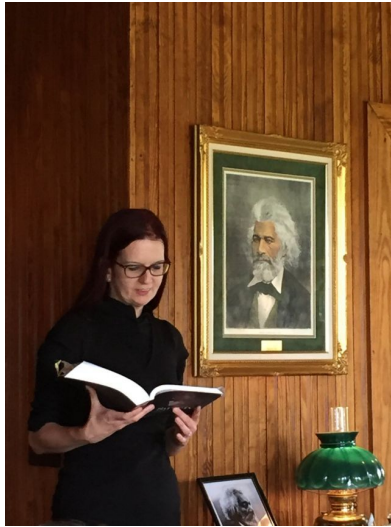
After this update to our online presence, Emily Oland Squires and Ryan Cox participated in the primary professional development events for all teachers in the Anne Arundel County Public School system (AACPS). On August 27, all AACPS eighth grade social studies teachers came to the Archives for a hands-on session on using primary source materials in their curriculum and an in-depth look at using the Archives both online and in person for lesson planning. On the same day, Ms. Oland Squires attended a day-long expo for all other grade level teachers in history and heritage organizations. She passed out hard copy materials, such as the Archives' 2018 Guide to Researching African American Families and demonstrating our document packets to attendees. The Guide can be found at: [https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/researching\\_african\\_american\\_families.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/researching_african_american_families.pdf)

Finally, on October 15, Mr. Cox and Ms. Oland Squires hosted the U.S. History Work Group of the Maryland State Board of Education. This group of teachers and administrators met at the Archives for an overview of our online and in-person resources and received training on how to best access and use the materials in the classroom.

In addition to participating in teacher professional development, the Archives now has an expanded presence as a local host site for student service. Having had such a positive experience with high school students within the summer internship program, the Archives has now been accepted as an official host organization on the AACPS web portal. Hosted students volunteer for professional experience, receive academic credit within their magnet programs, and complete required community service hours. The Archives looks forward to mentoring a new generation of people who understand and respect the importance of archival collections.

Archives staff is also committed to going into the classroom to meet with students, providing hands-on opportunities for working with primary source materials. This fall the Archives has begun its third semester of partnership with University of Maryland College Park iSchool Digital Curation and Innovation Center. These undergraduate and graduate-level college students are working with our Legacy of Slavery program to build a database of searchable record abstracts related to the enslaved and free population of Maryland. This semester they are focusing on mining data from Southern Maryland census records and adding to the Archives online program. In addition, the Archives is working with St. Mary's College of Maryland, University of Maryland, and the United States Naval Academy by co-teaching and hosting courses focused on using archival resources and understanding archival practice. Finally, the Archives is hosting several students from Washington College this fall who are performing archival work as part of their academic program.

## Legacy of Slavery in Maryland Program



The staff of the Legacy of Slavery in Maryland program hosted a memorable event on September 7, 2018 with preeminent Frederick Douglass scholar, Dr. Celeste-Marie Bernier. Dr. Bernier debuted her latest work on the life of Frederick Douglass and his family entitled, *If I Survive*, with a book talk and author signing at Twin Oaks in Highland Beach, Maryland. The venue was the historic home of the Douglass family and is on the National Register of Historic Places. Highland Beach Mayor, William H. Sanders III, provided guests with a tour of the property and a brief discussion of its history. Ms. Maya Davis discussed the work of the Maryland State Archives in uncovering and sharing the story of enslaved and free African Americans in Maryland. Dr. Bernier and co-author Dr. Andy Taylor then discussed their publication and shared stories and sources with guests.

The partnership with Dr. Bernier continues in 2019 as part of a generous UK Humanities grant, with Maya Davis working with Dr. Bernier to bring a major Frederick Douglass exhibit to Annapolis. Ms. Davis will also be presenting with Dr. Bernier at the Black Atlantic Authorship Symposium at the University of Edinburgh in Scotland this November.

The Archives is grateful for a recent grant award from the Michael Kurtz Foundation to the Friends of the Maryland State Archives in support of the work of the Legacy of Slavery Program. Dr. Kurtz, who met us through our partnership with the DCIC, was so impressed with the work of the Archives' staff that he made a financial donation from his personal philanthropic foundation to the program. This funding will be used to continue the study of Southern Maryland's free and enslaved populations, particularly in St. Mary's County.

With the opening of the National Memorial and Museum for Peace and Justice in April this year in Alabama (<https://eji.org/national-lynching-memorial>), there is a renewed interest and commitment to documenting and confronting the history of lynching in America. The Archives' Legacy of Slavery in Maryland Program has long provided and made accessible primary source material of documented lynchings in the state of Maryland ([http://slavery.msa.maryland.gov/html/casestudies/judge\\_lynch.html](http://slavery.msa.maryland.gov/html/casestudies/judge_lynch.html)). The Archives staff has also provided research support to Dr. Nicholas Creary of Bowie State University. Dr. Creary conducts a graduate program focused on additional newspaper research into lynchings occurring in Maryland.

In cooperation with the Maryland Lynching Memorial (<https://www.mdlynchingmemorial.org/>), the Archives is hosting one student intern from Towson University and one from Stevenson University to continue research and to further documentation and public access to records concerning lynchings in Maryland. Recently, the Archives' work in bringing this difficult information to light was highlighted in The Baltimore Sun. The article included an interview with

Director of the Study of the Legacy of Slavery in Maryland, Chris Haley, and referenced the program's work. The article can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_article\\_bringing\\_a\\_dark\\_chapter\\_to\\_light.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_article_bringing_a_dark_chapter_to_light.pdf)

Mr. Haley and archivist Ryan Cox also presented additional outreach as part of our ongoing work. On September 26, Mr. Haley participated in a panel discussion with Martha Jones and Rick Bell at the Maryland Historical Society on "New Perspectives on Slavery and Freedom in Maryland." On October 13, Mr. Cox participated in a panel discussion, "Lynching in Maryland: The Journey from Truth to Reconciliation."

### Finding the Maryland 400

On August 26, the Archives hosted an event at the Maryland State House to commemorate the anniversary of the Battle of Brooklyn/Long Island and to publically exhibit the newly acquired Maryland Sons of the American Revolution Smallwood Collection. This well-attended event was presided over by State Archivist Tim Baker, and included remarks by Senate President Mike Miller, Speaker of the House Michael Busch, Major General James Adkins, Secretary David Craig, Archivist and Project Director Owen Lourie, and Professor Adam Goodheart. Also present at the event was the Maryland 400 living history color guard to present the flags for the ceremony. On August 29, Mr. Lourie gave a standing-room only presentation as part of the Archives' Lunch and Learn program, updating the community on the Finding the Maryland 400 research project. The Project website can be found at: (<https://msamaryland400.wordpress.com/>).



The Smallwood Collection inventory can be found at:

<http://speccol.msa.maryland.gov/pages/speccol/collection.aspx?speccol=6205>

In our ongoing partnership with the Maryland Chapter of the Sons of the American Revolution, the Archives has requested a final grant appropriation to complete the biographical work in the spring of 2019. Washington College has agreed to supply additional student intern support for the continuation of the project, both during the academic year and over the summer to finalize versions of the text for publication on the Archives' website.

### 150th Anniversary of Government House



To commemorate the 150th Anniversary of Government House and to celebrate the publication of "*A Dwelling-House and Other Conveniences...*" *A History of Maryland's Government House*, by Elaine Rice Bachmann and Mimi Scrivener Calver, Archives' staff helped organize a special open house event on May 12 hosted by Governor and First Lady Hogan. The day began with a private event that welcomed back former First Families, residents, and staff of Government House. These guests had the opportunity to see the current home of the

Governor and his family, as well as reminisce about their own time within the house. The afternoon included a public open house, featuring a curated interpretation of the public rooms and gardens, delicious refreshments and live music, and was attended by over 1,000 people. It was a wonderful outreach event which culminated many years of research and hard work by the authors and the Archives' team. On September 12, during the week marking the anniversary of the laying of the cornerstone of Government House in 1868, Ms. Rice Bachmann and Ms. Calver gave an illustrated presentation about the history of the "people's house" as part of the Archives' Lunch and Learn program. Books are available from the Archives bookstore and proceeds from its sale benefit the Foundation for the Preservation of Government House of Maryland, Inc. A video created at the event can be found online at: [https://youtu.be/l4Guve2\\_Tng](https://youtu.be/l4Guve2_Tng).

## **Records and Access**

### **Records**

The Appraisal and Description Department is further simplifying its recently revised Records Retention and Disposal Schedule forms. A question recently arose concerning the retention and disposal policies of Baltimore County Public Schools. In communicating with the agency the Archives found that, while the public school system had an extensive retention policy in place, the policy had never been formally submitted as a Records Retention and Disposal Schedule to the Records Management Division of the Department of General Services or approved by the State Archivist. We are now working with the Baltimore County Public School system to review and refine their retention policy.

This experience inspired the Archives to continue its review and revision of the scheduling process. Whether agencies are starting their records management program from scratch or documenting programs already in place, the process should be as streamlined as possible. Consequently, the scheduling process will only require agencies to provide information that is vital to that process.

Current scheduling forms, the content of which are defined in COMAR 14.18.02.07, require agencies to provide information about each records series. Some information, such as the content and function of record series, is vital to understanding what records government creates and how long those records should be maintained. Other information, such as volume and annual accumulation, is less integral to the scheduling process. This information is valuable to the agency creating the records for their own space management planning purposes and was once needed by the Records Management Division when its role in space management was much different. Since the information is no longer as valuable to the Records Management Division or the State Archives, we are evaluating its removal from the form so as to eliminate unnecessary hurdles to schedule submission.

The Appraisal and Description Department also continues to work on the records management challenges reported in previous meetings. The Department is focusing particular attention on collection development for born-digital records, reviewing the key information needed to preserve and make digital records accessible so clear and concise guidance can be given to

agencies prior to transfer. Other activities underway in electronic records collection development include:

- A review of the tools deployed for tracking and receipting digital transfers,
- Supplementing metadata and other information that was missing from prior transfers, and
- Continuing the systematic effort to migrate and upload permanent record material transferred to the Archives on undesirable media such as CD ROMs and DVDs.

## **Access**

The Archives' delivery of reference services to government and the public has been transformed over the past 20 years. A review of the Archives' 1998 Annual Report reveals practices which have little commonality with current Archives operations; almost every aspect of reference services has changed, from how our patrons contact us to how we provide requested services.

Twenty years ago, our patrons were much more dependent on in-person visits to Annapolis to access Maryland's public records, and there was little online access to archival materials. In FY1998, 15,166 visitors to the Archives viewed 140,731 records in our public search room; roughly nine records retrieved per visitor. An additional 57,827 requests for reference services were received via USPS (24,615), email (19,302), and telephone (14,077); roughly a 2.5:1 ratio to in-person visits. The 7,045 resulting requests for copies were fulfilled by archival staff through photocopying or xeroxing 514,651 pages from requested records. This was both time consuming and labor intensive for staff and patrons alike.

Now, 20 years on, this picture has changed dramatically. In the intervening years the Archives has made millions of images available online, making patrons far less dependent on in-person visits. In-person visits have decreased by 59% since FY1998, and in FY2018 archival staff retrieved 6,579 records for the 6,253 visitors to the Archives public search room. This reduction was made possible by the accessibility of digital records available online through the Archives' *Guide to Government Records*, requiring staff to retrieve far fewer paper records from storage. At the same time, the number of remote requests for reference assistance have increased by nearly 18% since FY1998, with 67,996 requests received in via fax and email (50,438), phone (11,140), and USPS (4,500): more than a 10:1 ratio to in-person visits in FY2018. Nearly all of the 34,802 requests for copies were quickly fulfilled by archival staff by printing or emailing digital copies of the requested documents.

The Archives anticipates that these trends will continue. The gap between in-person visits and requests submitted remotely is expected to grow, though it is likely that in-person visits will not fall below a certain level. Similarly, USPS will play a much smaller role as phone, fax, and email become the predominant mode for the submission of reference service requests by government agencies and the public. With the increasing number of records being made available digitally, along with the digitization and online availability of series indexes, staff will spend more time producing certified copies of the requested records and less time searching for those records.



## Leadership of the Reference Department

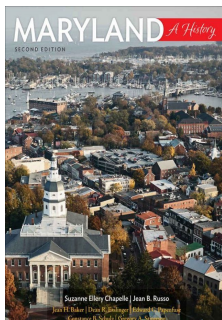
With the retirement of archivist Michael McCormick, the Reference Department has been moved under the Research, Education and Outreach Division and Emily Oland Squires has assumed leadership of Reference Services. One of Ms. Oland Squires first priorities is to better document policies and procedures for providing customer service to facilitate improved communication and inter-departmental teamwork.

In response to the loss of staffing resources and in conjunction with a survey circulated to all guests of the public search room from the last two years, the Archives decided to alter its weekend hours to refocus staff time on enhancing our web presence and online finding aids. This concentration on tools will improve customer experience both online and in our public Search Room. This work is well underway and new elements of our web presence are being debuted as they are completed. For more information on this schedule change, please see the public statement released by the State Archivist here, [https://msa.maryland.gov/msa/homepage/html/pdf/annoucement\\_october\\_saturdays.pdf](https://msa.maryland.gov/msa/homepage/html/pdf/annoucement_october_saturdays.pdf).

Another priority is to further develop the volunteer program, not just for assistance in the Reference Department but for work across the entire agency. There are many duties that a robust core of volunteer workers could assist the Archives with on a daily basis. Towards this goal, we have updated our volunteer descriptions online and made a concerted effort to promote and circulate our call for volunteers within many communities including schools, senior centers, volunteer match programs, community centers, historical and genealogical societies, and social media. To date, the Archives has received many strong volunteer applications and has worked to match their interests and talents to the appropriate departments. For more information, see our volunteer page: <https://msa.maryland.gov/msa/refserv/html/volunprogram.html>.

Finally, staff have made a renewed commitment to participating in outreach opportunities within the community to assist researchers in easily and efficiently using the Archives' collections. In October, Searchroom Coordinator Rachel Frazier gave two presentations at local libraries to teach users how best to use the Archives' website, and answered questions about the scope and research value of the records. We hope to be able to continue to create and participate in educational events for the community.

## Publications



**“Maryland: A History”** by Suzanne Ellery Chapelle and Jean B. Russo. The Archives is pleased to have been a resource for images and research material for this comprehensive overview of the people and events that shaped modern Maryland. Dr. Russo has been closely associated with the work of the Archives for many years. She currently works with the Archives' Appraisal Department and serves as the president of the Friends of the Maryland State Archives.

## Maryland's Historic Legislative Chambers

The Maryland General Assembly has provided funding for the Archives to publish a history of the two historic legislative chambers for completion in early 2019. This fully illustrated book will document the histories of both the Old Senate Chamber and the Old House of Delegates Chamber, as well as the furnishings and artwork on display. The publication will also explain the recent recreations and interpretations of both chambers as part of the implementation of the State House Visitor Experience Master Plan. This will acknowledge publicly the many discoveries and extensive research and investigations that went into these two beautiful and important spaces.

## Commission on Artistic Property

### Thurgood Marshall Memorial



Replacement of the steam pipe heating and chilled water cooling systems that service buildings in the Annapolis Complex required the deconstruction of Lawyer's Mall in order for infrastructure work to take place over the next 2-4 years. Working with the Department of General Services, the staff of the Commission on Artistic Property has been planning the logistics of the removal and temporary storage of the Thurgood Marshall Memorial, comprised of four bronze statues and architectural elements (100 pavers, 6 columns, 2 entablatures and two dedication plaques etc.). Staff has also investigated possibilities for the temporary display of portions of the Memorial during the period of work on Lawyer's Mall. A conservation assessment documented existing conditions and determined what elements were salvageable for later re-installation upon the completion of the infrastructure project.

Further conversations with the artist Antonio Tobias "Toby" Mendez provided many insights into the memorial's design and its architectural and landscape context. This included research into the design of Lawyer's Mall in 1975 by landscape architect Meade Palmer, and the inclusion of pavers indicating the original footprint of Bladen Street when it extended to State Circle. The removal of the Artistic Property elements took place over approximately two weeks in late September. Through private donations, a bronze maquette of the Thurgood Marshall statue has been purchased from Mr. Mendez and will be displayed in the Archives Room of the State House. Interpretive signage will be installed on Lawyers' Mall while the memorial is absent from display in order to inform visitors about its temporary removal and imminent return, as well as display photos of the memorial and historical information about Marshall and his life's work.

### New Acquisitions

A number of items have been given to the Commission since the spring meeting including a c. 1830 cast iron Franklin Stove from the State House. It was purchased by the donor's

grandmother in 1907 right after the completion of the annex and when we believe numerous items were sold as surplus. State records record the purchase of stoves in the 1820-30 time period as heating of the State House was updated from the use of fireplaces. It is unknown whether this stove was used in the eighteenth century portion of the State House or in an earlier annex. APC staff is investigating a location for its display.



Three murals, originally created for the Maryland House I-95 Travel Plaza in Aberdeen were recently transferred to our collection from Maryland Transportation Authority. Unveiled in 1968, they were created by artist William Arthur Smith (1918-1989) whose work is represented in the collections of the National Portrait Gallery, the Metropolitan Museum of Art, the National Archives and others. These murals were instrumental in the passage of the landmark Visual Artists Rights Act of

1990 after another artist was contracted to modify a section of the mural and co-signed Smith's work. The rolled canvas panels that have been acquired include Lord Baltimore, Charles Willson Peale, and George Washington and so relate closely to our other collections. Funds were identified for their conservation during which they will be cleaned, in-painted and stretched on stretchers so that they may once again be displayed.

Other gifts/transfers in progress include Annapolis 1, the first telephone in Annapolis, acquired by Governor Robert McLane in 1884 and used at Government House, and the original governor's desk acquired for the office in Government House in the 19th century and given to Governor Albert Ritchie upon his leaving office in 1935. Both were originally donated to the Maryland Historical Society which is planning to transfer these items to the Commission.



The Maryland Historical Society continues to be a generous lender. Silver spurs belonging to Tench Tilghman will be added to the case containing his swords on display in the Senate Committee Room immediately adjacent to the portrait of *Washington, Lafayette, and Tilghman at Yorktown* by Charles Willson Peale. President Miller was



instrumental in securing this important loan.  
Conservation & Storage

The monumental portraits of *Charles I, King of England* and *Queen Henrietta Maria* have been recently conserved and plans to install them at the State House are in progress. Private funding is being sought to conserve a portrait of *Queen Anne* so that the three may be displayed together. They were purchased for the state by Governor Ritchie in 1925-6.

#### Sculptures of Harriet Tubman and Frederick Douglass

The Department of General Services has identified and designed underpinning necessary to support the weight of bronze sculptures in the Old House of Delegates Chamber. An initial planning meeting was held with the firm which executed the sculpture of George Washington in the Old Senate Chamber (StudioEIS), and Artistic Property staff anticipate being able to move ahead on design and fabrication of the interpretive figures so that they can be installed in 2019.

#### Commission on Artistic Property 50th Anniversary

In 2019 the Commission on Artistic Property will be celebrating its fiftieth anniversary. To celebrate this momentous occasion the staff hopes to publish a new collections catalogue featuring highlights from the state-owned art collection, including many of the important and recent acquisitions over the last ten years.

#### Composition of the Commission

At the Commission's spring meeting, Dr. David Taft Terry of Morgan State University was installed as the newest public member. At the same meeting, Commission Chair announced the resignation of long-time public member Alan Fern, Director Emeritus of the National Portrait Gallery, who served on the Commission for over twenty-one years and was instrumental in advocating for the implementation of professional standards in managing the state's art collection. At the upcoming fall meeting Diane Hutchins, a resident of Annapolis, will also join the Commission as a public member.



## Special Collections

The Archives thanks the Hall of Records Commission for their input on the draft for the new Special Collections Development and Management Policy presented at the May 2018 meeting and sent to the committee members by email in June. The completed document can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/special\\_collections\\_development\\_and\\_management\\_policy\\_sept2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/special_collections_development_and_management_policy_sept2018.pdf)

## Baltimore City Archives

### Records Management

Meetings or appraisal visits took place with the following departments: Police Department, Transportation, Housing Authority, and the Office of the Mayor. In addition, transfers were made to the City Archives of 146 cubic feet of record material. The departments represented include Health, Housing Authority, and the Baltimore Symphony Orchestra. Four retention schedules for the Office of the States' Attorney for Baltimore City have been approved.

### Historical Collections

Indexing and description, mostly by volunteers, continues on papers from the Office of the Mayor dating from 1885-1900 [BRG9, series 3 and 4]. A team of volunteers also continues to work on a comprehensive finding aid to African American-related materials within our holdings. The processing and cataloging of the Alumni of Eastern High School, mostly photographs, was completed in October by intern Kathleen Morrison. Ms. Morrison also curated an online exhibition on our website:

<https://baltimorecityhistory.net/online-exhibit-gallery/100-years-at-eastern-high/>

### Outreach

The City Archives continues to publicize its holdings in order to build public support. Rob Schoeberlein presented a lecture on the resources of the Baltimore City Archives at the Jarrettsville Branch of the Harford County Public Library.

In cooperation with MARMIA (Mid-Atlantic Moving Image Archives), the City Archives hosted a workshop entitled *Preserve Your Home Movies: Basic Practices to Care for Moving Image Memories*.

Dr. Robert Morrow, Professor of History, Morgan State University, and six of his senior thesis students visited us on October 9. They were provided with guidance on research strategies and were introduced to series in our holdings that might be helpful to review. Dr. Edward C. Papenfuse, Retired State Archivist, was key to the success of the day.

### Researchers and Topics

We continued to welcome researchers, from both local and out-of-state colleges, to use our collections. Twentieth-century topics garnered the greatest interest. The City Archives has had 51 researcher appointments since May 11, the date of the last HRC meeting. Over a two week period, a NYU graduate student reviewed all 98 boxes of Baltimore's Provident Hospital records

[BTR21]. The Mayor Schaefer Papers were of interest to several researchers; subjects included city policing as well as urban renewal. Baltimore's early gay rights movement of the 1980s was also a topic of inquiry due, in part, to our preliminary online finding aid which we placed over the firewall in June: <https://baltimorecityhistory.net/lgbtq-history-resources-under-construction/>

## Recent Gifts, Deposits, & Acquisitions

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_records\\_received\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_records_received_fall2018.pdf)

### Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_special\\_collections\\_report\\_oct\\_2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_special_collections_report_oct_2018.pdf)

### Government Publications:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_egovpubs\\_accessions\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_egovpubs_accessions_fall2018.pdf)

### Additions to State Art Collection:

- Maryland House I-95 Travel Plaza murals
- State House Franklin Stove, 1830
- Thurgood Marshall bronze maquette

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

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

**November 3, 2018** The Archives will host a Four Centuries of Maryland History Kick-Off Event at 2:00 p.m. with guest speakers Edward C. Papenfuse, Henry Miller, and Burt Kummerow. They will be discussing politics of 17th-century Maryland and the move of the capital from St. Mary's City to Annapolis.

**November 7, 2018** The Archives will host a Lunch and Learn program at noon on "Disaster Response in Puerto Rico by Conservation Professionals of the National Archives," presented by Vicki Lee of the Conservation Department at the National Archives and Records Administration.

**December 1, 2018** The Archives staff will host State House by Candlelight with holiday decorations and musical entertainment at the State House from 5:00-9:00 pm.

**December 12, 2018** The Archives will host a Lunch and Learn program at noon on “Keeping History Above Water,” an update on loss of heritage sites due to recent, persistent flooding and sea level rise, by Anastasia Poulos, Anne Arundel County's Cultural Resources Division.

## **Old Business**

## **New Business**

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

## **Adjournment**

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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**Maryland State Archives**  
**Minutes of the Hall of Records Commission Meeting**  
**October 26, 2018, 12:00 noon**  
**Electronic Classroom, Maryland State Archives**

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

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

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

Ms. Susanne Brogan, *representing the State Treasurer*

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

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

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

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

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

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

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

Mr. Jordon Steele, *representing Johns Hopkins University*

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

The Chairman announced that Dr. Richard Bell has been formally appointed as the designee for the Chancellor, University System of Maryland. She commented on his extensive resumé and his current work in progress, "The Lost Boys: A Story of Slavery and Justice on the Reverse Underground Railroad."

### **Special Guests**

The Chairman introduced the Commission's special guests, Ms. Faye Gaskin, Deputy State Court Administrator, and Dr. Jean Russo, President of the Friends of the Maryland State Archives.

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

**Hall of Records Commission Meeting Minutes, May 11, 2018**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_minutes\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_minutes_spring2018.pdf)

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

Tim Baker reported that he and Deputy State Archivist Elaine Rice Bachmann had been honored to host Dr. Whit Ridgway, departing University System of Maryland designee to the Hall of Records Commission, thanking him for his twenty-three years of service to the Commission and presenting him with a well-deserved Governor's Citation.

Mr. Letzer moved to approve the minutes as drafted and recognize the special meetings of the Commission. He was seconded by Mr. Steele. The motion was approved.

## **Records Retention & Disposal**

Kathryn Baringer reported that the Archives had received retention schedules from 13 state agencies and 10 county agencies. Of these schedules, two were of such complexity that they required considerable communication between the Archives and the agencies to ensure the submission of clear and comprehensive schedules. The State Archivist also approved five schedules for Baltimore City agencies. The Archives also received 170 disposal certificates, the vast majority being submitted through the Archives' online website.

### **Retention Schedules:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_schedules\\_10-26-2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_schedules_10-26-2018.pdf)

### **Disposal Certificates:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_disposal\\_10-26-2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_disposal_10-26-2018.pdf)

Mr. Letzer moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Mr. Steele. The motion was approved.

## **State Archivist's Report**

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_chronology\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_chronology_fall2018.pdf)

Mr. Baker drew the Commission's attention to the chronology of staff activities, which showed the depth and breadth of the Archives' participation in outreach and community events. In particular, he noted that staff member Jennifer Cruickshank had presented research on "Gamma Radiation of Cultural Heritage in Disaster Response" in collaboration with colleagues from the Sheridan Libraries, Johns Hopkins University, at the 46th Annual Meeting of the American Institute for Conservation. In addition to this intellectual collaboration with Johns Hopkins, the two organizations are working together on the conservation of several Peabody Collection manuscripts. Mr. Baker thanked Jordon Steele for this partnership with the Sheridan Libraries staff.

## **Research, Education and Outreach**

Mr. Baker reported on the Archives' participation in ARCHIVES\*RECORDS 2018 - the Joint Meeting of the Society of American Archivists (SAA), the Council of State Archivists (CoSA) and the National Association of Government Archivists and Records Administrators (NAGARA). He noted that staff had participated in conference planning and that Ms. Rice Bachmann had been a member of the Host Committee.

The conference sponsored the first-ever "Archives on the Hill" event, which began with orientation and training and culminated in Congressional office visits scheduled by SAA.

Mr. Baker thanked the Archivist of the United States, Mr. David Ferriero, for his organization's collaboration on the conference and for facilitating the use of the Rotunda of the National Archives for the annual awards dinner and business meeting.

The Chairman congratulated Mr. Baker on his acceptance of the 2018 SAA Distinguished Service Award Citation on behalf of the Council of State Archivists. CoSA received the award in recognition of leadership in the Archives community, particularly in the fields of electronic records management and digital record preservation. Mr. Baker acknowledged the outstanding quality of CoSA's board of directors and his fellow state archivists in making his year as CoSA's president such a success. Mr. Baker has now passed the gavel to Mr. John Dugan, State Archivist of Missouri.

Mr. Baker commended Archives' staff members Maya Davis, Ryan Cox, and Chris Haley for their collaboration with Dr. Michael Kurtz, Associate Director of the University of Maryland Digital Curation and Innovation Center. Their work together was highlighted in a panel presentation on "Promoting Transparency in the Legacy of Slavery: Turning Data into People in Maryland's Slave Records." Their discussion centered on the records in the Maryland State Archives' collections which could be explored to uncover the lives of enslaved individuals and how data gleaned from historic documents could be compiled and analyzed in the aggregate.

Ms. Davis, Mr. Cox, Mr. Haley, and Dr. Kurtz updated their presentation and went on to preside over a session at the Fall 2018 Mid-Atlantic Regional Archives Conference in Wilmington, Delaware on October 12.

## **2018 Summer Internship Program**

Mr. Baker thanked internship sponsors St. John's College, the National Parks Service, the Dominion Foundation, the Friends of the Maryland State Archives, the Sons of the American Revolution, and Washington College which helped provide direct funding for the program. He noted that the interns who come to work at the Archives keep getting stronger and more productive and deserve to be paid for their contributions, and that the Archives is grateful for the financial support provided by these institutions.

## **Deepening Partnerships with Schools**

Ms. Emily Oland Squires reported on the Archives' deepening partnerships with local schools to broaden student experience with primary sources and assist teachers in bringing archival

materials into the classroom. In August, the Archives launched a new design and updated format for the education webpage at: <http://teaching.msa.maryland.gov/>. Staff is working to convert 278 educational document packets into the new format, which emphasizes federal, state, and common core teaching standards.

Ms. Oland Squires and Ryan Cox participated in a professional development event for teachers in the Anne Arundel County Public School system (AACPS), providing a hands-on session on using primary source materials in their curriculum and an in-depth look at using the Archives both online and in person for lesson planning. Mr. Cox and Ms. Oland Squires also hosted the U.S. History Work Group of the Maryland State Board of Education.

Ms. Oland Squires reported that the Archives now has an expanded presence as a local host site for student service, having been accepted as an official host organization on the AACPS web portal. Hosted students volunteer for professional experience, receive academic credit within their magnet programs, and complete required community service hours.

Archives' staff continue their commitment to going into the classroom to meet with students, providing hands-on opportunities for working with primary source materials. This fall the Archives has begun its third semester of partnership with University of Maryland College Park iSchool Digital Curation and Innovation Center. Undergraduate and graduate-level college students work with the Legacy of Slavery program to build a database of searchable record abstracts related to the enslaved and free population of Maryland. In addition, the Archives is working with St. Mary's College of Maryland, University of Maryland, and the United States Naval Academy by co-teaching and hosting courses focused on using archival resources and understanding archival practice. Finally, the Archives is hosting several students from Washington College who are performing archival work as part of their academic program.

President Miller thanked the Archives' staff for reaching out to students. He noted that, with the de-emphasis of social studies and history in the classroom, it's even more important for these disciplines to be encouraged by the Archives.

### **Legacy of Slavery in Maryland Program**

Ms. Oland Squires reported that staff of the Legacy of Slavery in Maryland program hosted a memorable event on September 7, 2018 with preeminent Frederick Douglass scholar, Dr. Celeste-Marie Bernier. Dr. Bernier debuted her latest work on the life of Frederick Douglass and his family entitled, *If I Survive*, with a book talk and author signing at Twin Oaks in Highland Beach, Maryland.

Ms. Oland Squires also noted that Maya Davis has been invited to present at the Black Atlantic Authorship Symposium at the University of Edinburgh in Scotland this November. The conference theme is "Our Bondage, Our Freedom" and commemorates the bicentennial of the birth of Frederick Douglass. Her participation in this international symposium is being generously paid for by a UK Humanities grant in conjunction with the Archives' ongoing partnership with Dr. Bernier.

Ms. Rice Bachmann noted that this relationship has also resulted in an exhibit about Douglass in the House Office Building, as images of artifacts on display in Edinburgh will be on view here in Annapolis.

The Archives is grateful for a recent grant award from the Michael Kurtz Foundation to the Friends of the Maryland State Archives in support of the work of the Legacy of Slavery Program. This funding will be used to continue the study of Southern Maryland's free and enslaved populations.

The Archives staff has provided research support to Dr. Nicholas Creary of Bowie State University. Dr. Creary conducts a graduate program focused on additional newspaper research into lynchings occurring in Maryland.

In cooperation with the Maryland Lynching Memorial (<https://www.mdlynchingmemorial.org/>), the Archives is hosting one student intern from Towson University and one from Stevenson University to continue research and to further documentation and public access to records concerning lynchings in Maryland.

Mr. Haley participated in a panel discussion with Dr. Martha Jones and Dr. Richard Bell at the Maryland Historical Society on "New Perspectives on Slavery and Freedom in Maryland." Mr. Cox participated in a panel discussion, "Lynching in Maryland: The Journey from Truth to Reconciliation."

Mr. Baker recognized Delegate Rosenberg's many years of encouragement in pursuing research on the history of lynching in Maryland. Delegate Rosenberg revealed that he and Delegate Joseline Peña-Melnyk would be working on legislation for the upcoming session.

### **Finding the Maryland 400**

Ms. Rice Bachmann drew the members' attention to an event at the Maryland State House to commemorate the anniversary of the Battle of Brooklyn/Long Island and to publically exhibit the newly acquired Maryland Sons of the American Revolution Smallwood Collection. This event was presided over by Mr. Baker, and included remarks by Senate President Mike Miller, Speaker of the House Michael Busch, Major General James Adkins, Secretary David Craig, archivist and project director Owen Lourie, and Professor Adam Goodheart.

### **150th Anniversary of Government House**

Ms. Rice Bachmann reported on the successful commemoration of the 150th Anniversary of Government House. The day began with a private event that welcomed back former First Families, residents, and staff of Government House. These guests had the opportunity to see the current home of the Governor and his family, as well as reminisce about their own time within the house. The afternoon included a public open house with over a thousand people attending. Ms. Rice Bachmann invited members to view a video of the event at: [https://youtu.be/l4Guve2\\_Tng](https://youtu.be/l4Guve2_Tng).

## Records and Access

### Records

Ms. Baringer reported that the Appraisal and Description Department is focusing on two, main areas: the records retention scheduling process and the accessibility of permanent records sent to the Archives. The Archives is working to make the scheduling process as streamlined as possible, whether agencies are starting their records management program from scratch or documenting programs already in place. Consequently, the scheduling process will only require agencies to provide information that is vital to that process.

Regarding the accessibility of records sent to the Archives, Ms. Baringer noted that the Archives is particularly focusing on collection development for born-digital records, reviewing the key information needed to preserve and make digital records accessible so clear and concise guidance can be given to agencies prior to transfer.

Mr. Baker noted that the Archives is using the crowdsourcing transcription website FromThePage to create indexing for marriage records that arrived at the Archives without any means by which a particular record could be found. The lack of indexing for records is yet another way in which the vital task of making records accessible to the public is compromised.

### Access

Mr. Kevin Swanson discussed the ways in which the Archives' delivery of reference services to government and the public has been transformed over the past 20 years. A review of the Archives' 1998 Annual Report reveals practices which have little commonality with current Archives operations; almost every aspect of reference services has changed, from how our patrons contact us to how we provide requested services.

Twenty years ago, our patrons were much more dependent on in-person visits to Annapolis to access Maryland's public records, and there was little online access to archival materials. In FY1998, 15,166 visitors to the Archives viewed 140,731 records in our public search room; roughly nine records retrieved per visitor. An additional 57,827 requests for reference services were received via USPS, email, and telephone; roughly a 2.5:1 ratio to in-person visits.

Now, 20 years on, this picture has changed dramatically. In the intervening years the Archives has made millions of images available online, making patrons far less dependent on in-person visits. In-person visits have decreased by 59% since FY1998, and in FY2018 archival staff retrieved 6,579 records for the 6,253 visitors to the Archives public search room. This reduction was made possible by the accessibility of digital records available online through the Archives' *Guide to Government Records*, requiring staff to retrieve far fewer paper records from storage. At the same time, the number of remote requests for reference assistance have increased by nearly 18% since FY1998, with 67,996 requests received in via fax and email, phone, and USPS: more than a 10:1 ratio to in-person visits in FY2018.

The Archives anticipates that these trends will continue. The gap between in-person visits and requests submitted remotely is expected to grow, though it is likely that in-person visits will not

fall below a certain level. It is also likely that walk-in patrons will require intensive assistance to fulfill their needs. Mr. Swanson pointed out that, rather than conducting genealogical research, a majority of patrons are seeking documents needed for a legal purpose, such as marriage certificates, divorce decrees, criminal dispositions, and death certificates. Patrons requesting these records often have incomplete information needed to find the record, and require additional assistance from staff. Archives staff will need to provide the expertise to fill in the information gaps needed to locate these records.

Mr. Baker noted that many senior staff retirements are on the horizon, necessitating careful transition planning to ensure that their extensive knowledge of the records is passed on to more junior staff. In anticipation of Mr. Swanson's retirement, Ms. Oland Squires has taken on the additional responsibilities of Reference Services manager. Mr. Baker also recognized the work of Search Room Coordinator Rachel Frazier in managing Reference Service activities after the recent retirement of director Michael McCormick.

### **Reference Services Department**

Ms. Oland Squires noted that patrons' expectations have changed regarding the time needed to locate and access specific documents in the Search Room. These patrons are often impatient when they discover the time it takes to gather identifying information, consult indexes, and retrieve documents from storage, as they assume that the Archives' service model matches that of Google. That is, they believe that everything they are seeking should be findable within seconds simply by typing a name or question into a search field. Though the Archives continues to improve access to records through digitization and the improvement of web tools, Ms. Oland Squires emphasized the importance of receiving indexes from records creators, as well as their labeling of boxes of records by the case numbers of records actually present in the box. This will make it easier for Archives staff to provide quick and responsive assistance to patrons.

### **Publications**

Mr. Baker introduced Dr. Jean B. Russo, co-editor of "Maryland: A History." The Archives is pleased to have been a resource for images and research material for this comprehensive overview of the people and events that shaped modern Maryland. Dr. Russo pointed out the updates and additions to this new edition, and noted that half the authors represented had long and close associations with the Archives. Dr. Russo thanked the Archives and the Maryland Historical Society for their generosity in making images available to the editors at no cost, as the project had no budget for their purchase. Mr. Letzer reported that the Maryland Historical Society is planning to hold a book launch for "Maryland: A History" and will keep the Commission informed on this event.

### **Maryland's Historic Legislative Chambers**

Mr. Baker reported that the Maryland General Assembly has provided funding for the Archives to publish a history of the two historic legislative chambers for completion in early 2019. Ms. Rice Bachmann thanked President Miller and Speaker Busch for making it possible to document the histories of both the Old Senate Chamber and the Old House of Delegates Chamber, as

well as the furnishings and artwork on display. She also thanked Secretary Churchill and Mr. Letzer for assistance given by the Department of General Services' and the Maryland Historical Society in restoring the rooms as part of the implementation of the State House Visitor Experience Master Plan. These rooms now interpret the important events that occurred in each space and offer visitors a first-class museum experience. The next step in the Master Plan will be the restoration of the Old Treasury Building.

## **Commission on Artistic Property**

### Thurgood Marshall Memorial

Ms. Rice Bachmann reported on the removal and storage of the Thurgood Marshall Memorial, comprised of four bronze statues and architectural elements, during infrastructure work on Lawyers Mall. Secretary Churchill noted that the work on Lawyers Mall would take more than a year to complete and that planning is in process to temporarily display the statue of Thurgood Marshall in front of the Robert C. Murphy Courts of Appeal building in Annapolis. The Chair thanked Secretary Churchill not only for that installation but for the work currently being done on the entrance to the Courts of Appeal.

Catherine Rogers Arthur reported on the acquisition of the bronze maquette of the Marshall Memorial. Through private donations, the maquette was purchased from artist Toby Mendez and will be displayed in the Archives Room of the State House until the Memorial is reinstalled. The maquette then can be used in outreach activities.

### New Acquisitions

Ms. Rogers Arthur reported on recent acquisitions, including three murals originally created for the Maryland House I-95 Travel Plaza in Aberdeen and recently transferred to our collection by the Maryland Transportation Authority. The canvas panels include images of Lord Baltimore, Charles Willson Peale, and George Washington. Funds were identified for their conservation, and they will be cleaned, in-painted, and stretched on stretchers so that they may be displayed in the Annapolis complex.

A circa 1830 cast iron Franklin Stove from the State House was donated to the Commission on Artistic Property. The stove had originally been purchased by the donor's grandmother in 1907, right after the completion of the annex and at a time when we believe numerous items were sold as state surplus.

Ms. Rogers Arthur thanked the Maryland Historical Society for their loan of silver spurs belonging to Tench Tilghman. She also thanked President Miller for his efforts in securing this important loan. The spurs will be added to the case containing Tilghman's swords on display in the Senate Committee Room.

Other gifts/transfers in progress include Annapolis 1, the first telephone in Annapolis, and the original governor's desk acquired for the office in Government House in the 19th century. Both were originally donated to the Maryland Historical Society which is planning to transfer these items to the Archives.



## Conservation & Storage

Ms. Rogers Arthur reported that the portraits of *Charles I, King of England* and *Queen Henrietta Maria* have been conserved and that plans to install them at the State House are in progress. She thanked the Society of Colonial Wars for their financial support in the conservation of *Queen Henrietta Maria*.

## Sculptures of Harriet Tubman and Frederick Douglass

The staff of the Commission are moving forward on the design and development of interpretive statues of Harriet Tubman and Frederick Douglass for installation in the Old House of Delegates Chamber in 2019. These bronze statues will be developed based on curatorial direction in order for them to be incorporated into the interpretation of the overall room. Like the statue of George Washington in the Old Senate Chamber, these will be 'forensic' statues of Tubman and Douglass, and will be interacted with by visitors. In order for these two new figures to have parity with the Washington statue, Commission staff have chosen to work again with the creative team at StudioEIS to fabricate the statues. Maya Davis of the Legacy of Slavery in Maryland program was able to document Frederick Douglass's presence in the Old House of Delegates Chamber in 1874, providing another layer of interpretation for the new statue.

## Commission on Artistic Property 50th Anniversary

The Commission on Artistic Property will be celebrating its fiftieth anniversary in 2019. Mr. Baker acknowledged the many contributions of Alan Fern, Director Emeritus of the National Portrait Gallery, who served on the Commission for over twenty-one years and was instrumental in advocating for the implementation of professional standards in managing the state's art collection. Dr. Jones noted that the Commission on African American History and Culture will also celebrate its fiftieth anniversary in 2019. Mr. Baker stated that the Archives would consider ways to collaborate with the Commission in that celebration.

## Special Collections

Mr. Baker thanked the Hall of Records Commission for their input on the draft for the new Special Collections Development and Management Policy presented at the May 2018 meeting and sent to the committee members by email in June. The completed document can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/special\\_collections\\_development\\_and\\_management\\_policy\\_sept2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/special_collections_development_and_management_policy_sept2018.pdf)

## Recent Gifts, Deposits, & Acquisitions

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_records\\_received\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_records_received_fall2018.pdf)

**Special Collections:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_special\\_collections\\_report\\_oct\\_2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_special_collections_report_oct_2018.pdf)

**Government Publications:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc\\_egovpubs\\_accessions\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_egovpubs_accessions_fall2018.pdf)

**Additions to State Art Collection:**

- Maryland House I-95 Travel Plaza murals
- State House Franklin Stove, 1830
- Thurgood Marshall bronze maquette

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

**Forthcoming Special Meetings of the Commission and Events of Interest**

Mr. Baker noted the approach of Maryland's 400th anniversary, stating that it's not too early to begin talking about appropriate ways to celebrate that milestone. The Archives has also begun a dialogue with the Maryland Historical Society and Maryland Historical Trust to determine what might be done to commemorate the 250th anniversary of the American Revolution in 2026.

Mr. Baker invited Commission members, family and friends to attend the State House by Candlelight on December 1, from 5:00 - 9:00 pm. He noted that the Department of General Services was always very helpful in helping to make this a meaningful public event.

**Old Business** - No old business

**New Business** - No new business

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

**Adjournment** - The chair adjourned the meeting at 1:20 pm

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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Chronology of Staff Activities  
May 12, 2018 - October 25, 2018

**May 11, 2018** The Maryland State Archives hosted a meeting of the Hall of Records Commission.

**May 12, 2018** Archives' staff provided a private tour of Government House to former residents, descendants, and former staff in celebration of the 150th anniversary of Government House. Staff also volunteered at the public open house which followed later in the day.

**May 12, 2018** Megan Craynon represented the Archives at a Maryland Veterans Oral History Project event at Southern High School in Harwood. The Archives holds the permanent copies of all oral histories for the project.

**May 14, 2018** Emily Oland Squires met with representatives of Historic Annapolis to discuss the Freedom Bound Exhibit on African American history and legacy.

**May 14, 2018** Elaine Rice Bachmann and Catherine Rogers Arthur provided a VIP tour of the State House for Gary Kelly, President & CEO, and the board of directors and senior corporate officers of Southwest Airlines, who were meeting with state officials to mark 25 years at BWI airport.

**May 14, 2018** Maria Day presented on "Vintage Auto Travel in Maryland" at a National Road Festival event hosted by the Garrett County Commission Chair, Paul Edwards.

**May 15, 2018** Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**May 16, 2018** The Archives hosted the Spring meeting of the Commission on Artistic Property.

**May 16, 2018** The Archives hosted a Lunch and Learn on "Best Endeavour – Mining for Answers in a Forgotten Town," presented by Grace Fielder and Bob Richardson.

**May 18, 2018** Archives staff hosted an in-person Brick Wall Session.

**May 21, 2018** Corey Lewis provided the Enoch Pratt Library with on-site consultation on Scanning Department set-up of new digitization equipment.

**May 22, 2018** Elaine Rice Bachmann attended the Maryland Public Art Commission Quarterly Meeting - Hagerstown Cultural Trail tour.

**May 23, 2018** Chris Haley participated in the Harriet Tubman Initiatives Working Group conference call.

**May 24, 2018** Maria Day provided an on-site collections assessment for the town of Washington Grove.

**May 29, 2018** Chris Haley greeted the Ghanaian Ambassador and delegation at City Dock, Annapolis and gave a Maryland African American History presentation at their evening meeting.

**May 31, 2018** Reggie Shorter attended the Cyber Threat Intelligence Forum in Washington, D.C.

**May 31, 2018** Emily Oland Squires gave a class on "Making a Museum Presentation" at the Key School, Annapolis.

**June 1, 2018** Archives staff provided a tour of the Archives for a group of state librarians and three new employees of the Maryland State Law Library.

**June 1, 2018** Jennifer Cruickshank presented research on "Gamma Radiation for Cultural Heritage in Disaster Response" with her conservation and preservation colleagues from The Sheridan Libraries, Johns Hopkins University, at the 46th Annual Meeting of the American Institute for Conservation.

**June 2, 2018** Mimi Calver attended the Old Defenders' Day celebration and meeting of the Society of the War of 1812 in Maryland.

**June 6, 2018** Chris Haley hosted a meeting of the Four Rivers Cemeteries Working Group.

**June 7, 2018** Chris Kintzel gave a lecture on "Lafayette in Annapolis" to the American Friends of Lafayette at the Maryland Inn.

**June 8, 2018** Elaine Rice Bachmann and Catherine Rogers Arthur provided a tour of the State House for a hundred members of the American Friends of Lafayette.

**June 11, 2018** Kathryn Baringer gave a presentation on the Records Officer Program at the Maryland Municipal League Summer Conference.

**June 13, 2018** Tim Baker and Elaine Rice Bachmann hosted lunch for Hall of Records Commission representative Dr. Whit Ridgway, and presented him with a Governor's Citation for his twenty-three years of service.

**June 14, 2018** Catherine Rogers Arthur oversaw the installation of *Waiting for an Answer* by Winslow Homer, part of the Peabody Art Collection, for the exhibition *Winslow Homer and the Camera* at Bowdoin College Museum of Art.

**June 18, 2018** Maya Davis attended a meeting of the Maryland Commission of African American History and Culture at the National Great Blacks In Wax Museum in Baltimore

**June 18, 2018** James Watson attended the Americans with Disabilities Act coordinators' meeting in Baltimore.

**June 19, 2018** Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**June 19, 2018** Jennifer Abbott, Chris Kintzel, and Catherine Rogers Arthur gave a tour of Government House and the State House to the Archives' Summer interns.

**June 19, 2018** Elaine Rice Bachman and former HRC Commission Member Burt Kummerow met with Senate President Mike Miller to discuss the Four Centuries project.

**June 20, 2018** The Archives hosted a Lunch and Learn on "The 150th Anniversary of the Oyster Navy," presented by Greg Bartles.

**June 22, 2018** Elaine Rice Bachmann gave a tour of the State House to Justice Sonia Sotomayor and seventeen members of her staff.

**June 27, 2018** Elaine Rice Bachmann gave a tour of the State House dome to former delegate Virginia Clagett and foreign visitors.

**June 27, 2018** Rob Schoeberlein and Tim Baker attended a meeting of the Maryland Historical Society Library Committee.

**June 30, 2018** Owen Lourie, Catherine Rogers Arthur, and Elaine Rice Bachmann provided support to the Shipley Family Reunion, including a presentation on the Maryland 400 and a tour of the State House.

**July 3, 2018** Maria Day and Megan Craynon gave staff from Columbia Archives of Columbia, Maryland a tour of MSA facilities.

**July 6, 2018** Chris Haley met with Prof. Herbert Brewer, Morgan College, and Janice Hayes-Williams, City of Annapolis, to discuss an African American panel or presentation to commemorate the 300th anniversary of the landing of the slave ship *Margaret* in Annapolis.

**July 9, 2018** Emily Oland Squires participated in a site visit of the Four Rivers Lost Towns Project.

**July 10, 2018** Ryan Cox gave a presentation to the Teacher Professional Development workshop on "Colonial Maryland and Early African American Experience " at the Reginald F. Lewis Museum.

**July 10, 2018** Ryan Cox attended The Big Read Program kick-off meeting at The Chesapeake Children's Museum in Annapolis.

**July 11, 2018** The Archives hosted a Lunch and Learn on "Church of England and Tobacco Economy in Colonial Maryland," presented by Franklin A. Robinson, Jr.

**July 12, 2018** Maria Day gave a presentation to the Anne Arundel Genealogical Society on the topic of "Maryland State Archives Special Collections: Beyond the Basics."

**July 17, 2018** Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**July 18, 2018** Catherine Rogers Arthur attended a planning meeting with Historic Annapolis and Hammond-Harwood House representatives for the Decorative Arts Trust's April 2019 Study Trip to Annapolis.

**July 20, 2018** Chris Schini attended a meeting of the Council on Open Data.

**July 24, 2018** Ryan Cox attended a meeting of The Big Read project at The Chesapeake Children's Museum.

**July 24, 2018** Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel honored Alan Fern for his more than twenty-one years of dedicated service to the Commission on Artistic Property. He was presented with a Governor's Citation and a Resolution of the Commission on Artistic Property.

**July 26, 2018** Catherine Rogers Arthur facilitated a visit to the Charles Carroll of Annapolis House with Carrollton Hall (Folly Quarter) staff.

**July 26, 2018** Rob Schoeberlein presented a lecture on the resources of the Baltimore City Archives at the Jarrettsville branch of the Harford County Public Library.

**July 31, 2018** Maya Davis, Ryan Cox, and intern Hannah Lane met with the Charles County Historical Society to discuss Legacy of Slavery research.

**August 2, 2018** Kathryn Baringer and V Joyce Phelps met with the Register of Wills Association Technical Committee to discuss updates to the transfer process and the ongoing probate record scanning project.

**August 3, 2018** Tim Baker met with representatives of University of Maryland-Baltimore County to discuss the temporary storage of material from the *Baltimore Sun* newspaper.

**August 7, 2018** The Archives hosted and Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

**August 7, 2018** Chris Haley and Maya Davis met with representatives of the City of Annapolis to discuss collaboration with the Legacy of Slavery project for an upcoming African Heritage Month celebration.

**August 9, 2018** Ryan Cox attended a planning meeting of The Big Read project at The Chesapeake Children's Museum in Annapolis.

**August 12 - 18, 2018** Tim Baker attended the joint meeting of the Society of American Archivists, the Council of State Archivists and the National Association of Government Archives and Records Administrators in Washington D.C. Mr. Baker represented CoSA as its president. Chris Haley, Ryan Cox, and Maya Davis gave a panel presentation on "Promoting Transparency in the Legacy of Slavery: Turning Data into People in Maryland's Slave Records."

**August 21, 2018** Camille DiMarco, Maria Day, Tim Baker, and Elaine Rice Bachmann met with Barbara Goyette to discuss the conservation of a privately owned volume of Palladio on display at the Hammond-Harwood House.

**August 23, 2018** Chris Haley attended a meeting of the Frederick Douglass Anne Arundel Bicentennial Birthday Committee.

**August 26, 2018** Tim Baker, Elaine Rice Bachmann, and staff attended a Maryland 400 event at the State House featuring Owen Lourie and General James Adkins, along with Senate President Mike Miller and Speaker Mike Busch. The event acknowledged the anniversary of

the Battle of Brooklyn (Long Island) and the gift of the Smallwood Collection from the Maryland Society of the Sons of the American Revolution to the Archives.

**August 27, 2018** The Archives hosted, and Ryan Cox provided training support to, the Anne Arundel County Public School's 8th Grade Teacher Professional Development Conference. Over 100 teachers attended the day-long event.

**August 27, 2018** Emily Oland Squires attended the Professional Development Expo for Anne Arundel County social studies teachers at Severna Park Middle School, promoting educational materials available from the Archives and answering questions about resources and materials at the day-long event.

**August 28, 2018** Tim Baker and Elaine Rice Bachmann hosted a meeting of representatives from the Archives, the Maryland Historical Society, and the Maryland Historical Trust to discuss the 250th anniversary of American Independence.

**August 29, 2018** The Archives hosted a Lunch and Learn discussion on The Maryland 400, presented by staff member Owen Lourie.

**August 30, 2018** Maya Davis and Chris Haley met with Mr. Michael Brophy to review and assess African American internment cards from Loudon Park Cemetery.

**August 30, 2018** Emily Oland Squires met with Dr. Jasmine A. Coleman, Manager of Service Learning and Mentorships for Anne Arundel County Public Schools, to discuss AACPS volunteer and service projects.

**August 31, 2018** Emily Oland Squires and Ryan Cox met with University of Maryland Digital Curation Innovation Center staff to discuss student intern work on the Legacy of Slavery program during the Fall 2018 semester.

**September 7, 2018** Archives staff hosted an author talk and book signing by Dr. Celeste-Marie Bernier for her latest work, *If I Survive*. The event took place at Twin Oaks in Highland Beach, the historic summer home of the Frederick Douglass family.

**September 10, 2018** Elaine Rice Bachmann provided a State House tour for Rev. Richardson Libby and guests.

**September 10, 2018** Elaine Rice Bachmann and Mimi Calver gave a presentation on the 150th anniversary of Government House at a meeting of the Annapolis History Consortium.

**September 12, 2018** Rob Schoeberlein toured the Baltimore Museum of Industry archives with its archivist, Matthew Shirko.



**September 12, 2018** Rob Schoeberlein attend a Board of Trustees meeting at the Maryland Historical Society.

**September, 12 2018** The Archives hosted a Lunch and Learn on “The 150th Anniversary of Government House,” presented by Elaine Rice Bachmann and Mimi Calver.

**September 16, 2018** Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**September 16, 2018** Ryan Cox and Emily Oland Squires hosted a class from the United States Naval Academy to present on the collections and research potential of the Archives.

**September 18, 2018** Rob Schoeberlein chaired a Maryland Historical Society Library Committee meeting. Tim Baker also attended as a member.

**September 21, 2018** Elaine Rice Bachmann attended a meeting of the Museum Committee of The Maryland Historical Society.

**September 26, 2018** The Archives hosted a Lunch and Learn screening the documentary film, *Bates High School: Center for Excellence*, made and presented by the Kunta Kinte-Alex Haley Foundation.

**September 26, 2018** Chris Haley participated on a panel about the Legacy of Slavery in Maryland with Martha Jones and Rick Bell at the Maryland Historical Society in Baltimore.

**September 27, 2018** Ryan Cox and Emily Oland Squires taught an Historical Methods Research class with St. Mary’s College students. The class focused on the research potential of the Archives’ collections, and was taught in partnership with Professors Kent Randall and Sarah Malena.

**September 28, 2018** Ryan Cox taught a project introduction session at the UMCP iSchool Digital Curation and Innovation Center for students interning with the Legacy of Slavery program this semester.

**September 28, 2018** Rachel Frazier presented on “Basic Research Skills at the Maryland State Archives” during a Lunch and Learn program at the Mountain Road Community Library of Anne Arundel County.

**September 29, 2018** Megan Craynon attended a workshop on architectural document preservation at the National Museum of African American History & Culture.

**October 1, 2018** Maya Davis attended a meeting of the Maryland Commission on African American History and Culture.

**October 2, 2018** Elaine Rice Bachmann and Catherine Rogers Arthur provided a tour of the State House to Maryland Historical Society staff.

**October 3, 2018** The Archives hosted a Lunch and Learn on “Genealogy and Technology: A Perfect Match,” presented by James Tanner. Mr. Tanner is a full-time volunteer at the Archives, working on the Registers of Wills scanning project.

**October 9, 2018** The Baltimore City Archives hosted Dr. Robert Morrow, Professor of History, Morgan State University, and six of his senior thesis students, providing guidance on research strategies and what might be helpful to review within the archives’ holdings.

**October 9, 2018** Kevin Swanson and Kathryn Baringer attended a meeting of the Judiciary’s Rules Committee.

**October 10, 2018** Rachel Frazier and Emily Oland Squires hosted a University of Maryland class in the Search Room in partnership with UMD Maryland Room Archivist Doug McElrath.

**October 13, 2018** Maya Davis, Chris Haley, and Ryan Cox presented on a panel about the Legacy of Slavery in Maryland at the Mid-Atlantic Regional Archives Conference (MARAC) meeting in Wilmington, Delaware.

**October 13, 2018** Maria Day co-led a mini-workshop on “Coaching in the Archives” at the MARAC meeting in Wilmington, Delaware.

**October 13, 2018** Rachel Frazier presented on “Basic Research Skills at the Maryland State Archives” at the Genealogy Fair of the Anne Arundel County Public Library System.

**October 13, 2018** Ryan Cox participated on a panel about “Lynching in Maryland; The Journey from Truth to Reconciliation” at the Reginald F. Lewis Museum in Baltimore.

**October 15, 2018** Emily Oland Squires and Ryan Cox hosted a meeting of the Maryland State Board of Education United States History Work Group and provided a tour and an overview of Archives’ resources.

**October 16, 2018** Emily Oland Squires attended a meeting of the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution.

**October 17, 2018** The Archives hosted a Hands On History Event to demonstrate a new remote volunteer opportunity in conjunction with FROMTHEPAGE for online crowdsourced indexing of materials.

**October 17, 2018** Catherine Rogers Arthur attended a board meeting for The Peale Center for Baltimore History and Architecture.

**October 18, 2018** James Watson visited the University of Maryland, Baltimore County to assess whether they met the requirements of a Local Archives as defined in COMAR 14.18.03.

**October 20, 2018** In cooperation with the Mid-Atlantic Moving Image Archives, Rob Schoeberlein hosted a workshop at the Baltimore City Archives on “Preserve Your Home Movies: Basic Practices to Care for Moving Image Memories.”

**Maryland State Archives**  
**Records Retention Schedules Approved**  
**Since Last Hall of Records Commission Meeting**  
**on 5/11/2018**

**Anne Arundel County Office of Central Services, Administration**

Received: 10/20/2016 Approved: 6/14/2018 Schedule: C1390

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**Calvert County Board of County Commissioners, Department of Community Planning and Zoning, Planning and Development Review**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1292

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**Calvert County Board of County Commissioners, Department of Planning and Zoning, Administrative**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1287

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**Calvert County Board of County Commissioners, Department of Planning and Zoning, Board of Appeals**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1288

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**Calvert County Board of County Commissioners, Department of Planning and Zoning, Planning and Development Review, Long-Range Planning**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1291

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**Calvert County Board of County Commissioners, Department of Planning and Zoning; Zoning, Permitting and Citizen Relations**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1293

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**Calvert County Board of County Commissioners; Department of Planning and Zoning; Zoning, Permitting and Citizen Relations; Environmental Section**

Received: 9/30/2015 Approved: 9/12/2018 Schedule: C1289

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**Comptroller of Maryland, Revenue Administration Division**

Received: 5/23/2017 Approved: 8/29/2018 Schedule: 2837

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**Department of Commerce, Administration / Office of General Services**

Received: 3/8/2016 Approved: 8/29/2018 Schedule: 2766

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**Department of Commerce, Office of Military and Federal Affairs**

Received: 2/23/2016 Approved: 6/28/2018 Schedule: 2760

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**Department of Commerce, Office of Policy, Research and Government Affairs**

Received: 3/14/2016 Approved: 8/29/2018 Schedule: 2772

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**Department of Health, Health Professionals Boards and Commissions**

Received: 3/13/2018 Approved: 5/22/2018 Schedule: 2903

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**Department of Human Resources, Social Services Administration (SSA)**

Received: 8/7/2017 Approved: 8/29/2018 Schedule: 2892

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**Department of the Environment, Air and Radiation Management Administration, Office of Operational Services and Administration**

Received: 3/3/2017 Approved: 5/2/2018 Schedule: 2820

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**Frederick Community College, Academic Affairs, Arts and Sciences**

Received: 5/30/2017 Approved: 7/17/2018 Schedule: 2840

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**Maryland State Archives**  
**Records Retention Schedules Approved**  
**Since Last Hall of Records Commission Meeting**  
**on 5/11/2018**

**Frederick Community College, Finance and Human Resources, Human Resources**

Received: 5/30/2017    Approved: 5/22/2018    Schedule: 2854

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**Frederick Community College, Finance and Human Resources/Finance**

Received: 4/4/2018    Approved: 9/19/2018    Schedule: 2904

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**Frederick Community College, Learning Support**

Received: 5/30/2017    Approved: 9/19/2018    Schedule: 2876

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**Howard County Board of Education, Public School System, Student Records**

Received: 6/12/2017    Approved: 9/19/2018    Schedule: C1408

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**Maryland Institute for Emergency Medical Services System, (MIEMSS)**

Received: 5/31/2018    Approved: 7/12/2018    Schedule: 2906

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**Maryland Institute for Emergency Medical Services Systems, EMRC/SYSCOM**

Received: 7/16/2018    Approved: 8/2/2018    Schedule: 2908

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**St. Mary's County Department of Information Technology Department**

Received: 5/7/2018    Approved: 5/29/2018    Schedule: C1434

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**St. Mary's County, Treasurer**

Received: 7/17/2018    Approved: 9/12/2018    Schedule: C1436

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**Baltimore City Archives  
Records Disposition Authorizations Approved  
Since Hall of Records Commission Meeting  
on 5/11/2018**

**Baltimore City Parking Authority, Residential Parking Permits, Financial Sales Receipts**  
Schedule Number BCA2147

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**Office of the State's Attorney for Baltimore City, Case Files (Non Homicide)**  
Schedule Number BCA2143

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**Office of the State's Attorney for Baltimore City, Case Files (Homicide)**  
Schedule Number BCA2144

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**Office of the State's Attorney for Baltimore City, Case Files (Life Sentences)**  
Schedule Number BCA2146

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**Office of the State's Attorney for Baltimore City, Case Files (Acquittal)**  
Schedule Number BCA2148

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**Retention Schedule Summary**

State agency schedules approved - 13  
County agency schedules approved - 10  
Municipal agency schedules approved - 0  
Total number of State Archives schedules approved - 23

Total number of Baltimore City Archives schedules approved - 5

Images of all approved State Archives schedules are available online at  
[http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/approved\\_schedule.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html)

<b>Disposal Certificate Summary</b>
Total number of digital certificates - 140
Total number of paper certificates - 30
Total number of certificates - 170
Images of all disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

<p style="text-align: center;"><b>Maryland State Archives</b>  <b>Digital Disposal Certificates Approved</b>  <b>Since Hall of Records Meeting</b>  <b>On 5/11/2018</b></p>		
<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
4/24/2018	Maryland State Ethics Commission	SE55-4956
4/24/2018	Carroll County Detention Center	SE55-4957
5/4/2018	Charles County State's Attorney Office	SE55-4958
5/4/2018	Charles County State's Attorney Office	SE55-4959
5/7/2018	Maryland-National Capital Park and Planning Commission	SE55-4960
5/8/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4962
5/8/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4963
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4964
5/8/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4965
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4966
5/8/2018	Maryland Department of Health and Mental Hygiene OHCQ	SE55-4967
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4968
5/8/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4969
5/8/2018	Maryland Department of Health and Mental Hygiene Md Board of Physicians	SE55-4970
5/8/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4971
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4972
5/8/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4973
5/8/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4974

5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4975
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4976
5/8/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4977
5/8/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4978
5/8/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4979
5/8/2018	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-4980
5/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4981
5/9/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4982
5/9/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4983
5/9/2018	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-4984
5/9/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-4985
5/9/2018	Maryland Department of Health and Mental Hygiene	SE55-4986
5/9/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4987
5/9/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4988
5/9/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-4989
5/9/2018	Maryland Department of Health and Mental Hygiene CSD	SE55-4990
5/9/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-4991
5/9/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-4992
5/9/2018	Carroll County Circuit Court	SE55-4993
5/15/2018	Carroll County Detention Center	SE55-4994
5/15/2018	Chevy Chase Village Government	SE55-4995
5/15/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-4996
5/18/2018	Maryland Department of Commerce	SE55-4997
5/21/2018	Anne Arundel County Community College Document Services/Records Retention	SE55-4998
5/21/2018	Prince George's County Circuit Court	SE55-4999
5/24/2018	Maryland Department of the Environment	SE55-5000
5/24/2018	Taneytown Government	SE55-5001
5/25/2018	Carroll County Detention Center	SE55-5007
5/29/2018	Carroll County Detention Center	SE55-5008
5/30/2018	Maryland Department of Commerce	SE55-5009



6/4/2018	Carroll County Detention Center	SE55-5010
6/4/2018	Charles County Government	SE55-5011
6/7/2018	Maryland Department of Agriculture Resource Conservation Nutrient Mangement	SE55-5015
6/8/2018	City of Cumberland City Clerk	SE55-5016
6/13/2018	Maryland Department of Health and Mental Hygiene Queen Annes's County Health Department	SE55-5017
6/13/2018	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5018
6/13/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5019
6/13/2018	Baltimore County District Court Support Services/Records Room	SE55-5020
6/13/2018	Maryland Department of Health and Mental Hygiene Labs	SE55-5021
6/18/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-5022
6/18/2018	Maryland Department of Health and Mental Hygiene Calvert County Health Department	SE55-5023
6/18/2018	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5024
6/18/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5025
6/18/2018	Maryland Department of Health and Mental Hygiene Dorchestor County Health Department	SE55-5026
6/18/2018	Maryland Department of Health and Mental Hygiene Labs	SE55-5027
6/18/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5028
6/18/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5029
6/19/2018	Carroll County Detention Center	SE55-5030
6/27/2018	Carroll County Detention Center	SE55-5031
6/27/2018	Charles County Government	SE55-5032
6/28/2018	Maryland Department of Transportation Maryland Transportation Authority - Finance	SE55-5033
7/5/2018	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5034
7/5/2018	Maryland Department of Health and Mental Hygiene PHPA	SE55-5035
7/5/2018	Maryland Department of Health and Mental Hygiene Labs	SE55-5036
7/5/2018	Maryland Department of Health and Mental Hygiene PHPA	SE55-5037
7/10/2018	Maryland Department of the Environment	SE55-5038
7/11/2018	St. Mary's County Detention Center	SE55-5039
7/11/2018	Carroll County Detention Center	SE55-5040
7/12/2018	Maryland State Police Barrack D Bel Air	SE55-5041
7/18/2018	Carroll County Detention Center	SE55-5042
6/26/2018	District Court 11 Washington County	SE55-5050
7/26/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5051

7/26/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5052
7/26/2018	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5053
7/26/2018	Maryland Department of Health and Mental Hygiene PHPA	SE55-5054
7/26/2018	Maryland Department of Health and Mental Hygiene	SE55-5055
7/26/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5056
7/27/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5057
7/27/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5058
7/31/2018	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5061
8/1/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5062
8/1/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5063
8/1/2018	Maryland Department of Health and Mental Hygiene OIT	SE55-5064
8/2/2018	Maryland State Department of Education Office of Child Care	SE55-5065
8/2/2018	Maryland Department of Health and Mental Hygiene OIT	SE55-5066
8/3/2018	Maryland Department of the Environment	SE55-5067
8/3/2018	Maryland Department of the Environment	SE55-5068
8/6/2018	Carroll County Detention Center	SE55-5069
8/7/2018	Washington County Register of Wills	SE55-5070
8/8/2018	Maryland State Ethics Commission	SE55-5071
8/8/2018	Maryland Institute for Emergency Medical Services Systems Information Technology	SE55-5072
8/8/2018	Maryland Institute for Emergency Medical Services Systems Information Technology	SE55-5073
8/8/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5074
8/13/2018	Maryland Department of Agriculture Purchasing Office	SE55-5075
8/13/2018	Maryland State Police Central Records Division	SE55-5076
8/14/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5077
8/15/2018	Carroll County Detention Center	SE55-5078
8/15/2018	Queen Anne's County Circuit Court	SE55-5079
8/15/2018	Queen Anne's County Circuit Court	SE55-5080
8/15/2018	Queen Anne's County Circuit Court	SE55-5081
8/15/2018	Queen Anne's County Circuit Court	SE55-5082
8/17/2018	Charles County Government	SE55-5083
8/17/2018	Charles County Government	SE55-5084
8/20/2018	Carroll County Detention Center	SE55-5088

8/20/2018	Baltimore City Archives	SE55-5089
8/22/2018	Maryland Department of Commerce Budget and Finance - Payroll/Timekeeping	SE55-5090
8/22/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5091
8/22/2018	Maryland Department of Health and Mental Hygiene OSOP	SE55-5092
8/22/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5093
8/22/2018	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5094
8/22/2018	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5095
8/22/2018	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5096
8/23/2018	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-5097
8/24/2018	Anne Arundel County Community College Document Services/Records Retention	SE55-5098
8/27/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5099
8/27/2018	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5100
8/30/2018	City of College Park	SE55-5101
8/30/2018	Carroll County Detention Center	SE55-5102
9/4/2018	Carroll County Detention Center	SE55-5103
9/12/2018	Maryland Department of Public Safety and Correctional Services Information Technology and Communications Division	SE55-5104
9/12/2018	Maryland Department of the Environment TSOP/Lead Rental	SE55-5105
9/12/2018	Anne Arundel County Detention Center	SE55-5106
9/14/2018	City of Cumberland	SE55-5107
9/14/2018	Carroll County Detention Center	SE55-5108
9/19/2018	Carroll County Detention Center	SE55-5117
8/29/2018	Maryland State Archives	SE55-5118
9/26/2018	Charles County Government	SE55-5119
9/27/2018	Maryland Department of Transportation, Maryland Transportation Authority Executive Office	SE55-5120
9/28/2018	City of Cumberland City Clerk	SE55-5121
10/1/2018	Carroll County Detention Center	SE55-5122
10/3/2018	Prince George's County Circuit Court	SE55-5124
10/3/2018	Prince George's County Circuit Court	SE55-5127

**Maryland State Archives  
Paper Disposal Certificates Approved  
Since Hall of Records Meeting  
On 5/11/2018**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
5/2/2018	District Court 3 Cecil County	SE55-4961
5/10/2018	City of Rockville, Police Department	SE55-5002
4/26/2018	Anne Arundel County Department of Detention Facilities	SE55-5004
5/16/2018	County Commissioners of Calvert County, Personnel	SE55-5006
5/29/2018	District Court 11 Washington County	SE55-5012
6/1/2018	District Court 1 Baltimore City	SE55-5013
6/1/2018	District Court 1 Baltimore City	SE55-5014
7/17/2018	District Court 11 Frederick	SE55-5043
7/17/2018	District Court 11 Washington County	SE55-5044
7/17/2018	District Court 6 Montgomery County	SE55-5045
7/17/2018	District Court 6 Montgomery County	SE55-5046
6/13/2018	Aberdeen Police Department, Accreditation Section	SE55-5047
6/7/2018	Anne Arundel County Department of Detention Facilities	SE55-5048
6/12/2018	Anne Arundel County Department of Detention Facilities	SE55-5049
7/27/2018	City of Salisbury, Police Department	SE55-5059
6/1/2018	Department of the Environment (MDE) / Air & Radiation Management Administration (ARMA), Air Quality Compliance Program (AQCP)	SE55-5060
8/2/2018	District Court 11 Washington County	SE55-5085
7/24/2018	Department of Human Resources, Kent County, DSS (14), Operations - Budget and Finance	SE55-5086
8/1/2018	County Commissioners of Calvert County, Personnel	SE55-5087
9/7/2018	Maryland State Law Library, Anne Arundel County	SE55-5109
9/5/2018	Aberdeen Police Department, Accreditation Section	SE55-5110
8/29/2018	District Court 2 Dorchester County	SE55-5111
8/29/2018	District Court 8 Baltimore County	SE55-5112
8/14/2018	Department of Human Services, Office of Human Resource Development and Training (HRDT)	SE55-5113
8/14/2018	Department of Human Services, Office of the Inspector General	SE55-5114
8/14/2018	Department of Human Services, Office of Human Resource Development and Training (HRDT), Contractual Personnel files	SE55-5115
8/29/2018	District Court 3 Cecil County	SE55-5116
9/24/2018	Anne Arundel County Department of Detention Facilities, Administration	SE55-5123
9/19/2018	District Court 9 Harford County	SE55-5125
9/19/2018	District Court 9 Harford County	SE55-5126

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting on 5/11/2018

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

**(Project File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T4199	2012	8 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

**(Right of Way Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T2048		45 Maps/Plats
6/29/2018	T2048		22 Maps/Plats
7/31/2018	T2048		35 Maps/Plats
8/31/2018	T2048		26 Maps/Plats
9/30/2018	T2048		26 Maps/Plats

DISTRICT COURT 3 CE

**(Trial Magistrate Docket, Criminal)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/11/2018	T5165	1947-1970	34 Volumes

MARYLAND DEPARTMENT OF HEALTH PUBLIC HEALTH SERVICES VITAL STATISTICS

**(Affidavits of Parentage)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/28/2018	T5168	1994-2009	116 Boxes

**(Death Certificates)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/28/2018	T5166	2002-2014	290 Boxes

**(Marriage Certificates)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/28/2018	T5167	2005-2013	95 Boxes

MARYLAND GEOLOGICAL SURVEY

**(Aerial Photographs)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/20/2018	T5053	1962-1990	55 Boxes

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1896	2018	4 Maps/Plats
7/31/2018	T1896	2018	6 Maps/Plats
9/30/2018	T1896	2018	5 Maps/Plats

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1897	2018	11 Maps/Plats
6/29/2018	T1897	2018	34 Maps/Plats
7/31/2018	T1897	2018	62 Maps/Plats
8/31/2018	T1897	2018	10 Maps/Plats
9/30/2018	T1897	2018	64 Maps/Plats

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1898	2018	4 Maps/Plats
6/29/2018	T1898	2018	6 Maps/Plats
7/31/2018	T1898	2018	10 Maps/Plats
8/31/2018	T1898	2018	4 Maps/Plats

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1899	2018	9 Maps/Plats
6/29/2018	T1899	2018	5 Maps/Plats
7/31/2018	T1899	2018	20 Maps/Plats
8/31/2018	T1899	2018	8 Maps/Plats

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/18/2018	T679	1996-2008	145 Boxes

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/18/2018	T1203	2002-2016	3 Boxes

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1900	2018	4 Maps/Plats
6/29/2018	T1900	2018	6 Maps/Plats
7/31/2018	T1900	2018	12 Maps/Plats
9/30/2018	T1900	2018	6 Maps/Plats

CALVERT COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/9/2018	T5164	1929-2003	159 Boxes

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2018	T1901	2018	13 Maps/Plats
7/31/2018	T1901	2018	6 Maps/Plats
9/30/2018	T1901	2018	6 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1902	2018	31 Maps/Plats
6/29/2018	T1902	2018	9 Maps/Plats
7/31/2018	T1902	2018	16 Maps/Plats
9/30/2018	T1902	2018	18 Maps/Plats

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1903	2018	3 Maps/Plats
6/29/2018	T1903	2018	5 Maps/Plats
7/31/2018	T1903	2018	9 Maps/Plats
8/31/2018	T1903	2018	7 Maps/Plats
9/30/2018	T1903	2018	1 Maps/Plats

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2018	T1904	2018	30 Maps/Plats
8/31/2018	T1904	2018	27 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1905	2018	5 Maps/Plats
6/29/2018	T1905	2018	20 Maps/Plats
7/31/2018	T1905	2018	20 Maps/Plats
9/30/2018	T1905	2018	5 Maps/Plats

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1906	2018	56 Maps/Plats
6/29/2018	T1906	2018	72 Maps/Plats
7/31/2018	T1906	2018	81 Maps/Plats
8/31/2018	T1906	2018	62 Maps/Plats
9/30/2018	T1906	2018	75 Maps/Plats



Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1907	2018	9 Maps/Plats
6/29/2018	T1907	2018	10 Maps/Plats
7/31/2018	T1907	2018	9 Maps/Plats
8/31/2018	T1907	2018	18 Maps/Plats
9/30/2018	T1907	2018	14 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1908	2018	21 Maps/Plats
6/29/2018	T1908	2018	11 Maps/Plats
7/31/2018	T1908	2018	32 Maps/Plats
8/31/2018	T1908	2018	21 Maps/Plats
9/30/2018	T1908	2018	1 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T2466	2018	25 Maps/Plats
6/29/2018	T2466	2018	35 Maps/Plats
7/31/2018	T2466	2018	50 Maps/Plats
8/31/2018	T2466	2018	15 Maps/Plats
9/30/2018	T2466	2018	24 Maps/Plats

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T2186	2018	4 Maps/Plats
6/29/2018	T2186	2018	4 Maps/Plats
7/31/2018	T2186	2018	9 Maps/Plats
9/30/2018	T2186	2018	5 Maps/Plats

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

**MONTGOMERY COUNTY MARYLAND STATE ARCHIVES**  
**(Subdivision Plats, Montgomery)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1911	2018	28 Maps/Plats
6/29/2018	T1911	2018	25 Maps/Plats
7/31/2018	T1911	2018	36 Maps/Plats
8/31/2018	T1911	2018	33 Maps/Plats

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1912	2018	66 Maps/Plats
6/29/2018	T1912	2018	76 Maps/Plats

**QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES**  
**(Subdivision Plats, Queen Anne's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1913	2018	8 Maps/Plats
6/29/2018	T1913	2018	14 Maps/Plats
7/31/2018	T1913	2018	8 Maps/Plats
8/31/2018	T1913	2018	14 Maps/Plats
9/30/2018	T1913	2018	13 Maps/Plats

**SOMERSET COUNTY MARYLAND STATE ARCHIVES**  
**(Subdivision Plats, Somerset)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1915	2018	5 Maps/Plats
7/31/2018	T1915	2018	8 Maps/Plats
8/31/2018	T1915	2018	2 Maps/Plats

**ST. MARY'S COUNTY MARYLAND STATE ARCHIVES**  
**(Subdivision Plats, St. Mary's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1914	2018	12 Maps/Plats
6/29/2018	T1914	2018	12 Maps/Plats
7/31/2018	T1914	2018	8 Maps/Plats
8/31/2018	T1914	2018	5 Maps/Plats
9/30/2018	T1914	2018	20 Maps/Plats

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting on 5/11/2018

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1916	2018	6 Maps/Plats
6/29/2018	T1916	2018	16 Maps/Plats
7/31/2018	T1916	2018	25 Maps/Plats
8/31/2018	T1916	2018	15 Maps/Plats
9/30/2018	T1916	2018	15 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1917	2018	16 Maps/Plats
6/29/2018	T1917	2018	16 Maps/Plats
7/31/2018	T1917	2018	108 Maps/Plats
8/31/2018	T1917	2018	9 Maps/Plats
9/30/2018	T1917	2018	10 Maps/Plats

WASHINGTON COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/13/2018	T3594	1953-2012	192 Boxes

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1918	2018	48 Maps/Plats
6/29/2018	T1918	2018	9 Maps/Plats
7/31/2018	T1918	2018	26 Maps/Plats
9/30/2018	T1918	2018	31 Maps/Plats

Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting on 5/11/2018

WORCESTER COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2018	T1919	2018	14 Maps/Plats
6/29/2018	T1919	2018	36 Maps/Plats
7/31/2018	T1919	2018	34 Maps/Plats
8/31/2018	T1919	2018	34 Maps/Plats
9/30/2018	T1919	2018	6 Maps/Plats

Total number of volumes added:	34.00
Total number of boxes added:	1,063.00
Total number of maps/plats added:	2,205.00
Total number of CDs added:	0.00

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 6210</a>	Schooner "Betsy" Collection
<a href="#">MSA SC 6211</a>	Bill Earle Niles' Register Index Collection
<a href="#">MSA SC 6212</a>	Baltimore Sun Company Collection
<a href="#">MSA SC 6213</a>	Prince Georges County Land Records Collection
<a href="#">MSA SC 6214</a>	Holbrook Zierden Collection
<a href="#">MSA SC 6215</a>	The Hopkins, Townsend, Smith Families Collection
<a href="#">MSA SC 6216</a>	McAllister Collection of Dorchester County Land Record Abstracts
<a href="#">MSA SC 6218</a>	The Voice of Greater Northwood
<a href="#">MSA SC 6219</a>	Geoffrey M. Footner Collection
<a href="#">MSA SC 6220</a>	Dorchester County Resource Preservation and Development Corp.

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# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**May 30, 2019 12:00 noon**

**Electronic Classroom, Maryland State Archives**

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### ***Agenda***

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



## Maryland State Archives

### Hall of Records Commission Meeting

May 30, 12:00 noon

Electronic Classroom, Maryland State Archives

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

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

##### **Attendees**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_attendees\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_attendees_spring2019.pdf)

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

#### **Special Guests**

Faye Gaskin: *Deputy State Court Administrator*

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

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

##### **Hall of Records Commission Meeting Minutes, October 26, 2018**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_minutes\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_minutes_fall2018.pdf)

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

**November 3, 2018** The Archives hosted a public Maryland's Four Centuries Project event. Dr. Ed Papenfuse spoke on "Political Developments in 17<sup>th</sup>-Century Maryland and the Transfer of The Capital to Annapolis." Dr. Henry Miller, of Historic St. Mary's City, spoke on "Discovering Maryland's Beginnings and Its Unique Design." This was one of four events sponsored by the Maryland's Four Centuries Project which explored Maryland's first century.

**February 7, 2019** Chris Haley was a participant on the Maryland Lynching Memorial Project and Equal Justice Initiative sponsored panel at the Maryland Hall for the Creative Arts. Elaine Rice Bachmann and Maya Davis also attended the event.



**March 25, 2019** In celebration of Maryland Day, author Elaine Rice Bachmann presented remarks on the Archives' new publication *Maryland's Historic Legislative Chambers: The Rooms Where History Happened* to the Maryland House of Delegates and the Maryland Senate in their Chambers. Co-author Mimi Calver was in attendance along with Chris Kintzel and book designer Michele Danoff.

**April 1, 2019** The Archives hosted a Lunch and Learn viewing of *Mr. Besley's Forest*, a documentary on Maryland's First State Forester. A discussion with filmmaker Cheryle Franceschi followed the screening.

**April 25, 2019** Maya Davis and the Legacy of Slavery in Maryland program hosted the *Strike for Freedom: Slavery, Civil War & the Frederick Douglass Family in the Walter O. & Linda Evans Collection* exhibit opening and curator's talk with Dr. Celeste-Marie Bernier and Dr. Walter O. Evans at the Taylor House Office Building.

**May 1, 2019** The Archives hosted a Lunch and Learn on "Birthright Citizenship: A History of Race and Rights in Antebellum America," presented by Dr. Martha S. Jones.

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

Records Retention & Disposal

**Retention Schedules:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_retention\\_schedules\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_retention_schedules_spring2018.pdf)

**Disposal Certificates:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_disposal\\_certificates\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_disposal_certificates_spring2019.pdf)

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

**State Archivist's Report**

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_chronology\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_chronology_spring2019.pdf)



### **Maryland's Historic Legislative Chambers**

On Maryland Day, March 25, 2019, Elaine Rice Bachmann presented the Archives' newest publication, *Maryland's Historic Legislative Chambers: The Rooms Where History Happened* to the Legislature, making remarks first before the House of Delegates and then in the Senate. The 56-page book tells the story of the State House and details the important work of the recent restoration of the old chambers as a key part of the implementation of the State House Visitor Experience Master Plan. It was commissioned by the General Assembly which provided funding to the Archives for its publication, with particular advocacy from President Miller and Speaker Busch. It is poignant to note that this evening marked Speaker Busch's last appearance in the House of Delegates Chamber.

### **150th Anniversary of Government House**

Discussed at the last meeting, in celebration of the 150th Anniversary of Government House, Governor and Mrs. Hogan hosted a private reception for former residents and staff and a public open house, both held on May 12, 2018. A video recording the events of the day, as well as some personal interviews with guests, was created by MEMA employee Emily Allen. It can be viewed here:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/government\\_house\\_150\\_year\\_celebration\\_event.mp4](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/government_house_150_year_celebration_event.mp4)

### **Grant Activities - National Historical Publications and Records Commission [NHPRC]**

The Archives was awarded two grants, totaling over \$70,000, since our previous Commission meeting.

In January, the NHPRC awarded a one-year \$20,205 grant to the Archives to conduct training and to promote records preservation throughout Maryland. Major project goals include:

- Holding four training sessions to help ensure that the agencies' new Records Officers are provided with the information they will need to perform their duties.
- Hosting a series of four archives awareness events throughout the year. Events will include a *Brick Wall Session*; a *Lunch and Learn* lecture; and a preservation workshop.
- Hosting a series of four digitization day outreach events during which family records brought to the Archives by the public will be digitized.
- Sponsoring a free, half-day moving image and video transfer workshop that will present the best practices of film archivists explained in simple terms.
- Sponsoring a statewide forum on critical archival issues in order to identify the areas that are of most concern. Needs assessment surveys will be conducted prior to the forum. The forum and the survey results will be used to formulate a new Maryland State Historical Records Advisory Board strategic plan.

The forum, slated for this summer, will also serve to build awareness of and publicize the Maryland's Four Centuries Project (the 2034 commemoration of the 400th anniversary of

Maryland's founding) to a wide audience of Maryland history-related entities that include museums, libraries, and historical and genealogical societies.

In early May, the NHPRC awarded a one-year \$50,619 grant to the MSA for its project entitled "Uncovering Personal Histories Through Legal Documents," a major digitization effort relating to its Chancery Court records. Our intent is to foster a broader interest in these records by revealing their currently hidden value for genealogists and historians, especially those interested in social history, medical history, and the still emerging field of disability studies.

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

### **19th Amendment Commission Document Packet, Creative Contest and Marker Unveiling**

The Archives serves on Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. As part of our work on the Commission, Archives' staff authored a document packet which gives an overview of Maryland's role in the fight for women's suffrage, provides digital images of primary source materials from our collections, and gives details about how the topic fits into national, state, and local history curriculum standards. This packet has been distributed through the Maryland State Department of Education to county social studies coordinators for use in the classroom. As we approach the celebration of the 100th anniversary, Archives' staff will participate as instructors in several teacher professional development days this summer in which the document packet will be highlighted. To view the full document packet, please see: <http://teaching.msa.maryland.gov/000001/000000/000007/html/t7.html>

The Archives, in partnership with the Maryland Historical Society, is also participating in the launch of a Creative Contest this year calling for high school-age students to create a work of writing or art that speaks to what suffrage means to them personally. The contest was launched to teachers and students in January and entries will be accepted between June and October. For more details on the contest, please see:

[Contest flyer](#)

[Contest guidelines](#)



Finally, on May 4, 2019, the Commission unveiled the third in a series of historic markers throughout the state to celebrate women's suffrage in Maryland. This marker recognizes the contributions of the Just Government League suffrage organization and its members in the fight to win the vote. The ceremony was led by Commission Chair, Adjutant General Linda Singh, and was attended by Archives representative Commissioner Emily Oland Squires. The marker is placed near Carroll Lutheran Village in Westminster. The full text of the marker is:

*JUST GOVERNMENT LEAGUE  
ESTABLISHED IN 1909, BECAME LARGEST ORGANIZATION  
IN MARYLAND ADVOCATING FOR WOMEN'S SUFFRAGE.  
LOCAL CHAPTERS WERE FOUNDED THROUGHOUT THE  
STATE, INCLUDING IN WESTMINSTER IN 1913. BY 1915  
STATEWIDE MEMBERSHIP NUMBERED 17,000. THE  
LEAGUE'S CAMPAIGN CENTERED ON PUBLIC EDUCATION  
TO AFFIRM THE SOCIAL BENEFITS OF VOTES FOR WOMEN.  
AFTER CONGRESS PASSED THE 19TH AMENDMENT IN 1920,  
THE LEAGUE TURNED ITS FOCUS TO WOMEN'S CIVIL AND  
POLITICAL RIGHTS, AND WON THE RIGHT FOR WOMEN TO  
HOLD PUBLIC OFFICE IN MARYLAND IN 1922.  
MARYLAND HISTORICAL TRUST  
MARYLAND STATE HIGHWAY ADMINISTRATION*

For more information on the activities of the Commission, please see our webpage at:  
<https://msa.maryland.gov/mdvotesforwomen/>

### **Educational Partnerships**

The Archives' staff continue to provide teacher training and student support through its educational programming. Notably this semester, staff co-led classes in archival research with both the United States Naval Academy and St. Mary's College, and provided outreach training to undergraduates about the archival profession and internships. The Archives also hosted classes from Washington College and University of Maryland in the Search Room. Staff also taught professional development sessions for the Maryland Department of Education, with several more on the schedule for this summer. Staff members have also presented on archives, primary resources, and Maryland's treasures directly to student groups throughout this period. Most significantly, the Archives has also deepened its ongoing partnership with the University of Maryland iSchool and the Digital Curation and Innovation Center. The Legacy of Slavery Program staff, Chris Haley, Maya Davis and Ryan Cox, were published in the March issue of Society of American Archivists' *Outlook Magazine* discussing the collaborative work. Please see:

[https://mydigitalpublication.com/publication/?i=572010#{%22issue\\_id%22:572010,%22page%22:12}](https://mydigitalpublication.com/publication/?i=572010#{%22issue_id%22:572010,%22page%22:12})

Continuing the partnership, archivist Ryan Cox presented about the Legacy of Slavery Program at both the IEEE International Conference on Big Data in December 2018 in Seattle and at the Best Practices Exchange Conference in Ohio. The Archives has also hosted two classes of student interns from the iSchool during both fall and spring academic terms. They are continuing to build our searchable database on enslaved and free people of color in Maryland. This joint work with the University of Maryland has led to a grant award and the creation of the International Research Collaboration Network in Computational Archival Science (IRCN-CAS). The grant award will partner the Archives and the University of Maryland with King's College in London and the United Kingdom National Archives for a series of symposiums and datathons in both London and Maryland. For more information on this collaboration, please see:

[https://dcic.umd.edu/cas\\_network\\_launch/](https://dcic.umd.edu/cas_network_launch/)

## Maryland Lynching Truth and Reconciliation Commission

During the 2019 General Assembly Session, the Maryland State Archives was named to serve on the Maryland Lynching Truth and Reconciliation Commission (HB307). Representing the Archives and the Legacy of Slavery Program, archivist Chris Haley testified on behalf of the legislation in both the House and Senate. The Archives has already partnered with the Maryland Lynching Memorial Project as well as with researcher Dr. Nicholas Creary, formerly of Bowie State University. On March 12, Mr. Haley gave a training session to local Watermark Tour guides who will use this information to address the topic of lynching in the Annapolis area with accuracy and sensitivity while leading guests. Archives' staff also met with educators interested in addressing the topic of lynching in their curriculum. The Archives looks forward to continuing these partnerships and to participating in the important work of the Commission by sharing staff knowledge, the relevant primary sources, and the research already compiled by the Legacy of Slavery Program on lynchings perpetrated in Maryland.

## Strike for Freedom Exhibit and Opening Event



On April 25, 2019, Archives' staff hosted an opening event at the Taylor House Office Building for the new exhibit, *Strike for Freedom: Slavery, Civil War & the Frederick Douglass Family in the Walter O. & Linda Evans Collection*. This exhibit was an international collaboration between Dr. Celeste-Marie Bernier of the University of Edinburgh, Dr. Walter O. Evans of Savannah, Georgia and the Maryland State Archives and was funded in part by a

United Kingdom Humanities Grant. Maya Davis of the Archives' Study of the Legacy of Slavery in Maryland Program partnered with Dr. Bernier and Dr. Evans on the exhibit, which first opened in Scotland in October 2018.

In November, Ms. Davis represented the Archives with a presentation at a symposium associated with the exhibit titled *Black Atlantic Authorship and Art, 1818-2018*, part of the overall commemoration of the bicentennial of the birth of Frederick Douglass. The exhibit in Annapolis opened with a curator and collector's talk by both Dr. Bernier and Dr. Evans. They discussed the underlying concepts for the exhibition, the significance of the entire Douglass family in the fight against slavery, the dynamic collection of Douglass family photographs and documents in the Walter O. and Linda Evans Collection, and the legacy of a true Maryland hero. Ms. Vera P. Hall, a history quilter, whose work on Frederick Douglass is featured on one of the exhibit panels, brought an original piece to show at the opening event. This exhibition, which is free to the public, explores the life and work of Frederick Douglass (1818-1895) and his wife and children, who made significant contributions in the struggle for equality in Maryland, in the nation, and abroad. Included are rare manuscript



images and photographs which reveal untold tales of hope, despair, love, war, and friendship in the lives of the Douglass family. Visitors will also catch a glimpse of Douglass's time in Scotland where he was committed to 'telling the story of the slave' and the 'strike for freedom' and was one of many anti-slavery campaigners to live and work there. The exhibit is a long-term installation at the House Office Building, and the Archives is grateful to the late Speaker Michael Busch for welcoming *Strike for Freedom* to the space.

## **Records and Access**

### **Council of State Archivists - Ancestry Leadership Award**

Archives staff member James Watson is a recipient of this year's CoSA - Ancestry Leadership Award. This award supports next generation leadership development by providing reimbursement for mid-level managers in state archives to attend training. Mr. Watson will also present on his training at the CoSA-SAA (Society of American Archivists) Joint Annual Meeting.

Mr. Watson used the scholarship money to complete the online AIIM's Electronic Records Management Specialist Level class. The course focuses on automating the identification, capture, and classification of electronic records. The Archives is constantly seeking to increase staff training in digital records to better handle the growing volume of digital records we create and receive.

### **Records and Access Activities Report**

On a monthly basis the Archives tracks contact with, and services provided to, both the public and other government agencies. A consolidated report provides an agency-wide snapshot that facilitates planning and the allocation of resources. The report for July 2018 - April 2019 can be found at:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_records\\_and\\_access\\_report\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_records_and_access_report_spring2019.pdf)

### **Records Officers**

As mentioned at the beginning of the Archivist's report, the Archives was awarded an NHPRC State Board Programming Grant this year. Among other outreach efforts, this grant supports four training sessions for agency records officers.

As reported in previous meetings, recent legislative changes to Annotated Code of Maryland State Government Article 10-610 requires the head of each State agency to appoint a Records Officer to oversee the agency's records management program. The Department of General Services Records Management Division (RMD) and the Archives used email and the Archives' website to promote compliance with this requirement at the State level and encourage the establishment of Records Officers at the county and municipal levels. Newly appointed records officer were provided with a guidance welcome packet, and additional interactive training is planned for the new Records Officers.

The RMD and Archives created a four-hour training session providing an overview of records management and covering procedures such as retention scheduling, transfers, and disposal. Four sessions will be offered between June and October, one in each region of the state.

Initial registrations suggest there is considerable interest in receiving this training. The central Maryland session had 23 of its 30 slots filled within 24 hours of the first notice of the session. In addition to in-person training sessions, the Archives is creating recorded, online training sessions.

### **Records Management Challenge: Meeting Recordings**

An increasing number of government agency meetings are being recorded, and many are live streamed and/or saved on agency websites. This development is a great improvement in the immediacy of access and transparency of government decision making. Recording meetings also creates a government record which, like all government records, must be managed, appraised for retention value, and included on a retention schedule.

Like all digital records, meeting recordings introduce certain elements not present with paper records. For example, agencies need to decide on a format and storage medium that will remain accessible throughout the designated period the recordings are retained. Since video and audio files can be sizable, sufficient storage space is also a concern.

In appraising value, the Archives has found that written transcripts, minutes, or summary notes of a meeting typically include all of the information from the meeting that warrants permanent retention. Moreover, this written documentation is generally in an easily accessed format and doesn't include an excessive amount of non-permanent information. On the other hand, though meeting recordings have value for a certain amount of time they may not warrant permanent retention.

Given this appraisal assessment, an important caveat to the practice of recording meetings is that agencies should continue to create written documentation of meetings. An agency should not stop creating this documentation under the impression that meeting recordings takes its place. Moreover, live streaming a meeting online and/or "archiving" it on the agency website does not take the place of transferring permanent records to the Archives. Meeting recordings (as compared to written documentation) tend to be harder to maintain, and it is more difficult to access any specific piece of information from them. Live streaming and posting meetings on websites provides short-term transparency but, due to the evolving nature of technology, don't ensure long-term preservation. The only protection against the future loss of information concerning the activities and decisions of government is a commitment to the continued practice of producing written transcripts, minutes, or summary notes of the proceedings and depositing those records with permanent value in the Archives.

### **Updated Fee Schedule and New Order Forms**

On April 1, 2019 the Archives debuted its updated fee schedule. The primary goals of the recent updates were to consolidate pricing and simplify fees for our customers. Previously, the Archives had different fees based on whether an order was placed in-person or by mail or phone. This fee schedule was confusing to both customers and staff. The new schedule and updated forms are now streamlined and more user-friendly. Concurrent with the fee schedule update, staff updated the online order forms used to request copies of archival material. Forms are now in a consistent format and include the updated fees, and reflect accurate dates for newly available collection materials. The updated forms can be viewed online at:

[https://msa.maryland.gov/msa/homepage/html/order\\_records.html](https://msa.maryland.gov/msa/homepage/html/order_records.html)

The rationalization of order forms and fees was undertaken in anticipation of the launch of the Archives' new e-commerce system, a shopping cart environment allowing customers to place and pay for orders online. To date, orders and payment could only be made in person or via mail and phone. The new e-commerce system will represent a great advance for both customers and staff. The system is currently complete and in the active testing phase. It will allow the entire order process to occur online in a secure payment system with order details transferring automatically to our work order queue. These advances will make placing orders at the Archives much easier for our customers and allow our staff to more effectively manage their fulfillment.

### **Commission on Artistic Property**



#### **Thurgood Marshall Memorial**

The sculptural and architectural elements comprising the Thurgood Marshall Memorial were removed from Lawyers' Mall in late 2019 to accommodate the replacement of underground piping. The sculpture of Thurgood Marshall has been temporarily installed at the Robert C. Murphy Courts of Appeal Building, while the other elements of the memorial are stored at the Archives Rolling Run facility. A briefing for the State House Trust was held on May 15, to review designs for the permanent re-installation of the entire memorial in Lawyers' Mall after the completion of infrastructure repairs, which are projected to be completed in early 2020. Sculptor Antonio Tobias Mendez, working with architect Ziger/Snead Architects, is included in discussions and planning for the design of the plaza and the reinstallation of the memorial.

### **New Acquisitions**

The State House Franklin stove (MSA SC 1545-3502) is now installed in the fireplace of the Senate Lounge, and transfers of the historic telephone known as "Annapolis #1" and the "Governor Ritchie desk" from the Maryland Historical Society have been completed. The Maryland House murals by William Arthur Smith have been conserved but still need to be framed before a location for their installation can be determined.

A federal period card table (MSA SC 1545-3504) with a history of ownership by Charles Carroll of Carrollton was received as a transfer from The Philadelphia History Museum at the Atwater Kent, which recently closed its doors and sought suitable repositories for its collections.





### **Conservation & Storage**

As mentioned at the last meeting, the monumental portraits of *Charles I, King of England* (MSA SC 1545-1099) and *Queen Henrietta Maria* (MSA SC 1545-1100) have been recently conserved. They are now on display in the hallway outside the Governor's Reception Room. An additional portrait, *Queen Anne of England* (MSA SC 1545-1073) and its frame are now being conserved using our limited conservation funding. We anticipate being able to install this portrait in the same hallway over the summer.

A majority of works of Artistic Property previously stored in the stacks at the Maryland State Archives have now been transferred to much-improved fine art storage at the Rolling Run facility. Having such storage has been extremely useful as some of the items from the Peabody Art Collection previously being stored at the Peabody Institute, The Baltimore Museum of Art, The Maryland Historical Society, and The Walters Art Museum have been returned to our custody and now have suitable storage.

### **Sculptures of Harriet Tubman and Frederick Douglass**

Work has begun on the forensic sculptures of Harriet Tubman and Frederick Douglass, with Elaine Rice Bachmann and Maya Davis visiting the studio and participating in photographing model/actors to help determine the poses of the subjects and what props may be included. A larger team including Tim Baker, APC staff, and Legacy of Slavery staff, is also involved in the review of the sculptures' development.

Underpinning work below the floor in the Old House of Delegates should be completed by this fall and it is anticipated that the sculptures will be completed and installed by February 2020. Planning for an unveiling or dedication event will begin over the summer.

### ***Treasures of State: Maryland's Art Collection* Traveling Exhibition in Celebration of the 50th Anniversary of the Maryland Commission on Artistic Property**

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

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

Anticipated funding need is approximately \$50,000 and potential private foundation and grant support will be sought. Additional funding is needed for the accompanying publication.

## **Special Collections & Conservation**

### **Maryland Forest and Parks Collection Lantern Slides Re-Processing Project**

The Archives received a set of lantern slides from the Department of Natural Resources in the early 2000s, as that agency prepared to celebrate the Maryland State Parks Centennial in 2006. Historians with the Park Service wanted to preserve this material, some of which went back to the time of our first State Forester, Fred W. Besley, who served from 1907-1942. Last summer, our conservation staff worked with interns to arrange the 847 lantern slides by inventory number. They cross-checked each slide with old typescript inventories and found many slides formerly thought missing. Under conservator supervision, the interns placed the fragile glass into simple protective sleeves and identified each by an accession number, entering descriptions into a master spreadsheet. By August 2018, the entire series of lantern slides could be placed in archival boxes and returned to the photo room for long-term storage. Archival staff are now quality-checking the descriptions with the slides and uploading records into the Guide to Special Collections. Nearly half of the entries are now available as [MSA SC 1178-8](#) This collection -- which has a few slides that could be close to 100 years old -- is next scheduled to be digitized.

### **New MSA Collections in the Historic Maryland Newspapers Project**

The Archives sees preservation and access to newspapers as part of its vital mission to serve the public. Beginning in 2013, the Archives has worked with the University of Maryland on the National Digital Newspaper Program (NDNP), with the financial support of the Library of Congress and the National Endowment for the Humanities. Reels of Maryland newspaper microfilm, and some physical issues, are now being digitized and placed online on the [Chronicling America website](#), a national resource. To date, the Historic Maryland Newspapers Project has digitized and placed online 32 newspaper titles from all regions in the state. The Project's advisory board has also prioritized titles that are particularly rare, written in a foreign language, or coming from smaller groups and communities. MSA Special Collections is contributing four additional titles to UMD Libraries' National Digital Newspaper Program Grant Round 4, and has worked with a suffrage researcher on a proposal to locate a complete run of issues for the *Maryland Suffrage News*, for which only a fraction of the issues exist in publicly-accessible collections. Thanks to the efforts of UMD's librarian Rebecca Wack, the remaining issues of the *Suffrage News* will be on loan to the project from the National Women's Party.

### **Completion of Governor Marvin Mandel Photographs Re-Processing Project**

From August 2018 to March 2019, Special Collections led a project to improve access to several boxes of photographs donated in 2000 by Governor Marvin Mandel, located within series [MSA SC 5394](#). Volunteer Juli Folk, who will soon graduate with an MILS from University of Maryland's iSchool, undertook the reprocessing of the Mandel photographs for academic credit. With guidance from staff archivists, Ms. Folk united information given to the Archives by the late Governor's friends and colleagues in several memory sessions with descriptions of the photographic prints themselves. Series cataloging now identifies individuals and locations of events to the extent that our oral history information and Ms. Folk's research have permitted.

Ms. Folk also rehoused seven clamshells of the prints in individual folders to improve their flatness and stability. Thanks to the work of this dedicated volunteer, Governor Mandel's photographs are now accessible to patrons in our Search Room from the Guide to Special Collections.

### **Recent Gifts from Senate John Astle**

Special Collections has recently cataloged [MSA SC 6227](#), a collection of scrapbooks, speeches, and other materials donated by Senator John Astle. The Senator's 36-year career is of great importance to the State of Maryland, Anne Arundel County, and Annapolis. His service in the General Assembly, as well as his previous career in the U.S. Marines during the Vietnam War, make him a likely candidate for research both now and in the future. During his time as a helicopter pilot in the Marines he piloted for at least one U.S. President. Senator Astle's donations include news clippings that cover the bulk of his career. These articles reflect community concerns and discussions about the law and local issues, and many articles are clipped from the *Capital Gazette* and other local newspapers. Senator Astle's speeches and speech drafts cover local and district events and important topics before the legislature. Archivists believe that his career is not just of local importance but is emblematic of a generation who served their communities, and that it is important to understand such individuals at a higher level--even nationally. The Senator intends to donate additional materials relating to his military service, including his cassette tapes from Vietnam, which were audio-letters-home to his family, and transcripts of these recordings.

### **Baltimore City Archives**

#### **Records Management**

Meetings or appraisal visits took place with the following entities: Law Department, Health Department and the Office of the Labor Commissioner, and the Baltimore Parking Authority. In addition, transfers were made to the City Archives of 1,069 cubic feet of record material. The departments represented include Transportation, Health, Housing Authority, Zoning Authority, and the Office of the Labor Commissioner.

#### **Historical Collections**

Indexing and description, mostly by volunteers, continues on papers from the Office of the Mayor dating from 1885-1900 [BRG9, series 3 and 4]. Volunteers continue to aid in the description and processing of this important collection. A team of volunteers also continues work on a comprehensive finding aid to African American-related material within our holdings.

#### **Outreach**

The City Archives continues to publicize its holdings in order to build public support for our efforts through activities on-site and elsewhere.

Professor Lawrence Jackson, Bloomberg Professor of English and History, Johns Hopkins University, and his students visited the City Archives several times in March and April. Their research focus was on the Baltimore period in the life of Billie Holiday. Staff provided guidance as to research strategies and identifying what might be helpful to review within the Archives' holdings.

In April, the City Archives became the home of the Laurel Cemetery Project. The project seeks to compile a comprehensive list of the approximately 2,000 burials that took place at the now defunct Laurel Cemetery. Founded in the 1850s, Laurel was the final resting place of Baltimore's elite African American community (similar to the whites only Greenmount Cemetery). Each week up to eight volunteers, many connected with the Baltimore African American Historical and Genealogical Society (BAAHGS), visit the Archives to compile burial data derived from digitized death certificates in the MSA holdings.

Rob Schoeberlein served as a judge at the Maryland History Day 2019 State Contest held at the University of Maryland Baltimore County.



The City Archives hosted Dr. David Guba, Assistant Dean at Bard Early College Baltimore, and 16 history students over two days in May. The student visited the Archives to research a documentary project they are doing on the living history of the Greater Mondawmin Community.

### **Researchers and Topics**

The City Archives continued to welcome researchers, from both local universities and abroad, to examine its holdings. Eighty

researcher appointments have been facilitated since the the last HRC meeting.

Twentieth-century topics still garnered the greatest interest. A professor from the University of Maastricht [Netherlands] focused upon "how material infrastructures and ideas on racial segregation intertwine, and will examine the Baltimore roads of US-40 and US-111... as examples." Another PhD candidate from the Netherlands researched Lyndon Johnson's War on Poverty, using Baltimore as a case study.

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

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_records-transfer\\_s\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_records-transfer_s_spring2019.pdf)

### **Special Collections:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_special\\_collections\\_report\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_special_collections_report_spring2019.pdf)

### **Government Publications:**

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

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

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

**June 19, 2019** The Archives will host a Lunch and Learn featuring a presentation on *The Naylor's of Woodborough*. Part history, part genealogy, part narrative, *The Naylor's of Woodborough* is the culminating work of five researchers who collaborated to publish this Maryland family's 350-year history using local resources.

**August 5, 2019** The Archive's Summer internship program will culminate in a presentation on each intern's main project and their reflections on the experience.

### **Old Business**

### **New Business**

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

### **Adjournment**

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Mr. Timothy D. Baker  
State Archivist and Commissioner of Land Patents  
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401  
(410) 260-6402 - email: [tim.baker@maryland.gov](mailto:tim.baker@maryland.gov)  
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**DRAFT**  
**Maryland State Archives**  
**Hall of Records Commission Meeting Minutes**  
**May 30, 12:00 noon**  
**Electronic Classroom, Maryland State Archives**

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

The Chair called the meeting to order at 12:02.

### **Attendees**

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

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

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

Mr. Tom Brennan, *representative of the Comptroller of Maryland*

Ms. Nancy Kopp, *State Treasurer*

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

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

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

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

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

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

Deputy State Archivist Elaine Rice Bachmann related the symbolism of the Yellow Rose in the passage of the 19th Amendment to the Constitution of the United States, and invited Commission members to take and wear boutonnieres created by Maria Day and other staff members in commemoration of the 100th anniversary of the passage of the amendment.

### **Special Guests**

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

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

Ms. Allison Seyler: *representing the President, Johns Hopkins University*

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

Mr. Tom Brennan: *representing the Comptroller*  
Ms. Faye Gaskin: *Deputy State Court Administrator*  
Ms. Jean Russo: *President of the Friends of the Maryland State Archives*

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

### **Hall of Records Commission Meeting Minutes, October 26, 2018**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_minutes\\_fall2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_minutes_fall2018.pdf)

Delegate Rosenberg moved to approve the minutes as drafted. Dr. Bell seconded and the motion carried unanimously.

### **Records Retention & Disposal**

#### **Retention Schedules:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_retention\\_schedules\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_retention_schedules_spring2018.pdf)

#### **Disposal Certificates:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_disposal\\_certificates\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_disposal_certificates_spring2019.pdf)

Kathryn Baringer, Director of Appraisal and Description, reported that since the last meeting 29 retention schedules have been approved, 14 from state agencies, 12 from county agencies, and three from the municipality of College Park. The Archives has also received 244 disposal certificates, with 182 filed electronically.

Delegate Rosenberg moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Dr. Bell. The motion was unanimously approved.

## **State Archivist's Report**

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

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_chronology\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_chronology_spring2019.pdf)

State Archivist Tim Baker invited members to review the activities of staff.

### **Maryland's Historic Legislative Chambers**

Ms. Rice Bachmann invited members to review their copy of the Archives' newest publication, *Maryland's Historic Legislative Chambers: The Rooms Where History Happened*. The book was commissioned by the General Assembly, which provided funding to the Archives for its publication. Ms. Rice Bachmann acknowledged President Miller and Speaker Busch's advocacy of the project. The Chair called for a moment of silence in respect for House Speaker Michael E. Busch, who passed away April 7, 2019.



## **Grant Activities - National Historical Publications and Records Commission [NHPRC]**

Dr. Robert Schoeberlein, Acting Archivist of the City of Baltimore Archives, reported that the Maryland State Archives was awarded two grants totaling over \$70,000.

The NHPRC state programming grant of \$20,205 will allow the Archives to conduct training and promote records preservation throughout Maryland. Planned events include four training sessions for new Records Officers, four archives awareness events throughout the year, four digitization day outreach events, and a free, half-day moving image and video transfer workshop.

State Archivist Tim Baker announced that a statewide forum on critical archival issues will be held on July 15, 2019 to identify the areas that are of most concern. Needs assessment surveys will be sent to over 550 Maryland historical and cultural organizations prior to the forum, with particular emphasis on the needs of the county historical societies. The forum and the survey results will be used to formulate a new Maryland State Historical Records Advisory Board strategic plan and promote awareness of grant availability for record processing and digitization. Mr. Baker would also like to use the opportunity to encourage the state to provide additional funding for these activities.

Mr. Baker stated that an important long-term objective is to build coalitions of Maryland history-related groups in support of the Maryland's Four Centuries Project (the 2034 commemoration of the 400th anniversary of Maryland's founding). Burt Kummerow, director of the project, anticipates that a long planning and implementation process is necessary for a successful commemoration, as evidenced by the State of Virginia's 2019 commemoration.

Dr. Schoeberlein also reported that NHPRC has awarded a one-year \$50,619 grant to the Archives in support of "Uncovering Personal Histories Through Legal Documents," a major digitization effort relating to Chancery Court records and of particular interest to the still emerging field of disability studies. Corey Lewis, Director of Imaging Services, reported on the digitization process, which will result in online public access to 96 volumes and 115 foldered documents.

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

**19th Amendment Commission Document Packet, Creative Contest and Marker Unveiling**  
Emily Oland Squires, Director of Research, Outreach, and Reference Services, reported that the Archives serves on Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. She highlighted Archives' staff authorship of a document packet which gives an overview of Maryland's role in the fight for women's suffrage, provides digital images of primary source materials from our collections, and gives details about how the topic fits into national, state, and local history curriculum standards. This packet has been distributed through the Maryland State Department of Education to county social studies coordinators for use in the classroom. Archives' staff will participate as instructors in several teacher professional development days this summer in which the document packet will be highlighted. Ms. Oland Squires clarified that document

packages could be adapted for use by any student cohort, but that they were focused primarily on 4th and 8th graders in support of curriculum requirements.

Ms. Oland Squires noted that the Archives is partnering with the Maryland Historical Society in the launch of a Creative Contest this year calling for high school-age students to create a work of writing or art that speaks to what voting means to them personally.

Ms. Oland Squires also reported on the unveiling of the third in a series of historic markers throughout the state to celebrate women's suffrage in Maryland. Three additional marker unveilings are planned for the upcoming year. The Commission has also gotten some private funding to allow for marker placement in locations other than along state highways, as now required of funding through the Maryland Historical Trust and the State Highway Administration. Currently, three markers have been approved for placement in Baltimore City.

### **Educational Partnerships**

Ms. Oland Squires reported that Archives' staff continue to provide teacher training and student support through its educational programming, with an emphasis on using archival resources for research. Staff have taught professional development sessions for the Maryland Department of Education, with several more on the schedule for this summer. These sessions are now linked with teachers' professional development schedule to preclude scheduling conflicts. Most significantly, the Archives has also deepened its ongoing partnership with the University of Maryland iSchool and the Digital Curation and Innovation Center. A Legacy of Slavery Program staff article was published in the Society of American Archivists' *Outlook Magazine* discussing the collaborative work.

The partnership with the University of Maryland has led to a grant award and the creation of the International Research Collaboration Network in Computational Archival Science (IRCN-CAS). The grant award will partner the Archives and the University of Maryland with King's College in London and the United Kingdom National Archives for a series of symposiums and datathons in both London and Maryland.

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

Maya Davis, research archivist, reported that the Archives has been named to serve on the Maryland Lynching Truth and Reconciliation Commission (HB307). The Archives has already partnered with the Maryland Lynching Memorial Project as well as with researcher Dr. Nicholas Creary, formerly of Bowie State University.

### **Strike for Freedom Exhibit and Opening Event**

Ms. Davis invited members to visit a new exhibit, *Strike for Freedom: Slavery, Civil War & the Frederick Douglass Family in the Walter O. & Linda Evans Collection*, now on display at the Taylor House Office Building. The exhibit was an international collaboration between Dr. Celeste-Marie Bernier of the University of Edinburgh, Dr. Walter O. Evans of Savannah, Georgia and the Maryland State Archives and was funded in part by a United Kingdom Humanities Grant. Ms. Davis partnered with Dr. Bernier and Dr. Evans on the exhibit, which first opened in Scotland in October 2018. Ms. Davis represented the Archives with a presentation at a symposium associated with the exhibit titled *Black Atlantic Authorship and Art, 1818-2018*, part of the overall commemoration of the bicentennial of the birth of Frederick Douglass.

Mr. Letzer inquired whether Dr. Evans had made any plans regarding a final repository for the material in the *Walter O. & Linda Evans Collection*. Ms. Davis said that Dr. Evans had not yet made a decision, but the group agreed that the collection would be a welcome addition to any Maryland institution.

## **Records and Access**

### **Council of State Archivists - Ancestry Leadership Award**

Mr. Baker recognized Archives staff member James Watson, appraisal archivist, as the recipient of this year's Council of State Archivists (CoSA) - Ancestry Leadership Award. This award supports next generation leadership development by providing reimbursement for mid-level managers in state archives to attend training. Mr. Watson used the scholarship money to complete the online AIIM's Electronic Records Management Specialist Level class and will present on his training at the CoSA-SAA (Society of American Archivists) Joint Annual Meeting.

### **Records and Access Activities Report**

Kevin Swanson, Senior Director of Records and Access, reported on the day-to-day efforts of the Archives to provide access to records to the public. The Archives averages approximately 5000 reference interactions per month, and tracks contact with, and services provided to, both the public and other government agencies. Mr. Swanson noted that an e-commerce option for ordering records online was in the testing phase, and would result in greater protection for patron credit card information and obviate the need for costly refund procedures.

### **Records Officers**

Mr. Baker noted that the Archives, in partnership with the Department of General Services Records Management Division, will be holding its first training sessions for agency records officers. He thanked Michael Swygert and the Records Management Division staff for their role in preparing the training content. The training will be recorded and posted on the Archives' website.

### **Records Management Challenge: Meeting Recordings**

Ms. Baringer noted that an increasing number of government agency meetings are being recorded, and many are live streamed and/or saved on agency websites. This development is a great improvement in the immediacy of access and transparency of government decision making. However, in appraising value, the Archives has found that written transcripts, minutes, or summary notes of a meeting typically include all of the information from the meeting that warrants permanent retention. While live streaming and posting meetings on websites provides short-term transparency, the evolving nature of technology doesn't ensure long-term preservation. The only protection against the future loss of information concerning the activities and decisions of government is a commitment to the continued practice of producing written transcripts, minutes, or summary notes of the proceedings and depositing those records with permanent value in the Archives.

## **Commission on Artistic Property**

### **Thurgood Marshall Memorial**

Ms. Rice Bachmann noted that the sculpture of Thurgood Marshall, removed from Lawyer's Mall to accommodate the replacement of underground piping, has been temporarily relocated to the Robert C. Murphy Courts of Appeal Building. The Chair commented that the state law library had been renamed the Thurgood Marshall State Law Library.

### **New Acquisitions**

Catherine Rogers Arthur, Senior Curator and Director of Artistic Property, thanked the Maryland Historical Society for the transfer of the historic telephone known as "Annapolis #1" and the "Governor Ritchie desk" to the Archives. She also acknowledged the transfer of a federal period card table from The Philadelphia History Museum at the Atwater Kent.

### **Conservation & Storage**

Ms. Rogers Arthur reported that the monumental portraits of *Charles I, King of England* and *Queen Henrietta Maria* are now on display in the hallway outside the Governor's Reception Room. An additional portrait, *Queen Anne of England*, and its frame are now being conserved and will be installed in the same hallway over the summer.

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Work has begun on the forensic sculptures of Harriet Tubman and Frederick Douglass, and Ms. Rogers Arthur reported that Ms. Rice Bachmann and Ms. Davis had visited the studio of StudioEIS and participated in photographing model/actors to help determine the poses of the subjects and what props might be included. A larger team including Tim Baker, APC staff, and Legacy of Slavery staff, is also involved in the review of the sculptures' development.

Underpinning work below the floor in the Old House of Delegates should be completed by this fall and it is anticipated that the sculptures will be completed and installed by February 2020.

### ***Treasures of State: Maryland's Art Collection* Traveling Exhibition in Celebration of the 50th Anniversary of the Maryland Commission on Artistic Property**

Ms. Rogers Arthur noted that this traveling exhibition, to be shown in four regions of the state: Western Maryland, Central Maryland, Southern Maryland, and the Eastern Shore, brings together diverse highlights from the collection that is overseen by the Maryland State Archives. The Washington County Museum of Fine Arts anticipates a date in January 2022 for the first exhibition.

## **Special Collections & Conservation**

### **Maryland Forest and Parks Collection Lantern Slides Re-Processing Project**

Megan Craynon, Deputy Director of Special Collections, introduced a set of lantern slides received from the Department of Natural Resources in the early 2000s, as that agency prepared to celebrate the Maryland State Parks Centennial in 2006. Archival staff are currently quality-checking the descriptions with the slides and uploading records into the Guide to Special Collections. Nearly half of the entries are now available as [MSA SC 1178-8](#). This collection -- which has a few slides that could be close to 100 years old -- is next scheduled to be digitized.

## **Baltimore City Archives**

### **Outreach**

Dr. Schoeberlein reported that the City Archives has become the home of the Laurel Cemetery Project. The project seeks to compile a comprehensive list of the approximately 2,000 burials that took place at the now defunct Laurel Cemetery. Founded in the 1850s, Laurel was the final resting place of Baltimore's elite African American community. Each week up to eight volunteers visit the Archives to compile burial data derived from digitized death certificates in the MSA holdings.

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

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[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_records-transfer\\_s\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_records-transfer_s_spring2019.pdf)

#### **Special Collections:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc\\_special\\_collections\\_report\\_spring2019.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000049/hrc_special_collections_report_spring2019.pdf)

#### **Government Publications:**

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

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

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

Mr. Baker invited Hall of Records Commission members, and their friends and families to the following events:

**June 19, 2019** The Archives will host a Lunch and Learn featuring a presentation on *The Naylors of Woodborough*. Part history, part genealogy, part narrative, *The Naylors of Woodborough* is the culminating work of five researchers who collaborated to publish this Maryland family's 350-year history using local resources.

**August 5, 2019** The Archive's Summer internship program will culminate in a presentation on each intern's main project and their reflections on the experience.

**Adjournment** - The meeting was adjourned at 1:15

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Mr. Timothy D. Baker  
State Archivist and Commissioner of Land Patents  
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Chronology of Staff Activities  
October 27, 2018 - May 29, 2019

**October 26, 2018** The Maryland State Archives hosted a meeting of the Hall of Records Commission.

**October 26, 2018** Maya Davis and Ryan Cox attended the conference “Tracing Lives, Slavery to Today: Maryland’s Hampton Plantation” at Towson University.

**October 27, 2018** Maya Davis attended a Maryland Commission on African American History and Culture retreat at Morgan State University.

**October 28, 2018** Tim Baker attended a Maryland’s Four Centuries Project event at the C. Burr Artz Library in Frederick, in which Dr. Stephen Potter spoke on “First Americans and England’s Potomac Frontiers, 1607-1676” and Dr. Henry Miller, of Historic St. Mary’s City, spoke on “Discovering Maryland’s Beginnings and Its Unique Design.” This event was one of four sponsored by the Maryland’s Four Centuries Project which explored Maryland’s first century.

**October 31, 2018** Chris Haley and Maya Davis attended a meeting on Maryland historical markers at the Maryland Historical Society.

**November 1, 2018** Emily Oland Squires attended a Maryland Day planning meeting at the Maryland Hall for the Creative Arts.

**November 1, 2018** Chris Haley attended a Four Rivers Heritage Area meeting on African American cemeteries.

**November 1, 2018** Maya Davis attended a sneak preview of the *In Freedom’s Name* exhibition at Stevenson University.

**November 1, 2018** Rob Schoeberlein hosted Nancy McCall, Director of the Chesney Medical Archives of the Johns Hopkins Medical Institutions, at the Baltimore City Archives.

**November 3, 2018** The Archives hosted a public Maryland’s Four Centuries Project event at which Dr. Edward C. Papenfuse spoke on “Political Developments in 17th-Century Maryland and the Transfer of the Capital to Annapolis.”

**November 5, 2018** The Archives hosted a delegation of archivists from Shanghai, China. The group received a review of archival practices in Maryland and a tour of the State House.

**November 5, 2018** Maya Davis attended a meeting of the Baltimore National Cemetery Project at Morgan State University.

**November 7, 2018** The Archives hosted a Lunch and Learn event on “Disaster Response in Puerto Rico.” Vicki Lee, Conservator in Preservation Programs at the National Archives, spoke on that organization’s assistance in the recovery of the General Archive and National Library of Puerto Rico and the Institute of Culture of Puerto Rico.

**November 8, 2018** Catherine Rogers Arthur attended the Orlando Ridout V Memorial Lecture co-hosted by the Maryland Historical Trust and Historic Annapolis. Marcia Miller presented on “Architectural Traditions in 18th-Century Maryland: The Five Part Plan.”

**November 9, 2018** Tim Baker attended a sign unveiling for the newly named Jonas and Anne Catherine Green Park.

**November 9, 2018** Catherine Rogers Arthur attended the Society of Winterthur Fellows Alumni Day and Annual Meeting after touring the Delaware Antiques Show in Wilmington, Delaware.

**November 12, 2018** Owen Lourie gave a presentation on the Maryland 400 to the Deale Area Historical Society.

**November 14, 2018** Kathryn Baringer attended the 2018 Maryland Association of Counties (MACo) County Attorneys Conference, providing information on the role of Records Officers during the State legal panel.

**November 14 - 17, 2018** Maya Davis was invited to attend the Black Atlantic Authorship and Art International Symposium at the University of Edinburgh, and gave a presentation on “Out of the Depths of Chattel Slavery in Maryland: A Look into the Archival Record of Frederick Douglass’s Maryland.” During this symposium Ms. Davis also attended the unveiling of a plaque at 33 Gilmore Street, home to Frederick Douglass in Edinburgh.

**November 15, 2018** Emily Oland Squires attended a meeting of the Four Rivers Education Committee.

**November 15, 2018** Catherine Rogers Arthur, Chris Kintzel, Elaine Rice Bachmann, and Tim Baker attended the bi-annual meeting of the Commission on Artistic Property.

**November 16, 2018** Ryan Cox met with University of Maryland iSchool Digital Curation and Innovation Center students and faculty to discuss student work with Study of the Legacy of Slavery in Maryland research data.

**November 20, 2018** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**November 28, 2018** Rob Schoeberlein gave a presentation on the status of the City Records Program at a Board meeting of the Baltimore City Historical Society.



**November 29, 2018** Corey Lewis gave a digitization presentation to the Wiley Bates Legacy Center Board.

**December 1, 2018** Archives staff organized and hosted the annual State House by Candlelight event.

**December 4, 2018** Catherine Rogers Arthur participated in an Annapolis Preservation Roundtable luncheon.

**December 5, 2018** Elaine Rice Bachmann and Tim Baker attended a retirement luncheon in honor of Joe Altemus.

**December 7, 2018** Mimi Calver and Elaine Rice Bachmann attended a luncheon meeting of the Colonial Dames at the Mount Clare Museum House.

**December 7, 2018** Maya Davis met with Stephanie Mervine of Wicomico County Recreation, Parks & Tourism to discuss Delmarva Genealogy Conference planning.

**December 8, 2018** Archives staff participated in the Governor's Holiday Public Open House.

**December 9, 2018** Tim Baker represented the Council of State Archivists at the Preservation of Electronic Government Information (PEGI) Project: National Forum in Washington, D.C.

**December 10, 2018** Maria Day and Megan Craynon hosted the librarians of St. John's College for a digitization research visit.

**December 12, 2018** Ryan Cox attended the Institute of Electrical and Electronics Engineers International Big Data Conference in Seattle, Washington and presented on "Third Computational Archival Science Workshop: A Case Study in Creating Transparency in Using Cultural Big Data: The Legacy of Slavery Project."

**December 12, 2018** The Archives hosted a Lunch and Learn on "Keeping History Above Water," presented by Anastasia Poulos of Anne Arundel County's Cultural Resources Division.

**December 12, 2018** Rob Schoeberlein attended the one-day Board of Trustees retreat of the Maryland Historical Society held at the Clifton Mansion, Baltimore.

**December 18, 2018** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**December 21, 2018** Chris Schini represented the Archives at a meeting of the Council on Open Data.

**January 3, 2019** Camille DiMarco and Maria Day met a representative from the Chase-Lloyd House, Annapolis, to consult on the condition of a Samuel Chase Bible the organization had received by donation.

**January 9, 2019** Jenn Cruickshank and Maria Day met with Kevin Davey, Maryland-National Capital Parks and Planning Commission agency records manager, regarding conservation treatment for a 1932 map, "Preliminary Master Plan, Maryland-Washington Metropolitan District."

**January 9, 2019** The Archives hosted a Lunch and Learn on "Brewer Hill Cemetery," presented by Elinor Thompson and Donald Brown.

**January 14, 2019** Tim Baker chaired the annual Data Preservation Advisory Panel of the Maryland Geological Society meeting at the George Peabody Library.

**January 15, 2019** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**January 16, 2019** Tim Baker and Elaine Rice Bachmann attended the inauguration of Governor Larry Hogan. Catherine Rogers Arthur and Chris Kintzel provided support to the Maryland National Guard units using the Old House of Delegates Chamber for logistical operations.

**January 16, 2019** Emily Oland Squires attended a meeting of the Four Rivers Coordinating Council.

**January 17, 2019** Emily Oland Squires attended a Four Rivers Accessibility Workshop at the Annapolis Maritime Museum.

**January 21, 2019** The Archives hosted a meeting of the Maryland-Leningrad Sister State Committee.

**January 22, 2019** V. Joyce Phelps, Kathryn Baringer, and Kevin Swanson attended the Circuit Court Clerks Conference and gave a presentation on records management issues.

**January 22, 2019** Rob Schoeberlein attended a Library staff meeting at the Maryland Historical Society.

**January 22, 2019** Ryan Cox met with representatives of the University of Maryland iSchool Digital Curation and Innovation Center to organize student internship projects.

**January 23, 2019** The Archives hosted a Lunch and Learn on "Arundel-on-the-Bay Community History," presented by Dr. Philip Allen.

**January 24, 2019** Tim Baker attended a meeting of the Maryland's Four Centuries Project advisory committee.

**January 24, 2019** Corey Lewis attended a Wiley Bates Legacy Center Board meeting to discuss digitization of their collection by the Maryland State Archives.

**January 28, 2019** Tim Baker and Elaine Rice Bachmann attended the swearing-in ceremony for Comptroller Peter Franchot at the University of Baltimore.

**January 29, 2019** Tim Baker and Rob Schoeberlein attended a meeting of the Maryland Historical Society Library Committee at which Mr. Schoeberlein presided as Chair.

**January 31, 2019** Tim Baker, Elaine Rice Bachmann, and members of staff attended a meeting of the Maryland's Four Centuries Project planning committee.

**January 31, 2019** Ryan Cox attended the University of Maryland iSchool Digital Curation and Innovation Center Open House and presented on internships with the Study of the Legacy of Slavery project.

**February 4, 2019** Maya Davis attended the Maryland Commission on African American History and Culture Annual Meeting and Black History Month Celebration held at the Banneker-Douglass Museum. Lt. Governor Boyd Rutherford and Kweisi Mfume were the keynote speakers.

**February 5, 2019** Elaine Rice Bachmann presented a lecture about the Government House 150th Anniversary book for Watermark's Guides' training at Ram's Head Tavern.

**February 5, 2019** Emily Oland Squires represented the Archives at the St. John's Intern/Career Services Fair.

**February 6, 2019** Tim Baker, Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel attended the kick-off meeting for the Frederick Douglass/Harriet Tubman statue project.

**February 7, 2019** Chris Haley was a panelist on the Maryland Lynching Memorial Project and Equal Justice Initiative-sponsored panel at the Maryland Hall for the Creative Arts. Elaine Rice Bachmann and Maya Davis also attended the event.

**February 11, 2019** Archives staff hosted a "Virtual Brick Wall" session on the Archives' Facebook page.

**February 11, 2019** Ryan Cox provided a presentation on "Researching African American Families in Maryland" at the Linthicum Public Library.

**February 12, 2019** Chris Haley and Maya Davis attended the Governor's Black History Month reception.

**February 12, 2019** Ryan Cox hosted senior American History students from The Park School, Baltimore, as they conducted original historical research.

**February 15, 2019** Maria Day met with Annapolis Maritime Museum representatives to consult on a volunteer project to create a maritime photography database and website.

**February 18, 2019** Catherine Rogers Arthur supervised the installation of a statue of Thurgood Marshall at the Courts of Appeal building.

**February 18, 2019** Catherine Rogers Arthur coordinated speakers Douglas Bradburn and Nicholas Redding for the George Washington's Birthday celebration in the Old Senate Chamber.

**February 19, 2019** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**February 19, 2019** Elaine Rice Bachmann attended a luncheon meeting of the 21st Century Club.

**February 19, 2019** Ryan Cox attended a meeting at the University of Maryland iSchool Digital Curation and Innovation Center concerning student research and internships.

**February 21, 2019** Maria Day spoke at a Washington College Historical Methods undergraduate course on "Special Collections and Digitization."

**February 22, 2019** Ryan Cox hosted a historical research visit by St. Mary's of Maryland College's senior archival class.

**February 25, 2019** Catherine Rogers Arthur and Tim Baker attended a Brice House tour with the Four Rivers Heritage Area group.

**February 25, 2019** Ryan Cox attended an internship information meeting at the University of Maryland iSchool Digital Curation and Innovation Center.

**February 27, 2019** Jennifer Cruickshank, Maria Day, Corey Lewis, and Tyrone Jones worked with the Historical Society of Carroll County to digitally preserve a map from the Society's holdings.

**February 27, 2019** Maya Davis and Chris Haley hosted a meeting with Mark Letzer of the Maryland Historical Society and representatives of the Middle Passage Ceremonies and Port Markers Project to discuss the project.

**February 28, 2019** Maria Day represented the Archives at the University of Maryland iSchool Spring 2019 Internship and Career Fair.

**March 4, 2019** Maria Day hosted the librarians of St. John's College in their research for a digitization project.

**March 7, 2019** Tim Baker, Elaine Rice Bachmann, Mimi Calver, Catherine Rogers Arthur, and Owen Lourie attended the First Citizen Awards. Mr. Baker made the presentations on behalf of the Maryland Senate.

**March 7, 2019** Chris Kintzel presented a lecture on the Old Senate Chamber to the Sons of the American Revolution, Silver Spring.

**March 8, 2019** Maya Davis attended a Maryland Commission on African American History and Culture special meeting and exhibition opening at the Banneker-Douglass Museum.

**March 9, 2019** Rachel Frazier gave a presentation on genealogical resources at the Maryland State Archives to a gathering at the Baltimore County Public Library.

**March 12, 2019** Elaine Rice Bachmann and Maya Davis attended a photo shoot at StudioEIS for the Frederick Douglass and Harriet Tubman statues in Brooklyn, New York.

**March 12, 2019** Chris Haley gave a talk on "Lynchings in Annapolis and Anne Arundel County" to Watermark Tours.

**March 12, 2019** Kathryn Baringer acted as moderator for a Council of State Archivists' webinar on "Collaborative, Self-Governed, Secure Digital Preservation with LOCKSS (Lots of Copies Keep Stuff Safe)."

**March 13, 2019** Maria Day and Megan Craynon received the first donation of early Camp Meeting records from the Town of Washington Grove, Montgomery County.

**March 13 - 22, 2019** James Watson attended the training course "AIIM's Electronic Records Management Specialist Level." Funding for this course came from a scholarship that Mr. Watson received as a winner of the Council of State Archivists-Ancestry Leadership Award for 2019.

**March 14, 2019** Corey Lewis met with Linda Tompkins Baldwin of the Enoch Pratt Library to discuss potential digitization partnerships.

**March 15, 2019** Chris Haley and Ryan Cox met with Will Schwarz and Courtney Hobson of the Maryland Lynching Memorial Project and David Armenti from the Maryland Historical Society to discuss “Educational Outreach: the Maryland Lynching Project.”

**March 16, 2019** Chris Haley met with Robert Dawkins, President of the Alexandria African American Hall of Fame, to discuss possible collaboration on articles and documents related to Alexandria-based African Americans.

**March 18, 2019** Jenn Cruickshank attended a lecture on “New Trends in Climate Control Strategy in Museums and Libraries” at Johns Hopkins University.

**March 19, 2019** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**March 20, 2019** The Archives hosted a Lunch and Learn lecture by Dr. Susan Langley on “Pirates of the Chesapeake.”

**March 20, 2019** Rob Schoeberlein attended a Board of Trustees meeting of the Maryland Historical Society.

**March 21, 2019** Elaine Rice Bachmann represented the Archives at the funeral of Governor Harry Hughes.

**March 21, 2019** Corey Lewis met with Vince Leggett to discuss Blacks of the Chesapeake Collection digitization.

**March 22, 2019** Tim Baker, Maya Davis, Chris Haley, Elaine Rice Bachmann, and Chris Kintzel participated in an art direction presentation on the Frederick Douglass and Harriet Tubman statues with Ivan Schwartz of StudioEIS.

**March 25, 2019** The Archives presented a Community Collections Day with the Wiley Bates Legacy Center.

**March 25, 2019** Ryan Cox met with South River High School STEM program students regarding their 2019 Community Challenge project.

**March 25, 2019** In celebration of Maryland Day, author Elaine Rice Bachmann presented remarks on the Archives’ new publication *Maryland’s Historic Legislative Chambers: The Rooms Where History Happened* to the Maryland House of Delegates and the Maryland Senate in their chambers. Co-author Mimi Calver was in attendance along with Chris Kintzel and book designer Michele Danoff.

**March 25, 2019** Catherine Rogers Arthur traveled to Cologne, Germany to courier *Windy Doorstep* (1910) by Abastenia St. Leger Eberle, from the Peabody Art Collection. The piece had been in the *Once Upon A Time in America* exhibition at the Wallraf–Richartz Museum.

**March 27, 2019** Corey Lewis and James Watson met with the Comptroller to discuss microfiche and microfilm digitization.

**March 28, 2019** Elaine Rice Bachmann provided a tour of Government House for Watermark Guides.

**March 29, 2019** Ryan Cox, V. Joyce Phelps, Corey Lewis, Jenn Cruickshank, Ray Connor, and Emily Oland Squires participated in an Anne Arundel County Public Schools STEM Community Challenge class visit. The Archives presented the class with a challenge facing the Archives (improving storage for oversize maps and plats) to give the class an opportunity to research and present on possible solutions.

**March 29, 2019** Archives staff provided interpretation of Maryland Day activities and exhibits in the State House and House Office Building.

**April 1, 2019** Maya Davis attended a Maryland Commission on African American History and Culture meeting held at Morgan State University.

**April 1, 2019** The Archives hosted a Lunch and Learn viewing of *Mr. Besley's Forest*, a film documentary on Maryland's First State Forester. A discussion with filmmaker Cheryle Franceschi followed the screening.

**April 2, 2019** Emily Oland Squires met with Key School staff to discuss student use of primary sources.

**April 3, 2019** Maria Day and Corey Lewis participated in a site visit with Vince Leggett to view the Blacks of the Chesapeake Collection.

**April 3 - 5, 2019** Ryan Cox attended a meeting concerning the Arts and Humanities Research Council's International Research Networking Grant for UK-US Collaborations in Digital Scholarship in Cultural Institutions.

**April 4, 2019** Chris Kintzel, Catherine Rogers Arthur, and Elaine Rice Bachmann provided tours of Government House to students of Edgewater Elementary School.

**April 4, 2019** Rob Schoeberlein attended the Community Conversations breakfast at Johns Hopkins University.

**April 5, 2019** Emily Oland Squires gave a presentation on "Colonial Annapolis Historic Sites and Figures - Primary Source Introduction" to students at Key School.

**April 8, 2019** Corey Lewis attended the ScanStudio (Camera System) digitization demonstration hosted by Crowley Micrographics in Frederick.

**April 10, 2019** The Archives hosted a meeting of the Maryland's Four Centuries Project on "Maryland Military History" at its Rolling Run facility.

**April 11, 2019** Catherine Rogers Arthur and Elaine Rice Bachmann provided tours of the State House and Government House to students of Severna Park Elementary School.

**April 11, 2019** Chris Haley met with collector Ross Kelbaugh to review African American artifacts in his collection.

**April 12, 2019** The Maryland Archaeological Conservation Laboratory consulted with Jenn Cruickshank on mass spectrum capture of a vellum sample for use as a reference for their spectra library.

**April 12, 2019** Maya Davis and Chris Haley represented the Archives at a Dress Parade of the Brigade of Midshipmen at the United States Naval Academy.

**April 12, 2019** Rob Schoeberlein toured Baltimore's Lithuanian Hall and viewed its museum and library.

**April 12 - 13, 2019** Megan Craynon represented the Archives at the Mid-Atlantic Regional Archives Conference in Morgantown, West Virginia.

**April 15, 2019** Corey Lewis and James Watson met with the Department of Legislative Services concerning microfilm digitization.

**April 15, 2019** Corey Lewis attended the Digital Print Preservation Seminar at the Donald W. Reynolds Center for American Art and Portraiture.

**April 15, 2019** Ryan Cox met with McDaniel College graduate student Jack del Nunzio to discuss Maryland Lynching research and education curriculum development.

**April 15 - 16, 2019** Elaine Rice Bachmann, Catherine Rogers Arthur, and Chris Kintzel supported events for the lying-in-state of Speaker Michael E. Busch at the State House.

**April 16, 2019** Elaine Rice Bachmann represented the Archives at the funeral services for Speaker Michael E. Busch.

**April 18, 2019** Maya Davis attended an African American Heritage Preservation Grant Workshop held at the Prince George's African American Museum and Cultural Center.

**April 25, 2019** Juli Folk, iSchool Field Study intern to Special Collections, presented her report on her reprocessing of Governor Marvin Mandel's photographs to Tim Baker and Archives staff.



**April 25, 2019** Maya Davis and the Legacy of Slavery in Maryland program hosted the *Strike for Freedom: Slavery, Civil War & the Frederick Douglass Family in the Walter O. & Linda Evans Collection* exhibit opening and curator's talk with Dr. Celeste-Marie Bernier and Dr. Walter O. Evans at the Taylor House Office Building.

**April 25, 2019** Maya Davis attended "Black Women in Politics: The Shattering of the Glass Ceiling" program at Oxon Hill Manor. This event was part of the Legends & Legacy series and was co-hosted by Karen Williams Gooden, Esquire and Alvin Thornton, PhD, authors of *Like a Phoenix I'll Rise: An Illustrated History of African Americans in Prince George's County, Maryland, 1696-1996*.

**April 25 - 27, 2019** The Archives co-hosted events, lectures, tours, and workshops with the Decorative Arts Trust, a national non-profit organization that fosters scholarship in material culture and decorative arts, for their spring symposium, "Along the Chesapeake: Exploring Annapolis and the Eastern Shore."

**April 26, 2019** Maria Day attended the "Metadata and Management of Cultural Heritage Media" workshop at the Sackler Museum, Smithsonian Institution, Washington D.C.

**April 26, 2019** Catherine Rogers Arthur gave a tour of the State House to a group of Maryland Office of Tourism Development staff members from across the state.

**April 26, 2019** Chris Kintzel and Catherine Rogers Arthur gave a tour of the State House to staff and docents from Homewood Museum, Johns Hopkins University.

**April 29 - May 1, 2019** Ryan Cox presented on "Computational Tools & Strategies in Enhancing Access to Cultural Big Data Collections" at the 2019 Best Practices Exchange Conference in Columbus, Ohio, along with the University of Maryland iSchool DCIC director. The presentation focused on the use of Study of the Legacy of Slavery in Maryland research data.

**April 30, 2019** Maria Day and Camille DiMarco met with the family of F. Dano Jackley, to receive the first donation of Jackley's prints and engravings with Maryland subjects.

**April 30, 2019** Nate Miller participated on a professional panel discussing student internships at St. John's College, Annapolis.

**May 1, 2019** The Archives hosted a Lunch and Learn on "Birthright Citizenship: A History of Race and Rights in Antebellum America," presented by Dr. Martha S. Jones.

**May 2, 2019** Rob Schoeberlein attended the Community Conversations breakfast at the Johns Hopkins University.

**May 3, 2019** Archives staff hosted an in-person “Brick Wall” event to assist participants with developing next-step research strategies.

**May 3, 2019** Ryan Cox met with South River STEM students to view and discuss their final project proposal and white paper on Archive’s plats storage for the 2019 Community Challenge project.

**May 6, 2019** Maria Day and Megan Craynon made a site visit to meet with Joan Horsey, Chestertown, to appraise a private newspaper collection for donation.

**May 8, 2019** Ryan Cox hosted a conference call and meeting with the Arts and Humanities Research Council-United Kingdom-United States of America International Networking Grant to discuss the details for the October 2019 datathon challenge.

**May 11, 2019** Rob Schoeberlein and Diane Evarrt served as judges at the Maryland History Day 2019 State Contest at the University of Maryland Baltimore County.

**May 16, 2019** Maya Davis and Megan Craynon gave an introduction and informal presentation on the Archives’ Community Collection Day project before the Governor’s Hispanic Commission.

**May 20, 2019** Conservator Camille DiMarco, along with Maria Day and Elaine Rice Bachmann, met with Richard and Beverley Tilghman regarding a private conservation treatment of a rare Palladio volume of architectural illustrations.

**May 21, 2019** Emily Oland Squires attended a meeting of the 19th Amendment Commission.

**May 21, 2019** Elaine Rice Bachmann, Tim Baker, Catherine Rogers Arthur, and Chris Kintzel attended a meeting of the Artistic Property Commission at the Archive’s Rolling Run facility.

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 10/26/2018**

**Anne Arundel Community College, Strategic Communications**

Rec.: 12/18/2018 Appr.: 2/11/2019 RM Sch. #:2922 MSA S1468-4083 Supersedes: 2783

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**Anne Arundel County Department of Public Works, Engineering (General & Technical)**

Rec.: 9/15/2016 Appr.: 11/30/2018 RM Sch. #:C1388 MSA S1521-1450 Supersedes: C700

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**Anne Arundel County Department of Public Works, Utility Operations**

Rec.: 9/15/2016 Appr.: 4/11/2019 RM Sch. #:C1382 MSA S1521-1459 Supersedes: C763, C764, C766, C967, C770, C974, C975

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**Anne Arundel County Fire Department**

Rec.: 4/26/2016 Appr.: 11/30/2018 RM Sch. #:C1358 MSA S1521-1449 Supersedes: C977, C989, C991, C992, C993

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**Baltimore County Public Schools, Board of Education, All Offices and Schools**

Rec.: 12/17/2018 Appr.: 1/17/2019 RM Sch. #:C1446 MSA S1521-1455 Supersedes: None

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**Baltimore County Public Schools, Board of Education, Ethics Review Panel**

Rec.: 12/17/2018 Appr.: 1/2/2019 RM Sch. #:C1448 MSA S1521-1451 Supersedes: None

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**Baltimore County Public Schools, Board of Education, Office of Law**

Rec.: 12/17/2018 Appr.: 1/16/2019 RM Sch. #:C1447 MSA S1521-1453 Supersedes: None

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**Calvert County Board of County Commissioners, Economic Development Department**

Rec.: 9/30/2015 Appr.: 10/11/2018 RM Sch. #:C1304 MSA S1521-1448 Supersedes: None

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**City of College Park, Administration**

Rec.: 3/18/2019 Appr.: 4/18/2019 RM Sch. #:M363A MSA S1522-393 Supersedes: None

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**City of College Park, Human Resources**

Rec.: 12/11/2018 Appr.: 12/20/2018 RM Sch. #:M343A MSA S1522-391 Supersedes: None

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**City of College Park, Public Services Department**

Rec.: 8/13/2018 Appr.: 2/26/2019 RM Sch. #:M405 MSA S1522-392 Supersedes: None

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**Department of General Services, Procurement and Logistics**

Rec.: 9/18/2018 Appr.: 10/24/2018 RM Sch. #:2914 MSA S1468-4079 Supersedes: 1484, 1798

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**Department of General Services, Public School Construction Program (PSCP) and Community Colleges Team**

Rec.: 8/24/2018 Appr.: 10/11/2018 RM Sch. #:2911 MSA S1468-4077 Supersedes: None

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All Information from 10/4/2018 to 4/22/2019

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 10/26/2018**

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

Rec.: 5/15/2018 Appr.: 1/2/2019 RM Sch. #:2728A MSA 21468-4082 Supersedes: None

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**Department of Human Services, Administrative Operations Division**

Rec.: 1/24/2019 Appr.: 3/7/2019 RM Sch. #:2921 MSA S1468-4088 Supersedes: None

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**Department of Human Services, Office of Legal Services**

Rec.: 11/2/2018 Appr.: 1/2/2019 RM Sch. #:2916 MSA S1468-4081 Supersedes: None

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**Department of State Police, Chief of Staff, Internal Affairs Section**

Rec.: 7/8/2016 Appr.: 11/30/2018 RM Sch. #:971-31-8 MSA S1468-4080 Supersedes: 971-31-7

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**Department of the Environment, Land and Materials Administration, Technical Services and Operations Program**

Rec.: 1/24/2019 Appr.: 3/1/2019 RM Sch. #:2920 MSA S1468-4087 Supersedes: None

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**Department of Veterans Affairs**

Rec.: 1/24/2019 Appr.: 3/7/2019 RM Sch. #:2898A MSA S1468-4089 Supersedes: None

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**Frederick Community College, Operations/Chief of Operations**

Rec.: 11/19/2018 Appr.: 2/11/2019 RM Sch. #:2877A MSA S1468-4084 Supersedes: None

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**Frederick County Sheriff's Office, Law Enforcement Bureau**

Rec.: 6/8/2017 Appr.: 1/2/2019 RM Sch. #:C1403 MSA S1521-1452 Supersedes: C1280

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**Frederick County, Maryland, Board of License Commissioners**

Rec.: 12/3/2018 Appr.: 3/22/2019 RM Sch. #:C1445 MSA S1521-1458 Supersedes: None

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**Howard County Department of Corrections**

Rec.: 2/1/2018 Appr.: 1/16/2019 RM Sch. #:C1423 MSA S1521-1454 Supersedes: C1085A1

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**Maryland Department of Transportation (MDOT), email**

Rec.: 2/27/2019 Appr.: 3/20/2019 RM Sch. #:2924 MSA S1468-4090 Supersedes: None

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

Rec.: 1/24/2019 Appr.: 2/26/2019 RM Sch. #:2919 MSA S1468-4086 Supersedes: None

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**Maryland Department of Transportation (MDOT), the Secretary's Office (TSO), Office of Real Estate and Economic Development (ORED)**

Rec.: 1/24/2019 Appr.: 2/26/2019 RM Sch. #:2918 MSA S1468-4085 Supersedes: None

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**Maryland State Police, Forensic Sciences Division**

Rec.: 2/27/2019 Appr.: 4/18/2019 RM Sch. #:971-21-2A MSA S1468-4091 Supersedes: None

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All Information from 10/4/2018 to 4/22/2019

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 10/26/2018**

**Montgomery County Finance Department**

Rec.: 2/23/2016 Appr.: 4/18/2019 RM Sch. #:C1343 MSA S1521-1460 Supersedes: None

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**St. Mary's County, Department of Aging and Human Services**

Rec.: 2/27/2019 Appr.: 3/14/2019 RM Sch. #:C1451 MSA S1521-1457 Supersedes: None

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**Retention Schedule Summary**

State agency schedules approved - 14

County agency schedules approved - 12

Municipal agency schedules approved - 3

Total number of State Archives schedules approved - 29

Total number of Baltimore City Archives schedules approved - 0

Images of all approved State Archives schedules are available online at

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

<b>Disposal Certificate Summary</b>
Total number of digital certificates - 182
Total number of paper certificates - 62
Total number of certificates - 244
Images of all disposal certificates are available online at <a href="http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55">http://guide.mdsa.net/series.cfm?action=viewSeries&amp;ID=se55</a>

**Maryland State Archives**  
**Digital Disposal Certificates Approved**  
**Since Hall of Records Meeting**  
**10/26/2018**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/23/2018	Maryland State Police Barrack C Cumberland	SE55-5138
10/23/2018	Maryland State Police Barrack C Cumberland	SE55-5139
10/26/2018	Maryland Department of Agriculture Purchasing Office	SE55-5142
10/29/2018	Maryland State Ethics Commission	SE55-5143
01/29/2018,	State Police, Barrack "L" Forestville (61)	SE55-5144
10/31/2018	Carroll County Sheriff's Office	SE55-5145
11/2/2018	Carroll County Detention Center	SE55-5146
11/7/2018	City of Cumberland	SE55-5147
11/8/2018	Maryland Institute for Emergency Medical Services Systems Information Technology	SE55-5148
11/8/2018	Maryland State Police Barrack C Cumberland	SE55-5149
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - E-Z Pass Operations	SE55-5150
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - Operations - FMT Tolls	SE55-5151
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - Office of Environment, Safety and Risk Management - Asset Control and Damage Recovery	SE55-5152
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - Finance	SE55-5153
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - Civil Rights and Fair Practices	SE55-5154
11/13/2018	Maryland Department of Transportation Maryland Transportation Authority - DOIT Telecommunications	SE55-5155
11/13/2018	Carroll County Detention Center	SE55-5156
11/14/2018	City of Cumberland City Clerk	SE55-5157
11/14/2018	City of Cumberland	SE55-5164
11/19/2018	City of Cumberland City Clerk	SE55-5166
11/20/2018	Maryland State Police Barrack C Cumberland	SE55-5167
11/20/2018	Carroll County Detention Center	SE55-5168

11/28/2018	Maryland State Police Barrack C Cumberland	SE55-5172
11/29/2018	City of Cumberland City Clerk	SE55-5173
11/30/2018	Carroll County Detention Center	SE55-5174
12/4/2018	Maryland-National Capital Park and Planning Commission	SE55-5175
12/5/2018	Carroll County Detention Center	SE55-5176
12/6/2018	Maryland Department of the Environment	SE55-5177
12/7/2018	Maryland Department of Transportation Maryland Port Administration	SE55-5178
12/7/2018	Maryland Department of Transportation Maryland Port Administration	SE55-5179
12/7/2018	City of Cumberland City Clerk	SE55-5180
12/10/2018	City of Cumberland City Clerk	SE55-5181
12/11/2018	City of Cumberland City Clerk	SE55-5182
12/13/2018	Carroll County Detention Center	SE55-5188
12/13/2018	Charles County State's Attorney Office	SE55-5189
12/13/2018	Charles County State's Attorney Office	SE55-5190
12/13/2018	Charles County State's Attorney Office	SE55-5191
12/14/2018	City of Cumberland City Clerk	SE55-5192
12/18/2018	Carroll County Detention Center	SE55-5193
12/19/2018	Anne Arundel County Community College Document Services/Records Retention	SE55-5194
12/20/2018	Maryland Office of the Public Access Ombudsman	SE55-5196
12/21/2018	Charles County Government	SE55-5197
12/31/2018	Saint Mary's County Register of Wills	SE55-5199
1/3/2019	Maryland Office of the Attorney General Opinions -Deborah Spence	SE55-5200
1/4/2019	Maryland State Police Office of Media Communications	SE55-5201
1/7/2019	Maryland Office of the Attorney General Educational Affairs - Donna Cox	SE55-5202
1/7/2019	Maryland Department of the Environment Lead Poisoning Prevention Program	SE55-5203
1/10/2019	Calvert Circuit Court Business License	SE55-5204
1/10/2019	Carroll County Detention Center	SE55-5205
1/11/2019	Carroll County Detention Center	SE55-5206
1/14/2019	Washington County Register of Wills	SE55-5207
1/15/2019	City of Cumberland Finance - Utility Billing	SE55-5208
1/17/2019	Maryland Office of the Attorney General Correctional Litigation - Maria Welker	SE55-5209
1/18/2019	Carroll County Sheriff's Office	SE55-5210
1/23/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5211
1/23/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5212
1/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5213



1/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5214
1/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5215
1/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5216
1/23/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5217
1/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5218
1/23/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5219
1/23/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5220
1/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5221
1/23/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5222
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5223
1/24/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5224
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5225
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5226
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5227
1/24/2019	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5228
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5229
1/24/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5230
1/24/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5231
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5232
1/24/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5233
1/24/2019	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5234
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5235

1/24/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5236
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5237
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5238
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5239
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5240
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5241
1/24/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5242
1/24/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5243
1/24/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5244
1/25/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5245
1/25/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5246
1/25/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5247
1/25/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5248
1/25/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5249
1/25/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5250
1/25/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5251
1/25/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5252
1/25/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5253
1/25/2019	Carroll County Detention Center	SE55-5254
1/25/2019	Carroll County Detention Center	SE55-5255
1/25/2019	Carroll County Detention Center	SE55-5256
1/28/2019	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-5257
1/29/2019	Baltimore City Archives	SE55-5258
1/30/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5259
1/31/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5260
1/31/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5261

1/31/2019	Maryland Department of Transportation Maryland Transportation Authority	SE55-5262
1/31/2019	Charles County Government	SE55-5263
2/1/2019	Charles County Government	SE55-5264
2/4/2019	Worcester County Office of the Treasurer	SE55-5265
2/6/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5266
2/6/2019	Worcester County Office of the Treasurer	SE55-5267
2/6/2019	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5268
2/7/2019	Maryland State Ethics Commission	SE55-5269
2/8/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5270
2/8/2019	Maryland Department of Transportation Maryland Transportation Authority	SE55-5271
2/11/2019	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-5272
2/11/2019	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-5273
2/11/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5274
2/13/2019	City of Cumberland City Clerk	SE55-5275
2/19/2019	City of Cumberland City Clerk	SE55-5276
2/21/2019	Montgomery County Register of Wills	SE55-5277
2/21/2019	Taneytown Government	SE55-5278
2/21/2019	Montgomery County Register of Wills	SE55-5279
2/22/2019	Carroll County Detention Center	SE55-5280
2/22/2019	Maryland Department of the Environment	SE55-5281
2/25/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5294
2/25/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5295
2/28/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5296
2/28/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5297
2/28/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5298
3/1/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5299
3/4/2019	Carroll County Detention Center	SE55-5300
3/6/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5307
3/6/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5308
3/6/2019	Maryland Department of Health and Mental Hygiene PHPA	SE55-5309

3/6/2019	Carroll County Detention Center	SE55-5310
3/6/2019	City of Cumberland City Clerk	SE55-5311
3/8/2019	Cecil Circuit Court	SE55-5312
3/11/2019	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-5313
3/11/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5314
3/11/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5315
3/11/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5316
3/13/2019	City of Cumberland City Clerk	SE55-5317
3/13/2019	Cecil Circuit Court	SE55-5318
3/15/2019	Maryland Department of Human Resources	SE55-5319
3/15/2019	Baltimore County Circuit Court	SE55-5320
3/18/2019	Charles County Government	SE55-5321
3/18/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5322
3/20/2019	Worcester County Government Administration Budget Office	SE55-5323
3/22/2019	Frederick Police Department Professional Services Division	SE55-5324
3/22/2019	City of Cumberland City Clerk	SE55-5325
3/22/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5326
3/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5327
3/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5328
3/22/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5329
3/25/2019	Worcester County Circuit Court Criminal Department	SE55-5330
3/25/2019	Maryland Department of Health and Mental Hygiene Calvert County Health Department	SE55-5331
3/26/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5332
3/27/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5342
3/27/2019	Carroll County Detention Center	SE55-5343
3/27/2019	Carroll County Detention Center	SE55-5344
4/4/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5351
4/4/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5352
4/4/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5353
4/4/2019	Maryland Department of Health and Mental Hygiene Labs	SE55-5354

4/4/2019	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-5355
4/5/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5356
4/5/2019	Carroll County Detention Center	SE55-5357
4/5/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5358
4/5/2019	Carroll County Detention Center	SE55-5359
4/6/2019	St. Mary's County Detention Center	SE55-5360
4/8/2019	Maryland Department of Health and Mental Hygiene	SE55-5361
4/10/2019	Maryland Department of Transportation Maryland Transportation Authority - Procurement	SE55-5362
4/10/2019	Maryland Department of Transportation	SE55-5363
4/15/2019	Maryland Department of the Environment	SE55-5371
4/16/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5372
4/18/2019	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-5373
4/18/2019	Maryland Department of Health and Mental Hygiene OHCQ	SE55-5374
4/18/2019	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-5375
4/19/2019	Maryland State Ethics Commission	SE55-5377
4/19/2019	City of College Park Administration	SE55-5378
4/22/2019	Maryland Department of Health and Mental Hygiene Dorchester County Health Department	SE55-5379

Maryland State Archives  
Paper Disposal Certificates Approved  
Since Hall of Records Meeting  
On 10/26/2019

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/24/2018	Charles County Circuit Court	SE55-5140
9/21/2018	Aberdeen Police Department, Records Section	SE55-5141
11/9/2018	District Court 5 Prince George's County	SE55-5158
11/9/2018	District Court 12 Garrett County	SE55-5159
11/1/2018	City of Rockville, Police Department, Administrative Bureau	SE55-5160
10/31/2018	Anne Arundel County Department of Detention Facilities, Administration	SE55-5161
10/4/2018	Anne Arundel County Department of Detention Facilities	SE55-5162
10/12/2018	Anne Arundel County Department of Detention Facilities	SE55-5163
11/13/2018	Washington County Circuit Court	SE55-5165
11/15/2018	Somerset County Circuit Court	SE55-5169
11/15/2018	District Court 8 Baltimore County	SE55-5170
11/15/2018	District Court 8 Baltimore County	SE55-5171
11/30/2018	Howard County Circuit Court	SE55-5183
11/14/2018	County Commissioners of Calvert County, Personnel	SE55-5184
12/7/2018	District Court 12 Allegany County	SE55-5185
11/26/2018	Anne Arundel County Detention Center, Administration	SE55-5186
12/4/2018	Anne Arundel County Detention Center, Administration	SE55-5187
12/18/2018	District Court 8 Baltimore County	SE55-5195
12/10/2018	Charles County Public Library	SE55-5198
11/9/2018	Anne Arundel County Detention Center, Administration	SE55-5282
1/17/2019	District Court 3 Caroline County	SE55-5283
1/22/2019	Aberdeen Police Department, Accreditation Section	SE55-5284
1/18/2019	Office of the Public Defender, District 9	SE55-5285
2/11/2019	District Court 2 Somerset County	SE55-5286
2/11/2019	District Court 3 Cecil County	SE55-5287
1/10/2019	Public Service Commission, Consumer Affairs Division	SE55-5288
1/25/2019	Maryland State Police, Forestville, Barrack L	SE55-5289
1/31/2019	County Commissioners of Calvert County, Personnel	SE55-5290
1/29/2019	St. Mary's County Government, Office of the County Attorney	SE55-5291
2/7/2019	County Commissioners of Calvert County, Personnel	SE55-5292
2/12/2019	County Commissioners of Calvert County, Personnel	SE55-5293
2/26/2019	Dorchester County Circuit Court	SE55-5301
2/21/2019	Anne Arundel County Circuit Court	SE55-5302
2/26/2019	District Court 7 Anne Arundel County	SE55-5303
2/26/2019	District Court 12 Allegany County	SE55-5304

2/26/2019	District Court 8 Baltimore County	SE55-5305
2/26/2019	District Court 12 Allegany County	SE55-5306
3/7/2019	District Court 4 Calvert County	SE55-5333
3/5/2019	County Commissioners of Calvert County, Personnel	SE55-5334
3/7/2019	St. Mary's County Government, Office of the County Attorney	SE55-5335
3/14/2019	District Court 6 Montgomery County	SE55-5336
3/6/2019	Department of Human Services, Contractual Personnel Files, Office of Human Resource Development and Training (HRDT)	SE55-5337
3/6/2019	Department of Human Services, Merritt Personnel Files, Office of Human Resource Development and Training (HRDT)	SE55-5338
3/22/2019	District Court 4 Calvert County	SE55-5339
3/22/2019	District Court 4 Calvert County	SE55-5340
3/22/2019	District Court 5 Prince George's County	SE55-5341
3/19/2019	City of Salisbury, Community Development	SE55-5345
3/19/2019	City of Salisbury, Department of Internal Services/Parking and Procurement	SE55-5346
3/19/2019	City of Salisbury, Fire Department	SE55-5347
10/9/2018	Maryland State Police, Licensing Division	SE55-5348
3/20/2019	City of College Park, Human Resources	SE55-5349
3/24/2019	St. Mary's County Government, Legal Department	SE55-5350
4/1/2019	Department of Human Services, Merritt Personnel Files, Office of Human Resource Development and Training (HRDT)	SE55-5364
11/15/2018	Department of the Environment, Air and Radiation Management Administration, Air Quality Compliance Program (MDE, ARMA, AQCP), Asbestos	SE55-5365
12/18/2018	Carroll County Detention Center, Compliance Department	SE55-5366
4/11/2019	District Court Headquarters, DCTPC-Ticket Room, Operations	SE55-5367
4/11/2019	District Court 7 Anne Arundel County	SE55-5368
4/11/2019	Howard County Circuit Court	SE55-5369
4/11/2019	District Court 1 Baltimore City	SE55-5370
4/18/2019	District Court 12 Garrett County	SE55-5376
4/19/2019	Wicomico County Circuit Court	SE55-5380
10/22/2018	Worcester County Sheriff's Office	SE55-5381

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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 10/26/2018

BOARD OF LAW EXAMINERS

(Bar Applications)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/6/2019	T1646	1970-1988, 1993-2008	54 Boxes

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

(Project File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/19/2018	T4199	1994-2013	47 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T2048		24 Maps/Plats
11/30/2018	T2048		14 Maps/Plats
1/31/2019	T2048		104 Maps/Plats
3/29/2019	T2048	2019	92 Maps/Plats
4/30/2019	T2048		43 Maps/Plats

DEPARTMENT OF VETERANS AFFAIRS CEMETERY AND MEMORIAL  
PROGRAMS

(Burial Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/9/2018	T5178	1918-1995	2 Boxes

DEPARTMENT OF VETERANS AFFAIRS MARYLAND VETERANS COMMISSION

(Minutes and Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/13/2018	T5179	1948-1994, 2005-2012	2 Boxes

DISTRICT COURT 1 BC

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T1441	2001	167 Boxes



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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 10/26/2018

DISTRICT COURT 2 DO

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T1741	2000, 2002-2005	24 Boxes

DISTRICT COURT 2 SO

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T256	2002-2005	25 Boxes

DISTRICT COURT 2 WI

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T1643	2004-2005	54 Boxes

DISTRICT COURT 2 WO

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T1742	2002-2005	39 Boxes

DISTRICT COURT 3 CA

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/13/2019	T1813	2005	5 Boxes

DISTRICT COURT 3 KE

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/6/2019	T1743	2005	3 Boxes

DISTRICT COURT 3 QA

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/13/2019	T2444	2003, 2005	10 Boxes

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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 10/26/2018

DISTRICT COURT 3 TA

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/13/2019	T388	2000	5 Boxes

DISTRICT COURT 4 CH

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/13/2019	T235	2004-2005	30 Boxes

DISTRICT COURT 4 SM

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/20/2019	T1096	2004-2005	13 Boxes

DISTRICT COURT 5 PG

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/20/2019	T240	1999	132 Boxes

DISTRICT COURT 6 MO

(Civil Docket)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/3/2019	T1335	2002-2005	378 Boxes

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>
1/23/2019	T290	2018	14 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/23/2019	T291	2018	3 Boxes

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Maryland State Archives  
Records Received  
Since Last Hall of Records Commission Meeting  
on 10/26/2018

GENERAL ASSEMBLY PRESIDENT OF THE SENATE

(Subject File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/28/2018	T2864	1995-2009	17 Boxes

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/8/2019	T293	2017-2018	12 Boxes

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/8/2019	T294	2017-2018	5 Boxes

GOVERNOR LEGISLATIVE OFFICE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/8/2019	T857	2017-2018	8 Boxes

MARYLAND DEPARTMENT OF HEALTH LABORATORIES ADMINISTRATION  
OFFICE OF LABORATORY EMERGENCY PREPAREDNESS AND RESPONSE

(First Response Conference Files)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/17/2019	T5182	2002, 2003	1 Boxes

MARYLAND DEPARTMENT OF HEALTH OFFICE OF REGULATION AND POLICY  
COORDINATION

(Closed Regulations)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/5/2019	T5185	2009-2016	53 Boxes

MARYLAND STATE ARCHIVES

(State Deeds and Easements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T2039	1998-2017	3 Boxes

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Maryland State Archives  
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SECRETARY OF STATE  
(Condominium File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/19/2018	T1443	1993-2014	43 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2018	T1896	2018	4 Maps/Plats
1/31/2019	T1896	2019	7 Maps/Plats
2/28/2019	T1896	2019	2 Maps/Plats
4/30/2019	T1896	2019	3 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT  
(Jury Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/16/2019	T1163	2010-2016	28 Boxes

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1897	2018	12 Maps/Plats
11/30/2018	T1897	2018	32 Maps/Plats
12/31/2018	T1897	2018	31 Maps/Plats
1/31/2019	T1897	2019	37 Maps/Plats
3/29/2019	T1897	2019	33 Maps/Plats
4/30/2019	T1897	2019	13 Maps/Plats

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Maryland State Archives  
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BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1898	2018	31 Maps/Plats
11/30/2018	T1898	2018	4 Maps/Plats
12/31/2018	T1898	2018	20 Maps/Plats
1/31/2019	T1898	2019	8 Maps/Plats
2/28/2019	T1898	2019	4 Maps/Plats
3/29/2019	T1898	2019	16 Maps/Plats
4/30/2019	T1898	2019	16 Maps/Plats

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1899	2018	4 Maps/Plats
11/30/2018	T1899	2018	15 Maps/Plats
12/31/2018	T1899	2018	12 Maps/Plats
1/31/2019	T1899	2019	16 Maps/Plats
2/28/2019	T1899	2019	3 Maps/Plats
3/29/2019	T1899	2019	24 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2018	T1900	2018	3 Maps/Plats
12/31/2018	T1900	2018	21 Maps/Plats
3/29/2019	T1900	2019	13 Maps/Plats
4/30/2019	T1900	2019	3 Maps/Plats

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Maryland State Archives  
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CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2018	T1901	2018	4 Maps/Plats
12/31/2018	T1901	2018	3 Maps/Plats
1/31/2019	T1901	2019	9 Maps/Plats
2/28/2019	T1901	2019	11 Maps/Plats
4/30/2019	T1901	2019	6 Maps/Plats

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1902	2018	3 Maps/Plats
11/30/2018	T1902	2018	9 Maps/Plats
12/31/2018	T1902	2018	14 Maps/Plats
4/30/2019	T1902	2019	39 Maps/Plats

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1903	2018	4 Maps/Plats
11/30/2018	T1903	2018	9 Maps/Plats
12/31/2018	T1903	2018	4 Maps/Plats
1/31/2019	T1903	2019	3 Maps/Plats
2/28/2019	T1903	2019	5 Maps/Plats
3/29/2019	T1903	2019	13 Maps/Plats

CHARLES COUNTY BOARD OF LICENSE COMMISSIONERS

(Liquor Board Minutes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/9/2019	T5181	1951-2017	9 Volumes

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Maryland State Archives  
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CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2018	T1904	2018	38 Maps/Plats
3/29/2019	T1904	2019	36 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1905	2018	5 Maps/Plats
11/30/2018	T1905	2018	13 Maps/Plats
12/31/2018	T1905	2018	9 Maps/Plats
1/31/2019	T1905	2019	22 Maps/Plats
2/28/2019	T1905	2019	6 Maps/Plats
4/30/2019	T1905	2019	16 Maps/Plats

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1906	2018	33 Maps/Plats
11/30/2018	T1906	2018	50 Maps/Plats
12/31/2018	T1906	2018	36 Maps/Plats
2/28/2019	T1906	2019	163 Maps/Plats
3/29/2019	T1906	2019	39 Maps/Plats
4/30/2019	T1906	2019	71 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1907	2018	3 Maps/Plats
11/30/2018	T1907	2018	15 Maps/Plats
12/31/2018	T1907	2018	12 Maps/Plats
1/31/2019	T1907	2019	5 Maps/Plats
3/29/2019	T1907	2019	5 Maps/Plats
4/30/2019	T1907	2019	17 Maps/Plats

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Maryland State Archives  
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HARFORD COUNTY CIRCUIT COURT

(Business Licenses, Index)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/10/2018	T4133	2014-2017	1 Boxes

(Marriage Application, License, and Return)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/10/2018	T4988	2014-2017	7 Boxes

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1908	2018	16 Maps/Plats
11/30/2018	T1908	2018	9 Maps/Plats
12/31/2018	T1908	2018	5 Maps/Plats
1/31/2019	T1908	2019	55 Maps/Plats
2/28/2019	T1908	2019	19 Maps/Plats
3/29/2019	T1908	2019	11 Maps/Plats
4/30/2019	T1908	2019	17 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T2466	2018	18 Maps/Plats
11/30/2018	T2466	2018	69 Maps/Plats
12/31/2018	T2466	2018	14 Maps/Plats
1/31/2019	T2466	2019	19 Maps/Plats
2/28/2019	T2466	2019	75 Maps/Plats
3/29/2019	T2466	2019	7 Maps/Plats
4/30/2019	T2466	2019	28 Maps/Plats



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Maryland State Archives  
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KENT COUNTY CIRCUIT COURT  
(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T2186	2018	1 Maps/Plats
11/30/2018	T2186	2018	3 Maps/Plats
12/31/2018	T2186	2018	8 Maps/Plats
1/31/2019	T2186	2019	4 Maps/Plats
2/28/2019	T2186	2019	4 Maps/Plats
3/29/2019	T2186	2019	4 Maps/Plats
4/30/2019	T2186	2019	3 Maps/Plats

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1911	2018	59 Maps/Plats
11/30/2018	T1911	2018	8 Maps/Plats
12/31/2018	T1911	2018	20 Maps/Plats
1/31/2019	T1911	2019	29 Maps/Plats
3/29/2019	T1911	2019	64 Maps/Plats
4/30/2019	T1911	2019	14 Maps/Plats

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

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1912	2018	127 Maps/Plats
12/31/2018	T1912	2018	22 Maps/Plats
2/28/2019	T1912	2019	130 Maps/Plats
4/30/2019	T1912	2019	43 Maps/Plats

PRINCE GEORGE'S COUNTY OFFICE OF GENERAL COUNSEL PRINCE  
GEORGE'S COUNTY PUBLIC SCHOOLS  
(Pleadings)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/29/2018	T4935	2017-2018	6 Boxes

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QUEEN ANNE'S COUNTY CIRCUIT COURT

**(Books of Final Entry)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5170	1905-1938	1 Boxes

**(Chancery Case Files)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T4891	1934, 1956	1 Boxes

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T4825	1985-2003, 2005-2006	29 Boxes
4/24/2019	T4825	2006-2007	16 Boxes

**(Dockets)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T4682	1978-1999	3 Volumes

**(Election Statements and Appointments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5171	1923-1973	1 Boxes

**(Grand Jury Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5172	1898-2011	1 Boxes

**(Jury Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/24/2019	T5187	1996, 2002- 2013	13 Boxes

**(Land and Road Commissions)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5137	1799-1874	1 Boxes

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**(Land Records, Grantor Index, Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5177	1816-1881	1 Boxes

**(Liens, Boat, Factors, Hospital, and Mechanics)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5173	1874-1978	3 Boxes

**(Marriage Consents, Physicians Certificate and Waivers for Marriage License)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/24/2019	T5188	1938-2018	3 Boxes

**(Miscellaneous Court Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T3273	1978-1999	3 Boxes

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5086	1999-2005	9 Boxes

**(State Roads Commission Land Acquisition Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5175	1956-1996	1 Volumes

**(State Roads Commission Land Acquisition Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5174	1956-1989	5 Boxes

**(Tax Sale Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/3/2018	T5176	1875-1935	4 Boxes

**(Test Books)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/20/2018	T5089	1840-1860	1 Volumes

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Maryland State Archives  
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QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1913	2018	16 Maps/Plats
11/30/2018	T1913	2018	19 Maps/Plats
12/31/2018	T1913	2018	39 Maps/Plats
1/31/2019	T1913	2019	10 Maps/Plats
2/28/2019	T1913	2019	7 Maps/Plats
3/29/2019	T1913	2019	20 Maps/Plats
4/30/2019	T1913	2019	14 Maps/Plats

SOMERSET COUNTY CIRCUIT COURT  
(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/10/2018	T837	2003-2006	46 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/10/2018	T836	2003-2006	44 Boxes

(Juvenile Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/10/2018	T838	2003-2006	4 Boxes

(Paternity Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/10/2018	T1830	2003-2006	2 Boxes

SOMERSET COUNTY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2018	T1915	2018	3 Maps/Plats
12/31/2018	T1915	2018	5 Maps/Plats
1/31/2019	T1915	2019	4 Maps/Plats
4/30/2019	T1915	2019	8 Maps/Plats

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Maryland State Archives  
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ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1914	2018	14 Maps/Plats
11/30/2018	T1914	2018	7 Maps/Plats
1/31/2019	T1914	2019	17 Maps/Plats
2/28/2019	T1914	2019	23 Maps/Plats
3/29/2019	T1914	2019	16 Maps/Plats
4/30/2019	T1914	2019	18 Maps/Plats

ST. MARY'S COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/8/2019	T2351	2000-2014	20 Boxes

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2018	T1916	2018	39 Maps/Plats
12/31/2018	T1916	2018	17 Maps/Plats
1/31/2019	T1916	2019	18 Maps/Plats
2/28/2019	T1916	2019	17 Maps/Plats
4/30/2019	T1916	2019	22 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1917	2018	14 Maps/Plats
12/31/2018	T1917	2018	16 Maps/Plats
2/28/2019	T1917	2019	60 Maps/Plats
4/30/2019	T1917	2019	48 Maps/Plats

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WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1918	2018	18 Maps/Plats
11/30/2018	T1918	2018	34 Maps/Plats
12/31/2018	T1918	2018	13 Maps/Plats
1/31/2019	T1918	2019	6 Maps/Plats
3/29/2019	T1918	2019	21 Maps/Plats
4/30/2019	T1918	2019	35 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/31/2018	T1919	2018	7 Maps/Plats
11/30/2018	T1919	2018	14 Maps/Plats
12/31/2018	T1919	2018	5 Maps/Plats
1/31/2019	T1919	2019	45 Maps/Plats
2/28/2019	T1919	2019	10 Maps/Plats
3/29/2019	T1919	2019	5 Maps/Plats
4/30/2019	T1919	2019	6 Maps/Plats

Total number of volumes added:	14.00
Total number of boxes added:	1,398.00
Total number of maps/plats added:	3,009.00
Total number of CDs added:	0.00

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

<b>Series</b>	<b>Series Title</b>
<a href="#">MSA SC 5974</a>	Melanie Patt-Corner Collection
<a href="#">MSA SC 6221</a>	Maryland Historical Society Oaths of Fidelity Digitization Project Collection
<a href="#">MSA SC 6222</a>	Carroll County Photographs Collection
<a href="#">MSA SC 6223</a>	Sun Newspaper Library Reference Map Collection
<a href="#">MSA SC 6224</a>	The William Richardson Logan Collection
<a href="#">MSA SC 6225</a>	Nelson S. Ownings Collection
<a href="#">MSA SC 6226</a>	St. Clair Wright Collection
<a href="#">MSA SC 6227</a>	Senator John C. Astle Collection
<a href="#">MSA SC 6228</a>	Reverend M. Brent Coleman Collection
<a href="#">MSA SC 6229</a>	MSA Community Collections Project
<a href="#">MSA SC 6230</a>	Town of Washington Grove Camp Meeting Collection
<a href="#">MSA SC 6231</a>	Roy O. Hays and Grace Siegert Hays Collection
<a href="#">MSA SC 6232</a>	Maryland Department of Health Collection
<a href="#">MSA SC 6233</a>	F. Dano Jackley Collection

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**Maryland Commission on Artistic Property  
*Semi-Annual Meeting***

**Old House of Delegates Chamber  
Maryland State House**

**Annapolis, MD**

***November 15, 2018 at 10:30 am***

**Agenda**

**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Diane Hutchins, Vice President Government Affairs, Maryland Zoo

Alexandra Deutsch, (representing Mark Letzer), VP of Collections & Interpretation  
Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Jackie O'Regan, Johns Hopkins University (representing Fred Bronstein)

Susan Perrin, Susan Perrin Art Consulting

Ben Simons, Director, Academy Art Museum

**Archives' Staff:**

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

**Opening Remarks**

Chairman, Matthew P. Lalumia

- Welcome to new member Diane Hutchins

**Minutes of Previous Meeting**

- **Minutes of May 16, 2018 Meeting**

**Informational Written Summary of APC Staff Activities (since May 16, 2018):**

**May 22** Ms. Bachmann attended the Maryland Public Art Commission Quarterly Meeting - Hagerstown Cultural Trail tour

**June 07** Mr. Kintzel gave a lecture on “Lafayette in Annapolis” to the American Friends of Lafayette at the Maryland Inn

**June 08** Ms. Bachmann and Ms. Arthur provided a tour of the State House for a hundred members of the American Friends of Lafayette.

**June 14** Ms. Arthur oversaw the installation of *Waiting for an Answer* by Winslow Homer, at Bowdoin College Museum of Art

**June 19** Mr. Kintzel and Ms. Arthur gave a tour of Government House and the State House to the Archives’ Summer interns

**June 22** Ms. Bachmann gave a tour of the State House to Justice Sonia Sotomayor and seventeen members of her staff

**June 27** Ms. Bachmann gave a tour of the State House dome to former delegate Virginia Clagett and foreign visitors

**June 30** Ms. Arthur and Ms. Bachmann provided support to the Shipley Family Reunion, including a presentation on the Maryland 400 and a tour of the State House.

**July 18** Ms. Arthur attended a planning meeting with Historic Annapolis and Hammond-Harwood House representatives for the Decorative Arts Trust’s April 2019 Study Trip to Annapolis

**July 24** Mr. Lalumia, Mr. Baker, Ms. Bachmann, Ms Arthur and Mr. Kintzel honored Alan Fern for his more than twenty-one years of dedicated service to the Commission on Artistic Property. He was presented with a Governor’s Citation and a Resolution of the Commission on Artistic Property

**July 26** Ms. Arthur facilitated a visit to the Charles Carroll of Annapolis House with Carrollton Hall (Folly Quarter) staff.

**August 28** Mr. Baker and Ms. Bachmann hosted a meeting of representatives from the Archives, the Maryland Historical Society, and the Maryland Historical Trust to discuss the 250th anniversary of American Independence

**September 10** Ms. Bachmann provided a State House tour for Rev. Richardson Libby and guests

**September 10** Ms. Bachmann presented a lecture with Mimi Calver on the 150th anniversary of Government House at a meeting of the Annapolis History Consortium

**September 12** Ms. Bachmann presented a lecture with Mimi Calver at the Lunch and Learn Series on the 150th anniversary of Government House

**October 02** Ms. Bachmann and Ms. Arthur provided a tour of the Maryland State House to staff members of the Maryland Historical Society

**October 17** Ms. Arthur attended a board meeting for The Peale Center for Baltimore History and Architecture

## **Recent and Upcoming Loans**

### **Outgoing loans:**

- *Waiting an Answer*, by Winslow Homer (1836-1910), to Bowdoin College Museum of Art (June 22 to October 28, 2018), Brandywine River Museum (November 17, 2018 to February 17, 2019) for *Winslow Homer, Photography, and the Art of Painting*
- *Windy Doorstep* by Abastenia St. Leger Eberle (1878-1942) to Wallraf-Richartz-Museum & Foundation Corboud, Cologne, Germany (November 23, 2018 to March 24, 2019) for *Once Upon a Time in America: Three Centuries of US-American Art*
- Miniature portrait, *Anna Maria Tilghman Chew (Mrs. Bennett Lloyd Chew)* by Robert Field (1769–1819) to Hammond Harwood House (March 14, 2019 to January 15, 2020) for *Annapolis in Miniature*

### **State Archivist Report:**

- General update

### **Deputy State Archivist Report**

- Lawyer's Mall – Thurgood Marshall Memorial temporary removal of statues and architectural elements for infrastructure and utility repairs/updates
- 2019 publication History of the Historic Legislative Chambers and State House

### **Director's Report:**

- Update Frederick Douglass and Harriet Tubman Statues – Old House Chamber
- New accessions
- Conservation update: budgets, projects

### **Associate Curator's Report**

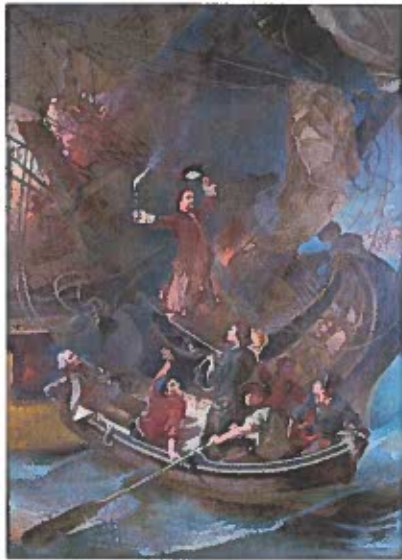
- 2019 publication, 50<sup>th</sup> Anniversary of the Commission, Highlights from the State-Owned Art Collection
- Update on projects – current and future

**Old Business:**

- Suitability study for works of art in the collection and venues for a travelling exhibition to promote the state-owned art collection throughout the state
- Works of art in storage

Next meeting: Spring 2019 at the call of the chairman

Adjournment



**Maryland Commission on Artistic Property  
Semi-Annual Meeting**

**Old House of Delegates Chamber  
Maryland State House  
Annapolis, MD**

**November 15, 2018 at 10:30 am**

**Meeting Minutes**

**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Phil Cantelon, CEO, History Associates, Inc.

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Diane Hutchins, Vice President of Government Affairs, Maryland Zoo

Jackie O'Regan, (representing Fred Bronstein), Curator of Cultural Properties, JHU

**Archives' Staff:**

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

The meeting was called to order at 10:47 AM by the chairman.

**Opening Remarks:**

Chairman, Matthew P. Lalumia

Mr. Lalumia welcomed and introduced new public member Diane Hutchins to the meeting.

Mr. Cantelon made a motion to approve the minutes from the previous meeting of the Commission held on November 15, 2018, which was seconded by Ms. Harwood. The approved minutes were signed by the Chairman and the Associate Curator/Collections Manager.

The Commission staff highlighted the celebratory luncheon they had with former Commission member Alan Fern for his twenty years of service.

The Commission was informed of several major projects that the staff will be taking part in over the next six months. These include:

- The interpretative plan for the bronze statues of Frederick Douglass and Harriet Tubman will continue. The goal of installing them in the Old House Delegates Chamber is now slated for March of 2020.
- The publication on the historic legislative chambers in the State House, documenting the recreation and restoration of the Old Senate Chamber and the Old House of Delegates Chamber will be completed before the end of the 2019 Legislative Session.
- In 2019 the Maryland Commission on Artistic Property will celebrate the fiftieth anniversary of its establishment in 1969. To commemorate this occasion the curatorial staff will be issuing a new publication highlighting many of the objects in the collection as well as significant additions and recent acquisitions.

**Old Business:**

Chairman Lalumia reiterated that he would like the staff to look into the feasibility of putting together a small traveling exhibition highlighting some of the treasures from the state's art collection. The objects should be thought-provoking and not necessarily high dollar value. He also announced that he will be joining the subcommittee for this project.

**New Business:**

A tour of the recently redecorated Senate Lounge was given to the members by the Commission staff.

The meeting was adjourned at 12:00 PM

Approved by the Commission on Artistic Property, May 21, 2019

  
Matthew P. Lalumia, Chairman

  
Christopher J. Kintzel, Associate Curator/Collections Manager



**Maryland Commission on Artistic Property  
*Semi-Annual Meeting***

**Maryland State Archives  
Rolling Run Facility**

**New Windsor, MD**

***May 21, 2019 at 10:30 am***

**Agenda**

**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Jenn Harr, Assoc. Registrar, (representing Julia Marciari-Alexander, Walters Art Museum)

Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA

Diane Hutchins, Vice President, Government Affairs, Maryland Zoo

Rebecca Massie Lane, Director, Washington County Museum of Fine Arts

Mark Letzer, President and CEO, Maryland Historical Society

Sasha Lourie, Associate Curator, Office of the Senate Curator

Julia Madden, Board Member, Maryland Citizens for the Arts

Jackie O'Regan, Curator of Cultural Properties, JHU (representing Fred Bronstein)

Susan Perrin, Susan Perrin Art Consulting

Ben Simons, Director, Academy Art Museum

David Terry, Assistant Professor, Morgan State University

**Archives' Staff:**

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Catherine Rogers Arthur, Senior Curator and Director

Christopher Kintzel, Associate Curator and Collections Manager

**Opening Remarks**

Chairman, Matthew P. Lalumia

**Minutes of Previous Meeting**

- **Minutes of November 15, 2018 Meeting**

### **Informational Written Summary of APC Staff Activities (since November 15, 2018):**

- *December 01, Ms. Bachmann and Ms. Arthur hosted State House by candlelight*
- *December 04, Ms. Arthur participated in an Annapolis Preservation Roundtable luncheon meeting*
- *January 16, Mr. Baker and Ms. Bachmann attended the Inauguration of Governor Larry Hogan. Ms. Arthur and Mr. Kintzel provided support to the Maryland National Guard using the Old House of Delegate Chamber for operations*
- *February 05, Ms. Bachmann provided Guide Training for Watermark Tour Guides on Government House and its recent 150<sup>th</sup> Anniversary celebration*
- *February 18, Ms. Arthur coordinate the Senate Celebration of George Washington's Birthday with speakers Douglas Bradburn of Mount Vernon, and Nicholas Redding of Preservation Maryland*
- *March 07, Mr. Kintzel presented a lecture on the Old Senate Chamber to the Sons of the American Revolution*
- *March 12, Ms. Bachmann went to Studio EIS, in Brooklyn, NY for a photo shoot related to the Douglass/Tubman development of the sculpture design.*
- *March 25, Ms. Bachmann addressed and presented the Historic Chambers book to the Maryland House of Delegates and Senate*
- *March 25, Ms. Arthur traveled to Cologne, Germany to courier Windy Doorstep (1910) by Abastenia St. Leger Eberle, from the Peabody Art Collection. The sculpture was included in Once Upon A Time in America, an exhibition at the Wallraf-Richartz Museum.*
- *April 04, Ms. Arthur and Mr. Kintzel provided curatorial tours of Government House to Edgewater Elementary School*
- *April 05, Ms. Bachmann addressed the Decorative Arts Trust with a lecture on the Maryland State House, in the afternoon, she and Ms. Arthur provided tours for approximately 90 participants*
- *April 25 Ms. Bachmann, Ms. Arthur and Mr. Kintzel attended the opening lecture of the Decorative Arts Trust at the State House*
- *April 26, Ms. Arthur gave a tour of the State House to a group of Maryland Office of Tourism Development staff members from across the state*
- *April 29, Ms. Arthur and Mr. Kintzel provided curatorial tours of the State House to docents and employees of Homewood House Museum - JHU*

### **Outgoing loans:**

- *Miniature portrait, Anna Maria Tilghman Chew (Mrs. Bennett Lloyd Chew) by Robert Field (1769–1819) to Hammond Harwood House (March 14, 2019 to January 15, 2020) for A Perfect Profile: Miniature Paintings, Silhouettes, & Landscapes Of Early Annapolis.*

### **State Archivist Report:**

- *General update*
- *Update on Legislative Session 2019: SB27 Acquisition of Fine Art or Decorative Art, Procurement Exemption*



**Deputy State Archivist Report**

- Publication on the historic legislative chambers in the State House
- Update on the Frederick Douglass and Harriet Tubman Statues – Old House Chamber
- Update on the design and reconstruction of Lawyers' Mall

**Director's Report:**

- Conservation updates: budget, projects
- Update Lords of Baltimore Project – Enoch Pratt Free Library

**Associate Curator's Report**

- 2019 publication, 50<sup>th</sup> Anniversary of the Commission
- Update on consolidation of the Peabody Art Collection

**Old Business:**

- Update on *Treasures of the State* traveling exhibition
- View some of the selected works of art for the exhibition

**New Business:**

Next meeting: Fall 2019 at the call of the chairman

Adjournment

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**Maryland Commission on Artistic Property  
*Semi-Annual Meeting***

**Maryland State Archives  
Rolling Run Facility  
New Windsor, MD**

***May 21, 2019 at 10:30 am***

**Draft Meeting Minutes**

**Attendees:**

**Commission Members:**

Matthew P. Lalumia, Esq., Chairman  
Jenn Harr, (Julia Marciari-Alexander), Director, Walters Art Museum  
Melanie Harwood, (representing Christopher Bedford), Senior Registrar, The BMA  
Diane Hutchins, Vice President of Government Affairs, Maryland Zoo  
Rebecca Massie Lane, Director, Washington County Museum of Fine Arts  
Mark Letzer, President and CEO, Maryland Historical Society  
Sasha Lourie, Associate Curator, Office of the Senate Curator  
Julia Madden, Board Member, Maryland Citizens for the Arts  
Jackie O'Regan, Curator of Cultural Properties, JHU (representing Fred Bronstein)  
Susan Perrin, Susan Perrin Art Consulting  
Ben Simons, Director, Academy Art Museum

**Archives' Staff:**

Timothy D. Baker, State Archivist  
Elaine Rice Bachmann, Deputy State Archivist  
Christopher Kintzel, Associate Curator and Collections Manager

The meeting was called to order at 10:41 AM by the chairman.

**Opening Remarks:**

Chairman, Matthew P. Lalumia

Mr. Lalumia introduced new public member Diane Hutchins to the members that missed the last meeting. He also praised the members that made it to the fall 2018 meeting due to the severe weather that day. In addition, he also welcomed Jenn Harr, to the meeting who was representing the Walters Art Museum.

Diane Hutchins made a motion to approve the minutes from the previous meeting of the Commission held on November 15, 2018, which was seconded by Julie Madden. The approved minutes were signed by the Chairman and the Associate Curator/Collections Manager.

- Elaine Bachmann highlighted her and Catherine Arthur's courier trips for the bronze sculpture, *Windy Doorstep* to the Wallraf-Richartz-Museum & Foundation Corboud, Cologne, Germany for the exhibit *Once Upon a Time in America: Three Centuries of US-American Art*.

The Commission was informed of several major projects that the staff had completed since the last meeting as well as what they will be taking part in over the next six months. These include:

- Legislative Session 2019: SB27 Acquisition of Fine Art or Decorative Art, Procurement Exemption. MSA/APC staff requested the bill be pulled and not go to a final vote.
- The publication on the historic legislative chambers of the State House, documenting the recreation and restoration of the Old Senate Chamber and the Old House of Delegates Chamber was formally presented to the Senate and House of Delegates on Maryland Day, March 25, 2019.
- The interpretative plan for the bronze statues of Frederick Douglass and Harriet Tubman is ongoing. The goal of installing them in the Old House Delegates Chamber is now slated for February of 2020.
- The work on the Lawyers' Mall infrastructure and reconstruction projects is ongoing.
- The curatorial staff will be working on a new publication highlighting many of the objects in the collection as well as significant additions and recent acquisitions. The book will also recognize the 50<sup>th</sup> anniversary of the Maryland Commission on Artistic Property in 2019.

#### **Old Business:**

The members were updated on the staff's progress of putting together a small traveling exhibition highlighting some of the treasures from the state's art collection. The exhibit is planned to go to three or four different venues throughout the state. An accompanying publication further exploring the breadth and depth of the collection is also anticipated.

Some of the themes currently being explored by the curatorial staff are:

- Founding of Maryland/Early Maryland
- Symbols of the State
- Government House
- Military Maryland
- Scenes of Maryland
- Peabody Art Collection

#### **New Business:**

A tour of the Rolling Run Facility was given to the members by the Commission staff.

The meeting was adjourned at 12:38 PM.

Approved by the Commission on Artistic Property, 2020

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Matthew P. Lalumia, Chairman

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Christopher J. Kintzel, Associate Curator/Collections Manager