



# MARYLAND STATE ARCHIVES

## Annual Report Fiscal Year 2016

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

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# STATE ARCHIVES

## ANNUAL REPORT FY 2016

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### OVERVIEW



- *Hall of Records Commission Agenda, Nov 16, 2015*
- *Hall of Records Commission Agenda, Jun 14, 2016*

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

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

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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.

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### 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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#### Fiscal Affairs



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

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## Administration

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

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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 agency has successfully integrated the new payroll and timekeeping system (Workday) as a result of the Shared Services.

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

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



Annually, the Archives is appropriated a limited amount of operating funds to provide conservation services for the art collection. In FY16, \$50,000 allowed 28 items (six paintings, four frames, 16 furnishings, one sculpture, and one plaque) in the state-owned art collection to receive conservation treatment. Among the items conserved was an c.1876 desk commissioned by the Legislature and used by the Maryland Senate. This desk will be included in a new exhibit in FY17, planned for the Archives Room of the State House, which will interpret desks used by the Legislature over time.

The staff of the Commission engaged in multiple opportunities for public outreach in leading tours of the newly opened restored Old Senate Chamber and interpretive exhibits. There has been a tremendously positive public response to these exhibits, which were developed by the Commission staff and which for the first time offer interactive interpretation of the events of the Revolutionary War period in Annapolis, culminating in George Washington’s resignation as commander-in-chief in 1783. The opening of the restored chamber and the creation of these exhibits represent the completion of

another element of the State House Visitor Experience Master Plan, adopted by the State House Trust in 2007 and implemented over the past decade.

Commission staff have worked closely with the Office of the First Lady and the staff of Government House to assist First Lady Yumi Hogan in enhancing the appearance and interpretation of the public rooms of Government House. This has included assisting in the reinstallation of the portraits of Maryland's First Ladies in the Victorian Parlor, which has been refurbished as a primary interpretive space for discussing the role of Maryland's First Ladies over time.



In FY17, the Commission staff will oversee the consolidation of the stored collection into the new Archives facility on Rolling Run Drive in Woodlawn. Staff have participated in the design development of specialized art storage equipment, including large object storage and rolling vertical rack storage for paintings. This will enable the stored collection to be located in one place for the first time, allowing for better access by staff and conservators.

In FY17, the new position of Senior Curator and Director of Artistic Property was filled. This reflects the reorganization of Commission staff, reducing staff from three to two and creating the positions of Associate Curator and Collections Manager and Senior Curator and Director.

At present, there is \$44K appropriated to the Archives for conservation services for the art collection. In assessing curatorial priorities, the staff anticipates being able to conserve several portraits in the collection and place them on public display, conserve several items of furniture for inclusion in interpretive exhibits in the State House as well as for use and display in Government House, and conduct regular cleaning and treatment for outdoor sculpture and memorials.

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## Special Collections

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

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. They 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 records of nearly 700 religious institutions of various denominations and more than 900 newspaper titles from across the State.



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

Special Collections and the agency's Information Systems Management department worked together in FY2016 on an eight-month project to expand the Maryland Historical Photographs website which displays digital photograph collections to the public. The revised site was launched in June 2016, and now incorporates previously inaccessible digital images from Governor Schaefer's Press Office.

Digital imaging is an important method of providing researchers with access to historical materials while preserving original records. Special Collections partnered with several churches and local historical societies in FY2016 to oversee scanning of fragile records and to present them online for the public. Partners in these projects during the year include St. Paul's Marion Station Episcopal Church, Reisterstown United Methodist Church, Historical Society of Carroll County, Heritage Montgomery, and Fairhaven United Methodist Church.

### *Maryland Newspaper Program.*

During FY16, Special Collections accepted three major collections of 20th and 21st century Maryland newspapers spanning from the 1940s up to 2016 as part of its mission to preserve community history. The Baltimore Guide, a publisher in East Baltimore, donated their photographs and approximately 110 cubic feet of physical issues. Queen Anne's County Free Library donated 94 cubic feet of Eastern Shore newspapers, and APG, a major Southern Maryland news publisher, donated 260 cubic feet of local newspapers. Additionally, Special Collections collaborates with librarians at the University of Maryland, College Park, contributing newspaper image files to the research website *Chronicling America*. The National Digital Newspaper Program has renewed grant-funding for FY17, which will enable 60 new newspaper collections from across the state to be easily accessed online.



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## APPRAISAL & DESCRIPTION

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



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

In FY2016, the Appraisal and Description Department continued its joint project with the Comptroller of Maryland, the Register of Wills, and FamilySearch (a nonprofit family history organization) to rebox into archival storage, index to the document level, and scan probate records dating from 1642 to 1940 in order to preserve the original records and make them more accessible to the public. During FY2016, the project completed work on Caroline County, which consisted of approximately 271 bound volumes and 170 cubic feet of processed records.

In the coming fiscal year, the Appraisal and Description Department plans to complete the shelf read of all government records stored in our Annapolis location. This agency-wide effort will systematically and efficiently improve the accuracy and specificity of our finding aids. The project will also help us identify areas in which we can re-box or re-organized records or otherwise improve our records storage and space management.

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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 more use. In Maryland, no government records may be destroyed without the approval of the State Archivist.

The Department advises agencies on the creation of records retention and disposal schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the State's records management program. During FY2016, the State Archivist approved 83 records retention and disposition schedules. This was a 33% increase over the 62 records retention and disposition schedules approved in FY2015. These schedules also included revisions to the records retention and disposition schedules for the State Archives and the Department of General Services Division of Records Management.

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

destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction Archives in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destructions. During FY2016, the State Archivist received 365 records disposal certificates.

During FY2016, the Appraisal and Description Department has participated with other Archives staff in revitalizing our relationship with the Department of General Services Records Management Division. Together we are working to revise the forms and workflows associated with the records retention scheduling process to make the process easier for agencies and to improve the quality of retention schedule drafts that agencies produce, reducing the need for revision and redrafting.

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## Records Transfer & Space Management

During FY2016, the Archives took on a number of permanent government record transfers from 47 government agencies, representing the following volume of records:

591 books  
8,094 boxes  
4,769 maps/plats

This included a number of transfers from the offices of the Registers of Wills, comprising documents of permanent value such as wills, estate papers, and guardianship accounts.

During FY2017, the rate of transfers may be reduced as we are renovating our new warehouse space to ensure its long-term suitability for records storage. At the same time, however, we plan to also review and update our transfer forms, procedures, and guidance to make the process easier for agencies and to improve the quality of catalog entries for all incoming transfers.

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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. Non-permanent material is held for a designated time span 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, 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, and assigned staff to the facility in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018.

Goals for the City Archives include enhancing public accessibility to the archival holdings, expanding the Baltimore City records program, and educating the records managers of City departments. Partially supported by the National Historical Publications and Records Commission (NHPRC), the initial phase of this work allowed for the integration of Baltimore record group descriptions into the State Archives' Guide to Government Records online catalog.

FY2016 witnessed the continued expansion of the records program through 13 agency site visits and the drafting of 17 new retention schedules. Record transfers to the City Archives totaled 1,611 cubic feet of material. The Archives, with assistance from the Baltimore City Department of Public Works, also disposed of 989 cubic feet of non-permanent records.

Processing initiatives focused upon continuing work on the Mayor Kurt L. Schmoke Papers (1987-1999). One hundred and twenty-nine boxes of correspondence and departmental reports, comprising five record series, have been described and placed within the online *Guide to Government Records*.

A series of combined records management and emergency preparedness workshops have marked the City Archives' most recent work. In FY2016, forty-eight record managers, drawn from the public and private sectors, attended training sessions that we organized.

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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 reformed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. As Conservation, Restoration, and Preservation Services, it was later placed under Artistic Property, Preservation, and Public Outreach in 1998. Renamed Preservation Services in 2001, it reformed as a separate department under its present name in February 2014, and was placed under the Deputy State Archivist in October 2015.

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

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## Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of archives 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.

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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 the Intergovernmental Preparedness for Essential Records (IPER) program, 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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# DIGITAL ACQUISITION, PROCESSING, & PUBLICATION

## Digital Records

Digital Records 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. It was renamed Digital Records in June 2016.

The digital preservation and imaging services offered by the State Archives in Annapolis are managed, coordinated, and promoted by Digital Records. For imaging projects, this department also gives logistical and technical support, and assists in the development of standards and techniques used in such work.

FY2016 was a busy one for the Department. As part of an ongoing effort to digitize the entirety of the State Archives microfilm holdings, Department staff scanned 1,360 reels of master negative microfilm, adding more than 2,000,000 images to the “electronic vaults” of the Archives. In addition,

staff added another 572,617 images derived from paper records. Moreover, images of 4,112 series units (drawn from a wide range of non-land record series) were also inspected, processed, and uploaded to the Archives' electronic holdings.

Besides digitizing its own collections, Digital Records is instrumental in securing permanently valuable digital records created by other government agencies. Chief among these are the land records recorded by the County Circuit Courts and the photographs generated by the Governor's Office. In FY2016, staff inspected, processed, and placed online some 11,769 digital land record volumes, comprising more than 6 million images received from the courts. In addition, 5,987 plat images were cataloged and uploaded to the web. In the same period, thousands of photographs taken by the Governor's photographers at 605 separate events were cataloged, processed, and made available online.

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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. There, for the public, the department handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Archives Help Desk provides customer support for on-line Maryland land records ([mdlandrec.net](http://mdlandrec.net) & [plats.net](http://plats.net)). During FY2016, Help Desk staff enrolled 68,931 new subscribers to [mdlandrec.net](http://mdlandrec.net). Staff also fielded 9,954 inquiries from the public relating to [mdlandrec.net](http://mdlandrec.net) and [plats.net](http://plats.net). Additionally, they fielded 9,503 other inquiries relating to Archives records or services.

Staff from this office processed 16,539 individual file returns to State and local agencies and placed 14,782 files returned by agencies to their assigned locations within the Archives holdings. For the public, copies of 6,947 files were produced here. These ranged from single-page birth, death, and marriage records, to multi-page civil, equity, and divorce decrees, to copies of entire case files which often run to hundreds of pages each.

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## GOVERNMENT INFORMATION SERVICES

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

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

Much of the descriptive work of Government Information Services originated with the Historical Records Survey in Maryland, begun in February 1936 as part of the Federal Writers Project. An

independent unit of Federal Project no. 1, the Survey had become 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 also trace to 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.

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

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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.

In FY16, Government Reports and Publications completed a large project to provide the State Law Library with scans of print publications needed to replace missing items, supplement their holdings, or provide online access to material originally issued in print. A few additional reports were scanned mostly for patrons. To date, the division has scanned over 600 electronic publications and provided electronic copies to other Maryland government libraries. When print publications are borrowed by the Archives for scanning, the lending library, as a courtesy, receives an electronic copy of the borrowed item.

In FY16, as part of an Archives-wide project to scan and make microfilmed materials more widely accessible, the division continued work begun in FY15. This project provides online catalog access to some 700 Maryland government reports previously accessible only on microfilm. Also in FY16, security copies of print reports and publications were moved to the Archives' warehouse at Rolling Run. In addition, cataloging practices for Maryland government publications continued to be reviewed and improved.

With the help of Information Systems Management, the Librarian in FY16 planned and began constructing a unified system to identify, acquire, manage, and present electronic material. The near future requires that we streamline how electronic reports and publications are transferred to the Archives. At the same time, it is equally important to continue verifying record entries for a backlog of accessions catalogued in past years.

In FY16, security copies of the Code of Maryland Regulations (COMAR), received from the Division of State Documents, were accessioned and transferred to the Rolling Run warehouse. Security copies of session laws and a complete set of the Annotated Code of Maryland also need to be secured and moved to the warehouse. Moreover, new material was accessioned and assigned stacks locations at the State Archives.

FY16 Government Reports & Publications Accessions: 480 electronic, 2,223 print, 2,703 total.

### *Library.*

Organized in 1940, the State Archives Library contains reference works that supplement Maryland government records preserved at the Archives. These include published records and sources on Maryland history, government, biography, geography, and natural resources; county, city and town histories; regional studies; the Chesapeake Bay; research guides; genealogies; and archives administration, conservation, and preservation.

In FY16, cataloging of the Lois Green Carr Library as part of the Archives online library catalog was completed. Books from Dr. Carr's library were jacketed with protective mylar, labeled, and shelved as a collection, arranged alphabetically by author's last name. The Carr Library was integrated into the

main library catalog with the help of a skilled volunteer, a retired librarian who prepared catalog record entries.

For the entire library, cataloging continued to be improved, with particular attention to subject headings and explanatory notes to highlight Maryland content and the relevance of particular publications to Maryland. Careful attention was paid to editions and other publication details. With the help of a summer intern, books and pamphlets needing repair or protective enclosures were treated by Conservation and Preservation. Books received new labels and were returned to the shelves.

In FY16, the work to improve access to Library materials, a project of several years duration, was completed by interns for books and pamphlets housed on the mezzanine. Certain frequently used volumes in the Searchroom still need their original protective enclosures and covers replaced and others need repair.

Plans for a joint venture to improve the description and housing of maps and related formats have been postponed. In FY17 the Library and Government Reports and Publications will collaborate with Special Collections on a summer internship to ensure that we have an accurate inventory of this material.

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

FY2016 Library Accessions: 166 print, 1 electronic, 167 total.

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## INFORMATION SYSTEMS MANAGEMENT

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

### *Electronic Archives.*

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

In accordance with the Archives' Information Technology Master Plan, Information Systems Management focuses on key initiatives in order to improve IT support services agency wide, enhance the user experience for our constituency using the agency's electronic resources, and plan, develop, and implement IT initiatives for the future. To this end, the Archives continues to work 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 FY16, Information Systems Management continued to provide technical support to sustain the agency's partnership with the Clerks of the Courts. Using workflows and programming developed by IT staff, incoming images and index data are inspected, audited, and transferred daily to MSA's in-house production servers. Application, database, and image servers are managed by IT staff who routinely monitor for hardware failure, software upgrades, potential security intrusions and other threats to data integrity.

In April 2016, IT staff completed a redesign of plats.net, a digital image reference system for land survey, subdivision and condominium plats. IT staff solicited recommendations from the user community and implementing upgrades to the code functionality and database infrastructure that allowed for more efficient and accurate searches of the Archives' plats collections in electronic format.

IT staff implemented improved workflows for the processing of photographs transferred electronically to the agency from the Governor's Press Office, allowing more efficient transfer of photographs from the Governor's Office to the Press Office website. IT staff also worked in partnership with Digital Maryland, a collaborative statewide digitization program headquartered at the Enoch Pratt Free Library/State Library Resource Center, on a multi-year project to provide wider distribution and access to photographs from the administrations of Governors William Donald Schaefer and Robert Ehrlich.

In conjunction with Reference and Administration staff, IT staff reviewed and documented workflows for research inquiries from the agency's constituents so that they could be implemented into a service management system. As a result, research inquiries from the public are efficiently tracked and can be monitored through completion.

Statewide policy and programmatic initiatives that should be addressed include:

- Development of model email retention and disposition policy and system.
- Development of standards and processes for the export of data from legacy systems.
- Development of model records retention and disposition schedules for information systems.
- Development of model system for archiving of web presence and, most importantly, government publications.

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## REFERENCE SERVICES

In 1935, Reference Services began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College. The Department 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.

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

*Public Search Room.* Open Tuesday through Friday, and three Saturdays a month, the Search Room is staffed by professional archivists to assist patrons. During FY16, 6124 on-site visitors were

assisted with their research and documents needs. Electronic and mail reference services are available Monday through Friday. Also in FY16, Reference Department staff responded to 3409 email requests for documents and information. In addition, electronic services and information (including comprehensive catalogues of the Archives' holdings) are accessible through the State Archives website.

Records are used for legal documentation, historical research, land title searches, geographical information, vital record research, and genealogy. The Archives offers limited research services by its staff. Copies of records can be produced (for a fee) on paper as photographs, or as digital image files. Self-service copying also is available for many records in the Search Room.

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## RESEARCH, EDUCATION & STUDENT OUTREACH

Basic functions of the Research, Education and Student Outreach Department originated with a program focused on compiling the *Directory of Maryland Legislators, 1635-1789* (1974). Work continued with the Legislative History Project which culminated in *A Biographical Dictionary of the Maryland Legislature, 1635-1789*, 2 vols. (1979, 1985). These functions continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, the Department reformed under its current name in 2005.

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

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

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### Study of the Legacy of Slavery in Maryland

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

This year, under a Documenting Democracy Grant from the National Historical Publications and Records Commission, the program staff began a detailed item-level processing of the Maryland State Archives Freedom Papers collections. The staff has been digitizing and processing the manumission and certificate of freedom collections, ultimately creating an item level, name searchable inventory of 111 record series, including approximately 34 cubic feet of paper records and 43 reels of microfilm.

Once complete and published online with the digitized records, this in-depth finding aid will provide invaluable access to these significant series. During FY2016, staff also provided numerous outreach presentations on the use and content of these documents. In addition, the team published a well-followed weekly series on social media entitled #ManumissionMondays to highlight the newly processed record collections.

In FY17, the Legacy of Slavery Program will complete this processing grant. In addition, staff continues to partner with the Harriet Tubman Discovery Center and National Park in Cambridge, working toward the grand opening of the new facility. To allow this vital work to continue, the program continues to seek funding opportunities and partnerships for FY17.

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## Land Office

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

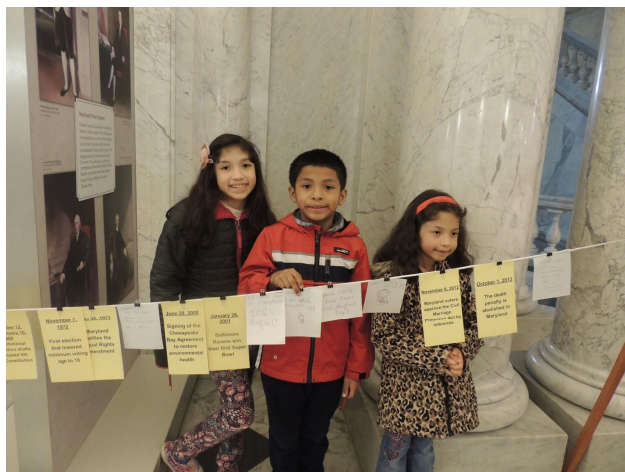
Today, virtually all land in Maryland has been patented. From time to time, however, some vacant parcels are found, generally the result of surveying or record-keeping errors. In June 2012, the most recent land patent issued by the State was awarded to the Baltimore Area Council of the Boy Scouts of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

The majority of the work that now comes before the Land Office consists of applications from the Department of Natural Resources for certificates of reservation of abandoned land (Code Real Property Article, secs. 13-101 through 13-504). In order to reserve abandoned land for public use it must be proven that no property taxes have been paid over the 20 years prior to the date of application and that the land has not been possessed by a person during this period. Prior to the issuance of a certificate of reservation, the Commissioner of Land Patents and his designated deputy must verify these claims. The Land Office received no new applications for either a certificate of reservation or land patent during FY16, though the Deputy Commissioner of Land Patents responded to numerous inquiries concerning land patents and land ownership matters from both government agencies and private individuals.

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## Educational Outreach

Educational Outreach provides public programming and learning opportunities both in the classroom and in the community at large. Partnering with the Four Rivers Heritage Area of Maryland, the Archives again participated in annual Maryland Day celebrations in March 2016. Maryland Day commemorates the formal founding of the colony of Maryland. Local heritage organizations and museums take the opportunity to share and generate excitement about Maryland history with the



public. This year, the State Archives staff provided guided tours of the State House, including the newly opened rooms of the Old Senate Chamber to fit the “Debuting New Work” theme of the celebration. In addition, to highlight the “Generation to Generation” theme, Archives’ staff created a three-dimensional, interactive timeline inviting visitors to add their personal significant event to the state’s chronology. This timeline was made an electronic Special Collection in the Archives to commemorate the event and document citizen participation.

### *Family History Festival*

In November 2015, the Archives’ hosted the second annual State Archives’ Family History Festival. This free community event offered lectures on genealogy, history and archival research, demonstrations on caring for family papers and photos, workshops teaching participants how to use archival resources, and hands-on educational children’s activities highlighting family history. With over 275 visitors in attendance, the event was an overwhelming success and we plan to hold another Festival in FY17.

### *Brick Wall Sessions*

Based on the continuing demand for the “break through your brick wall” sessions which debuted at the 2014 Family History Festival, Archives’ staff maintain this program as a quarterly, stand-alone event. In FY16, the public had four opportunities throughout the year to sign up for special sessions with professional archivists and genealogists to discuss and attempt to overcome their greatest research obstacles. New this year, staff hosted a virtual brick wall session, providing an online genealogy help session and expanding this program’s reach to those who cannot visit the Archives in person.

### *Lunch and Learn Program*

The Archives continued its brown bag seminar series to help educate guests on the collections and services of the Archives. This year, we opened the program up to presenters outside the Archives. In FY17, we plan to offer new types of programming, such as documentary viewing focusing on movies based on archival resources. In future, we also hope to increase access to the series online through social media in order to expand the reach of the educational programming to guests who are unable to travel to the Archives to participate.

### *Workshops*

In response to the popularity of the hands-on workshop sessions which debuted at the 2015 Family History Festival, staff developed and presented standalone workshops at the Archives in FY16. In March 2016, team members developed an “Orientation to the Maryland State Archives” workshop which provided both new and returning visitors with training on how to most effectively use our resources. In FY17, the Archives will launch a YouTube channel in order to provide this educational content online in a video library.

### *Student Internship Program*

For over 40 years the Archives has hosted a student internship program. The program mentors students and young professionals, allowing them to sample aspects of the archival profession as they consider career options. It teaches the next generation to understand, respect, and value archives while bringing fresh insights to State Archives' existing programs.

To host special, directed internships and to co-teach classes based on primary source material, the Archives staff has established and maintained partnerships with many schools and universities. Adding to this network in FY16, staff collaborated directly with the Anne Arundel County Public School System Department of Social Studies to develop a new, high school-level Maryland history course. Once complete, this curriculum will be shared with the Maryland Department of Education to be used in county school systems across the state. Staff members also regularly present directly in the classroom and host students on field trips at all educational levels from kindergarten through postgraduate, emphasizing the importance and use of primary resources.

### *Additional Research Partnerships*

The Research, Education and Outreach Department has continued the Maryland 400 project which involves the identification and exploration of the lives of Maryland's first combatants during the Revolutionary War. The soldiers of the Maryland 400 were members of the 1st Maryland Regiment, which took heavy casualties in New York at the Battle of Brooklyn in 1776. Their brave rearguard action allowed the rest of the Continental Army to escape destruction. While the military actions of the men at the battle are well known, their names, fate at the battle, and backgrounds have remained unexamined.

In FY16, the Archives staff received a second grant from the Maryland Society of the Sons of the American Revolution to continue this project, in cooperation with the past supporters, including the Maryland Military Department, Washington College, the Maryland Military Historical Society, and the Moss Family Foundation. The team publishes the project's research findings in online biographical sketches as well as in a research blog featuring an online roster of all men known to have been in the battle. To date, the roster lists the names of approximately 900 out of a projected 1,000 soldiers who participated in the battle. In FY16, staff added an additional one hundred biographies to the Archives' website, bringing the total of published soldier narratives to two hundred and twenty-five. The ongoing project provides interpretive analysis into the records being used to study the soldiers' lives. This program helps build a growing community of people interested in Maryland history and expands the reach of archives resources overall.

Finally, the outreach staff makes an effort to participate in professional conferences and workshops to share information with the widest network possible, to grow professionally, and to learn from our colleagues. This year's highlights include our participation in the National Archives Assembly and the annual Harriet Tubman Conference, in which we provided presentations on our Freedom Papers project. Staff also gave a presentation at the National Council for Public History Conference focusing on diversity and inclusivity in the field. Finally, members of the Legacy of Slavery team participated in the Slave Dwellings Project Conference in Charleston, South Carolina and then at a follow up program held at the Brice House in Annapolis.

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Maryland Hall of Records Committee  
Meeting Agendas and Minutes  
with addenda

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# Maryland State Archives

## Hall of Records Commission Meeting

November 16, 2015, 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

November 16, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

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

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

##### **Attendees**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_attendees\\_16nov15.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_attendees_16nov15.pdf)

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

##### **Chair to recognize special guests**

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

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

##### **Hall of Records Commission Meeting, May 5, 2015**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_minutes\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_minutes_5may2015.pdf)

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

**June 10, 2015:** Owen Lourie and Sean Baker presented a Brown Bag Lunch and Learn on the Maryland 400 Project.

**June 17, 2015:** Tim Baker and Rob Schoeberlein attended a farewell party for Burt Kummerow of the Maryland Historical Society.

**August 26, 2015:** Elaine Rice Bachmann and Chris Kintzel participated in an Old Senate Chamber Architectural Advisory Committee meeting in the State House and the House Office Building.

**September 12, 2015:** Elaine Rice Bachmann and Owen Lourie presented lectures in the Old House of Delegates Chamber of the State House as part of the 2015 National Treaty of Paris Festival, then provided a guided tour of the newly restored Old Senate Chamber and interpretive exhibits.

**September 20, 2015:** Maryland State Archives hosted a memorial service in honor of Lois Green Carr.

**November 5, 2015:** The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

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

## **Records Retention & Disposal**

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_schedules\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_schedules_16nov2015.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_disposal\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_disposal_16nov2015.pdf)

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

## **State Archivist's Report**

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

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/finalchronology.pdf>

### **Budget**

The Archives is in discussion with the Department of Budget and Management regarding “Over-the-Target” requests. The Archives is proposing a shift in funding from Special Funds to General Funds for some aspects of our operations, and to continue a years’ long effort to shift contractual positions to state employee status and thus provide for succession planning for senior staff eligible to retire in the coming years.

### **JCR Updates**

As reported at the May meeting of the Hall of Records Commission, the Joint Chairmen’s Report for 2014 directed the Archives and the Department of General Services to undertake specific steps to improve the oversight of the records management process in Maryland. One of these steps was the development of a records management training program including new employees introductory training. In response to this directive, the Archives and the Department of General Services have created an updated introductory records management training module aimed at elected, appointed and hired Maryland government employees at all levels. This training module has been submitted to the Department of Budget Management for inclusion on the HUB, the State’s new Learning Management System. The Department of Budget and Management is reviewing the training module and creating a 508 compliant version of the training so that it is accessible to employees with disabilities.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/guidance\\_tutorial\\_2july2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/guidance_tutorial_2july2015.pdf)

The Archives also responded to a request for information on expenditures attributable to the MOU with the Judiciary.

## **State Song**

Delegate Pete Hammen, Chairman of the House Health and Government Operations Committee, has asked the Archives to convene an advisory group to propose alternatives to the current state song in advance of the upcoming General Assembly Session. The advisory group is expected to issue its report in December.

## **Rolling Run Update**

The architect and engineers advising MEDCO and the Archives on the design plans for renovations to the facility will complete the Basis of Design document later this year. This document will be used by the general contractor to guide the renovations, which include replacement of the roof and HVAC systems.

## **Commission on Artistic Property**

### **Restoration of the Old Senate Chamber**

The Chamber and interpretive exhibits were opened to the public on July 6. The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area in a ceremony on November 5 as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

### **Old Treasury Building**

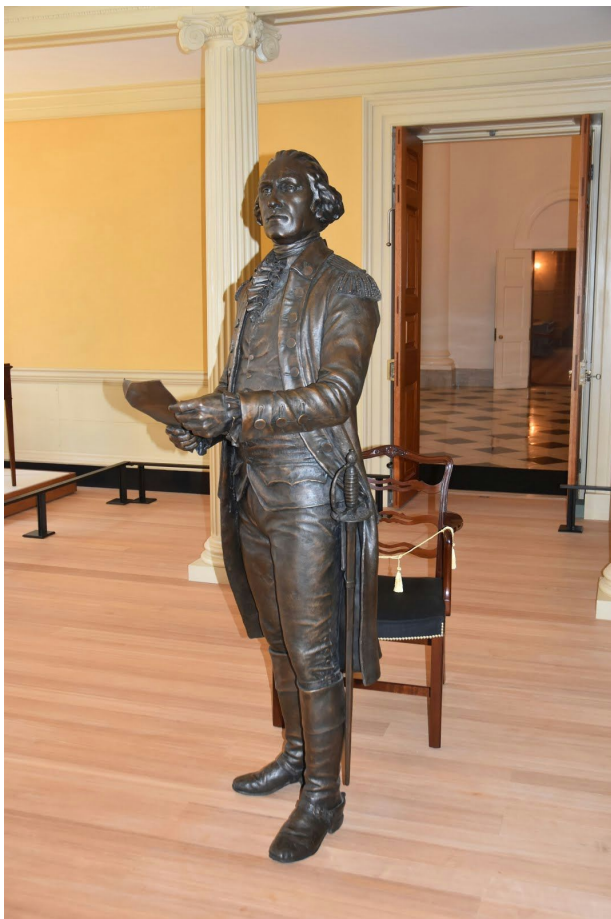
The final portion of the State House Visitor Experience Master Plan yet to be implemented is the reopening of the Old Treasury Building as a public exhibit space, focused on the 17th century history of Maryland and the move of the capital from St. Mary's City to Annapolis. It would be feasible to design exhibits for this space in addition to having it serve as a visitor orientation and welcome center for the State House. The next step in this implementation is to develop a capital program to include the continued structural restoration of the building, which is currently being utilized as a storage area for the Old Senate Chamber restoration project.

### **Art Conservation**

The Commission on Artistic Property partnered with the Office of the Comptroller to conserve three portraits in the state's collection: *Emerson Harrington* [MSA SC 1545-1451], *Dennis Claude* [MSA SC 1545-1159] and *Frank Turner* [MSA SC 1545-3466]. These newly restored paintings were unveiled by Comptroller Franchot in a ceremony on November 10 in the Assembly Room of the Treasury Building. The portraits of Harrington and Turner are on display in the Assembly Room as part of the gallery of portraits of Comptrollers established in 2014; the portrait of Claude is installed in the lobby of the Treasury Building.

### **New Acquisitions**

At the Fall meeting of the Commission on Artistic Property, the following items were formally accepted into the inventory of Artistic Property:



George Washington, Studio EIS, bronze, 2014



Senate Desk, Harrington & Mills, ash (primary), c. 1877

### **Executive Transition and the Legislative Session**

The staff has been working closely with First Lady Yumi Hogan to reinstall several paintings in Government House and make changes to several aspects of the decor in the public rooms. The portraits of First Ladies, traditionally displayed along several levels of the main staircase, have been reinstalled to include a grouping of them in the Victorian Parlor. The most recent First Ladies portraits remain in the Stairwell, and are now displayed chronologically. The Victorian Parlor, now interpreted as a gallery for First Ladies portraits, is also in the process of having its wallpaper, carpet, and window treatments refurbished. Several items of furniture in the Artistic Property inventory, and in use throughout the public rooms, are also being conserved and reupholstered as part of minor changes to the decor of the rooms.

### **New exhibits in Miller Senate Office Building**

New exhibits will be installed in the cases on the first floor of the Miller Senate Office Building in anticipation of the 2016 Legislative Session. These ten cases are maintained by the Archives and feature rotating exhibits related to Maryland history drawn from our collection. The topics to be featured in the new exhibit are: The Maryland 400; First Ladies of Maryland; Maryland Rye Whiskey; Vintage Travel in Maryland; Unionville and Reconstruction in Maryland; and The Maryland State Park System.

### **The Lords Baltimore**

The State House Trust has entered into an MOU with the Enoch Pratt Free Library for the loan of six full-length portraits of the Lords Baltimore, traditionally displayed in the Main Reading Room of the Central Library, in

order for them to remain on public display while renovations are underway at the library. The intent is for the portraits to be installed in the rotunda of the State House. The curatorial staff of the Commission on Artistic Property will oversee the scope of work in the MOU and is currently planning for the initial phase of work, to include the removal of the portraits from the Central Library as well as an assessment of their condition and proposals for installation in the State House.

## Educational Outreach & Research

### Summer Internship Program

On May 26th, the Archives welcomed the class of 2015 summer interns into our long-standing educational program. This year's students once again successfully participated in archival work across departments and received direct mentoring from our professional staff in records processing, digitization, collections management, research, outreach and information technology. In addition to working alongside our staff, students also took advantage of our monthly Brown Bag Lunch and Learn Series, as well as participating in a number of professional development webinars during their tenure at the Archives. A highlight of the program for all was a behind-the-scenes curator's tour of the State House featuring the newly opened Old Senate Chamber, led by Elaine Rice Bachmann and Chris Kintzel. Through our summer program, the Archives also joined two important statewide initiatives of the Executive Office of the Governor. The Baltimore City Archives hosted an intern from the State-funded, Baltimore City administered [YouthWorks](#) program to benefit Baltimore City students, and the Appraisal and Description Department hosted three interns from the Governor's [Quest Program for Persons with Disabilities](#). It was certainly an overwhelmingly productive and positive summer for both students and staff. The intern's final reports can be found at:

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/2015msasummerinternsummaries.pdf>



*Summer Intern Class of 2015*

Looking ahead to summer 2016, staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects. If we are able to complete the arrangements

with the partner institutions, the Archives would like to specifically recruit students from Maryland's Historically Black Colleges and Universities for these particular internship opportunities.

### **Family History Festival**

On November 7th, Archives' staff hosted the [Second Annual Family History Festival](#) in Annapolis. Visitors enthusiastically participated in hands-on workshops, attended lectures, met with representatives of genealogical and historical societies from around the state, participated in interactive family activities, took and shared pictures in our social media station and collected door prizes and other complimentary goodies donated by our generous sponsors. Archives' staff taught multiple classes on how to use our resources, including hands-on practice with our collections' catalogs and online information resources in our Electronic Classroom. In addition, our conservation professionals conducted workshops on how best to preserve family treasures.

The Archives would like to recognize our many generous sponsors and partners who made this event possible. We received grant funds from the Friends of the Maryland State Archives, Four Rivers Heritage Area and the National Historical Publications and Records Commission. We also received sponsorship donations from Crowley and Archival Products. Finally, we received a great deal of in-kind support from Ancestry, the Annapolis Maritime Museum, Baltimore Coffee and Tea, the Chesapeake Children's Museum, Dick Blick Art Materials, Gaylord Archival, Graul's Market, Historic London Town, Hollinger Metal Edge, Systematic Filing, University Products, Wegmans and Whole Foods. We organize festivals and participate in educational outreach to ensure that succeeding generations of Marylanders understand, value and have access to their history. Every day people come into our Search Room looking for records created by their own lives, such as marriage and land records, and records revealing the lives of people in the past, such as inventories, certificates of freedom and militia muster rolls. It is only by serving the community that the past, present and future meet in the Archives. We look forward to continuing this tradition by planning our third annual festival next fall!

### **Brown Bag Lunch and Learn Series**

The monthly [Lunch and Learn](#) series was inaugurated in January 2015 and is continuing through the end of the year. The programming has proven very popular with each session, held on a Wednesday at noon, averaging approximately thirty attendees. The talks have highlighted Archives' services, research and initiatives, as well as giving professional guidance on best practices for digitization, paper and electronic file management and preservation techniques. The final Brown Bag session for 2015 will be given on December 2nd, with Elaine Rice Bachmann sharing information about the U.S.S. *Maryland* Silver Service, many pieces of which are currently on display in the State House.



*Research Archivist Allison Seyler presenting the October 2015 Brown Bag Lunch and Learn lecture, Certificates of Freedom & Manumissions (Photo credit: Joyce Phelps, originally posted on MSA's Instagram account)*

Looking forward to 2016, we are planning to strengthen this program based on public feedback. We hope to offer more detailed workshops that assist the public in better understanding and accessing the Archives' collections. We are also working toward providing an online simulcast for those who cannot come to Annapolis, as well as closed captioned recordings presented on a YouTube resource library. This will allow the programs to be viewed multiple times for reference and at times other than the original presentation date. We look forward to continuing to provide this essential educational outreach programming to our constituents.

### **Brick Wall Sessions**

The Archives' staff have hosted two successful [Brick Wall Sessions](#) for the public since the Spring Commission meeting. Fully booked events were held on Friday, July 24th and Saturday, October 24th. Staff and volunteers teamed to assist our patrons in answering their most difficult research questions. Looking ahead, our Winter Brick Wall Session will be a new initiative, an online virtual Brick Wall. We will have an advertised, set time when patrons can communicate with us live online through social media to ask their Brick Wall questions. This event will be similar to [#AskAnArchivist Day](#) in which we previously participated. This will be a good event to have in January or February when people may not want to travel to Annapolis, but still have detailed questions about our collections they would like to explore. With this planned Winter event we are now meeting the public's request to have quarterly Brick Wall outreach sessions as part of our educational outreach programming.





*Genealogists and archivists helping family historians break through their research 'brick walls', October 2015  
(Photo credit: Joyce Phelps, originally posted on MSA's Instagram account)*

### **Maryland 400**

The Research Department is pleased to announce that it has been awarded a new grant from the Maryland Society of the Sons of the American Revolution (SAR) to continue work on the Maryland 400 project. This new \$10,000 award will allow Archives' staff member Owen Lourie and a project intern to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment who fought in the Battle of Brooklyn. We are very grateful for the support of the SAR and for the continuing partnership of project founder General James A. Adkins. For more updates, please continue to follow the project blog at:

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

### **Slave Dwelling Project Conference**

Legacy of Slavery staff participated in the [Annual Slave Dwelling Project Conference](#) in Charleston, South Carolina from October 8th through October 10th. This gathering focused on ongoing efforts to preserve, interpret, maintain and sustain extant slave dwellings in the United States. The Archives' staff were able to take behind-the-scenes tours at both Magnolia and McLeod Historic Sites, learning from professional staff, archaeologists, historic preservationists, scholars, museum professionals and property managers who shared their knowledge on plantation life and slave quarters. The staff also had the opportunity to visit and pay respects at Charleston's Emanuel AME Church during the conference. The team is looking forward to applying their new knowledge and contacts to their daily work, uncovering the lives of Maryland's African American population through the primary source records of the Archives.



*Above: Slave Dwelling, Magnolia Plantation, South Carolina*

### **Civil Rights Education and Outreach**

Members of the Research Department's Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland. Still in the planning stages, the team hopes that the new program will begin in February 2016. The program's main goal is to bring students from across Maryland together to learn about the history of civil rights and to place current events and contemporary race relations within the context of our shared past. Students from various counties will participate in the program through in-person lessons and meetings in a classroom setting, with additional opportunities to engage in discussion through computer link-ups. Our hope is to help students create deeper relationships and a safe place for meaningful communication on sensitive issues. We are very much looking forward to collaborating with the Maryland Historical Society in the development of this important program.

### **Preserve the Baltimore Uprising Project**

The Maryland State Archives has agreed to serve on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) project, an effort being co-led by the Maryland Historical Society and faculty members of several Baltimore universities. The project's goal is to collect, preserve and make accessible photographs, oral interviews and videos that were created by community members, grassroots organizations and individual witnesses to the protests that followed the death of Freddie Gray on April 19th, 2015. These materials have been collected online by voluntary donation since April of this year, and the Board is currently working to address long-term rights and preservation issues. The Archives is working in conjunction with partners from across the local community to insure that these materials are appropriately preserved and archived so that they can ultimately be used for educational purposes.

### **Collection Exhibit**

The Maryland State Archives, in collaboration with Case[werks], LLC. of Baltimore, presented an exhibit about Maryland's rye whiskey industry, which thrived for centuries in the state until the early 20th century. The exhibit, *Maryland Rye: Straight from the Bottle*, includes some of the interesting names, labels, and bottles that were features of the state's distilleries, the last of which went out of business in the 1970s. The artifacts on display are from the James H. Bready collection of Maryland rye whiskey bottles and ephemera. Mr. Bready



was a well known newspaper man with the *Baltimore Evening Sun* who wrote two books on Baltimore baseball. Also a collector of Maryland rye whiskey bottles, in 2005 he donated over 700 bottles and other ephemera to the Maryland State Archives. *Maryland Rye: Straight from the Bottle* will be on display in Baltimore at the local gallery Case[werks] through Friday, December 11, 2015. The Archives staff will also be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis on Wednesday, November 18 at 6:30pm in the search room.

## Reference Services

Reference staff have been busy reinforcing security awareness throughout the Archives. They have created graphic signs and handouts for visitors on procedures which ensure the long-term preservation of our records, and have produced a training film for staff on the need for vigilance in protecting our records from mishandling or theft. A review of security procedures has led to the decision to relocate the DGS security guard station to ensure the guard has a clear view of both Lobby and Search Room activities, and a redesign of the Lobby is now underway to better accommodate enhanced security practices such as a search of materials hand-carried from the Search Room. Our goal is to protect our records for future generations while providing the service and access our patrons expect today.

## Appraisal

This year, Archives staff initiated a shelf read of all government records stored in the stacks of our Annapolis location. In a shelf read, staff compare our finding aids to the items on the shelves and corrects any discrepancies. Shelf reads must be conducted by archival institutions with some regularity, since they are the most systematic and efficient way to return mis-shelved items to their proper locations and to improve the accuracy and specificity of the descriptions in our finding aides. We also intend to use the shelf read to identify records that need additional attention, such as records that require conservation, re-boxing and/or re-labelling. The shelf read will also help us analyze our current use of space and reveal areas for improvement. Since the stacks in Annapolis have over 160,000 cubic feet of record storage, this shelf read is an extensive job. To tackle this considerable task we are mobilizing the entire Archives staff to cooperatively contribute to this project. Our planning of the project's workflow has focused on facilitating the teamwork of all participants necessary to collect and make use of all the valuable information this shelf read will collect.

## Baltimore City Archives

### Records Management/Emergency Preparedness Workshops

The Baltimore City Archives continues to offer a series of combined records management and emergency preparedness workshops to records managers, registrars and other interested parties. On October 30th, we hosted a day-long training session at our facility, specifically targeting the staffs of museum and cultural institutions. Personnel from the Reginald Lewis Museum, The Maryland Historical Society and NARA-College Park were counted among the attendees. Another workshop will take place on November 20th.

A more detailed report from Acting City Archivist Dr. Robert Schoeberlein on the activities of the Baltimore City Archives is linked below.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca\\_report\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca_report_16nov2015.pdf)

## Recent Gifts, Deposits, & Acquisitions

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_transfers\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_transfers_16nov2015.pdf)

## Special Collections:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol_16nov2015.pdf)

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

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

**November 18, 2015:** The Archives staff will be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis at 6:30pm in the Search Room.

**December 2, 2015:** Elaine Rice Bachmann will present a Brown Bag Lunch and Learn session on “The U.S.S. *Maryland* Silver Service: A State Treasure.”

**December 5, 2015:** The State House Holiday Open House and Concert will be supported by Archives’ staff.

**December 12, 2015:** A Brown Bag Lunch and Learn session will be given by the Four Rivers Heritage Area on creating a program survey.

## Old Business

At the last meeting of the Hall of Records Commission Dr. Phillips started a conversation about the need for a positive response to the events surrounding the riots in Baltimore following the death of Freddie Gray in police custody. On behalf of Dr. Wilson, president of Morgan State University, he offered the following three suggestions for consideration by the Commission:

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

Following a discussion of these suggestions Mr. Miller recommended that the Commission write a letter to Dr. Wilson thanking him for opening this important conversation. The letter written by Chair Barbera to Dr. Wilson can be found at the following link:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson\\_letter\\_15may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson_letter_15may2015.pdf)

In response to Dr. Phillip’s suggestions and the resultant discussion by members of the Hall of Records Commission, the Archives offers the following as examples of initiatives in which the agency is currently engaged:

- Members of the Research Department's Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland.
- The Maryland State Archives has agreed to serve on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) project, an effort being co-led by the Maryland Historical Society and faculty members of several Baltimore universities.
- The Baltimore City Archives hosted an intern from the State-funded, Baltimore City administered [YouthWorks](http://YouthWorks) program to benefit Baltimore City students,
- Staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects.
- On October 30, the Archives conducted a day-long seminar on records management and emergency preparedness in Baltimore City. Invitees included local cultural and academic institutions.
- On November 10, Chris Haley and Allison Seyler addressed the Gray Days Brighter Tomorrow Task Force meeting at Morgan State University on behalf of the Archives.

## **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

## Hall of Records Commission Meeting Minutes

November 16, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

**Call to Order by Chair** - The meeting was called to order at 12:05 pm

### Attendees

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_attendees\\_16nov15.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_attendees_16nov15.pdf)

### Opening Remarks/Special Announcements

#### Recognition of special guests

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

Tim Baker welcomed Court Administrator Pamela Harris to the Commission meeting.



Dr. Glenn Phillips, designee of Dr. David Wilson of Morgan State University, was presented with a Governor's Citation by Chief Judge Barbera and Mr. Baker in recognition of his 21 years of service to the Hall of Records Commission. Dr. Phillips will "retire" in April 2016 to a continuing engagement in scholarly research and writing.

## Reports & Minutes of Previous Meetings

### Hall of Records Commission Meeting, May 5, 2015

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_minutes\\_5may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_minutes_5may2015.pdf)

## Special Meetings, Advisory Boards & Celebratory Events

**June 10, 2015:** Owen Lourie and Sean Baker presented a Brown Bag Lunch and Learn on the Maryland 400 Project.

**June 17, 2015:** Tim Baker and Rob Schoeberlein attended a farewell party for Burt Kummerow of the Maryland Historical Society.

**August 26, 2015:** Elaine Rice Bachmann and Chris Kintzel participated in an Old Senate Chamber Architectural Advisory Committee meeting in the State House and the House Office Building.

**September 12, 2015:** Elaine Rice Bachmann and Owen Lourie presented lectures in the Old House of Delegates Chamber of the State House as part of the 2015 National Treaty of Paris Festival, then provided a guided tour of the newly restored Old Senate Chamber and interpretive exhibits.

**September 20, 2015:** Maryland State Archives hosted a memorial service in honor of Lois Green Carr.

**November 5, 2015:** The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

Dr. Phillips moved to approve the minutes as drafted and recognize the special meetings of the Commission, seconded by Mr. Letzer. The motion was unanimously approved.

## Records Retention & Disposal

### Retention Schedules:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_schedules\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_schedules_16nov2015.pdf)

### Disposal Certificates:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_disposal\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_disposal_16nov2015.pdf)

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

## State Archivist's Report

### Chronology: activities since the last meeting

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/finalchronology.pdf>



## **State Song**

Delegate Pete Hammen, Chairman of the House Health and Government Operations Committee, has asked the Archives to convene an advisory group to propose alternatives to the current state song in advance of the upcoming General Assembly Session. The advisory group is expected to issue its report in December.

## **Rolling Run Update**

The architect and engineers advising MEDCO and the Archives on the design plans for renovations to the facility will complete the Basis of Design document later this year. This document will be used by the general contractor to guide the renovations, which include replacement of the roof and HVAC systems.

## **Commission on Artistic Property**

### **Restoration of the Old Senate Chamber**

Ms. Elaine Bachmann reported on the opening of the Old Senate Chamber to the public on July 6, 2015. As no formal opening of the room has yet taken place, she will keep the Commission members apprised of any events planned during the legislative session. In the interim, Ms. Bachmann offered to take Commission members and their guests on a tour of the room. With the opening of the room the 18th-century portion of the State House Master Plan has been completed. The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area in a ceremony on November 5 as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

### **Old Treasury Building**

Ms. Bachmann noted that the final portion of the State House Visitor Experience Master Plan, yet to be implemented, is the reopening of the Old Treasury Building as a public exhibit space. This portion of the Master Plan will focus on the 17th-century history of Maryland and the move of the capital from St. Mary's City to Annapolis. She would like to partner with DGS again to interpret this building, designing exhibits for this space in addition to having it serve as a visitor orientation and welcome center for the State House. The next step in this implementation is to develop a capital program to include the continued structural restoration of the building, which is currently being utilized as a storage area for the Old Senate Chamber restoration project.

### **Art Conservation**

Mr. Chris Kintzel reported on the Commission on Artistic Property's partnership with the Office of the Comptroller to conserve three portraits in the state's collection: *Emerson Harrington* [MSA SC 1545-1451], *Dennis Claude* [MSA SC 1545-1159], now in the Assembly Room, and *Frank Turner* [MSA SC 1545-3466], now in the South Lobby of the Treasury Building. Mr. Kintzel stated that raising public awareness of our collections was one of the Archives' key missions. As part of the continuation of the Visitor Experience Master Plan the Archives is also partnering with DGS in the cleaning of ten memorial plaques in the lobby of the State House to ensure that the entire visitor experience will be one in which all exhibits and materials are at the same high level of care. Ms. Bachmann acknowledged Len Foxwell's role in assisting with the identification of the comptroller portraits in storage. Mr. Foxwell thanked the Archives for bringing these portraits out of storage and returning them to their rightful place in the Treasury Building.

Delegate Rosenberg asked for confirmation of the location of the front entrance of the State House in relation to the placement of the Roger Brooke Taney statue, as he is asked the question when he gives his own tours

of the State House. Ms. Bachmann confirmed that the official front entrance was immediately adjacent to the Taney statue.

### New Acquisitions

Ms. Bachmann reported that work was underway in installing new exhibits in the Miller Senate Building for the next legislative session. The Archives plans to have an event during the session to dedicate the new exhibits.

Mr. Baker reported on the two, new acquisitions acquired since the last meeting of the Commission. The first is a forensic bronze of George Washington created by Studio EIS. The design process utilized special computer programming to replicate the subject's facial features as they would have appeared at the time of his resignation as commander in chief of the Continental Army. The creators of the statue say that it is their favorite of Washington as it is the only one displayed in the context of a room where Washington actually stood. Visitors to the Old Senate Chamber are able to touch the statue and it has become what the designers hoped it would be - a "selfie" opportunity where photos can be taken and a connection with the past experienced. Ms. Bachmann speculated that the hilt of Washington's sword would be the most-touched spot as children tried to pull it from its sheath. The mannequin once displayed in the Old Senate Chamber has been placed in storage as part of the Artistic Property inventory.

A Senate desk was also acquired from a gentleman who had used it as a school desk in his home. It had been brought home from the State House by his grandfather, and the desk had not been altered at all throughout its use. Ms. Bachmann related that in an earlier period, when furniture was out of fashion or no longer needed, it was the practice to allow staff to take what would otherwise have been thrown away.



George Washington, Studio EIS, bronze, 2014



Senate Desk, Harrington & Mills, ash (primary), c. 1877

## **Executive Transition and the Legislative Session**

The staff has been working closely with First Lady Yumi Hogan to reinstall several paintings in Government House and make changes to several aspects of the decor in the public rooms. The portraits of First Ladies, traditionally displayed along several levels of the main staircase, have been reinstalled to include a grouping of them in the Victorian Parlor. The most recent First Ladies portraits remain in the Stairwell, and are now displayed chronologically. The Victorian Parlor, now interpreted as a gallery for First Ladies portraits, is also in the process of having its wallpaper, carpet, and window treatments refurbished. Several items of furniture in the Artistic Property inventory, and in use throughout the public rooms, are also being conserved and reupholstered as part of minor changes to the decor of the rooms.

## **New exhibits in Miller Senate Office Building**

New exhibits will be installed in the cases on the first floor of the Miller Senate Office Building in anticipation of the 2016 Legislative Session. These ten cases are maintained by the Archives and feature rotating exhibits related to Maryland history drawn from our collection. The topics to be featured in the new exhibit are: The Maryland 400; First Ladies of Maryland; Maryland Rye Whiskey; Vintage Travel in Maryland; Unionville and Reconstruction in Maryland; and The Maryland State Park System.

## **The Lords Baltimore**

Mr. Baker reported that the State House Trust has entered into an MOU with the Enoch Pratt Free Library for the loan and safekeeping of six full-length portraits of the Lords Baltimore, traditionally displayed in the Main Reading Room of the Central Library, in order for them to remain on public display while renovations are underway at the library. The intent is for the portraits to be installed in the rotunda of the State House. The curatorial staff of the Commission on Artistic Property will oversee the scope of work in the MOU and is currently planning for the initial phase of work, to include the removal of the portraits from the Central Library as well as an assessment of their condition and proposals for installation in the State House. Mr. Letzer inquired as to the length of time the portraits would remain on display in the State House, and Mr. Baker responded that it would be at least several years. Mr. Letzer also asked about the cost of conservation for the portraits and Mr. Baker explained that until the portraits had been thoroughly examined it would be impossible to estimate the work needed for their preservation. The Pratt, as the portraits' owner, and the Archives as their custodian, will discuss the extent of the project once the assessment has taken place. The portraits have hung at the Pratt since the 1920s and have never been fully assessed. Mr. Baker made note of the extensive preliminary work already accomplished by Mr. Kintzel, and the work yet to be done to ensure the preservation of these six portraits.

## **Educational Outreach & Research**

### **Summer Internship Program**

Ms. Emily Squires reported a very full schedule of outreach events, which engaged a wide variety of audiences. On May 26th, the Archives welcomed the class of 2015 summer interns into its long-standing educational program. Ms. Squires noted that the Archives has had an internship program for over 40 years, and that the former state archivist, Dr. Edward C. Papenfuse, was a product of that program, as are many current staff members. This year's students once again successfully participated in archival work across departments, receiving direct mentoring from our professional staff in records processing, digitization, collections management, research, outreach and information technology.

In addition to the regular interns the Archives hosted four volunteer students working either for class credit or simply for the experience gained by working alongside archives professionals. Ms. Squires noted that some of

the volunteers were high school students and that she was very impressed with their effort. Through the summer program the Archives also joined two important statewide initiatives of the Executive Office of the Governor - the Baltimore City Archives hosted an intern from the State-funded, Baltimore City-administered YouthWorks program to benefit Baltimore City students, and the Appraisal and Description Department hosted three interns from the Governor's Quest Program for Persons with Disabilities. Mr. Baker noted that the intern hosted by Rob Schoberlein at the Baltimore City Archives was selected by the mayor's office to represent the program in a social media campaign.

Ms. Squires said that these were all important opportunities for the students, not only for the end result of being selected for an internship but also for their involvement in the interviewing and evaluation process. Kathryn Baringer, head of the Appraisal and Description Department, was responsible for this process, and Ms. Squires acknowledged her efforts in ensuring that every student had a positive and enriching experience. Ms. Squires also thanked St. John's College for its financial support of the internship program.

In addition to working alongside our staff, students also took advantage of our monthly Brown Bag Lunch and Learn Series, as well as participating in a number of professional development webinars during their tenure at the Archives. A highlight of the program for all was a behind-the-scenes curator's tour of the State House featuring the newly opened Old Senate Chamber, led by Elaine Rice Bachmann and Chris Kintzel. It was certainly an overwhelmingly productive and positive summer for both students and staff. The intern's final reports can be found at:

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/2015msasummerinternsummaries.pdf>



*Summer Intern Class of 2015*

Looking ahead to summer 2016, staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects. If we are able to complete the arrangements with the partner institutions, the Archives would like to specifically recruit students from Maryland's Historically Black Colleges and Universities for these particular internship opportunities.

### **Family History Festival**

On November 7th, Archives' staff hosted the [Second Annual Family History Festival](#) in Annapolis. Visitors enthusiastically participated in hands-on workshops, attended lectures, met with representatives of genealogical and historical societies from around the state, participated in interactive family activities, took and shared pictures in our social media station and collected door prizes and other complimentary goodies donated by our generous sponsors. Archives' staff taught multiple classes on how to use our resources, including hands-on practice with our collections' catalogs and online information resources in our Electronic Classroom. In addition, our conservation professionals conducted workshops on how best to preserve family treasures.

Ms. Squires acknowledged the grant funds received from the Friends of the Maryland State Archives, Four Rivers Heritage Area and the National Historical Publications and Records Commission in support of the Festival. She also thanked Crowley and Archival Products for their sponsorship donations and the many instances of in-kind support provided by Ancestry, the Annapolis Maritime Museum, Baltimore Coffee and Tea, the Chesapeake Children's Museum, Dick Blick Art Materials, Gaylord Archival, Graul's Market, Historic London Town, Hollinger Metal Edge, Systematic Filing, University Products, Wegmans and Whole Foods. We organize festivals and participate in educational outreach to ensure that succeeding generations of Marylanders understand, value and have access to their history. This year's Festival focused on hands-on experience with using and caring for family records and documents. Workshops also focused on using the Archives' resources to discover family history, and it was clear from participant response that these are the kinds of educational opportunities that our constituencies would like to see at future events. Counts at the door and responses to questionnaires showed a total of 284 participants from 17 Maryland counties and six states. Many of the participants were first-time attendees, indicating that advertising efforts continue to reach new audiences. Ms. Squires noted that the event was publicized through free advertisement and social media. Mr. Steele asked whether participants had expressed an interest in preserving digital records as well as paper, and Ms. Squires responded that the Brown Bag Lunch and Learn sessions included several opportunities to learn about digital media preservation issues. Planning has begun for our third annual festival next fall.

### **Brown Bag Lunch and Learn Series**

The monthly [Lunch and Learn](#) series was inaugurated in January 2015 and is continuing through the end of the year. Ms. Squires reported that the programming has proven very popular, with each session, held on a Wednesday at noon, averaging approximately thirty attendees. The talks have highlighted Archives' services, research and initiatives, as well as giving professional guidance on best practices for digitization, paper and electronic file management and preservation techniques. The final Brown Bag session for 2015 will be given on December 2nd, with Elaine Rice Bachmann sharing information about the U.S.S. *Maryland* Silver Service, many pieces of which are currently on display in the State House.



Research Archivist Allison Seyler presenting the October 2015 Brown Bag Lunch and Learn lecture, Certificates of Freedom & Manumissions (Photo credit: Joyce Phelps, originally posted on MSA's Instagram account)

Looking forward to 2016, we are planning to strengthen this program based on public feedback. We hope to offer more hands-on, workshop-oriented opportunities which focus on teaching people how to handle and evaluate their own records and access the Archives' collections. Ms. Squires noted that this series will be used in the development of a YouTube resource library, allowing the programs to be viewed multiple times for reference and at times other than the original presentation date.

### Brick Wall Sessions



The Archives' staff have hosted two successful [Brick Wall Sessions](#) for the public since the Spring Commission meeting. Fully booked events were held on Friday, July 24th and Saturday, October 24th. Staff and volunteer specialists teamed to assist our patrons in answering their most difficult research questions. Mr. Baker praised the hard work of Reference archivist Nate Miller in organizing these sessions, and thanked the many staff members and volunteers who assist participants in "breaking through the brick walls" hindering their research efforts. Mr. Miller reported that an average of 60 researchers were helped during each

session, many of them new to archival research and unsure of the resources available through the Archives. Approximately 75 percent of the participants in the Brick Wall sessions remained in the Searchroom afterwards to continue their research, and Mr. Miller noted that many participants reported that they had never been to the

Archives and that the Brick Wall sessions were instrumental in their decision to visit. Additionally, visitors from other states have participated in the sessions, indicating the Archives' success in advertising and outreach. Mr. Miller further noted the benefits of partnering with professional genealogists, who volunteer their time and expertise and provide a widening network of Archives' supporters.

Looking ahead, our Winter Brick Wall Session will be a new initiative, an online virtual Brick Wall. We will have an advertised, set time when patrons can communicate with us live online through social media to ask their Brick Wall questions. This event will be similar to #AskAnArchivist Day in which we previously participated. This will be a good event to have in January or February when people may not want to travel to Annapolis, but still have detailed questions about our collections they would like to explore. With this planned Winter event we are now meeting the public's request to have quarterly Brick Wall outreach sessions as part of our educational outreach programming.

Mr. Steele noted that Johns Hopkins University has a large collection of architectural records much in demand by homeowners who wish to locate the plans for their property. This process requires extensive research using mdlandrec.net. Though Hopkins has developed instructions for using mdlandrec they have neither the resources nor the time to assist homeowners in their research. Mr. Steele inquired as to whether those researching their property might be directed to the Brick Wall sessions for assistance, and was assured by Mr. Miller that the staff and volunteer specialists conducting the sessions had a wide range of backgrounds and expertise and that land record questions were more than welcome. Mr. Baker noted that individuals have been coming to the Archives since the 1930s for help with these kinds of questions, and that the Brick Wall program was both a way to make our services and resources known and a way for the Archives to encourage connections between researchers of all skill levels.

### **Maryland 400**

The Research Department is pleased to announce that it has been awarded a new grant from the Maryland Society of the Sons of the American Revolution (SAR) to continue work on the Maryland 400 project. This new \$10,000 award will allow Archives' staff member Owen Lourie and a project intern to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment who fought in the Battle of Brooklyn. We are very grateful for the support of the SAR and for the continuing partnership of project founder General James A. Adkins. For more updates, please continue to follow the project blog at:

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

### **Slave Dwelling Project Conference**

Mr. Baker noted that the Legacy of Slavery staff has been very active in outreach, engaging with both the family history community and scholarly researchers. Staff member Emily Huebner discussed the Legacy of Slavery staffs' participation in the [Annual Slave Dwelling Project Conference](#) in Charleston, South Carolina from October 8th through October 10th. Ms. Huebner noted that the Archives was the most visible delegation at the conference in terms of online tools and databases, as well as institutional



credibility. Conference participants were interested in doing similar things with their own programs and websites, and Legacy of Slavery staff were able to offer their expertise and make valuable contacts in the field. The staff also had the opportunity to visit and pay respects at Charleston's Emanuel AME Church during the conference. The team is looking forward to applying their new knowledge and contacts to their daily work, uncovering the lives of Maryland's African American population through the primary source records of the Archives.

### **Civil Rights Education and Outreach**

Chris Haley provided an overview of the Legacy of Slavery program's participation in a number of educational opportunities with audiences of all ages, activities that are very much a part of the department's mandate. He reported that he had attended a presentation inspired by Dr. Glenn Phillips and Dr. David Wilson of Morgan State University through their proposal that the Archives community offer a positive response to the civil unrest in Baltimore following the death of Freddie Gray while in police custody. The "Gray Days Better Tomorrows" task force, instituted by Dr. Wilson, provides a venue in which scholars, church and community leaders, and other organizations can meet to discuss the development of Baltimore-specific civics education programs. Mr. Haley provided information to the task force on primary source documents that might be used in the development of these educational opportunities. The task force will submit a report to Dr. Wilson in April 2016 outlining the group's proposals.

Mr. Haley also related his participation in the 42nd annual conference on D.C. Historical Studies, where he was a moderator for the panel entitled "Making Visible the Family Histories of Early Washington, D.C." He provided information to the conference on the use of records held by the Archives in discovering the "hidden" stories of enslaved people, whose ages and physical descriptions might be found in the historical record but not their names.

Members of the Research Department's Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland. Still in the planning stages, the team hopes that the new program will begin in February 2016. The program's main goal is to bring students from across Maryland together to learn about the history of civil rights and to place current events and contemporary race relations within the context of our shared past. Students from various counties will participate in the program through in-person lessons and meetings in a classroom setting, with additional opportunities to engage in discussion through computer link-ups. Our hope is to help students create deeper relationships and a safe place for meaningful communication on sensitive issues. We are very much looking forward to collaborating with the Maryland Historical Society in the development of this important program.

### ***Preserve the Baltimore Uprising Project***

Jessica Douglas, Archives representative on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) Project, provided an update on the Board's activities. The effort is being co-led by the Maryland Historical Society and faculty members of several Baltimore universities. The project's goal is to collect, preserve, and make accessible photographs, oral interviews and videos that were created by community members, grassroots organizations and individual witnesses to the protests that followed the death of Freddie Gray on April 19th, 2015. These materials have been collected online by voluntary donation since April of this year, and the Board is currently working to address long-term rights and preservation issues.



Ms. Douglas reported that the Project's website has received over 38,000 visits and that over 1800 photographs have been contributed by 132 individuals. The Project has also received 10 videos, 10 oral histories, and six sound files, as well as over 7000 emails that the City of Baltimore government transmitted during the protests. The emails had been released as part of the Freedom of Information Act, but there was no provision made for their permanent preservation. The BaltimoreUprising project has provided a place where they can be accessed and studied. Some of the Advisory Board's more pressing concerns are the development of the Project's website and the creation of a formal Project structure. The Advisory Board is also navigating several ethical and legal issues which might arise due to the fact that many Project submitters are underage as are many of the uprising participants captured in photographs and videos. There is also concern that these collections may be used in the prosecution of both the images' creators and their subjects. The Advisory Board has applied for a \$10,000 William G. Baker Memorial Fund grant, to be used either to hire an intern to assist in processing the photographs or a developer to assist with website improvement. Additional grants are being pursued. The Project has been featured in Urbanite Magazine and the Maryland Historical Society Magazine. The Archives is working in conjunction with partners from across the local community to insure that these materials are appropriately preserved and archived so that they can ultimately be used for educational purposes.

Mr. Steele commended the Archives for participating in this important collaborative project.

### Collection Exhibit

The Maryland State Archives, in collaboration with Case[werks], LLC. of Baltimore, presented an exhibit about Maryland's rye whiskey industry, which thrived for centuries in the state until the early 20th century. The exhibit, *Maryland Rye: Straight from the Bottle*, includes some of the interesting names, labels, and bottles that were features of the state's distilleries, the last of which went out of business in the 1970s. The artifacts on display are from the James H. Bready collection of Maryland rye whiskey bottles and ephemera. Mr. Bready



was a well known newspaper man with the *Baltimore Evening Sun* who wrote two books on Baltimore baseball. Also a collector of Maryland rye whiskey bottles, in 2005 he donated over 700 bottles and other ephemera to the Maryland State Archives. *Maryland Rye: Straight from the Bottle* will be on display in Baltimore at the local gallery Case[werks] through Friday, December 11, 2015. The Archives staff will also be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis on Wednesday, November 18 at 6:30pm in the search room.

### Reference Services

Reference staff have been busy reinforcing security awareness throughout the Archives. They have created graphic signs and handouts for visitors on procedures which ensure the long-term preservation of our records, and have produced a training film for staff on the need for vigilance in protecting our records from mishandling or theft. A review of security procedures has led to the decision to relocate the DGS security guard station to

ensure the guard has a clear view of both Lobby and Search Room activities, and a redesign of the Lobby is now underway to better accommodate enhanced security practices such as a search of materials hand-carried from the Search Room. Our goal is to protect our records for future generations while providing the service and access our patrons expect today.

## **Appraisal**

This year, Archives staff initiated a shelf read of all government records stored in the stacks of our Annapolis location. In a shelf read, staff compare our finding aids to the items on the shelves and corrects any discrepancies. Shelf reads must be conducted by archival institutions with some regularity, since they are the most systematic and efficient way to return mis-shelved items to their proper locations and to improve the accuracy and specificity of the descriptions in our finding aides. We also intend to use the shelf read to identify records that need additional attention, such as records that require conservation, re-boxing and/or re-labelling. The shelf read will also help us analyze our current use of space and reveal areas for improvement. Since the stacks in Annapolis have over 160,000 cubic feet of record storage, this shelf read is an extensive job. To tackle

this considerable task we are mobilizing the entire Archives staff to cooperatively contribute to this project. Our planning of the project's workflow has focused on facilitating the teamwork of all participants necessary to collect and make use of all the valuable information this shelf read will collect.

## **Baltimore City Archives**

### **Records Management/Emergency Preparedness Workshops**

Dr. Rob Schoberlein related the successful internship of Philip Morton, Jr., who worked on scanning and cataloguing projects. The mayor's office selected Mr. Morton as its representative for the YouthWorks Project in its social media campaign. Although Mr. Morton would like to pursue a career in real estate, his experience with the Baltimore City Archives provided him with opportunities to focus on complex and detailed intellectual work and to develop the discipline and habits that will stand him in good stead in any future career.

The Baltimore City Archives continues to offer a series of combined records management and emergency preparedness workshops to records managers, registrars and other interested parties. On October 30th, we hosted a day-long training session at City of Baltimore facility, specifically targeting the staffs of museum and cultural institutions. Personnel from the Reginald Lewis Museum, The Maryland Historical Society and NARA-College Park were counted among the attendees. Another workshop will take place on November 20th and will include participants from Morgan State University related to the Lillie Carroll Jackson House.

Dr. Schoberlein reported that the City Archives has hosted two student groups, Morgan State University architectural students and Maryland Institute College of Arts (MICA) students, providing insight into the use of primary resources in historical research. Also recently implemented at the City Archives is a new series, "Tuesdays with Ed," in which former state archivist Edward C. Papenfuse makes himself available to researchers for consultation on a wide variety of topics.

A more detailed report from Acting City Archivist Dr. Robert Schoeberlein on the activities of the Baltimore City Archives is linked below.

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca\\_report\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/bca_report_16nov2015.pdf)

## Recent Gifts, Deposits, & Acquisitions

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc\\_transfers\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/hrc_transfers_16nov2015.pdf)

### Special Collections:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol\\_16nov2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/speccol_16nov2015.pdf)

Mr. Letzer moved to approve the resolution of appreciation for all recent gifts and was seconded by Dr. Phillips. The action was unanimously approved.

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

**November 18, 2015:** The Archives staff will be hosting a lecture and book signing with Gregory & Nicole Priebe, authors of *Forgotten Maryland Cocktails* in Annapolis at 6:30pm in the Search Room.

**December 2, 2015:** Elaine Rice Bachmann will present a Brown Bag Lunch and Learn session on “The U.S.S. *Maryland* Silver Service: A State Treasure.”

**December 5, 2015:** The State House Holiday Open House and Concert will be supported by Archives’ staff.

**December 12, 2015:** A Brown Bag Lunch and Learn session will be given by the Four Rivers Heritage Area on creating a program survey.

## Old Business

At the last meeting of the Hall of Records Commission Dr. Phillips started a conversation about the need for a positive response to the events surrounding the riots in Baltimore following the death of Freddie Gray in police custody. On behalf of Dr. Wilson, president of Morgan State University, he offered the following three suggestions for consideration by the Commission:

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

Following a discussion of these suggestions Mr. Miller recommended that the Commission write a letter to Dr. Wilson thanking him for opening this important conversation. The letter written by Chair Barbera to Dr. Wilson can be found at the following link:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson\\_letter\\_15may2015.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000042/pdf/drwilson_letter_15may2015.pdf)

Mr. Baker thanked Dr. Phillips and Dr. Wilson for beginning this important discussion. In response to Dr. Phillip’s suggestions and the resultant discussion by members of the Hall of Records Commission, he offered that Archives staff had today reported on the following as examples of initiatives in which the agency is currently engaged:

- Members of the Research Department’s Legacy of Slavery Program have partnered with the Maryland Historical Society to help produce new educational outreach programming related to civil rights in Maryland.
- The Maryland State Archives has agreed to serve on the Advisory Board for the [BaltimoreUprising2015.org](http://BaltimoreUprising2015.org) project, an effort being co-led by the Maryland Historical Society and faculty members of several Baltimore universities.
- The Baltimore City Archives hosted an intern from the State-funded, Baltimore City administered [YouthWorks](http://YouthWorks) program to benefit Baltimore City students,
- Staff members are currently pursuing partnerships with Hammond-Harwood House, Heritage Montgomery and the African American Firefighters Historical Society to potentially host interns focused on conducting African American History projects.
- On October 30, the Archives conducted a day-long seminar on records management and emergency preparedness in Baltimore City. Invitees included local cultural and academic institutions.
- On November 10, Chris Haley and Allison Seyler addressed the Gray Days Brighter Tomorrow Task Force meeting at Morgan State University on behalf of the Archives.

## New Business

Del. Rosenberg asked the members of the Hall of Records Commission to consider the appropriateness of placing historical markers to commemorate the victims of lynching in Maryland. He has drafted legislation proposing the creation of a commission to develop this initiative and would appreciate any thoughts on this matter.

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

**Adjournment** - The meeting was adjourned at 1:11 pm

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Approved by the Hall of Records Commission

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Honorable Mary Ellen Barbera, Chairman

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Date

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Timothy D. Baker, Secretary

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Date

**Attendees**  
**Hall of Records Commission Meeting**  
**Monday, November 16, 2015**  
**Electronic Classroom**  
**Maryland State Archives**

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**Commission Members and Alternates:**

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*

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

Mr. Len N. Foxwell, *designee of Comptroller of Maryland*

Mr. Mark B. Letzer, *representing the Maryland Historical Society*

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

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

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

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

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

**Special Guests:**

Ms. Pamela Harris, *Maryland State Court Administrator*

**Staff:**

Mr. Timothy Baker, *State Archivist*

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

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

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

Ms. Liz Coelho, *Recording Secretary*

Ms. Maria Day, *Director, Special Collections*

Ms. Jessica Douglas, *Reference Archivist, Reference Services*

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

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

Ms. Emily Huebner, *Research Archivist, Study of the Legacy of Slavery in Maryland*

Mr. Owen Lourie, *Historian, Research and Education*

Mr. Michael McCormick, *Director, Reference Services*

Mr. Nate Miller, *Reference Archivist, Reference Services*

Mr. Nasrolah Rezvan, *Director, Administration*

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

Mr. Reginald Shorter, *Deputy Chief Information Officer*

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

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

Mr. Wei Yang, *Chief Information Officer*

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## Maryland State Archives Chronology of Events

### May 5, 2015 - November 16, 2015

**May 5, 2015:** Wei Yang attended the seminar “A Road Map for Modern Server and Storage Infrastructure,” in Washington, DC

**May 6, 2015:** Tim Baker attended the County Register of Wills Association meeting and discussed various records management issues of interest to the Registers.

**May 6 - 7, 2015:** Nate Miller audited the Maryland Judiciary’s Court Professional Certificate program, learning the structure and procedures of the Courts.

**May 8, 2015:** Rob Schoeberlein supervised the move of the architectural plans collection of the Maryland Historical Society to its new home at the Baltimore City Archives. The material is on a five-year loan.

**May 12, 2015:** V Joyce Phelps II visited the Harford County Circuit Court to prepare for a records transfer.

**May 12, 2015:** Tim Baker and Rob Schoeberlein attended a Library Committee meeting at the Maryland Historical Society.

**May 12 - 16, 2015:** Vicki Lee and Jenn Cruickshank attended the Annual Conference of the American Institute of Conservation for Historic and Artistic Property. Vicki co-chaired the meeting of the Cultural Emergency Response Team (CERT) at the conference.

**May 14, 2015:** Kevin Swanson, Christine Alvey and Kathryn Baringer met with representatives from Towson University and the Department of Education to discuss potential records transfers and deposit agreements.

**May 14, 2015:** Rob Schoeberlein and Tony Roberts met with Jennifer Goold and Briony Hynson, from the Neighborhood Design Center, to discuss the transfer of its archival collections.

**May 19, 2015:** V Joyce Phelps II oversaw the transfer of records from the Secretary of State Division of State Documents and the Somerset County Circuit Courts.

**May 19, 2015:** Tim Baker, Wei Yang and Kathryn Baringer completed the Council of State Archives Digital Preservation Capability Survey.

**May 19, 2015:** Kathryn Baringer oversaw the transfer of electronic records from the Registers of Wills.

**May 19, 2015:** Cecelia Smith attended the DBM Agency Personnel Managers Group meeting.

**May 20, 2015:** Ryan Cox participated as a judge for a "We the People" Simulated Congressional Hearing at Talbott Springs Elementary School.

**May 20, 2015:** Vicki Lee, along with Joyce Phelps, James Watson and Allison Rein, gave a presentation on the Archives' warehouse consolidation to the staff of Naval History and Heritage Command, Navy Yard, Washington, D.C.

**May 26, 2015:** Emily Oland Squires provided a tour and an orientation session to students for the first day of the 2015 Summer Internship Program.

**May 27, 2015:** Nassir Rezvan attended the DBM State Personnel Services Workday May Updates Conference.

**May 28, 2015:** Maya Davis participated on a panel "New Directions: Montgomery County Underground Railroad and Emancipation."

**May 28, 2015:** V Joyce Phelps II visited the Montgomery County Register of Wills to prepare for a records transfer.

**May 28, 2015:** Conservation staff gave a presentation to the Summer Interns on "Proper Records Handling: Tips and Techniques."

**May 28, 2015:** Vicki Lee gave a presentation to Quince Orchard High School students involving hands-on techniques for cleaning and flattening recovered documents and basic enclosures at Quince Orchard site. [www.thequinceorchardproject.com](http://www.thequinceorchardproject.com)

**May 2015 - September 2015:** Allison Rein, Emily Huebner, Vicki Lee, Allison Seyler, V Joyce Phelps II, Camille DiMarco, Jenn Cruickshank and Rob Schoeberlein planned and installed an exhibit about Maryland's rye whiskey industry.

**June 2, 2015:** V Joyce Phelps II oversaw the transfer of records from the Montgomery County Register of Wills.

**June 2, 2015:** Christian Skipper and Christopher Schini attended the Archiving Email Symposium at the Library of Congress.

**June 2, 2015:** V Joyce Phelps II visited the Baltimore City Circuit Court to prepare for a records transfer.

**June 3, 2015:** Tim Baker, Wei Yang and Betsy Bodziak met with Greg Urban, COO of DoIT, to discuss security improvements to State Domain Name Service (DNS), hosted by MSA.



**June 4, 2015:** Wei Yang attended the Maryland Digital Government Summit 2015.

**June 4, 2015:** Cecelia Smith attended the DBM Operation Hire MD Training Event.

**June 5, 2015:** V Joyce Phelps II oversaw the transfer of records from the Charles County Circuit Court.

**June 8, 2015:** V Joyce Phelps II and Vicki Lee met with the Baltimore City Circuit Court to provide advice on mold remediation.

**June 8, 2015:** V Joyce Phelps II and Vicki Lee met with the University of Maryland School of Medicine Center for Vaccine Development to provide guidance on transfer procedures.

**June 9, 2015:** Wei Yang and Reginald Shorter met with Avia Bank of EMC to kicked off the Isilon System Upgrade Project for both MSA and UMBC.

**June 9, 2015:** Allison Rein, Maria Day and intern Maggie McCreedy met Kim Baklarz of Queen Anne's County Public Library to assess newspaper collections for donation to MSA.

**June 9, 2015:** Dawn Steeley, Kevin Swanson and Kathryn Baringer attended the Council of State Archives educational webinar "Open Source Tools for Records."

**June 9, 2015:** Vicki Lee, Jenn Cruickshank and Emily Rezes, summer intern, toured the Conservation facility at the Freer Sackler Gallery of the Smithsonian. The joint project with Dr. Molly McGath and MSA on the effects of the Barrow Method on historic paper was the majority of Ms. Rezes' summer project.

**June 10, 2015:** V Joyce Phelps II oversaw the transfer of records from the Dorchester County Circuit Court.

**June 10, 2015:** Owen Lourie and Sean Baker presented a Brown Bag Lunch and Learn on the Maryland 400 Project.

**June 11, 2015:** Rob Schoeberlein gave a tour of the Baltimore City Archives to Matt Shirko, Archivist of the Baltimore Museum of Industry and his staff and volunteers.

**June 12, 2015:** Rob Schoeberlein appraised the Kraft Collection of photographs for historical significance. The collection is on loan for possible purchase by the Maryland Historical Society.

**June 13, 2015:** Maya Davis gave a presentation at the Juneteenth Celebration Symposium of the African American Historical Genealogical Society.

**June 15, 2015:** Wei Yang and Reginald Shorter began work with Jerrell Roberson and Philip Cofer (DoIT) to perform a DNS Vulnerability Assessment Test.

**June 15, 2015:** Maya Davis and Chris Haley presented at the African American Oral History Project.

**June 15, 2015:** Liz Coelho gave a presentation on the use of the Maryland Land Record website to members of the Genial Genealogists at the Odenton Senior Center.

**June 15, 2015:** Tim Baker met with Linda Tompkins-Baldwin and Charles Thomas to discuss the Digital Maryland project of the Enoch Pratt Free Library.

**June 16, 2015:** Cecelia Smith attended the DBM Agency Personnel Managers Group meeting.

**June 16, 2015:** Emily Oland Squires, Chris Haley and Allison Seyler participated in a BaltimoreUprising Collections Management Conference at the Maryland Historical Society.

**June 17, 2015:** V Joyce Phelps II oversaw the move of Banneker-Douglas Museum collections into temporary storage in Archives warehouse space.

**June 17, 2015:** Tim Baker, Emily Oland Squires, Kathryn Baringer, Maria Day and Rob Schoeberlein met with Professor Glenn Johnston to discuss internship programs for Stevenson students.

**June 17, 2015:** Tim Baker and Rob Schoeberlein attended a farewell party for Burt Kummerow of the Maryland Historical Society.

**June 18, 2015:** Rob Schoeberlein held a Maryland Historical Records Advisory Board meeting at the University of Maryland Baltimore County.

**June 18, 2015:** V Joyce Phelps II met with the Department of General Services Real Estate Division to provide guidance on transfer procedures.

**June 18, 2015:** Anthony Freeman represented the Baltimore City Archives at a behind-the-scenes tour of the Peale Museum building, newly envisioned as the Peale Center.

**June 19, 2015:** V Joyce Phelps II oversaw the transfer of records from the University of Maryland School of Medicine Center for Vaccine Development.

**June 19, 2015:** Elaine Rice Bachmann, Chris Kintzel and Tim Baker met with Patricia Ellenwood from Crystalizations Systems, Inc. (CSI) about fine art storage equipment for the Rolling Run warehouse.

**June 19, 2015:** Cecelia Smith attended the Americans with Disability Act Coordinators quarterly meeting.

**June 19, 2015:** Jessica Douglas attended the Baltimore Uprising Collaborative organization meeting on the 19th, helping to document the events surrounding the Freddie Gray arrest and resulting civil disturbances.

**June 20, 2015:** Michael McCormick hosted an archives workshop for the Archives Committee of New Psalmist Baptist Church of Baltimore.

**June 22, 2015:** Maya Davis participated in a workshop given by the African American Special Interest Group regarding the Freedmen's Bureau indexing project.

**June 22, 2015:** Nassir Rezvan attended the NHPRC webinar on the financial management of grants.

**June 22, 2015:** Tim Baker, Kevin Swanson and Kathryn Baringer met with the Register of Wills Automation Committee to discuss records management.

**June 22, 2015:** Conservation staff participated in the installation of the Maryland Silver case in the Search Room.

**June 22 - 23, 2015:** V Joyce Phelps II and James Watson visited the Harford County Circuit Court to prepare for a records transfer.

**June 23, 2015:** Kathryn Baringer attended the meeting of the HUB User Group and State Training Professionals.

**July 24, 2015:** Chris Kintzel led a tour of the State House for guests of Budget Secretary Brinkley.

**June 24, 2015:** V Joyce Phelps II oversaw transfer of Wicomico County Circuit Court records.

**June 25, 2015:** V Joyce Phelps II oversaw the transfer of records from the Baltimore County Register of Wills.

**June 25, 2015:** James Watson had a teleconference with Department of General Services Records Management Division and the Baltimore County Circuit Court on records management issues.

**June 25 - 27, 2015:** Rachel Frazier attended the American Library Association summer meeting in San Francisco, CA, meeting with vendors to facilitate the re-design of the Archives Search Room.

**June 29, 2015:** V Joyce Phelps II oversaw the transfer of records from the Harford County Circuit Court.

**June 29, 2015:** Rob Schoeberlein hosted a YouthWorks intern at the Baltimore City Archives for five weeks starting this day.

**June 30, 2015:** Owen Lourie gave an interview to Donna Cole, WNAV, regarding the Maryland 400 Project.

**July 2, 2015:** V Joyce Phelps II visited the Prince George's County Register of Wills to prepare for a records transfer.

**July 7, 2015:** V Joyce Phelps II oversaw the transfer of records from the Baltimore City Circuit Court.

**July 8, 2015:** James Watson had a conference call with the Maryland National Capital Park and Planning Commission about retention schedule revision.

**July 8, 2015:** Nassir Rezvan attended the DBM JobAps User Group Meeting.

**July 9, 2015:** Michael McCormick gave a tour and an orientation presentation on conducting research to Heritage Harbor Community Residents.

**July 13, 2015:** Christopher Schini hosted a tour and orientation of the Archives for the South County Genealogical Society.

**July 13, 2015:** Chris Schini gave a tour and an orientation presentation on conducting research to Calvert County Genealogical Society.

**July 13, 2015:** Chris Haley and Ryan Cox attended a planning meeting at Maryland Historical Society for the Civil Rights Educational Outreach Program.

**July 14, 2015:** Corey Lewis presented on digitization of cultural history resources at the Regional Cultural Heritage Meeting of Talbot County.

**July 14, 2015:** Allison Rein, Allison Seyler, Emily Oland Squires, Megan Craynon, Nate Miller, Rachel Frazier and V Joyce Phelps II attended the webinar "Sharing Museum Collections through Social Media."

**July 15, 2015:** V Joyce Phelps II visited the Howard County Register of Wills to prepare for a records transfer.

**July 15, 2015:** Jennifer Cruickshank presented a Brown Bag Lunch and Learn on "Caring For Your Collections at Home."

**July 16, 2015:** Tim Baker, Elaine Bachmann, Chris Haley and Rob Schoeberlein met with Del. Sandy Rosenberg at his Baltimore City district office regarding historical viewpoints on memorials and memorialization.

**July 17, 2015:** Allison Seyler gave a tour of the Archives and the Maryland State House to Baltimore County Public Library Staff.'

**July 17, 2015:** Rob Schoeberlein attended the Maryland Regional Cultural Heritage Association meeting at the Miller Branch of the Howard County Public Library.

**July 18, 2015:** Chris Haley spoke about African American History and the collections of the Maryland State Archives at the First Christian Community Church of Annapolis.

**July 20 - 26, 2015:** Christopher Schini attended the State Electronic Records Initiative Advanced Institute and the Council of State Archivists meeting in Austin, TX.

**July 22 - 25, 2015:** Tim Baker, Christopher Schini and Christian Skipper attended the Council of State Archivists and National Association of Government Archives and Records Administrators Conference.

**July 22, 2015:** Rob Schoeberlein gave an overview of the current status and activities of the Baltimore City Archives to the Board of the Baltimore City Historical Society at its meeting held at the Maryland Historical Society.

**July 24, 2015:** Maria Day met with representatives from St. Paul's Protestant Episcopal Church Marion Station, Somerset County, to receive 18th and 19th-century parish registers for digitization project.

**July 24, 2015:** Staff conducted a Public Brick Wall Session to assist family researchers with their most difficult research questions.

**July 28, 2015:** V Joyce Phelps II met with the District Court to provide guidance on transfer procedures.

**July 28, 2015:** Vicki Lee gave a presentation on "Disaster Planning and Response" at the Queen Anne's County Public Library.

**July 28, 2015:** Rob Schoeberlein and his YouthWorks intern toured the Maryland Historical Society with Pat Anderson, Library Director.

**August 3, 2015:** Emily Oland Squires represented the Archives at the Four Rivers Heritage Association Maryland Day Planning Meeting.

**August 3, 2015:** Rachel Frazier and Nate Miller led staff in a presentation on security at the Archives.

**August 4, 2015:** Chris Schini presented a Brown Bag Lunch and Learn on “Managing Multi-Media Files.”

**August 5, 2015:** Elaine Rice Bachmann provided a tour of the newly restored Old Senate Chamber and interpretive exhibits for Mark Letzer, Executive Director of the Maryland Historical Society and Louise Hayman, MHS Board Member.

**August 5, 2015:** Rob Schoeberlein and Tony Roberts hosted James Paugh, Baltimore Department of Public Works (DPW), and DPW division chiefs, to advise them on transfer procedures and general records management. A tour of the City Archives followed.

**August 7, 2015:** Elaine Rice Bachmann and Emily Huebner participated in the filming of the C-SPAN program *Landmark Cases* discussing Roger Brooke Taney and Dred Scott v. Sandford.

**August 7, 2015:** Maria Day, Kevin Swanson, Tina Howard and Vicki Lee met with church historian of Reisterstown United Methodist Church, Baltimore County, to receive church registers for digitization project.

**August 10, 2015:** Kathryn Baringer, Rachel Frazier and Reginald Shorter met with representatives from the Association of the Registers of Wills to discuss access to the Estate Search database.

**August 11, 2015:** V Joyce Phelps II and James Watson visited the Baltimore City Register of Wills to prepare for a records transfer.

**August 11, 2015:** Student final presentations given for the 2015 Summer Internship Program.

**August 11, 2015:** Emily Oland Squires represented the Archives at the Four Rivers Heritage Area Education Committee Meeting.

**August 12, 2015:** Nassir Rezvan attended the DBM JobAps User Group Meeting.

**August 12, 2015:** Vicki Lee, Jenn Cruickshank and Emily Rezes, summer intern, toured the Conservation Science facility at the National Archives and Record Agency as the guest of Dr. Jennifer Hermann. The meeting was to facilitate the joint project with Dr. Molly McGath and MSA on the effects of the Barrow Method on historic paper was the majority of Ms. Rezes’ summer project.

**August 13, 2015:** Michael McCormick gave a tour and Reference orientation to a Cockeysville Genealogy Class.

**August 13, 2015:** Allison Rein and Maria Day met with University of Maryland Libraries staff to discuss project goals for creating an online Maryland Newspaper Repository.

**August 14, 2015:** Teresa Fawley and Cecelia Smith attended the DBM Open Enrollment training.

**August 17, 2015:** V Joyce Phelps II and James Watson visited the Department of Natural Resources Forest Service Department to appraise records.

**August 18, 2015:** Cecelia Smith attended the DBM Agency Personnel Managers Group meeting.

**August 18 - September 29, 2015:** Liz Coelho participated as a member of a joint agency RFP Committee for janitorial services for DGS Annapolis facilities.

**August 20, 2015:** Christian Skipper met with representatives from Washington Grove to provide guidance on records management issues.

**August 20, 2015:** Chris Haley, Allison Seyler and Jessica Douglas represented the Archives at the BaltimoreUprising Collections Management Planning meeting at the Maryland Historical Society.

**August 25, 2015:** Vicki Lee presented "Caring for Your Family Treasures" at the Queen Anne's County Public Library.

**August 26, 2015:** Elaine Rice Bachmann and Chris Kintzel participated in an Old Senate Chamber Architectural Advisory Committee meeting in the State House and the House Office Building.

**August 28, 2015:** V Joyce Phelps II oversaw the transfer of records from the Prince George's Register of Wills.

**August 28, 2015:** Conservation staff assisted with the installation of the joint exhibition at Case[werks] Gallery, *Maryland Rye: Straight from the Bottle*.

**September 1, 2015:** Chris Haley attended a screening of a Rosenwald School documentary.

**September 1, 2015:** V Joyce Phelps II visited Anne Arundel County Community College to prepare for the transfer of records.

**September 2, 2015:** Rachel Frazier and Michael McCormick presented a Search Room Re-Design Proposal to senior management.

**September 3, 2015:** Tim Baker, Rob Schoeberlein and Saul Gibusiwa attended the National Geological and Geophysical Preservation Program grant kick-off meeting in support of the Maryland Geological Survey's efforts to catalog and preserve their records.

**September 4, 2015:** Tim Baker and Nancy Sheads hosted Coppin State staff to provide technical advice regarding GIS in cemeteries as well as digitizing and georeferencing cemetery records.

**September 9, 2015:** Wei Yang attended a three-day Library of Congress discussion / seminar, "Designing Storage Architectures for Digital Collections."

**September 10, 2015:** Vicki Lee attended a day long symposium, *Ice Cold: Solid Carbon Dioxide Cleaning* at Smithsonian American Art Museum.

**September 12, 2015:** Elaine Rice Bachmann and Owen Lourie presented lectures in the Old House of Delegates Chamber of the State House as part of the 2015 National Treaty of Paris Festival, then provided a guided tour of the newly restored Old Senate Chamber and interpretive exhibits.

**September 14, 2015:** Chris Haley presented on "Slavery and Race: The Non-PC Topic" at Belair Mansion in Bowie.

**September 15, 2015:** Elaine Rice Bachmann provided a tour of the newly restored Old Senate Chamber and interpretive exhibits for the Board of Directors of the Charles Carroll House.

**September 15, 2015:** Chris Haley met with Capital News Service to discuss African American History Resources at the Maryland State Archives.

**September 15, 2015:** Cecelia Smith attended the DBM Agency Personnel Managers Group meeting.

**September 15, 2015:** Kathryn Baringer attended the Mid-Atlantic Regional Archives Conference workshop "Project Management for Archival Processing."

**September 15, 2015:** Rob Schoeberlein attended the Wing Fellowship lecture at the Maryland Historical Society.

**September 16, 2015:** Jennifer Hafner presented a Brown Bag Lunch and Learn on "The Maryland Land Office and Using Maryland Land Records for Research. "

**September 16, 2015:** Maya Davis represented the Archives at the National Parks Service Network to Freedom Underground Railroad Gathering at Arlington House.

**September 17 - 19, 2015:** Cecelia Smith attended the American with Disability Act Update Conference.

**September 20, 2015:** Maryland State Archives hosted a memorial service in honor of Lois Green Carr.



**September 21, 2015:** Michael McCormick presented an orientation to naturalization records to the Carroll County Genealogical Society at the Carroll County Public Library.

**September 22, 2015:** Allison Seyler and Emily Huebner attended an *Emancipation Sharpsburg* meeting presented by Heart of the Civil War Heritage Area.

**September 22, 2015:** V Joyce Phelps II oversaw the transfer of records from the Garrett County and Howard County Registers of Wills

**September 23, 2015:** Christian Skipper visited the Queen Anne's County Circuit Court to appraise records.

**September 23, 2015:** Maya Davis and Chris Haley participated as consultants in a National Parks Service Harriet Tubman Discovery Center Working Group Conference Call.

**September 23, 2015:** Emily Huebner attended a Slavery at Mount Vernon: New Research and Interpretation Initiatives meeting.

**September 24, 2015:** Rachel Frazier and Michael McCormick attended a follow-up meeting with Steelcase representatives to discuss design options for the Search Room.

**September 24 and 26, 2015:** Elaine Rice Bachmann and Chris Kintzel conducted the 2015 State House Guide Certification program.

**September 25, 2015:** Rob Schoeberlein and Jessica Douglass attended the Bmore Historic Unconference at the Maryland Historical Society.

**September 25, 2015:** Maria Day and Nancy Sheads attended the Digital Maryland AV Conference at the University of Baltimore. Rob Schoeberlein attended an afternoon session on the issue of copyright.

**September 25, 2015:** Nassir Rezvan attended the DBM JobAps User Group Meeting.

**September 26, 2015:** Elaine Rice Bachmann provided a tour of the State House, including access to the dome, for guests of Senate President Miller from the University of Maryland College Park.

**September 28, 2015:** Emily Oland Squires and Chris Haley presented "Genealogy and Archives" and gave a tour to Key School students.

**September 28, 2015:** Maya Davis represented the Archives at the Four Rivers Heritage Association Maryland Day Planning Meeting.

**September 29, 2015:** Chris Haley and Emily Oland Squires attended the Kunta Kinte Remembrance Ceremony at Annapolis City Dock and the Kunta Kinte Heritage Festival.

**September 30, 2015:** Elaine Rice Bachmann provided a tour of the State House and Government House for guests of the Governor's Grants Office representing the government of Puerto Rico.

**September 30, 2015:** Elaine Rice Bachmann participated in a meeting of the Museum Committee, Maryland Historical Society.

**October 1, 2015:** Chris Kintzel attended a lecture sponsored by the Washington Conservation Guild at the Maryland Institute College of Art, "Finding Their Place: The History and Conservation of Plaster Casts at the Maryland Institute College of Art," presented by Diane Fullick.

**October 1, 2015:** Emily Oland Squires attended the "Telling Your Non-Profit Story Through Video" workshop presented by Four Rivers Heritage Area.

**October 1, 2015:** Rob Schoeberlein attended "Community Conversations" featuring William H. "Billy" Murphy, the Freddie Gray family attorney, at the Johns Hopkins University Club.

**October 6, 2015:** Kathryn Baringer attended a meeting of the HUB User Group and the State Training Professionals.

**October 6, 2015:** Tim Baker and Rob Schoeberlein attended a meeting of the Maryland Historical Society Library Committee.

**October 7, 2015:** Tim Baker hosted the first meeting of the State Song Advisory Group

**October 7, 2015:** Archives staff hosted the American Alliance of Museums Stories of Inclusion: Inclusive Practices at Cultural Institutions webinar, part one.

**October 7-9, 2015:** Vicki Lee represented the Archives at the Uniting to Save World Cultures Symposium presented by the Smithsonian National Museum of American History.

**October 7 - 11, 2015:** Legacy of Slavery Department staff represented the Archives at the Slave Dwelling Conference in Charleston, SC.

**October 8, 2015:** Tim Baker attended the Register of Wills conference in Ocean City.

**October 8, 2015:** Emily Oland Squires represented the Archives at the Four Rivers Heritage Area Education Committee Meeting.

**October 8, 2015:** Nassir Rezvan attended the State CFO Meeting at DBM with Secretary Brinkley.

**October 8, 2015:** Rob Schoeberlein attended a presentation and exhibition relating to the Bird Transit, the surveying instrument used for the Mason-Dixon Line. The State Archives loaned its Mason Dixon survey logs for this exhibition, hosted by the Maryland Historical Society.

**October 12, 2015:** The Maryland State Archives served as a reference for a national C-SPAN special regarding the Dred Scott vs. Sanford case as part of the C-SPAN Landmark Cases series, with the episode airing on October 12th. Deputy Archivist Elaine Rice Bachmann was filmed in the Old Senate Chamber for a segment on Roger B. Taney's service in the state legislature, and also on the grounds of the State House regarding the history and interpretation of the 1872 Taney statue. Emily Huebner, Research Archivist for the Study of the Legacy of Slavery in Maryland, presented original records held by the Archives for a segment on manumissions Roger B. Taney granted to a number of his slaves. The segments can be viewed at <http://landmarkcases.c-span.org/Case/2/Scott-V-Sanford>

**October 13, 2015:** V Joyce Phelps II visited the Anne Arundel County Register of Wills to prepare for a records transfer.

**October 14, 2015:** Archives staff hosted the American Alliance of Museums Stories of Inclusion: Inclusive Practices at Cultural Institutions webinar, part two.

**October 14, 2015:** Tim Baker, Elaine Bachmann and Nassir Rezvan attended the Agency FY 2017 Budget Hearing with Secretary Brinkley and senior staff of DBM.

**October 15, 2015:** Chris Haley presented "Slavery and Race: The Non-PC Topic" at the College of Southern Maryland.

**October 19, 2015:** Chris Haley interviewed by Dorothy Wickenden, Executive Editor of *The New Yorker* about African American History.

**October 19, 2015:** Emily Oland Squires represented the Archives at a meeting of the Maryland Commission on African American History and Culture.

**October 19 - 21, 2015:** James Watson and Jason Richter attended the Best Practices Exchange conference in Harrisburg, PA, where they gave a presentation on automated workflows to ingest digital assets into electronic repositories.

**October 20, 2015:** Ryan Cox presented a teachers' workshop on resources of the Archives and the use of primary sources to Anne Arundel County Public Schools at Annapolis Middle School.

**October 20, 2015:** Teresa Fawley attended the DBM State Personnel Services Timekeeping and Absence Management Kickoff meeting.

**October 21, 2015:** Ryan Cox, Emily Huebner and Allison Seyler presented a Brown Bag Lunch and Learn on "Manumission and Certificates of Freedom Collections at the Maryland State Archives."

**October 21, 2015:** Owen Lourie presented an overview of the Maryland 400 project to the quarterly Dames of the Court of Honor meeting.

**October 23, 2015:** Liz Coelho represented the Archives at a Navy Bean luncheon hosted by Prince George's County Circuit Court Judge C. Philip Nichols. The luncheon was held in celebration of the Navy's 240th birthday. Admiral Samuel Cox of the Naval Heritage and History Command received a facsimile of the will of Benjamin Stoddert, first Secretary of the United States Navy.

**October 24, 2015:** A public Brick Wall Session was hosted by the Archives to assist patrons with their most difficult research questions.

**October 25, 2015:** Allison Seyler presented an overview of the Legacy of Slavery in Maryland Program and Manumissions and Certificates of Freedom in the Maryland State Archives' collections at the Catonsville Historical Society.

**October 26, 2015:** V Joyce Phelps II visited the Washington County Circuit Court and Register of Wills to prepare for a records transfer.

**October 27, 2015:** Maya Davis presented an overview of the Legacy of Slavery Program at the Greenbelt Rotary meeting.

**October 27, 2015:** Rob Schoeberlein chaired a meeting of the Maryland Historical Society Library Committee. Philip Merrill, the noted collector of African American material, was his special guest. Ti Baker also attended as a member of the Committee.

**October 28, 2015:** Archives staff hosted the American Alliance of Museums Stories of Inclusion: Inclusive Practices at Cultural Institutions webinar, part three.

**October 29, 2015:** Tim Baker hosted the second State Song Advisory Group meeting.

**October 29, 2015:** Emily Huebner represented the Archives at the Four Rivers Heritage Area Meeting presented by the Annapolis Maritime Museum.

**October 29, 2015:** V Joyce Phelps II visited the St. Mary's County Circuit Court, Register of Wills, and Department of Social Services to prepare for a records transfer.

**October 30, 2015:** Christian Skipper and Vicki Lee presented a Records Management and Emergency Preparedness Workshop at the Baltimore City Archives.

**November 3, 2015:** Rob Schoeberlein and Ed Papenfuse hosted a class of architectural students from Morgan State University at the Baltimore City Archives.

**November 4, 2015:** Maria Day presented a Brown Bag Lunch and Learn on "Vintage Travel in Maryland from MSA Special Collections."

**November 4, 2015:** V Joyce Phelps II oversaw the transfer of records from the Anne Arundel County Community College.

**November 5, 2015:** The exhibits in the Old Senate Chamber, Committee Room and Stairwell Room, which were designed and created by the APC staff, were honored by the Four Rivers Heritage Area as the Heritage Tourism Product of the year and Elaine Rice Bachmann was honored as the Heritage Professional of the Year.

**November 5, 2015:** Rob Schoeberlein attended “Community Conversations” featuring Shalita O’Neale of Hope Forward, Inc., at the Johns Hopkins University Club.

**November 5, 2015:** Elaine Rice Bachmann provided a tour of the State House for the National Preservation Conference.

**November 6, 2015:** V Joyce Phelps II oversaw the transfer of records from the Baltimore City Circuit Court.

**November 7, 2015:** The Second Annual Maryland State Archives Family History Festival was held.

**November 10, 2015:** Tim Baker, Elaine Rice Bachmann and Chris Kintzel participated in the unveiling ceremony for three newly restored portraits of comptrollers, hosted by Comptroller Peter Franchot in the Assembly Room of the Treasury Building.

**November 10, 2015:** Wei Yang and Tim Baker hosted a presentation on data management and a tour of the Archives for twenty members of the Jiangsu Archives Administration, whose visit was sponsored by the University of Maryland’s Office of China Affairs.

**November 10, 2015:** Rob Schoeberlein and Ed Papenfuse hosted students from the Maryland Institute College of Art (MICA), at the Baltimore City Archives.

**November 10, 2015:** Chris Haley and Allison Seyler addressed the Gray Days Brighter Tomorrow Task Force meeting at Morgan State University on behalf of the Archives.

**November 13, 2015:** Chris Haley served as panel moderator at the 42nd Annual Conference on D.C. Historical Studies.

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## **Background**

The Maryland State Archives, under a Memorandum of Understanding (MOU) with the City of Baltimore, has administered the Baltimore City Archives since July 1, 2010. A new MOU extends state presence at the facility until July 1, 2018.

Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments. Partially supported by the National Historical Publications and Records Commission (NHPRC), the initial phase of this work allowed for the integration of Baltimore record group descriptions into the State Archives' *Guide to Government Records* online catalog.

## **Staffing**

Staffing levels have decreased, largely due to the expiration of grant funded positions, from a high of twelve (in 2010) to the current level of three. One of those positions will be 80% for the next seven months.

## **Records Management**

The second and third quarters of 2015 witnessed the continuation of outreach efforts through departmental or site visits. In July, staff met with Department of Public Works (DPW) managers to assist them as they formulate a comprehensive records management program. In August, we hosted 15 DPW department heads and engaged them in a discussion on retention schedule guidelines. We later led them on a tour of our facility. All of this effort was in preparation for a large transfer of DPW material slated for October.

In July we began working with the Legal Affairs practice group of the Law Department, (housed within the Baltimore Police Department headquarters). A portion of their case files have been boxed and will be transferred to the BCA at some future date.

In early September, BCA staff met with administrators from the Department of Housing and Community Development (DHCD), Code Enforcement Administration, about code enforcement files located in a warehouse owned by the Housing Authority of Baltimore City. This was a field appraisal in preparation for another records transfer.

Report on The Baltimore City Archives  
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November 2015

In addition, transfers were made to the City Archives of some 435 cubic feet of record material. The departments represented include Transportation, Housing, Public Works, Retirement, Health, and Fire.

### **Historical Collections**

Processing initiatives focused upon the description of the Mayor Kurt L. Schmoke Papers [BRG 9, Series 44] and the Maryland Architectural Drawings Collection [BTR 31]. Sixty-three boxes of incoming correspondence relating to the Schmoke administration are now available publicly. The Drawings Collection, on loan from the Maryland Historical Society, requires additional some description. Staff and volunteers are now engaged in this activity. The finding aid which we have posted online will be updated periodically with new information.

### **Outreach**

We continue to publicize our holdings and build public support for our efforts. Our social media presence has expanded as we continue to feature images from the BCA holdings upon our Facebook page on a twice weekly basis. Our homepage "likes" have grown, largely through image-driven posts, from 699 at the beginning of February to 2966 as of the 21st of September. One post, relating to the Old Town Mall shopping district, had a reach of 98,799, generating 917 shares and 88 comments. We are pleased that we are reaching a broad and diverse audience.

The City Archives participated in the Maryland State Archives Family History Festival on Saturday, the 7th of November. A staff member manned a table and fielded questions from the general public. On the 21st of November, a PowerPoint presentation on our holdings will be delivered at the Enoch Pratt Library

Records Management/Emergency Preparedness training workshops, in conjunction with Maryland State Archives staff, are planned for the fall and winter. Our first took place on the 30th of October with nine attendees. Some institutions represented included the Reginald F. Lewis Museum, Maryland Historical Society, Anne Arundel Historical Society, National Archives, College Park, and the Loyola/Notre Dame Library. Another workshop will take place on the 20th of November. Eleven individuals have already pre-registered.

### **Researcher Services/Digitization**

From April to September 2105, the Archives has had 122 registered visitors\* and 39 research appointments. Some researcher topics investigated included 20th century community organizations, the 1904 Fire aftermath, post-WWII health institutions, Lawrence Fowler drawings, Carver Vo-Tech, and family research using the WPA indexed papers. Fifty-nine scanning work orders, mostly in fulfillment of City Agency requests, have been processed during this time.



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We have digitized and placed online the Baltimore Monumental Subscription Book [BMS 3]. The volume lists the names of about 2000 citizens who donated money to erect Baltimore's Battle Monument, a memorial to those fallen heroes from the 1814 Battle of Baltimore.

\*Not the total number of visitors to the BCA (ie., tours, media, service reps. excluded)

### **Interns and Volunteers**

We hosted one intern this summer for a five week period. Phillip Morton, Jr., came to us under the auspices of YouthWorks, a state-funded, city-administered program to place Baltimore City schools students into temporary jobs. Mr. Morton digitized photographs relating to Mayor "Du" Burns and compiled descriptive information on other collections which we subsequently added to our catalog. We hope to host another YouthWorks intern next year. Mayor Stephanie Rawlings-Blake tweeted about Mr. Morton and YouthWorks featured him on its Facebook page (see page five).

We placed a call for volunteers to assist us in general processing and cataloging in May. We have also been actively recruiting individuals. Several volunteers have come forward to date. David Lari is assisting us in further cataloging the thousands of city agency produced Kodachrome slides (1950s-1980s). Assistance cataloging and preparing a finding aid for the Maryland Architectural Drawings Collection [BTR 31] is another task. Sarah Cotner, MLS, is now helping us with the drawings. Yanghoon Jang, MLS, and a former archivist at the University of Seoul, assists us with the cataloging, flattening, and the rehousing of historical plats.

We will also soon have another drawings-related collection from the Neighborhood Design Center. This collection will be transferred here sometime this Fall.

### **Challenges**

The City Archives has an ongoing (and still yet unresolved) issue regarding the disposal of non-permanent City records containing personal information. Our warehouse, once again, has become clogged with this material since it cannot be recycled or otherwise disposed of easily. We need to have at minimum an annual shred coordinated through the Recycling Section of the Bureau of Solid Waste, Department of Public Works.

Another challenge has been the transfer of records here either without a proper or an incomplete inventory. The boxed files from the Department of Housing and Community Development (DHCD) Code Enforcement Administration is one example. Archives staff time was wasted on fruitless searches as files that appeared upon the inventory were simply missing from the boxes. This issue, however, has been resolved through departmental negotiation as of November 2015. The DHCD will now send its own staff

## Report on The Baltimore City Archives

Rob Schoeberlein, Acting City Archivist

November 2015

to perform the searches, pull files, and digitize them, alleviating the small City Archives staff from performing this task ever again.

Lastly, the lighting in our main record storage area remains inadequate with certain areas in almost complete darkness. The plan to upgrade and re-light the area is currently with the City's Space Usage Committee for review. It has taken about three years to progress to this stage (our landlord, and his inability to secure bids in a timely fashion, is partially to blame for this delay). We are pleased to report that the lighting plan and its associated costs will be presented before the Baltimore City Board of Estimates at its upcoming November 18 meeting.

# Report on The Baltimore City Archives

Rob Schoeberlein, Acting City Archivist  
November 2015

Mayor Rawlings-Blake  
@MayorSRB

TWEETS 9,483 FOLLOWING 1,365 FOLLOWERS 68.9K FAVORITES 384 LISTS 1

Follow

Mayor Rawlings-Blake retweeted  
Mayor's OED @BaltMOED · Jul 16  
#you!nworks gives our kids jobs in our city. The program is 1 of the hottest things Baltimore City has launched.

https://www.facebook.com/147022215373288/photos/a.298152890260219.69375.147022215373288/885241481551354/?type=1&theater

Baltimore City Mayor's Office of Employment Development  
July 16 · 🌐

Baltimore City's youthworks program is keeping our young people engaged and productive this summer. Take Phillip for example, he's 17 and wants to go to college to pursue a business degree so he can try his hand at real estate management. Phillip works at the Baltimore City Archives where he does a variety of tasks including digitizing photographs. Phillip says "Youthworks Baltimore helps him by providing "real life experiences in the workplace." He also says that he has more confidence because of the program. All across the city young workers like Phillip are using their summer to prepare for future careers.

Like · Comment · Share

David R. Herron, Philip J. Merrill, Mumina Harris and 68 others like this.

15 shares

Kia Lachelle Saunders Go Phillip  
Like · Reply · July 16 at 12:20pm

Shenise Franklin Awesome...  
Like · Reply · August 19 at 9:41am

Linda Moore McCauley Sounds like a young man with a plan! Good luck with your future endeavors!  
Like · Reply · July 20 at 1:20pm

Write a comment...

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**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 5/5/2015**

**City of Cumberland, City Clerk**

Rec.: 12/30/2009 Appr.: 8/17/2015 RM Sch. #:M267 MSA S1522-371 Supersedes: M18

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**City of Frederick, Police . Personnel Unit**

Rec.: 2/27/2015 Appr.: 6/24/2015 RM Sch. #:M163A1 MSA S1522-368 Supersedes: M163A

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**City of Gaithersburg, Planning**

Rec.: 9/30/2011 Appr.: 6/26/2015 RM Sch. #:m296 MSA S1522-369 Supersedes: m200

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**City of Gaithersburg, Public Works - Engineering Services and Operations**

Rec.: 9/30/2011 Appr.: 6/26/2015 RM Sch. #:m302 MSA S1522-370 Supersedes: None

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**City of Salisbury, Police Department**

Rec.: 11/17/2014 Appr.: 6/8/2015 RM Sch. #:M344 MSA S1522-367 Supersedes: m220 through m220-7

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**Department of Health and Mental Hygiene Local Health Departments**

Rec.: 2/18/2015 Appr.: 5/13/2015 RM Sch. #:2703 MSA S1468-3910 Supersedes: 1518, 1518A1, 1402, 1403, 774, 600

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**Department of Health and Mental Hygiene, Board of Nursing**

Rec.: 7/17/2015 Appr.: 8/28/2015 RM Sch. #:2723 MSA S1468-3922 Supersedes: 2318

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**Department of Health and Mental Hygiene, Office of Systems, Operations and Pharmacy, Maryland Pharmacy Program (OSOP MD MPP)**

Rec.: 7/28/2015 Appr.: 8/17/2015 RM Sch. #:2725 MSA S1468-3919 Supersedes: 2589

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**Department of Housing and Community Development, Neighborhood Revitalization**

Rec.: 2/19/2015 Appr.: 6/24/2015 RM Sch. #:2704 MSA S1468-3913 Supersedes: 969, 1028, 1767, 1768, 1632, 1278, 2370

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**Department of Human Resources (DHR), Office of Licensing and Monitoring (OLM)**

Rec.: 5/12/2015 Appr.: 5/19/2015 RM Sch. #:2716 MSA S1468-3911 Supersedes: None

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**Department of Human Resources, Citizens Review Board for Children**

Rec.: 7/17/2015 Appr.: 9/9/2015 RM Sch. #:2722 MSA S1468-3923 Supersedes: 1023-3

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**Department of Human Resources, Office of Planning and Performance**

Rec.: 7/15/2015 Appr.: 8/17/2015 RM Sch. #:2721 MSA S1468-3918 Supersedes: 2336

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**Department of Human Resources, Office of the Secretary, Executive Office**

Rec.: 6/29/2015 Appr.: 8/17/2015 RM Sch. #:2720 MSA S1468-3916 Supersedes: 2378 Items 1 & 2

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**Howard County Department of Planning and Zoning, Research**

Rec.: 12/17/2013 Appr.: 7/17/2015 RM Sch. #:C1239 MSA S1521-1348 Supersedes: C1089

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All Information from 4/9/2015 to 10/20/2015

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 5/5/2015**

**Maryland Department of State Police, Office of Fair Practices**

Rec.: 6/23/2015 Appr.: 7/10/2015 RM Sch. #:971-11-4 MSA S1468-3915 Supersedes: 971-11-3

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**Maryland Department of the Environment Division, Water Management Administration, Operational Services and Administration Program**

Rec.: 4/24/2015 Appr.: 8/25/2015 RM Sch. #:2614A MSA S1468-3920 Supersedes: None

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**Maryland Department of Veterans Affairs**

Rec.: 4/24/2015 Appr.: 6/2/2015 RM Sch. #:2714 MSA S1468-3912 Supersedes: 896

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**Maryland State Police, Internal Affairs Division**

Rec.: 7/6/2015 Appr.: 8/17/2015 RM Sch. #:971-31-7 MSA S1468-3917 Supersedes: 971-31-6

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**Maryland Transportation Authority**

Rec.: 3/19/2015 Appr.: 6/24/2015 RM Sch. #:2707 MSA S1468-3914 Supersedes: 1550, 747-6A, 1551, 1552, 1553, 1554, 1556, etc.

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**Office of the Public Defender, Headquarters and District Offices**

Rec.: 8/19/2015 Appr.: 8/25/2015 RM Sch. #:2672A1 MSA S1468-3921 Supersedes: None

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**Town of St. Michaels**

Rec.: 1/10/2013 Appr.: 8/26/2015 RM Sch. #:M333 MSA S1522-372 Supersedes: None

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**Wicomico County Department of Law**

Rec.: 10/20/2014 Appr.: 7/10/2015 RM Sch. #:C1269 MSA S1521-1346 Supersedes: None

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**Wicomico County Planning, Zoning and Community Development**

Rec.: 4/1/2015 Appr.: 7/10/2015 RM Sch. #:C1283 MSA S1521-1347 Supersedes: None

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**Wicomico County, Human Resources**

Rec.: 9/3/2014 Appr.: 6/30/2015 RM Sch. #:C1265 MSA S1521-1345 Supersedes: None

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All Information from 4/9/2015 to 10/20/2015

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**Retention Schedule Summary**

State agency schedules approved - 14

County agency schedules approved - 4

Municipal agency schedules approved - 6

Total number of State Archives schedules approved - 24

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)

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<b>Disposal Certificate Summary</b>
Total number of electronic certificates - 137
Total number of paper certificates - 44
Total number of certificates - 181
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**  
**Electronic Disposal Certificates Approved**  
**Since Hall of Records Meeting**  
**On 5/5/2015**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
4/9/2015	Carroll County Detention Center	MSA SE55-3588
4/10/2015	Anne Arundel County Community College Document	MSA SE55-3590
4/10/2015	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3591
4/14/2015	Maryland Department of Health and Mental Hygiene Worcester	MSA SE55-3592
4/15/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3593
4/15/2015	Montgomery County Circuit Court	MSA SE55-3594
4/15/2015	Maryland Department of Agriculture Animal Health	MSA SE55-3595
4/15/2015	Carroll County Detention Center	MSA SE55-3596
4/20/2015	Charles County Government	MSA SE55-3600
4/22/2015	Carroll County Detention Center	MSA SE55-3601
4/22/2015	Montgomery County Circuit Court Finance Office	MSA SE55-3602
4/22/2015	Cecil County Circuit Court	MSA SE55-3603
4/22/2015	Cecil County Circuit Court	MSA SE55-3604
4/22/2015	Cecil County Circuit Court	MSA SE55-3605
4/24/2015	Carroll County Detention Center	MSA SE55-3607
4/24/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Department	MSA SE55-3608
4/24/2015	Maryland Department of Health and Mental Hygiene Eastern Shore Hospital Center	MSA SE55-3609
4/27/2015	Carroll County Detention Center	MSA SE55-3612
4/30/2015	Maryland State Police Central Records Division	MSA SE55-3613
5/2/2015	Kent County Commissioners	MSA SE55-3615
5/2/2015	Kent County Commissioners	MSA SE55-3616
5/5/2015	Maryland Department of Agriculture Maryland Agricultural	MSA SE55-3617
5/5/2015	Maryland State Police Special Operations Division	MSA SE55-3618
5/5/2015	Carroll County Detention Center	MSA SE55-3619
5/6/2015	Maryland Department of Agriculture Resource Conservation Nutrient Mangement	MSA SE55-3621
5/6/2015	Carroll County Sheriff's Office	MSA SE55-3622
5/7/2015	Carroll County Detention Center	MSA SE55-3623

All information from 4/9/2015 to 10/20/2015

5/12/2015	Carroll County Detention Center	MSA SE55-3624
5/15/2015	Carroll County Sheriff's Office	MSA SE55-3625
5/18/2015	Maryland Department of Agriculture Resource Conservation Nutrient Mangement	MSA SE55-3626
5/19/2015	Carroll County Detention Center	MSA SE55-3627
5/26/2015	Frederick County Circuit Court Records Department	MSA SE55-3628
5/26/2015	Anne Arundel County Community College Document	MSA SE55-3629
5/27/2015	Anne Arundel County Community College Document	MSA SE55-3630
5/28/2015	Maryland Department of Human Resources	MSA SE55-3631
5/28/2015	Maryland Department of Human Resources	MSA SE55-3632
6/4/2015	Montgomery County Government County Attorney Office	MSA SE55-3633
6/4/2015	Montgomery County Government Heath & Human	MSA SE55-3634
6/4/2015	Montgomery County Government HHS/Aging & Disability	MSA SE55-3635
6/4/2015	Montgomery County Government	MSA SE55-3636
6/9/2015	St. Mary's County Detention Center	MSA SE55-3638
6/11/2015	Carroll County Detention Center	MSA SE55-3642
6/12/2015	Charles County State's Attorney Office	MSA SE55-3643
6/12/2015	Charles County State's Attorney Office	MSA SE55-3644
6/12/2015	Charles County State's Attorney Office	MSA SE55-3645
6/16/2015	Town of Walkersville Government	MSA SE55-3647
6/16/2015	Carroll County Sheriff's Office	MSA SE55-3648
6/16/2015	Maryland State Ethics Commission	MSA SE55-3649
6/22/2015	Maryland State Police Barrack R Golden Ring	MSA SE55-3653
6/23/2015	Carroll County Detention Center	MSA SE55-3654
6/23/2015	Cecil County Circuit Court	MSA SE55-3655
6/23/2015	Worcester County Circuit Court	MSA SE55-3656
6/26/2015	Prince George's County Circuit Court	MSA SE55-3660
6/26/2015	Carroll County Detention Center	MSA SE55-3661
6/30/2015	Maryland Department of Agriculture Animal Health	MSA SE55-3664
7/1/2015	Carroll County Detention Center	MSA SE55-3665
7/2/2015	Anne Arundel County Community College Document	MSA SE55-3666
7/6/2015	Anne Arundel County Community College Document	MSA SE55-3667
7/7/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3668
7/7/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3669
7/8/2015	Maryland Department of Social Services, Allegany County Finance	MSA SE55-3670
7/8/2015	Maryland Department of Health and Mental Hygiene	MSA SE55-3671
7/8/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Department	MSA SE55-3672
7/8/2015	Maryland Department of Health and Mental Hygiene PHPA	MSA SE55-3673
7/8/2015	Maryland Department of Health and Mental Hygiene PHPA	MSA SE55-3674
7/8/2015	Maryland Department of Health and Mental Hygiene Queen Anne County Health Department	MSA SE55-3675

7/8/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Department	MSA SE55-3676
7/8/2015	Maryland Department of Health and Mental Hygiene OHCQ	MSA SE55-3677
7/8/2015	Maryland Department of Health and Mental Hygiene OHCQ	MSA SE55-3678
7/8/2015	Maryland Department of Health and Mental Hygiene OHCQ	MSA SE55-3679
7/9/2015	Maryland Department of Health and Mental Hygiene OSOP	MSA SE55-3680
7/9/2015	Maryland Department of Health and Mental Hygiene Springfield Hospital Center	MSA SE55-3681
7/9/2015	Carroll County Detention Center	MSA SE55-3682
7/9/2015	Department of Natural Resources Maryland Environmental Trust	MSA SE55-3683
7/9/2015	Maryland Department of Health and Mental Hygiene Worcester County Health Department	MSA SE55-3684
7/9/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Department	MSA SE55-3685
7/10/2015	Washington County Register of Wills	MSA SE55-3686
7/10/2015	Carroll County Circuit Court	MSA SE55-3687
7/13/2015	Maryland State Police Special Operations Division	MSA SE55-3688
7/16/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3692
7/17/2015	Maryland State Police Office of the State Fire Marshal, Upper Eastern Region	MSA SE55-3693
7/17/2015	Carroll County Detention Center	MSA SE55-3694
7/21/2015	Department of Natural Resources Maryland Environmental Trust	MSA SE55-3697
7/22/2015	Carroll County Detention Center	MSA SE55-3698
7/28/2015	Charles County Government	MSA SE55-3699
7/30/2015	Carroll County Detention Center	MSA SE55-3700
7/30/2015	Maryland Department of Agriculture Purchasing Office	MSA SE55-3701
7/31/2015	Carroll County Detention Center	MSA SE55-3702
7/31/2015	Charles County Government	MSA SE55-3703
8/3/2015	Maryland Office of the Attorney General Maryland Port	MSA SE55-3704
8/3/2015	Maryland State Police Planning and Research	MSA SE55-3705
8/6/2015	Charles County Government	MSA SE55-3706
8/7/2015	Maryland Office of the Attorney General Criminal Appeals	MSA SE55-3707
8/7/2015	Maryland Office of the Attorney General Criminal Appeals	MSA SE55-3708
8/7/2015	Maryland Office of the Attorney General Criminal Appeals & Civil Div.	MSA SE55-3709
8/7/2015	Maryland Office of the Attorney General Criminal Appeals	MSA SE55-3710
8/10/2015	Carroll County Detention Center	MSA SE55-3711
8/13/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3712
8/13/2015	Calvert County Circuit Court Juvenile	MSA SE55-3713
8/13/2015	Montgomery County Circuit Court Finance Office	MSA SE55-3714
8/18/2015	Carroll County Detention Center	MSA SE55-3716
8/18/2015	Maryland Department of Human Resources	MSA SE55-3720

8/19/2015	Maryland State Police Handgun Roster Board	MSA SE55-3721
8/21/2015	Carroll County Detention Center	MSA SE55-3722
8/24/2015	Anne Arundel County Community College Document	MSA SE55-3723
8/25/2015	Calvert County Circuit Court	MSA SE55-3724
8/25/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3725
8/26/2015	Carroll County Detention Center	MSA SE55-3726
8/28/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3729
8/28/2015	Calvert County Circuit Court	MSA SE55-3730
8/28/2015	Worcester County Circuit Court Land Records	MSA SE55-3731
9/8/2015	Charles County Government	MSA SE55-3733
9/10/2015	Carroll County Detention Center	MSA SE55-3734
9/10/2015	Anne Arundel County Community College Document	MSA SE55-3735
9/11/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Dept	MSA SE55-3736
9/11/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Dept	MSA SE55-3737
9/14/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Dept	MSA SE55-3738
9/14/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Dept	MSA SE55-3739
9/14/2015	Maryland Department of Health and Mental Hygiene Allegany County Health Dept	MSA SE55-3740
9/14/2015	Maryland Department of Health and Mental Hygiene Central Services Division	MSA SE55-3741
9/14/2015	Maryland Department of Health and Mental Hygiene Central Services Division	MSA SE55-3742
9/14/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3745
9/15/2015	Charles County Government	MSA SE55-3746
9/15/2015	Maryland Department of Health and Mental Hygiene Howard County Health Dept	MSA SE55-3747
9/17/2015	Carroll County Detention Center	MSA SE55-3748
9/21/2015	Howard County Circuit Court Civil Department	MSA SE55-3749
9/22/2015	Maryland State Department of Education	MSA SE55-3750
9/24/2015	Carroll County Detention Center	MSA SE55-3753
9/25/2015	Howard County Circuit Court Criminal / Juvenile	MSA SE55-3754
9/25/2015	Prince George's County Circuit Court Court Reporter's Office	MSA SE55-3755
9/25/2015	Saint Mary's County Register of Wills	MSA SE55-3756
9/25/2015	Washington County Register of Wills	MSA SE55-3757
9/25/2015	Howard Circuit Court Juvenile/Criminal	MSA SE55-3758
9/29/2015	Anne Arundel County Community College Document	MSA SE55-3759
10/8/2015	Carroll County Detention Center	MSA SE55-3764
10/9/2015	Saint Mary's County Register of Wills	MSA SE55-3765
10/20/2015	Baltimore City Department of Human Resources Citizens	MSA SE55-3767

Maryland State Archives  
 Paper Disposal Certificates Approved  
 Since Hall of Records Meeting  
 On 5/5/2015

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
4/22/2015	District Court 4 Calvert County	MSA SE55-3606
4/22/2015	Allegany County Circuit Court	MSA SE55-3610
4/22/2015	Harford County Circuit Court	MSA SE55-3611
4/30/2015	Department of General Services, Records Management	MSA SE55-3614
4/15/2015	Maryland Port Administration, Communications	MSA SE55-3620
5/19/2015	Charles County Sheriff's Office, Corrections	MSA SE55-3637
6/8/2015	Worcester County Circuit Court	MSA SE55-3639
6/8/2015	District Court 10 Carroll County	MSA SE55-3640
6/8/2015	District Court 5 Prince George's County	MSA SE55-3641
05/18/2015, 05/29/2015, 06/04/2015	Carroll County Detention Center, Records Department	MSA SE55-3646
05/18/2015, 05/29/2015, 06/04/2015	Carroll County Detention Center, Records Department	MSA SE55-3646
05/18/2015, 05/29/2015, 06/04/2015	Carroll County Detention Center, Records Department	MSA SE55-3646
6/12/2015	District Court 4 Calvert County	MSA SE55-3650
05/06/2015, 06/01/2015, 06/02/2015, 06/04/2015	Charles County Sheriff's Office	MSA SE55-3651
05/06/2015, 06/01/2015, 06/02/2015, 06/04/2015	Charles County Sheriff's Office	MSA SE55-3651
05/06/2015, 06/01/2015, 06/02/2015, 06/04/2015	Charles County Sheriff's Office	MSA SE55-3651
05/06/2015, 06/01/2015, 06/02/2015, 06/04/2015	Charles County Sheriff's Office	MSA SE55-3651
6/5/2015	City of Cumberland	MSA SE55-3652
6/24/2015	District Court 8 Baltimore County	MSA SE55-3657

6/24/2015	District Court 8 Baltimore County	MSA SE55-3658
6/10/2015	St. Mary's County Government, Office of the County	MSA SE55-3659
6/26/2015	District Court 8 Baltimore County	MSA SE55-3662
6/26/2015	Harford County Circuit Court	MSA SE55-3663
7/10/2015	Baltimore City Circuit Court	MSA SE55-3689
7/10/2015	District Court 12 Allegany County	MSA SE55-3690
7/10/2015	District Court 6 Montgomery County	MSA SE55-3691
7/17/2015	District Court 8 Baltimore County	MSA SE55-3695
7/17/2015	District Court 5 Prince George's County	MSA SE55-3696
5/12/2015	Talbot County Register of Wills	MSA SE55-3715
8/17/2015	District Court 1 Baltimore City	MSA SE55-3717
8/17/2015	District Court 10 Carroll County	MSA SE55-3718
8/17/2015	City of Rockville, Police Department	MSA SE55-3719
8/25/2015	District Court 10 Carroll County	MSA SE55-3727
8/25/2015	Charles County Circuit Court	MSA SE55-3728
8/28/2015	District Court 8 Baltimore County	MSA SE55-3732
9/9/2015	District Court 11 Washington County	MSA SE55-3743
9/9/2015	District Court 1 Baltimore City	MSA SE55-3744
7/28/2015	Motor Vehicle Administration, Bel Air, DL	MSA SE55-3751
9/16/2015	City of Salisbury Police Department	MSA SE55-3752
9/29/2015	District Court 8 Baltimore County	MSA SE55-3760
9/29/2015	District Court 6 Montgomery County	MSA SE55-3761
9/29/2015	District Court 6 Montgomery County	MSA SE55-3762
10/1/2015	District Court 11 Frederick County	MSA SE55-3763
7/21/2015	Town of Betterton, Administration	MSA SE55-3766

Maryland State Archives  
 Records Received  
 Since Last Hall of Records Commission Meeting  
 on 5/5/2015

DEPARTMENT OF ASSESSMENTS AND TAXATION MO SUPERVISOR OF ASSESSMENTS

**(Assessment Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/1/2015	T221		1319 Volumes, 1754.27 CSE

DEPARTMENT OF HUMAN RESOURCES GA DEPARTMENT OF SOCIAL SERVICES

**(Adoption File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/14/2015	T3161		12 Boxes, 28.8 CSE

**(Child Protective Services File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/14/2015	T4007		10 Boxes, 24 CSE

**(Foster Care File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/14/2015	T2093		16 Boxes, 38.4 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

**(Right of Way Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T2048		7 Maps/Plats, 0.35 CSE
7/31/2015	T2048		26 Maps/Plats, 1.3 CSE
8/31/2015	T2048		17 Maps/Plats, 0.85 CSE

SECRETARY OF STATE DIVISION OF STATE DOCUMENTS

**(Maryland Register File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2015	T2461		52 Boxes, 124.8 CSE

UNIVERSITY OF MARYLAND BALTIMORE CENTER FOR VACCINE DEVELOPMENT

**(Vaccine Development File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/19/2015	T3729		95 Boxes, 228 CSE

## ALLEGANY COUNTY CIRCUIT COURT

**(Insolvency Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/14/2015	T2028		4 Boxes, 9.6 CSE

## ALLEGANY COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Allegany)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1896	2015	10 Maps/Plats, 0.5 CSE
7/31/2015	T1896	2015	37 Maps/Plats, 1.85 CSE

## ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Anne Arundel)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1897	2015	37 Maps/Plats, 1.85 CSE
7/31/2015	T1897	2015	33 Maps/Plats, 1.65 CSE
8/31/2015	T1897	2015	41 Maps/Plats, 2.05 CSE

## BALTIMORE CITY CIRCUIT COURT

**(Adoption Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T1421	2004-2006	19 Boxes, 45.6 CSE

**(Civil Papers, Equity and Law)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T2691		1095 Boxes, 2628 CSE

**(Criminal Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T3900	2002	24 Boxes, 57.6 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T3372	2002	368 Boxes, 883.2 CSE

**(Criminal Transcripts)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T3657	2002	76 Boxes, 182.4 CSE

**(Fiduciary Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T2666		28 Boxes, 67.2 CSE



**(Juror Attendance Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T3762		659 Volumes, 876.47 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T3351		188 Boxes, 451.2 CSE

**(URESAs Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T3354	2000-2001	24 Boxes, 57.6 CSE

**BALTIMORE CITY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Baltimore City)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1898	2015	15 Maps/Plats, 0.75 CSE
7/31/2015	T1898	2015	7 Maps/Plats, 0.35 CSE
8/31/2015	T1898	2015	5 Maps/Plats, 0.25 CSE

**BALTIMORE CITY REGISTER OF WILLS**

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T1018	2001-2005	500 Boxes, 1200 CSE

**(Wills, Original)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T628	1925-1941	166 Boxes, 398.4 CSE

**(Wills, Unprobated)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2015	T3704	1924-1940	15 Boxes, 36 CSE

**BALTIMORE COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Baltimore)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1899	2015	32 Maps/Plats, 1.6 CSE
7/31/2015	T1899	2015	8 Maps/Plats, 0.4 CSE
8/31/2015	T1899	2015	22 Maps/Plats, 1.1 CSE

## BALTIMORE COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/25/2015	T679		350 Boxes, 840.0001 CSE

**(Guardianship Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/25/2015	T1203		7 Boxes, 16.8 CSE

## CALVERT COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Calvert)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1900	2015	16 Maps/Plats, 0.8 CSE
8/31/2015	T1900	2015	12 Maps/Plats, 0.6 CSE

## CARROLL COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Carroll)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1902	2015	11 Maps/Plats, 0.55 CSE
7/31/2015	T1902	2015	169 Maps/Plats, 8.45 CSE
8/31/2015	T1902	2015	9 Maps/Plats, 0.45 CSE

## CECIL COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Cecil)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1903	2015	0.05 CSE
7/31/2015	T1903	2015	7 Maps/Plats, 0.35 CSE
8/31/2015	T1903	2015	3 Maps/Plats, 0.15 CSE

## CHARLES COUNTY CIRCUIT COURT

**(CINA Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T3858		29 Boxes, 69.60001 CSE

**(Civil Papers, Equity and Law)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T3246		381 Boxes, 914.4 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T2663		259 Boxes, 621.6 CSE

**(Grand Jury Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T4983		4 Boxes, 9.6 CSE

**(Jury Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T2159		15 Boxes, 36 CSE

**(Juvenile Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T4120		60 Boxes, 144 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T2173		13 Boxes, 31.2 CSE

**(Termination of Parental Rights)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T4653		13 Boxes, 31.2 CSE

**(Trust Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/5/2015	T4654		11 Boxes, 26.4 CSE

**CHARLES COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Charles)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1904	2015	31 Maps/Plats, 1.55 CSE
7/31/2015	T1904	2015	22 Maps/Plats, 1.1 CSE

**DORCHESTER COUNTY CIRCUIT COURT**

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/10/2015	T2316		49 Boxes, 117.6 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/10/2015	T2091		84 Boxes, 201.6 CSE

## DORCHESTER COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Dorchester)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1905	2015	5 Maps/Plats, 0.25 CSE
7/31/2015	T1905	2015	5 Maps/Plats, 0.25 CSE
8/31/2015	T1905	2015	13 Maps/Plats, 0.65 CSE

## FREDERICK COUNTY CIRCUIT COURT

**(Beer License Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T2194		1 Volumes, 1.33 CSE

**(Commission Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T2195		1 Volumes, 1.33 CSE

**(Financing Statements, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T3588		15 Volumes, 19.95 CSE

**(Land Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T128		700 Volumes, 931 CSE

**(Marriage Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T2585		1 Volumes, 1.33 CSE

**(Marriage Register)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T2200		1 Volumes, 1.33 CSE

**(Marriage Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T4981		5 Boxes, 12 CSE

**(Plats, Aperture Cards)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T4980		2 Boxes, 4.8 CSE

**(State License Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T182		1 Volumes, 1.33 CSE

**(Test Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/17/2015	T2202		4 Volumes, 5.32 CSE

**FREDERICK COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Frederick)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1906	2015	39 Maps/Plats, 1.95 CSE
7/31/2015	T1906	2015	99 Maps/Plats, 4.95 CSE
8/31/2015	T1906	2015	51 Maps/Plats, 2.55 CSE

**GARRETT COUNTY CIRCUIT COURT**

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/14/2015	T1033		41 Boxes, 98.4 CSE

**GARRETT COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Garrett)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1907	2015	10 Maps/Plats, 0.5 CSE
7/31/2015	T1907	2015	6 Maps/Plats, 0.3 CSE
8/31/2015	T1907	2015	3 Maps/Plats, 0.15 CSE

**GARRETT COUNTY REGISTER OF WILLS**

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2015	T1521	1921-1940	24 Boxes, 57.6 CSE

**(Joint and Co-Tenancy Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2015	T2920	1988-1994	2 Boxes, 4.8 CSE

**(Wills)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2015	T4991	1873-1980	5 Boxes, 12 CSE

**(Wills, Unprobated)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2015	T4992	1905-1998	5 Boxes, 12 CSE

**HARFORD COUNTY CIRCUIT COURT**

**(Adoption Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3141		15 Boxes, 36 CSE

**(Business Licenses, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4133		2 Boxes, 4.8 CSE

**(Civil and Equity Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3227		128 Volumes, 170.24 CSE

**(Civil Papers, Equity and Law)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3710		864 Boxes, 2073.6 CSE

**(Civil Papers, Equity and Law, Sealed Cases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/28/2015	T4989		4 Boxes, 9.6 CSE

**(Criminal Appeals)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T2248		50 Boxes, 120 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3734		453 Boxes, 1087.2 CSE

**(Financing Statements, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4985		12 Volumes, 15.96 CSE

**(Guardianship Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3812		29 Boxes, 69.60001 CSE

**(Juvenile Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4987		19 Volumes, 25.27 CSE

**(Land Records)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3224		1223 Volumes, 1626.59 CSE

**(Marriage Application, License, and Return)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4988		9 Boxes, 21.6 CSE

**(Marriage License Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4166		5 Volumes, 6.65 CSE

**(Marriage Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4143		2.4 CSE

**(Mortgages and Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4161		2.4 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3707		57 Boxes, 136.8 CSE

**(Paternity Papers, Sealed Cases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4990		2.4 CSE

**(Releases, Short, and Assignments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4984		4 Volumes, 5.32 CSE

**(Tax Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4604		16 Boxes, 38.4 CSE

**(Termination of Parental Rights)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T4784		10 Boxes, 24 CSE

**(URESAs Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/29/2015	T3803		73 Boxes, 175.2 CSE

## HARFORD COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Harford)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1908	2015	18 Maps/Plats, 0.9 CSE
7/31/2015	T1908	2015	34 Maps/Plats, 1.7 CSE
8/31/2015	T1908	2015	14 Maps/Plats, 0.7 CSE

## HOWARD COUNTY CIRCUIT COURT

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T2466	2015	71 Maps/Plats, 3.55 CSE
7/31/2015	T2466	2015	46 Maps/Plats, 2.3 CSE
8/31/2015	T2466	2015	29 Maps/Plats, 1.45 CSE

## HOWARD COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/22/2015	T3622	2004-2010	139 Boxes, 333.6 CSE

## KENT COUNTY CIRCUIT COURT

**(Plat Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T2186	2015	8 Maps/Plats, 0.4 CSE
7/31/2015	T2186	2015	5 Maps/Plats, 0.25 CSE
8/31/2015	T2186	2015	6 Maps/Plats, 0.3 CSE

## MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Montgomery)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1911	2015	33 Maps/Plats, 1.65 CSE
7/31/2015	T1911	2015	91 Maps/Plats, 4.55 CSE
8/31/2015	T1911	2015	25 Maps/Plats, 1.25 CSE



## MONTGOMERY COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T416		553 Boxes, 1327.2 CSE

**(Guardianship Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T417		4 Boxes, 9.6 CSE

**(Wills for Safekeeping)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/2/2015	T4982		2 Boxes, 4.8 CSE

## PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Prince George's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1912	2015	18 Maps/Plats, 0.9 CSE
7/31/2015	T1912	2015	28 Maps/Plats, 1.4 CSE
8/31/2015	T1912	2015	47 Maps/Plats, 2.35 CSE

## PRINCE GEORGE'S COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/28/2015	T698		897 Boxes, 2152.8 CSE

**(Guardianship Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
8/28/2015	T4183		38 Boxes, 91.2 CSE

## QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Queen Anne's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1913	2015	6 Maps/Plats, 0.3 CSE
7/31/2015	T1913	2015	15 Maps/Plats, 0.75 CSE
8/31/2015	T1913	2015	23 Maps/Plats, 1.15 CSE

## SOMERSET COUNTY CIRCUIT COURT

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2015	T837		101 Boxes, 242.4 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2015	T836		125 Boxes, 300 CSE

**(Juvenile Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2015	T838		13 Boxes, 31.2 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/19/2015	T1830		14 Boxes, 33.6 CSE

**SOMERSET COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Somerset)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
7/31/2015	T1915	2015	3 Maps/Plats, 0.15 CSE

**ST. MARY'S COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, St. Mary's)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1914	2015	13 Maps/Plats, 0.65 CSE
7/31/2015	T1914	2015	17 Maps/Plats, 0.85 CSE
8/31/2015	T1914	2015	13 Maps/Plats, 0.65 CSE

**TALBOT COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Talbot)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1916	2015	17 Maps/Plats, 0.85 CSE
7/31/2015	T1916	2015	7 Maps/Plats, 0.35 CSE
8/31/2015	T1916	2015	16 Maps/Plats, 0.8 CSE

**WASHINGTON COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Washington)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1917	2015	52 Maps/Plats, 2.6 CSE
7/31/2015	T1917	2015	71 Maps/Plats, 3.55 CSE
8/31/2015	T1917	2015	31 Maps/Plats, 1.55 CSE

**WICOMICO COUNTY CIRCUIT COURT**

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/24/2015	T4774		121 Boxes, 290.4 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/24/2015	T4773		491 Boxes, 1178.4 CSE

**(Jury Lists)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/24/2015	T4286		4 Boxes, 9.6 CSE

**(Juvenile Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/24/2015	T4986		174 Boxes, 417.6 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/24/2015	T4313		50 Boxes, 120 CSE

**WICOMICO COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Wicomico)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1918	2015	41 Maps/Plats, 2.05 CSE
7/31/2015	T1918	2015	10 Maps/Plats, 0.5 CSE
8/31/2015	T1918	2015	33 Maps/Plats, 1.65 CSE

**WORCESTER COUNTY CIRCUIT COURT**

**(Civil Papers, Equity and Law)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/20/2015	T4170		47 Boxes, 112.8 CSE

**(Criminal Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/20/2015	T4554		28 Boxes, 67.2 CSE

**(Jury Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/20/2015	T3303		2.4 CSE

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/30/2015	T1919	2015	4 Maps/Plats, 0.2 CSE
7/31/2015	T1919	2015	14 Maps/Plats, 0.7 CSE
8/31/2015	T1919	2015	46 Maps/Plats, 2.3 CSE

WORCESTER COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/20/2015	T2546		101 Boxes, 242.4 CSE

Total CSE (clam shell equivalents) added:	26,022.99
Total number of volumes added:	4,093.00
Total number of boxes added:	8,539.00
Total number of maps/plats added:	1,714.00
Total number of CDs added:	0.00

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

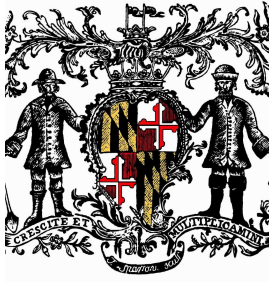
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<a href="#">MSA SC 3980</a>	Prince George's Press Collection
<a href="#">MSA SC 6126</a>	Maryland State Archives Exhibits Collection
<a href="#">MSA SC 6127</a>	Josephine Thoms Collection
<a href="#">MSA SC 6128</a>	Helyn Hatton Collison Collection
<a href="#">MSA SC 6129</a>	Patricia Messick Collection
<a href="#">MSA SC 6130</a>	The Finding Justice Project Collection
<a href="#">MSA SC 6131</a>	Priscilla W. McNeil Survey Research Collection
<a href="#">MSA SC 6132</a>	Friends of the Maryland State Archives Collection
<a href="#">MSA SC 6133</a>	Maryland Office of Secretary of State Book Collection
<a href="#">MSA SC 6134</a>	Chief Judge Robert C. Murphy Collection
<a href="#">MSA SC 6135</a>	William Hollifield Collection
<a href="#">MSA SC 6136</a>	City of Bowie Museums Collection
<a href="#">MSA SC 6137</a>	Roger Miller Photography Book Collection
<a href="#">MSA SC 6138</a>	St. Paul's Marion Station Coventry Parish Collection
<a href="#">MSA SC 6139</a>	Reisterstown United Methodist Church Collection
<a href="#">MSA SC 6140</a>	William Donald Schaefer Memorial Collection
<a href="#">MSA SC 6141</a>	Robert J. Laird Collection
<a href="#">MSA SC 6142</a>	Gantt and Wilkens Family Papers Collection

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# **Maryland State Archives**

## **Hall of Records Commission Meeting**

**June 14, 2016, 12:00 noon**

**Electronic Classroom, Maryland State Archives**

*The Sparrow Seal*

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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

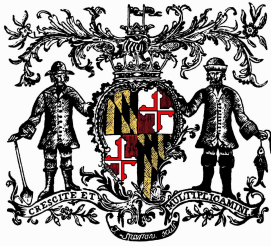
Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



## Maryland State Archives Hall of Records Commission Meeting

June 14, 2016, 12:00 noon

Electronic Classroom, Maryland State Archives

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

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

##### **Attendees**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_attendees.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_attendees.pdf)

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

#### **Special Guests**

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

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

##### **Hall of Records Commission Meeting Minutes, November 16, 2015**

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcfall2015minutes.pdf>

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

**November 18, 2015:** Maryland State Archives hosted a public lecture and book signing with Gregory & Nicole Priebe, authors of "Forgotten Maryland Cocktails," in conjunction with the exhibition from the James H. Bready Special Collection at Casewerks Gallery, Baltimore.

**December 4, 2015:** Archives staff presented the State House by Candlelight Holiday Program.

**February 23, 2016:** Staff conducted the first public Virtual Brick Wall Session.

**March 11, 2016:** Baltimore City Archives hosted a meeting of the Maryland Historical Records Advisory Board

**March 19, 2016:** Archives staff hosted the public program for Maryland Day at the Maryland State House.

**March 30, 2016:** Archives staff hosted the Opening Reception for the Miller Senate Office Building Exhibits.



**May 2, 2016:** Special Collections and University of Maryland Libraries co-hosted a Newspaper Wikipedia Edit-a-thon program at Maryland State Archives' electronic classroom.

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

## **Records Retention & Disposal**

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_retention\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_retention_6-14-2016.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_disposal\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_disposal_6-14-2016.pdf)

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

## **State Archivist's Report**

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

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcspring2016chronology.pdf>

### **Plats.net Roll-Out**

In April, the Archives released the first major overhaul of plats.net since the system's first appearance in 2001. Extensively tested prior to the "go live" on April 26th, the rollover to the new system was as seamless (and painless) as anyone could have hoped. Designed to give the system a more modern look and feel, the upgrade also enabled the Archives to perform a much-needed system-wide data and image cleanup. The "new" plats.net features enhanced searchability and usability functions, including:

- Ability to do filtered searches
- Uniform image delivery (pdf)
- Multi-page filings presented as single multi-page pdfs rather than multiple single images.

### **Office of Legislative Audits 2016 Fiscal Compliance Audit**

The Office of Legislative Audits conducted a fiscal compliance audit for the period October 23, 2012 through November 8, 2015. The report offered one recommendation: that the Archives should ensure that employees responsible for recording artistic property transactions in the detail inventory records be separate from the staff which conducts the annual inventory and who, therefore, have access to the objects in the collections. The State Archives concurred with the recommendation and reassigned duties accordingly.

### **Records Management Practices**

In recent years, both the Archives and the Records Management Division have noticed a decline in the quality of agency records management practices. Turnover in agency staff has often resulted in the loss of institutional knowledge on how to prepare proper records inventories, how to include appropriate

staff from across the agency in developing accurate and well-articulated retention schedules, and how to appropriately target records for transfer to the Archives. This has resulted in retention schedule record series descriptions and inventories that are too vague and incomplete to permit thoughtful appraisal decisions, in agencies requesting to transfer non-permanent records to archival custody, and in a general lack of understanding that the inventories and indexing necessary to provide access to permanent records in perpetuity must accompany, or even precede, the actual transfer of records. These problems may have been aggravated over the last decade by the Archives' inability to accept any but emergency transfers of records due to lack of storage space.

The Archives and the Records Management Division are revitalizing their relationship and have agreed to several actions to help address these challenges:

- Review and update records management forms and make them available for electronic review.
- Strengthen best retention practices guidelines and model schedules for common record types.
- Review current COMAR records management regulations and, if necessary, make recommendations for update.
- Consider ways to strengthen records management activities within agencies, including possible legislation, as outlined in our 2015 JCR report to the budget committees.

### **Professional Organization Involvement**

Maryland State Archives' staff have a long history of engagement with the larger archives community, serving in a variety of leadership and educator positions and creating vital professional networks.

Current staff involvement includes:

- Vicki Lee, head of Conservation and Preservation, is currently president of the Potomac Chapter of the Guild of Book Workers. The Archives hosted the Chapter's Artist Book exhibit "Life Along the Potomac," and was the venue for the Chapter's hosting of Girl Scout Troop 4959 in their completion of the Artist Book badge. Ms. Lee is also a member of the Foundation of the American Institute for Conservation National Heritage Responder (*FAIC-NHR*) team as well as co-chair of the Working Group. She has been mobilized to Haiti, Germany, and locations within the U.S. in response to disasters that have threatened historic and irreplaceable records. As an educator she provided training at the recent American Institute for Conservation of Historic and Artistic Works Conference in Montreal on "Building Emergency Response and Salvage Decision-Making Skills" as well as participating in a panel discussion on health and safety precautions during a disaster deployment.
- Maria Day, head of Special Collections, is active in the Mid-Atlantic Regional Archives (MARAC) Conference. She is serving on the Local Arrangements Committee for the Fall conference here in Annapolis and is also scheduled to participate as a panel member at the conference. She has recently been elected to serve on the Scholarship Committee.
- Allison Rein, from the Special Collections department, is serving on the Program Committee for the Fall MARAC conference.
- Tim Baker is serving on the Program Committee for the upcoming joint conference of the Society of American Archivists and the Council of State Archivists. Mr. Baker has also been nominated to serve on the Executive Board of the Council of State Archivists. If elected to this

office, he will serve as Vice President for the first year, then as President for the following year, then as immediate Past President.

- Rob Schoeberlein serves as the Chair of the Library Committee of the Maryland Historical Society and serves on the Friends Advisory Council of the Albin O. Kuhn Library, University of Maryland Baltimore County.
- Elaine Rice Bachmann serves on the Collections Committee of the Maryland Historical Society and on the Board of the Society of Winterthur Fellows.

In addition, The Friends of the Maryland State Archives has initiated a program to support Archives' staff professional development by underwriting some of the costs of attendance at professional conferences. So far this year, six staff members have requested and been granted support. The Council of State Archivists has also provided scholarship grants to staff engaged in coursework on electronic records preservation and management.

### **Contractual Conversions**

The Governor's budget included contractual conversions for six staff members at the Archives to be converted into regular state employee status with full benefits. The Legislature approved this "Over-the-Target" request.

### **The State Song Advisory Group**

On July 8, 2015, The Honorable Peter A. Hammen, Chair of the House Health and Government Operations Committee, requested the Archives convene a panel to study whether the State Song, "*Maryland, My Maryland*," is a fitting representation of Marylanders today, both in policy and in spirit, and to recommend alternatives prior to the 2016 legislative session. The State Song Advisory Group included experts in Maryland history, music history, military history, cultural history, and folklore. They met on October 7, 2015 and October 29, 2015 and corresponded electronically in developing their recommendations.

Past attempts at changing the State Song have been challenged by supporters of the Song who argue that acknowledging the good and the bad in our history provides opportunities for teaching and learning. Advocates for change maintain that retiring these lyrics does not rewrite our history but allows us to step away from sentiments that are not representative of modern day Maryland.

To help in evaluating this and future candidates for official State designation, the Advisory Group developed a set of selection criteria against which proposed songs could be measured. The members also suggested and discussed several alternatives which are presented in the report. The full report can be found at the following link:

<http://msa.maryland.gov/megafile/msa/speccol/sc5300/sc5339/000113/021000/021756/unrestricted/20160000e.pdf>

## Education, Outreach & Research



### **State House by Candlelight**

On December 5, 2015, the Maryland State Archives hosted the annual State House by Candlelight event. This lovely holiday tradition has been held for over four decades in Annapolis and is a free public event. This year there was musical entertainment from the state's premier youth musical ensembles, twenty-four beautifully decorated trees representing each county and Baltimore City, and Archives' staff-led tours of the newly restored Old Senate Chamber, the Old House of Delegates Chamber, and the State House Caucus Room featuring the USS *Maryland* Silver Service. Over 600 guests took advantage of this wonderful opportunity to share some cheer and enjoy the historic State House.

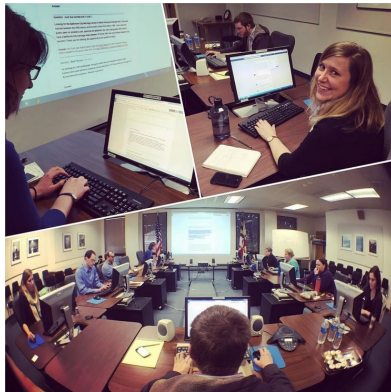
### **Workshop Series**

In honor of Maryland Day, the Archives launched its new educational workshop series on March 25th by presenting "An Introduction to the Maryland State Archives" to a fully booked conference room. This two-hour session was a detailed overview of the Archives' search room usage policies and procedures, including the basics of how to request and use our collection materials. Reference Archivists Rachel Frazier and Nate Miller did a wonderful job thoroughly covering Archives' registration steps, security policies, pull slip procedures, home page navigation, and search room computer usage. The session ended with a tour which highlighted important areas for patrons such as the circulation desk, records return carts, copy stand, and the reference library as well as offering a sneak peek behind the scenes in our stacks and conservation lab. Although this workshop was offered in person, the Archives staff used the opportunity to hone the presentation and create a script which will be used for filming educational video clips for placement online via an MSA YouTube channel. Staff have set up a dedicated A/V production area for this purpose. The next workshop scheduled for July is "Using Vital Records at the Maryland State Archives," which will cover our birth, death, and marriage collections in depth. This presentation is also slated for video presentation online.

### **Maryland Day Celebration 2016**

Maryland State Archives' staff participated in the Four Rivers Heritage Area celebration of Maryland Day on March 19th. Maryland Day commemorates the founding of the colony of Maryland on March 25, 1634. The Archives is a partner institution with Four Rivers under the Maryland Heritage Areas Authority, and our staff was pleased to offer Maryland Day activities for the third year in a row. The 2016 themes for the celebration were "Debuting New Work" and "Sharing Generation to Generation." This year, the Archives' staff chose to host their activities at the State House and provided guided tours of the spaces which included discussions of the art and artifacts that are on display. The newly restored rooms of the Old Senate Chamber were a stunning example of new work by our team. In addition, the staff set up an interactive timeline throughout the State House featuring significant milestones in Maryland's history, inviting our guests to contribute their own events to the chronology. Guests could add a historical fact about their family or community, or a contemporary fact such as their own birthdate, marriage, or relocation to Maryland. Finally, we had several children's activities such as family trees, question sheets, and journals to hand out that encouraged different generations to share

their stories with one another. Despite very poor weather throughout the day we were able to serve 277 enthusiastic visitors.



### **Brick Wall Sessions**

In 2016, the Archives' staff continues to host Brick Wall Sessions due to their overwhelming popularity with our patrons. New this year, we hosted our first *Virtual Brick Wall* session on February 23rd. This session was a Facebook event where we invited our patrons to submit questions online during a three-hour window to receive live, real time help from our professional archivists. This online chat format allowed guests to participate who live too far away to attend an in-person event, introduced new guests to archival resources, and also allowed our staff to highlight many of the Archives' online resources by responding with direct links to collections of interest. During the *Virtual Brick Wall*, we received just over 100 questions and were able to provide direct assistance and complete answers to over 75% of them within the event timeframe. We were also able to provide follow up for the unanswered questions by directing them to our Help Desk for further assistance. In addition to helping many customers, staff noted that patrons participating in the event commented that they were learning from reading the transcript of other guests' questions. Staff who were answering the questions communally also learned from one another. It was a very successful event that we are looking forward to hosting again. In the meantime, our Spring Brick Wall Session is an in-person event on May 14th and is already completely booked.

### **Maryland History Independent Study for High School Students**

On March 1st, the Anne Arundel County Public School System, Office of Social Studies met with the Maryland State Archives' staff to discuss the drafting of a new independent study course on Maryland history for high school students. Students typically study Maryland history in the fourth grade and then not again during their primary and secondary school years. Terry Poisson, director of the Anne Arundel Social Studies Program, is designing an elective course that students can take in their later high school years which would allow them to delve more deeply into Maryland's rich, diverse heritage. A group of teachers working on writing the curriculum returned to the Archives on June 2nd for staff assistance and to use the Archives' resources. Archives' staff also gave a presentation of educational resources to the *Maryland State Board of Education K Through 12 Digital Steering Committee* on June 7th. This event included the directors of each county school library system who received detailed instruction on archival collections, lesson plans and catalogs that can be used online by their teachers and students.

### **Summer Internship Program**

The 2016 Summer Internship Program began on June 1st. This year we have students working alongside our professional archivists in many vital areas of the agency including the Appraisal, Special Collections, Information Technology, Research, Artistic Properties, Reference, and Imaging Services Divisions. As always, these students are receiving outstanding mentoring and on-the-job training from their supervisors. The Archives' staff would like to acknowledge St. John's College, Washington College, and the Maryland Commission for Women for providing funding support for this year's program. We are grateful for their essential assistance in making these enriching, educational opportunities available for students.



### **Brown Bag Lunch and Learn Series**

The Archives continues its highly successful *Brown Bag Lunch and Learn Series* this year. On February 3rd, staff were very pleased to host an exhibit and panel discussion by the Potomac Chapter of the Guild of Book Workers as part of this program. <https://gbwpotomacchapter.wordpress.com/> The exhibit, *Life Along the Potomac*, featured a wide variety of book binding styles including examples of traditional bindings, contemporary design bindings, and an array of artist books. Tunnel books, star books, accordion books, miniature books, boxes, and scrolls all served as the foundation for displays of the Potomac's natural setting, as well as the major monuments, historic buildings, and annual Cherry Blossom Festival in Washington, DC. Archives staff member and

Potomac Chapter president Vicki Lee's work, *Cherry Blossom Time*, can be seen on the left. More traditional binding techniques were used to encase historical works, such as *George Washington's Farewell Address* and *Martha Washington's Booke of Cookery*. Other design bindings reflected the flow of the Potomac from its origin to the Potomac Basin. The *Lunch and Learn* program featured the artists discussing their works and sharing information on the craft of bookbinding. In June, we have a double feature of African American history topics scheduled with attorney Malcolm Gross on the 22nd presenting "The Trial of John Brown" and author Ross Kimmel speaking on the 29th on "Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland." Later this year, we are planning to host a film screening and panel discussion with the documentary filmmakers of *Anthem* and *Brookeville*.

### **Maryland History Day**

Throughout the winter and early spring, many Archives' staff members have participated as judges in school-wide and county history day competitions organized by the Maryland Humanities Council. Research Archivist Ryan Cox also worked with the Humanities Council. Once again this year, we have contributed a number of our professional staff as judges for the statewide History Day event on Saturday, May 7th at University of Maryland, Baltimore County. Emily Oland Squires served as a judge in this year's National History Day Competition held on June 13 and 14 at University of Maryland College Park. These events all serve to educate, encourage, and inspire middle school and high school age students who may very well be the archivists, curators, teachers, and historians of tomorrow. It is also personally very fulfilling to our staff to act as mentors and role models for these young people.

### **New Exhibits in the Miller Senate Office Building**

Archives staff collaborated across departments to refresh the ten exhibit cases in the Miller Senate Building. The new exhibits highlight the history and art held by the Maryland State Archives. Items on display date from the colonial period to the present day. The cases represent a variety of topics, including the Revolutionary and Civil Wars and the historic rye whiskey industry and Prohibition. Two cases display and contextualize sculpture from the Peabody art collection and the international gifts from the Maryland Sister States Program of the office of the Secretary of State. Other historic topics include conservation through Maryland's forests and parks, travel within the state from 1920-1965, and the contributions of First Ladies. On March 30th, the Maryland State Archives' staff hosted an opening reception for the new exhibits. First Lady Yumi Hogan attended the event, which features her artwork

in a case about the evolving role of Maryland's First Ladies. The exhibits will remain free and open to the public through January 2017.

### **Family History Festival**

The 2016 Family History Festival will be held Saturday, October 1st at the Archives. This year's theme will be *Finding Your Roots*, and will highlight the release of the new version of the mini-series *Roots* and the re-release of the digitally remastered original film version in May 2016. Staff have selected this as our theme because author Alex Haley did much of his initial research for his seminal book here at the Maryland State Archives. Chris Haley, Director of the Study of the Legacy of Slavery, will be our keynote speaker for the event. Chris attended the International Roots Festival in The Gambia from May 3rd through 13th, and will certainly have many things to share at the Archives' event this fall.

### **National Archives Assembly**

Research Archivists Allison Seyler and Ryan Cox were selected to present the Study of the Legacy of Slavery Division's NHPRC grant project to the February 11th National Archives Assembly meeting. This live presentation was broadcast nationally online to all of NARA's repository locations and highlighted our processing program for all manumissions and certificates of freedom. Staff received much positive feedback on their important work in making our freedom records more publically accessible. The presentation was given a second time at the request of the Maryland Commission on African American History and Culture to the Commission's April 4th meeting.

### **Maryland Digital Newspaper Program Edit-a-thon**

On May 2, 2016 the Archives and the *Historic Maryland Newspapers Project* of the University of Maryland Libraries co-hosted a wikipedia edit-a-thon focusing on the newspaper sources available through the Library of Congress' *Chronicling America* database. At the event, participants learned about Maryland newspaper history, newspapers held in the collections of the Archives, and digitized newspapers provided by *Chronicling America* in the public domain. The *Historic Maryland Newspapers Project* <http://www.lib.umd.edu/digital/newspapers/home> is an ongoing effort by the University of Maryland Libraries to digitize Maryland newspapers and make them accessible for free on the Library of Congress' *Chronicling America* website. The Archives is a partner in this project which is funded by the National Endowment for the Humanities' (NEH) National Digital Newspaper Program (NDNP) grants. Since Maryland's first NDNP grant in 2012, project staff members have digitized 107,414 pages from Baltimore, Hagerstown, and Cumberland newspapers. In 2014, the project was awarded a second NDNP grant to digitize an additional 100,000 pages of Maryland newsprint through August 2016. The edit-a-thon contributes to the overall goals of the project by creating and expanding articles related to newspapers digitized by the Historic Maryland Newspapers Project. A secondary objective was adding public domain images from *Chronicling America* to Wikimedia Commons for broader use. The Maryland State Archives is a proud participant in this grant program and was honored to host the edit-a-thon with University of Maryland.

## Maryland 400

On December 29, 2016 former Adjutant General James A. Adkins and Mr. Chris Christos visited the Maryland State Archives to present the Research Department with a donation in support of the Maryland 400 Project. This \$10,000 grant from the Maryland Society of the Sons of the American Revolution (SAR) will allow Archives' staff member Owen Lourie and project intern Burkley Hermann to continue to uncover the lives of Maryland's first war heroes, the First Maryland Regiment, who fought in the Battle of Brooklyn.



We are very grateful for the support of the SAR and for the continuing partnership of project founder General Adkins. For more updates, please continue to follow the project blog at:

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

## Land Office

The Land Office has been consulted by the Department of Natural Resources and the City of Baltimore on several cases regarding the disposition of land, particularly as it relates to land either surrounded by or submerged under water. Commissioner Tim Baker and Deputy Commissioner Jennifer Hafner have provided requested research and documentation in response to these requests.

## Commission on Artistic Property

### Art Conservation

The staff of the Commission have overseen several projects to conserve works of art and objects in the collection over the past six months, utilizing funding appropriated by the General Assembly for FY 2016.

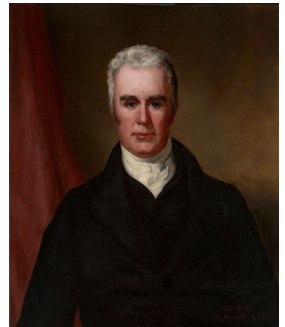
In an effort to enhance the visitor experience in the State House and improve the aesthetic quality of the [bronze plaques](#) that are permanently installed in the rotunda, APC staff worked with conservators to clean and polish these interpretive elements which commemorate historic events and people associated with the building and Maryland history.



[A View of Baltimore](#), painted by William Henry Bartlett, c. 1839, underwent a remarkable transformation as a result of conservation treatment by David Olin. This painting, part of The Peabody Art Collection, had long been in storage due to its poor condition. Selected by the curatorial staff for the Drawing Room of Government House, the canvas was restored and reframed in a 19th century frame by Gold Leaf Studios. Now installed opposite the portrait of Frederick Douglass by Simmie Knox, this view of Baltimore would be one that Douglass might have recognized during his lifetime.



The portrait of *Charles Ridgely of Hampton*, painted in the early 20th century by Florence MacKubin after the original by Thomas Sully, has also been conserved for display in Government House, where it will be installed in the Federal Reception Room. Ridgely was Governor of Maryland from 1816-1819; a portrait of his wife, Priscilla Dorsey Ridgely, was recently moved from the Federal Reception Room into the Victorian Parlor as part of Mrs. Hogan's initiative to display portraits of Maryland's First Ladies together in that space.



A sculptural bust of Benjamin Franklin, by Jean-Jacques Caffieri (1725-1792), has been conserved in order to travel for exhibition at Versailles later this year. Part of the Peabody Art Collection, it has been on display in the Peabody Library.

Two 19th century desks used by the General Assembly are currently being conserved by Bruce Schuettinger Conservation Services Inc. The desks were made by the firms Gould & Glanville (1858) and Harrington & Mills (c.1876) of Baltimore, MD. Both of these desks were auctioned to the public when the state no longer had use for them. The [1858 desk](#) was acquired by Daniel R. Randall, former Postmaster of Annapolis, and was donated back to the state by his descendents in 2008. The [c.1876 desk](#) was acquired by a former facilities worker of the State House in the early 20th century and was donated back to the State in 2015 by his grandson. It is the intention of the curatorial staff to create an interpretive exhibit in the Archives Room of the State House featuring these two desks, along with one of the 18th century Senate desks, in order to show visitors the types of furnishings used in the Legislative Chambers over the past two centuries.

### **Loan of the Portraits of the Lords Baltimore from the Enoch Pratt Free Library**

The staff of the Commission are facilitating all aspects of the MOU between the State House Trust and the Enoch Pratt Free Library to borrow six portraits of the Lords Baltimore for display in the State House while the Library is under renovation.

### **Opinion of the Office of the Attorney General**

In response to a request of the State Archivist, the Office of the Attorney General has issued an opinion related to the Commission on Artistic Property's custody and control over the artistic property held by the State. This opinion examines the Commission's role specifically with regard to acquiring items for, or removing items from, the inventory of artistic property. This legal clarification of the Commission's responsibilities will allow the staff to revise the Collections Management Policy accordingly in consultation with the Commission members.

## Reference Services

### Office of the Attorney General Letter of Advice

At the Archives' request, the Office of the Attorney General has written a Letter of Advice which outlines restrictions placed on any files in Archives' custody which might contain medical records and communications from physicians and other health care providers. The Reference Department has responded by providing guidance to all staff members involved in the retrieval and preparation of legal case files requested by the public. This guidance calls for the close inspection of all files which patrons have asked to view or have copied in their entirety. Prior to this, files had been inspected for documents which had been sealed by the courts. As these documents were actually physically sealed in an envelope within the file they were readily identifiable and could be removed and put safely aside before the file was delivered to the patron. Since many types of medical records and communications have not been sealed by the court they may be found anywhere within the file, indistinguishable from other papers until the file is examined page by page. Additional, required questions have been included in the reference interview to both determine whether the patron actually needs to see the entire file and, if they do, whether they have the legal status to view all documents. If they wish to view the entire file but do not have the legal status to view medical records and communications, the Reference Desk archivist will ensure that the file is inspected and restricted material removed. Although this requirement calls for additional staff time and effort in processing patron requests it will help ensure that protected health information, and the dignity and privacy of the "person in interest," are well-guarded by the record's custodian. The Letter of Advice can be found at:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter\\_of\\_advice.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter_of_advice.pdf)

### ServiceWise

As of April 1st, the Archives has fully implemented ServiceWise as its order and mail tracking system. Prior to this, mail and document orders received by mail had been logged in and tracked via ServiceWise, while orders received by phone, fax, email, and in person had been tracked via MSAREF. This dual system resulted in inefficiencies in report creation, duplication of order entries into each system, and difficulties in tracking the status of orders. ServiceWise software provides for configurable workflows, process and report management, email notifications, and a searchable knowledge base. Kara Carter of the Information Technology Services department was instrumental in modifying the software to fit the Archives' needs and in writing a user's manual and providing hands-on training to order-fulfillment staff.

## Baltimore City Archives

Report on recent activities:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore\\_city\\_archives\\_report\\_may2016%20%281%29.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore_city_archives_report_may2016%20%281%29.pdf)

The Maryland Historical Society Library, as part of its "Underbelly" blog series, featured the research of Rob Schoeberlein. It details the circumstance surrounding the organization and execution of the 1866 Southern Relief Fair, a fundraising event to benefit the impoverished people of the post-Civil War South. The blog was derived from a paper he had delivered before the 2011 Southern Historical Society conference.

<http://www.mdhs.org/underbelly/2016/05/12/unwearing-in-their-attentions-secessionist-women-and-the->

[1866-southern-relief-fair/](http://www.baltimoregaslight.net/2016/05/volume-15-issue-2-may-2016.html)

The Baltimore City Historical Society published within "Gaslight," its newsletter, a synopsis of a presentation by Rob Schoeberlein. The talk, given at Baltimore's Clifton Mansion, focused upon the Civil War relief work and the immediate post-war efforts of Baltimore's Union sympathising women and the African American community.

<http://www.baltimoregaslight.net/2016/05/volume-15-issue-2-may-2016.html>

## Recent Gifts, Deposits, & Acquisitions

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_transfer\\_s.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_transfer_s.pdf)

### Special Collections:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll\\_hrc\\_april2016\\_html.html](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll_hrc_april2016_html.html)

### Additions to the state-owned art collection:

- Late 19th Century gilded frame for the painting, *View of Baltimore*
- *Mold of the Maryland State Seal for the U.S.S. Maryland Silver service*, by George Dumler for Samuel Kirk & Sons
- Early 20th Century Empire-style sofa

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

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

**June 22, 2016:** Attorney Malcolm Gross will discuss "The Trial of John Brown" at the Archives' *Brown Bag Lunch and Learn* series.

**June 29, 2016:** Author Ross Kimmel will speak on "Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland" at the Archives' *Brown Bag Lunch and Learn* series

**July 1, 2016:** Workshop Series - "Using Vital Records at the Maryland State Archives"

**October 1, 2016:** The Archives will hold its Third Annual Family History Festival.

## Old Business

## New Business

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

## **Adjournment**

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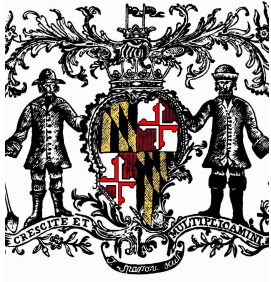
Mr. Timothy D. Baker

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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# **Maryland State Archives**

## **Hall of Records Commission Meeting Minutes**

**June 14, 2016, 12:00 noon**

**Electronic Classroom, Maryland State Archives**

*The Sparrow Seal*

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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

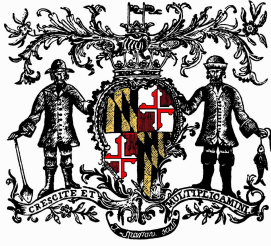
Forthcoming Special Meetings of the Commission & Events of Interest

Old Business

New Business

Next meeting

Adjournment



# Maryland State Archives

## Hall of Records Commission Meeting Minutes

June 14, 2016, 12:00 noon

Electronic Classroom, Maryland State Archives

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

**Call to Order by Chair** - The meeting was called to order at 12:15 p.m.

#### **Attendees**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_attendees.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_attendees.pdf)

Morgan State University was not represented at the meeting. Susanne Brogan, representing the State Treasurer, attended by telephone.

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

As June 14th is Flag Day, the Chair led the assembled group in the Pledge of Allegiance. The Chair then called for a moment of silence in remembrance of the victims of the June 12th terrorist attack in Orlando.

#### **Special Guests**

Pamela Q. Harris, *Maryland State Court Administrator*  
Jean Russo, *President, Friends of the Maryland State Archives*

Tim Baker welcomed the special guests to the Commission meeting.

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

**Hall of Records Commission Meeting Minutes, November 16, 2015**

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcfall2015minutes.pdf>

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

**November 18, 2015:** Maryland State Archives hosted a public lecture and book signing with Gregory and Nicole Priebe, authors of "Forgotten Maryland Cocktails," in conjunction with the exhibition from the James H. Bready Special Collection at Casewerks Gallery, Baltimore.

**December 4, 2015:** Archives staff presented the State House by Candlelight Holiday Program.

**March 11, 2016:** Baltimore City Archives hosted a meeting of the Maryland Historical Records Advisory Board

**March 19, 2016:** Archives staff hosted the public program for Maryland Day at the Maryland State House.

**March 30, 2016:** Archives staff hosted the Opening Reception for the Miller Senate Office Building Exhibits.

**May 2, 2016:** Special Collections and University of Maryland Libraries co-hosted a Newspaper Wikipedia Edit-a-thon program at Maryland State Archives' electronic classroom.

Mr. Steele moved to approve the minutes as drafted and recognize the special meetings of the Commission, seconded by Dr. Ridgway. The motion was unanimously approved.

## **Records Retention & Disposal**

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_retention\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_retention_6-14-2016.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_disposal\\_6-14-2016.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_disposal_6-14-2016.pdf)

Ms. Baringer noted that, since the last meeting of the Commission, 21 schedules had been approved by the Maryland State Archives and 18 by the Baltimore City Archives, Two hundred and thirteen disposal certificates were approved, with 165 coming in through the electronic website.

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

## **State Archivist's Report**

Noting that an organization's priorities could best be seen in the activities of its staff, Mr. Baker directed the attention of the meeting to the chronology of staff outreach at:

<http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrcspring2016chronology.pdf>

### **Plats.net Roll-Out**

Mr. Baker reported the first major overhaul of the plats.net system since its implementation in 2001, and asked Ms. Sheads to provide a demonstration of the system. Ms. Sheads emphasized the inclusion of multiple image formats to meet the needs of a diverse user community, the ability to retrieve a mid-document image, and the improvement of user education functions. Functional requirement development with the surveyor community and the Circuit Courts was central to the site's overhaul and that, along with extensive testing prior to

the “go live” day, resulted in a rollover to the new system that was as seamless as anyone could have hoped. This developmental dialogue has also led to a review of the process by which plats are recorded. Today’s surveyor creates a plat using computer software which, among other things, embeds metadata into the digital plat. Recordation, however, requires that the surveyor then print the plat to paper, thereby losing this valuable metadata. The Archives then rescans the recorded plat into digital format for display on plats.net. Mr. Baker noted that this was a good example of a fairly straightforward record series becoming more complex over time. Mr. Swanson added that plat legislation was often over 70 years old, enacted at a time when surveyors labored over a drafting table rather than a keyboard. Ms. Sheads said that she was hopeful that the partnerships formed in the overhaul of plats.net will result in a concerted effort to rationalize the recordation process, making it more efficient and preserving the valuable metadata contained in the original digital record.

### **Records Management Practices**

Mr. Baker emphasized that the two most important priorities for the Archives were outstanding customer service and a back-to-basics focus on the centrality of good records management processes. He noted that the Archives and the Records Management Division had experienced some challenges in recent years with the marked decline in the quality of agency records management practices, particularly in the areas of records scheduling and description. Ms. Baringer then provided details of those challenges, noting that the turnover in agency staff has often resulted in the loss of institutional knowledge in the preparation of proper records inventories, how to include appropriate staff from across the agency in developing accurate and well-articulated retention schedules, and how to appropriately target records for transfer to the Archives. The result has been retention schedule record series descriptions and inventories that are too vague and incomplete to permit thoughtful appraisal decisions, agency requests to transfer non-permanent records to archival custody, and a general lack of understanding that the inventories and indexing necessary to provide access to permanent records in perpetuity must accompany, or even precede, the actual transfer of records. There appears also to be a general lack of knowledge as to whom among an agency’s senior staff needs to be consulted to ensure well-thought-out and complete records management decisions.

To address these challenges, the Archives and the Records Management Division have revitalized their relationship and have agreed to some key action items to focus on:

- Review and update records management forms and make them available for electronic review.
- Strengthen best retention practices guidelines and create model schedules for common record types.
- Review current COMAR records management regulations and, if necessary, make recommendations for update.
- Consider ways to strengthen records management activities within agencies, including possible legislation, as outlined in our 2015 JCR report to the budget committees.

Mr. Baker acknowledged the efforts of Michael Swygart of the Records Management Division in working with the Archives to address these issues. Mr. Baker also discussed the growing



complexity of records created by government. Using the example of adoption records, with five or more agencies involved in the creation of records in each case, Mr. Baker related how employees might understand the individual record created by their agency but not the larger context of its place within the adoption record series. Mr. Baker noted that the Maryland Judiciary has always done a commendable job in including knowledgeable senior staff in the records management process.

### **Professional Organization Involvement**

Noting his commitment to participation in the Archival community at the regional and national level, Mr. Baker asked Ms. Bachmann to highlight Archives' staff members' involvement with the larger community. In this time of "more work less staff" Ms. Bachmann emphasized the importance of having a network of colleagues to call upon for their expertise and support.

Notable participation included:

- Vicki Lee, head of Conservation and Preservation, is currently president of the Potomac Chapter of the Guild of Book Workers. The Archives hosted the Chapter's Artist Book exhibit "Life Along the Potomac," and was the venue for the Chapter's hosting of Girl Scout Troop 4959 in their completion of the Artist Book badge. Ms. Lee is also a member of the Foundation of the American Institute for Conservation National Heritage Responder (*FAIC-NHR*) team as well as co-chair of the Working Group. She has been mobilized to Haiti, Germany, and locations within the U.S. in response to disasters that have threatened historic and irreplaceable records. As an educator she provided training at the recent American Institute for Conservation of Historic and Artistic Works Conference in Montreal on "Building Emergency Response and Salvage Decision-Making Skills" as well as participating in a panel discussion on health and safety precautions during a disaster deployment.
- Maria Day, head of Special Collections, is active in the Mid-Atlantic Regional Archives (MARAC) Conference. She is serving on the Local Arrangements Committee for the Fall conference here in Annapolis and is also scheduled to participate as a panel member at the conference. She has recently been elected to serve on the Scholarship Committee.
- Allison Rein, from the Special Collections department, is serving on the Program Committee for the Fall MARAC conference.
- Tim Baker is serving on the Program Committee for the upcoming joint conference of the Society of American Archivists and the Council of State Archivists. Mr. Baker has also been nominated to serve on the Executive Board of the Council of State Archivists. If elected to this office, he will serve as Vice President for the first year, then as President for the following year, then as immediate Past President.
- Rob Schoeberlein serves as the Chair of the Library Committee of the Maryland Historical Society and serves on the Friends Advisory Council of the Albin O. Kuhn Library, University of Maryland Baltimore County.
- Elaine Bachmann serves on the Collections Committee of the Maryland Historical Society and on the Board of the Society of Winterthur Fellows.

In addition, The Friends of the Maryland State Archives has initiated a program to support Archives' staff professional development by underwriting some of the costs of attendance at

professional conferences. So far this year, six staff members have requested and been granted support. The Council of State Archivists has also provided scholarship grants to staff engaged in coursework on electronic records preservation and management.

### **The State Song Advisory Group**

Ms. Bachmann reviewed the role of the Advisory Group in developing a criteria for the evaluation of potential candidates for State Song, emphasizing that these criteria might be used by any state engaged in such a selection process. The State Song Advisory Group included experts in Maryland history, music history, military history, cultural history, and folklore. They met on October 7, 2015 and October 29, 2015 and corresponded electronically in developing their recommendations. The full report can be found at the following link:

<http://msa.maryland.gov/megafile/msa/speccol/sc5300/sc5339/000113/021000/021756/unrestricted/20160000e.pdf>

## **Education, Outreach & Research**



### **State House by Candlelight and Maryland Day Celebration**

Ms. Squires reported on the success of both the annual State House by Candlelight event and the Archives' Maryland Day interactive timeline installation at the State House. Both events allowed Archives' staff the opportunity to meet with and educate members of the public in a fun and festive setting. Ms. Squires noted that the Maryland Day celebration took place while the House was in session, providing visitors with the juxtaposition of history-as-past and history-in-the-making. Over 600 guests took advantage of the holiday event and, despite very poor weather throughout the Maryland Day celebration, the Archives was able to serve 277 enthusiastic visitors.

### **Workshop Series**

Ms. Squires also noted the successful launch of the Archives' new educational workshop series with the presentation of "An Introduction to the Maryland State Archives." Although this workshop was offered in person, the Archives staff used the opportunity to hone the presentation and create a script which will be used for filming educational video clips for placement online via an MSA YouTube channel. Ms. Squires reported that a dedicated A/V production area has been set up for this purpose. The next scheduled workshop, "Using Vital Records at the Maryland State Archives," which will cover our birth, death, and marriage collections in depth, is also slated for video presentation online.



### **Brick Wall Sessions**

Ms. Squires reported on the success of the Archives' first *Virtual Brick Wall* session. A Facebook event in which we invited our patrons to submit questions online during a three-hour window, this online chat format allowed participation by guests who lived too far away to attend an in-person event. Ms. Squires emphasized the use of the event as a tool to introduce new

guests to archival resources and highlight many of the Archives' resources and services. During the *Virtual Brick Wall*, we received just over 100 questions and were able to provide direct assistance and complete answers to over 75% of them within the event timeframe. It was a very successful event that we are looking forward to hosting again. In the meantime, our Spring Brick Wall Session is an in-person event on May 14th and is already completely booked.

### **Summer Internship Program**

Ms. Squires acknowledged St. John's College, Washington College, and the Maryland Commission for Women for providing funding support for this year's program. We are grateful for their essential assistance in making these enriching, educational opportunities available for students.

### **Maryland History Day**

Ms. Squires reported on the participation of many Archives' staff members as judges in school-wide and county history day competitions organized by the Maryland Humanities Council. These events all serve to educate, encourage, and inspire middle school and high school age students who may very well be the archivists, curators, teachers, and historians of tomorrow. It is also personally very fulfilling for our staff to act as mentors and role models for these young people, who are themselves very inspirational in their enthusiasm, poise, and willingness to learn.

### **New Exhibits in the Miller Senate Office Building**

Ms. Squires expressed the Archives' appreciation for the opportunity to create new exhibits for the ten exhibit cases in the Miller Senate Building. It allowed staff members from all departments to participate in selecting items to display, helping to write text, and positioning the material for maximum educational impact. On March 30th, the Maryland State Archives' staff hosted an opening reception for the new exhibits. First Lady Yumi Hogan attended the event, which features her artwork in a case about the evolving role of Maryland's First Ladies. The exhibits will remain free and open to the public through January 2017.

### **Maryland 400**

Mr. Baker thanked former Adjutant General James A. Adkins of the Maryland Society Sons of the American Revolution (SAR) for a \$10,000 grant which will allow Archives' staff member Owen Lourie and project intern Burkley Hermann to continue to uncover the lives of Maryland's first



war heroes, the First Maryland Regiment, who fought in the Battle of Brooklyn. We are very grateful for the support of the SAR and for the continuing partnership of project founder General Adkins. For more updates, please continue to follow the project blog at:

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

## Commission on Artistic Property

### Art Conservation

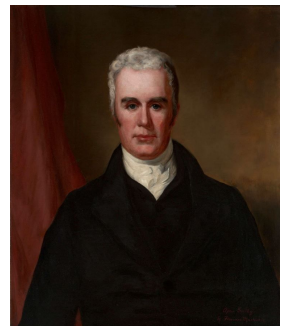
Ms. Bachmann related that the Archives receives \$45-50,000 each year for conservation efforts, and provided a few examples of work completed within the past year. The staff of the Commission have overseen several projects to conserve works of art and objects in the collection over the past six months, utilizing funding appropriated by the General Assembly for FY2016.

In an effort to enhance the visitor experience in the State House and improve the aesthetic quality of the [bronze plaques](#) that are permanently installed in the rotunda, APC staff worked with conservators to clean and polish these interpretive elements which commemorate historic events and people associated with the building and Maryland history.



[A View of Baltimore](#), painted by William Henry Bartlett, c. 1839, underwent a remarkable transformation as a result of conservation treatment by David Olin. This painting, part of The Peabody Art Collection, had long been in storage due to its poor condition. Selected by the curatorial staff for the Drawing Room of Government House, the canvas was restored and reframed in a 19th century frame by Gold Leaf Studios. Now installed opposite the portrait of Frederick Douglass by Simmie Knox, this view of Baltimore would be one that Douglass might have recognized during his lifetime.

The portrait of *Charles Ridgely of Hampton*, painted in the early 20th century by Florence MacKubin after the original by Thomas Sully, has also been conserved for display in Government House, where it will be installed in the Federal Reception Room. Ridgely was Governor of Maryland from 1816-1819; a portrait of his wife, Priscilla Dorsey Ridgely, was recently moved from the Federal Reception Room into the Victorian Parlor as part of Mrs. Hogan's initiative to display portraits of Maryland's First Ladies together in that space.



A sculptural bust of Benjamin Franklin, by Jean-Jacques Caffieri (1725-1792), has been conserved in order to travel for exhibition at Versailles later this year. Part of the Peabody Art Collection, it has been on display in the Peabody Library.

Two 19th century desks used by the General Assembly are currently being conserved by Bruce Schuettinger Conservation Services Inc. The desks were made by the firms Gould & Glanville (1858) and Harrington & Mills (c.1876) of Baltimore, MD. Both of these desks were auctioned to

the public when the state no longer had use for them. The [1858 desk](#) was acquired by Daniel R. Randall, former Postmaster of Annapolis, and was donated back to the state by his descendents in 2008. The [c.1876 desk](#) was acquired by a former facilities worker of the State House in the early 20th century and was donated back to the State in 2015 by his grandson. Ms. Bachmann related that the desk had undergone minimal alteration under the grandson's ownership, though he had mounted a pencil sharpener to the side while using it as a school desk. The holes have been filled in and the desk will be featured along with one of the 18th century Senate desks in an exhibit showing visitors to the State House the types of furnishings used in the Legislative Chambers over the past two centuries.

### **Loan of the Portraits of the Lords Baltimore from the Enoch Pratt Free Library**

The staff of the Commission are facilitating all aspects of the MOU between the State House Trust and the Enoch Pratt Free Library to borrow six portraits of the Lords Baltimore for display in the State House while the Library is under renovation. Displaying images of the portraits to the Commission members, Mr. Baker stated that the Archives would be working with the Department of General Services and the Historical Trust to make these portraits available to State House visitors.

## **Reference Services**

Mr. McCormick reported on two items that have recently had a significant impact on services provided to patrons by the Reference Department's. One has significantly increased the department's workload and the other has provided new efficiencies.

At the Archives' request, the Office of the Attorney General has written a Letter of Advice which outlines restrictions placed on any files in Archives' custody which might contain medical records and communications from physicians and other health care providers. The Reference Department has responded by providing guidance to all staff members involved in the retrieval and preparation of legal case files requested by the public. This guidance calls for the close inspection of all files which patrons have asked to view or have copied in their entirety. Additionally, required questions have been included in the reference interview to both determine whether the patron actually needs to see the entire file and, if they do, whether they have the legal status to view all documents. Staff will ensure that the file is inspected and restricted material removed as necessary. Although this requirement calls for additional staff time and effort in processing patron requests it will help ensure that protected health information, and the dignity and privacy of the "person in interest," are well-guarded by the record's custodian. The Letter of Advice can be found at:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter\\_of\\_advice.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/letter_of_advice.pdf)

As of April 1st, the Archives has fully implemented ServiceWise as its order and mail tracking system. Prior to this, mail and document orders received by mail had been logged in and tracked via ServiceWise, while orders received by phone, fax, email, and in person had been tracked via MSAREF. This dual system resulted in inefficiencies in report creation, duplication of order entries into each system, and difficulties in tracking the status of orders. ServiceWise software provides for configurable workflows, process and report management, email

notifications, and a searchable knowledge base. Mr. McCormick acknowledged the work of Kara Carter of the Information Technology Services department for her efforts in modifying the software to fit the Archives' needs and in writing a user's manual and providing hands-on training to order-fulfillment staff.

## **Baltimore City Archives**

Mr. Schoeberlein reported that the Baltimore City Archives is doing well, highlighting the contributions of volunteers in cataloging collections and developing topics for Maryland History Day events. He also addressed the cost-effective disposal of non-permanent records through incineration rather than the more labor and cost-intensive practice of shredding. The Archives is also actively soliciting the mayoral papers of Stephanie Rawlings-Blake. Such a transfer would be the first regular transfer of mayoral papers since 1999.

Mr. Schoeberlein's complete report can be found at:

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore\\_city\\_archives\\_report\\_may2016%20%281%29.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/baltimore_city_archives_report_may2016%20%281%29.pdf)

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

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

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc\\_spring\\_2016\\_transfer\\_s.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/hrc_spring_2016_transfer_s.pdf)

### **Special Collections:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll\\_hrc\\_april2016\\_html.html](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000043/speccoll_hrc_april2016_html.html)

### **Additions to the state-owned art collection:**

- Late 19th Century gilded frame for the painting, *View of Baltimore*
- *Mold of the Maryland State Seal for the U.S.S. Maryland Silver service*, by George Dumler for Samuel Kirk & Sons
- Early 20th Century Empire-style sofa

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

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

Mr. Baker encouraged Commission members and their guests to attend the following meetings and events.

**June 22, 2016:** Attorney Malcolm Gross will discuss "The Trial of John Brown" at the Archives' *Brown Bag Lunch and Learn* series.

**June 29, 2016:** Author Ross Kimmel will speak on "Freedom or Bondage: Slave Freedom Petitions in Colonial Maryland" at the Archives' *Brown Bag Lunch and Learn* series

**July 1, 2016:** Workshop Series - "Using Vital Records at the Maryland State Archives"

**October 1, 2016:** The Archives will hold its Third Annual Family History Festival.

**Old Business** - No old business

**New Business** - No new business

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

**Adjournment** - The meeting was adjourned at 1:10 p.m.

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Mr. Timothy D. Baker  
State Archivist and Commissioner of Land Patents  
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**Attendees**  
**Hall of Records Commission Meeting**  
**Tuesday, June 14, 2016**  
**Electronic Classroom**  
**Maryland State Archives**

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**Commission Members and Alternates:**

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*

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

Mr. Len N. Foxwell, *designee of Comptroller of Maryland*

Mr. Mark B. Letzer, *representing the Maryland Historical Society*

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

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

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

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

**Staff:**

Mr. Timothy Baker, *State Archivist*

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

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

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

Ms. Liz Coelho, *Recording Secretary*

Ms. Maria Day, *Director, Special Collections*

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

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

Mr. Owen Lourie, *Historian, Research and Education*

Mr. Michael McCormick, *Director, Reference Services*

Mr. Nasrolah Rezvan, *Director, Administration*

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

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

Ms. Nancy Bramucci Sheads, *Director, Design and Development, Information Systems Management*

Mr. Reginald Shorter, *Deputy Chief Information Officer*

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

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

Mr. Wei Yang, *Chief Information Officer*

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**Chronology of Staff Activities**  
**November 16, 2015 - June 13, 2016**

**November 18, 2015:** Michael McCormick gave a presentation on *Introduction to the Maryland State Archives* at the Hyattsville Branch Library.

**November 18, 2015:** Maryland State Archives hosted a public lecture and book signing with Gregory & Nicole Priebe, authors of "Forgotten Maryland Cocktails" in conjunction with the exhibition from the James H. Bready Special Collection at Casewerks Gallery, Baltimore.

**November 19, 2015:** Staff members of Department of Natural Resources, Maryland Department of the Environment, and representatives of the Office of the Attorney General were given a tour of the State House.

**November 20, 2015:** Tim Baker, Elaine Rice Bachmann and Chris Kintzel attended a meeting of the State House Trust.

**November 20, 2015:** Vicki Lee and Christian Skipper presented a *Records Management and Emergency Preparedness Workshop* at the Baltimore City Archives.

**November 20, 2015:** Staff attended a Library of Congress Image Permanence Webinar "Contemporary Analog and Digital Color Photographic Prints".

**November 20, 2015:** Emily Oland Squires participated in a meeting of the Four Rivers Heritage Area.

**November 21, 2015:** Rob Schoeberlein presented *An Overview of the Baltimore City Archives* at the Enoch Pratt Library, Main Branch, Baltimore.

**November 22, 2015:** Elaine Rice Bachmann presented *From Winterthur to the White House: How H.F. du Pont and Jacqueline Kennedy Became Tastemakers to the Nation* at Winterthur Museum.

**November 24, 2015:** Chris Kintzel gave a tour of the State House to Ryan Polk, Curator, Marsh-Billings-Rockefeller National Historical Park.

**December 2, 2015:** Maya Davis met with Shakia Gullette, Curator, Banneker-Douglas Museum to discuss African American History research at the Archives.

**December 2, 2015:** Elaine Rice Bachmann presented a lecture, *State History in Silver: The USS Maryland Silver Service* at the Maryland State Archives.

**December 3, 2015:** Chris Haley attended a planning meeting for the Racial Relations Summit.

**December 3, 2015:** Rob Schoeberlein attended Community Conversations at Johns Hopkins University.

**December 3, 2015:** Staff members attended a webinar on *Seasonal Affective Disorder: Caring for Collections During Seasonal Special Events*.

**December 3 - 4, 2015:** Nate Miller and Rachel Frazier attended the Real World Reference Conference - Moving Beyond Theory.

**December 4, 2015:** Maya Davis gave a presentation on Caribbean Culture at the Latin American Forum, The Key School.

**December 4, 2015:** Staff presented the State House by Candlelight Holiday Program.

**December 7, 2015:** Emily Oland Squires gave a presentation at the Commission on African American History and Culture meeting, Banneker-Douglas Museum.

**December 8, 2015:** Tim Baker, Elaine Bachmann, Kevin Swanson, Nancy Sheads, and Kathryn Baringer met with the Plats.net User Advisory Group to discuss updates to plats.net.

**December 8, 2015:** Rob Schoeberlein attended a Youthworks Program event.

**December 9, 2015:** Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education Committee.

**December 9, 2015:** Rob Schoeberlein attended a meeting of the Maryland Historical Society Board.

**December 15, 2015:** Maya Davis and Chris Haley attended a meeting of the National Parks Service Harriet Tubman Discovery Center Consultant group.

**December 15, 2015:** Rob coordinated a meeting of the Maryland Historical Records Advisory Board and the University of Maryland Baltimore County.

**December 23, 2015:** Chris Haley consulted with Mark Wolper regarding participation in the new *Roots* release.

**December 23, 2015:** Elaine Rice Bachmann and Chris Kintzel led a tour of Government House for Robert Clark and Pandora Hess from Historic Annapolis.

**December 28, 2015:** Elaine Rice Bachmann and Chris Kintzel attended a "Night of the Arts" reception hosted by First Lady Yumi Hogan at Government House.

**December 29, 2015:** Owen Lourie met with Jim Adkins and Chris Christos of the Maryland Chapter of the Sons of the American Revolution regarding the Maryland 400 project.

**December 29, 2015:** Rob Schoeberlein visited the Bon Secours Archives, Marriottsville.

**January 7, 2016:** Professor Glenn Johnston's archives class from Stevenson University began a three-week long term project at the Baltimore City Archives.

**January 7, 2016:** Jennifer Cruickshank presented a talk on *Introduction to Handling Historic Documents*.

**January 8, 2016:** Chris Haley and Emily Oland Squires met with Travis Cutler of Dominion Foundation regarding potential funding of the Legacy of Slavery program.

**January 13, 2016:** Wei Yang attended a seminar on *Our Experience with Disaster Recovery in the Cloud*.

**January 13, 2016:** V. Joyce Phelps and Nancy Sheads oversaw a transfer of church records from the Sharp Street United Methodist Church.

**January 14 - 16, 2016:** Tim Baker participated on the Program Committee in the development of content for the Council of State Archivists and the Society of American Archivists joint conference being held this Summer.

**January 19, 2016:** Maya Davis and Chris Haley attended a meeting of the National Parks Service Harriet Tubman Discovery Center Consultant group.

**January 20, 2016:** Staff attended *Picturing Frederick Douglass: An Illustrated Biography of the Nineteenth Century's Most Photographed American* at the National Archives.

**January 27, 2016:** Elaine Rice Bachmann, Emily Oland Squires, and Jennifer Hafner attended a research meeting with the Communications Office of the Administrative Office of the Courts regarding the Washington's Birthday Address in the Old Senate Chamber.

**January 28, 2016:** Allison Rein and Maria Day met with partners for the Maryland Newspaper Program at University of Maryland College Park.

**February 1, 2016:** Staff received ContentDM Training with the Digital Maryland Project.

**February 2, 2016:** Nassir Rezvan attended a meeting with Secretary Brinkley at the Department of Budget and Management.

**February 3, 2016:** Emily Oland Squires gave a Summer Internship presentation to students from St. John's College.

**February 3, 2016:** Vicki Lee and members of the Potomac Chapter of the Guild of Book Workers gave a *Brown Bag Lunch and Learn* session on their *Life Along the Potomac* exhibit. A reception for the exhibit was held later that evening at the Archives.

**February 3, 2016:** Emily Oland Squires gave a presentation to a meeting of the Four Rivers Heritage Area Summit.

**February 4, 2016:** Chris Haley served as emcee for the "Faces and Places of Baltimore" exhibit at City Hall Rotunda in Baltimore.

**February 4 - 5, 2016:** The Archives provided a live simulcast of the RootsTech Genealogical Conference for Archives patrons and staff.

**February 10, 2016:** Allison Seyler and Ryan Cox gave a presentation on the Certificate of Freedom Project to the National Archives National Assembly.

**February 11, 2016:** Emily Oland Squires participated as a judge on History Day at Ellicott Mills Middle School.

**February 11, 2016:** Maria Day met with representatives from St. Paul's Episcopal Church, Somerset County, at the conclusion of collaborative digitization project for historic parish registers.

**February 11, 2016:** Emily Oland Squires participated in the African American Read-In at The Key School in celebration of African American History Month.

**February 12, 2016:** Chris Haley was interviewed by Finn Neilsen for WNAV Radio.

**February 18, 2016:** Rob Schoeberlein participated as a judge on History Day at Mt. Royal Elementary School.

**February 18, 2016:** Chris Haley met with the Honorable Minister of Tourism for The Gambia, Director General of The Gambia Tourism board, The Gambia Roots coordinator and tourism representative Ida Jeng to discuss participation in the International Roots Festival 2016.

**February 19, 2016:** Maya Davis attended a Library of Congress program on "Finding Charity's Folk."

**February 19, 2016:** Staff attended a Loyola University seminar on *Managing People, Devices and Information*.

**February 22, 2016:** Elaine Rice Bachmann and Mimi Calver attended the Senate's annual George Washington Birthday ceremony in the Old Senate Chamber.

**February 23, 2016:** Staff conducted the first public Virtual Brick Wall Session.

**February 23, 2016:** Maria Day attended the Historic Lecture Series at London Town.

**February 23, 2016:** Chris Haley gave a presentation on *Slavery and Race - The Non-PC Topic* at the Bowie Senior Center.

**February 25, 2016:** Maria Day presented a talk on *Vintage Auto Travel in Maryland* for Historic Annapolis.

**February 29, 2016:** Staff attended a Library of Congress seminar on *Foxing and Reverse Foxing in Modern Papers*.

**February 29 - March 1, 2016:** Kathryn Baringer, Christian Skipper, and James Watson provided a series of training sessions to probate processing project volunteers.

**March 1, 2016:** Emily Oland Squires, Ryan Cox, Maya Davis, and Chris Haley attended an Anne Arundel County School Curriculum meeting.

**March 2, 2016:** Emily Oland Squires and Maria Day met with Heritage Montgomery regarding internship support for the Pleasant View Church Records Project.

**March 2, 2016:** Emily Oland Squires, Chris Haley, and Jennifer Hafner attended a research meeting with Mark Hildebrand regarding an Elizabeth Patterson Bonaparte documentary.

**March 6, 2016:** Elaine Rice Bachmann attended the First Annual Constitution Debate, 29th Company, U.S. Naval Academy.

**March 7, 2016:** Maria Day presented a talk on *Vintage Auto Travel in Maryland* at a public program co-hosted by Annapolis History Consortium and Maryland State Archives.

**March 10 - 12, 2016:** Chris Haley and Maya Davis attended the National Park Service's Harriet Tubman Commemoration event in Cambridge.

**March 11, 2016:** Rob Schoeberlein coordinated a meeting of the Maryland Historical Records Advisory Board at the Baltimore City Archives.

**March 11, 2016:** Vicki Lee met and advised iScan on the recovery of wet records.

**March 14, 2016:** Tim Baker, Kevin Swanson, and Kathryn Baringer met with representatives from FamilySearch, the Registers of Wills, and the Office of the Comptroller to discuss progress on the probate processing project.

**March 14, 2016:** Staff hosted a special Brick Wall Session for Historic Annapolis Volunteers.

**March 15, 2016:** Allison Seyler gave a tour of the CaseWerks "Maryland Rye" exhibit featuring the Bready Collection to Comptroller Peter Franchot.

**March 16, 2016:** Emily Oland Squires, Maya Davis, and Christian Skipper provided an overview and tour of the Archives to representatives from Montgomery Heritage and the Montgomery County Historical Society.

**March 16 - 19, 2016:** Allison Seyler and Owen Lourie attended the National Council of Public History Annual meeting *Challenging the Exclusive Past*.

**March 17, 2016:** Chris Haley presented *From Myth to Resistance Movement: How Public History has Contributed to the Evolving Scholarship of the Underground Railroad* at the National Council of Public History Conference.

**March 17, 2016:** Kathryn Baringer provided a training session on records management to the Maryland Municipal League.

**March 18, 2016:** Emily Huebner, Maya Davis, and Ryan Cox attended the Slave Dwelling Project at Brice House.

**March 19, 2016:** Archives staff hosted the public program for Maryland Day at the Maryland State House.

**March 21, 2016:** Chris Haley met with Michael Kurtz, University of Maryland College Park, regarding Emancipation Project partnership.

**March 25, 2016:** Rachel Frazier, Nate Miller, and Emily Oland Squires presented *Introduction to the Maryland State Archives* as part of the Workshop Series.

**March 29, 2016:** Staff attended the "Thinking Spatially" GIS Training Course provided by the Department of Information Technology.

**March 30, 2016:** Elaine Rice Bachmann and Chris Kintzel led a tour of the new Miller Senate Building exhibits for First Lady Yumi Hogan and Jinny Kong.

**March 30, 2016:** Archives staff hosted the Opening Reception for the Miller Senate Office Building Exhibits.

**March 30, 2016** Rob Schoeberlein attended a Friends Council meeting of the Albin O. Kuhn Library, University of Maryland Baltimore County.

**March 31, 2016:** Vicki Lee and Christian Skipper provided an *Essential Records and Disaster Preparedness Workshop* to Baltimore City Records Managers at the Baltimore City Archives.

**March 31, 2016:** Maria Day and Allison Rein attended a meeting of the Maryland Digital Newspaper Program with University of Maryland staff.

**April 1 - 3, 2016:** Chris Haley participated in the Annapolis Film Festival as a panel moderator.

**April 4, 2016:** Elaine Rice Bachmann attended a luncheon meeting hosted by First Lady Yumi Hogan at Government House for the Board of the Foundation for the Preservation of the Government House of Maryland.

**April 4, 2016:** Chris Haley hosted a meeting of the Commission on African American History and Culture, where Ryan Cox and Maya Davis gave a presentation on the Freedom Records Processing project.

**April 4, 2016:** Tim Baker, Kevin Swanson, Wei Yang, and Kathryn Baringer met with representatives from the courts to discuss the transfer of record images and index data.

**April 4, 2016:** Maria Day consulted with Captain Salem Avery Museum, Shady Side, on improvements to their archives collections management and storage.

**April 11, 2016:** Emily Oland Squires met with Anne Arundel County Schools Magnet Program Internship Coordinator, Nylca Van Dillen, to discuss a partnership with that program.

**April 11, 2016:** Chris Haley attended the Transition to Freedom Project kick-off at the Banneker-Douglass Museum.

**April 13, 2016:** Emily Oland Squires attended a meeting of the Four Rivers Heritage Area's Education Committee.

**April 14, 2016:** Allison Seyler gave a presentation on race, slavery, and Ta-Nehisi Coates' *Between the World and Me* for the BC Reads program at the Baltimore County Public Library.

**April 14, 2016:** Tim Baker, Elaine Bachmann, Elizabeth Newell, Kathryn Baringer, and Christian Skipper met with representatives from the Office of the Governor to discuss records management procedures.

**April 14, 2016:** Nate Miller, Christian Skipper, and Joyce Phelps attended the Court Family Law Professional Certificate Program Course.

**April 14, 2016:** Maria Day volunteered for an archivist's in-service day sponsored by the Mid-Atlantic Regional Archives Conference in Pittsburgh.

**April 15, 2016:** Corey Lewis gave a Career Day presentation at Morningside Public Charter School.

**April 15, 2015:** Chris Haley moderated a panel at the screening of the Oscar Micheaux film, *Lying Lips* at the Bowie Senior Center.

**April 15, 2016:** Maria Day was a panelist for a session on "*Scope Drift*" and the *Changing Role of the Archivist* at the Mid-Atlantic Regional Archives Conference in Pittsburgh.

**April 16, 2016:** Rob Schoeberlein gave a presentation at Clifton Mansion on *Contributions to Civility and Civil Life by Baltimore Women and African Americans in a Nation in Civil War*.

**April 16, 2016:** Chris Haley gave a presentation at the “A Race Through History Forum” at Anne Arundel Community College.

**April 16, 2016:** Vicki Lee gave a presentation on *Preserving Your Family Treasures* at the National Archives Research Library, Washington D.C.

**April 19, 2016:** Rob Schoeberlein chaired a meeting of the Maryland Historical Society Library Committee.

**April 19, 2016:** Ryan Cox participated in a Career Day panel at St. John’s College.

**April 19, 2016:** Maya Davis and Chris Haley consulted with Col. William DeShields regarding African American History collections.

**April 19 - 20, 2016:** Corey Lewis attended the National Archives “Archiving 2016” Conference.

**April 20, 2016:** Maria Day and Emily Oland Squires attended an Oral History Workshop presented by Digital Maryland.

**April 21, 2016:** Tim Baker hosted Rebecca Katz, Archivist of the District of Columbia, for a tour and program review.

**April 23, 2016:** The Archives hosted a Daughters of the American Revolution Training Session and provided training.

**April 23, 2016:** The Archives hosted a Girl Scout Artist Badge session with Troop 2145 and the Guild of Book Workers, Potomac Chapter.

**April 25, 2016:** Special Collections and Conservation staff provided access to the State Battle Flag collection to a group of Civil War historians led by Jonathan Beasley.

**April 26, 2016:** Vicki Lee and Maria Day presented an “Intergovernmental Preparedness for Essential Records” workshop for Baltimore City records managers.

**April 26, 2016:** Chris Haley recorded video at the Annapolis City Dock and the Archives for QR Code content for the Alex Haley Memorial.

**April 26, 2016:** Maya Davis attended a meeting of the National Parks Service Harriet Tubman Discovery Center Consultant group.

**April 26, 2016:** Emily Oland Squires attended the “Marketing, Management, and Partnerships in Heritage Areas” Four Rivers Heritage Area workshop.

**April 29, 2016:** Vicki Lee assisted at the opening of the War Memorial Time Capsule in Salisbury.

**April 29, 2016:** Emily Oland Squires participated as a judge at the History Bee Regional Finals.

**April 29, 2016:** Rob Schoeberlein, at the request of the Mayor’s Deputy Chief of Staff, attended a records management meeting at the Baltimore City Hall.

**May 2, 2016:** Special Collections and University of Maryland Libraries co-hosted a Newspaper Wikipedia Edit-a-thon program in Maryland State Archives’ electronic classroom.

**May 3 - 15, 2016:** Chris Haley attended the International Roots Festival in the West African country of The Gambia.

**May 5, 2016:** Rob Schoeberlein met with Mark Letzer, President, Maryland Historical Society, to discuss library operations at the Society.

**May 5, 2016:** James Watson attended the National Digital Stewardship Residency Symposium at the Library of Congress.



**May 6, 2016:** Elaine Rice Bachmann attended a luncheon meeting hosted by First Lady Yumi Hogan at Government House for the Board of the Foundation for the Preservation of the Government House of Maryland.

**May 7, 2016:** Emily Oland Squires, Elaine Rice Bachmann, Maria Day, and Christian Skipper served as judges for the State History Day Competition at UMBC.

**May 10, 2016:** Elizabeth Newell and Liz Coelho assisted Governor Hogan's staff during a bill signing session.

**May 12 - 14, 2016:** Maya Davis attended the National Runaway Ad Symposium at Cornell University.

**May 13 - 18, 2016:** Vicki Lee and Jenn Cruickshank attended the 44th Annual Meeting of the American Institute of Conservation, "Emergency! Preparing for Disasters and Confronting the Unexpected in Conservation."

**May 19, 2016:** Ryan Cox, Allison Seyler, Emily Huebner, and Maya Davis attended The Future of the African American Past Symposium.

**May 20, 2016:** The Archives hosted a meeting of the Maryland Commission on Artistic Property.

**May 21, 2016:** Maria Day received a donation of Southern High School's Veterans Oral History Project recordings as part of the project's culminating event.

**May 23, 2016:** Allison Rein and Maria Day attended a meeting of the University of Maryland Newspaper Program.

**May 26, 2016:** Ryan Cox participated as a judge at the "We the People: The Citizen and the Constitution" Simulated Congressional Hearing at Talbot Springs Elementary School.

**May 26 - 29, 2016:** Maya Davis and Chris Kintzel attended the American Alliance of Museums Conference.

**May 29 and June 1, 2016:** Elaine Rice Bachmann participated as a judge at the "We the People: The Citizen and the Constitution" Simulated Congressional Hearing at Severna Park Elementary School.

**June 1, 2016:** First Day of the 2016 Summer Internship Program.

**June 1, 2016:** Rachel Frazier presented an *mdlandrec.net* training session at the Prince George's County Library, Hyattsville Branch.

**June 3, 2016:** Ryan Cox and Allison Seyler presented *Defining Freedom - Maryland's Manumissions and Certificates for Freedom* at the Harriet Tubman Underground Railroad Conference.

**June 4, 2016:** Staff attended "Tracing Your Roots Back to Africa: A Primer Course" presented by Michael Twitty at the Frederick County Public Library.

**June 7, 2016:** Ryan Cox presented *Educational Resources of the Maryland State Archives* to the Maryland State Board of Education K-12 Digital Library Steering Committee.

**June 8, 2016:** Ryan Cox and Emily Oland Squires participated in an Anne Arundel County Public School Teachers Maryland Course Writing Conference hosted at the Maryland State Archives.

**June 8, 2016:** Rob Schoeberlein attended a Friends Council meeting of the Albin O. Kuhn Library, University of Maryland Baltimore County.

**June 9, 2016:** Emily Oland Squires attended a meeting of the Four Rivers Heritage Area Education group.

**June 13, 2016:** Emily Oland Squires participated as a judge at the National History Day Competition at University of Maryland College Park.

Report on The Baltimore City Archives  
Rob Schoeberlein, Acting City Archivist  
May 2016



## **Background**

The Maryland State Archives, under a Memorandum of Understanding (MOU) with the City of Baltimore, has administered the Baltimore City Archives since July 1, 2010. A new MOU extends state presence at the facility until July 1, 2018.

Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments. Partially supported by the National Historical Publications and Records Commission (NHPRC), the initial phase of this work allowed for the integration of Baltimore record group descriptions into the State Archives' *Guide to Government Records* online catalog.

## **Staffing**

Staffing levels have decreased, largely due to the expiration of grant funded positions, from a high of twelve (in 2010) to the current level of three.

## **Records Management**

The first months of 2016 witnessed the continuation of outreach efforts through departmental or site visits. In February, we visited the Office of Civil Rights to assist their staff as they revise their retention schedules and prepare their historical files for transfer. The Office administers the Civilian Review Board, "*an independent agency in the city through which members of the public can issue a complaint against officers of various law enforcement units.*" In May, we met with Ms. Kimberly Morton, Deputy Chief of Staff, Office of the Mayor, to discuss the transfer of the papers and the digital images of Mayor Stephanie Rawlings-Blake's administration. We were happy to learn that some material relating to Mayor Martin O'Malley still resides at City Hall and that it too will be transferred. There has been no regular transfer of mayoral papers since 1999.

We continue to work with Department of Public Works (DPW) on a department wide scale as they attempt to reactivate their records management program at all levels. We have met with Department of Public Works (DPW), Water Wastewater Engineering, with records transfers relating to City infrastructure drawings. Initial discussions and meetings with the Department of Finance, Bureau of Revenue Collections and the Department of

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Finance, Accounts Payable, have been held. Lastly, Gerald Roberts met with the Department of General Services, Central Garage, for a review of their retention schedule.

In addition, transfers were made to the City Archives of some 206 cubic feet of record material. The departments represented include Retirement System, Housing, Public Works, and Health.

### **Historical Collections**

Processing initiatives focused upon the description of the Mayor Kurt L. Schmoke Papers [BRG 9, Series 44], the Maryland Architectural Drawings Collection [BTR 31] and the Neighborhood Design Center Archives [BMS 44]. Thirteen boxes of Mayor Schmoke administration agency-related correspondence have been cataloged with more to follow. This series contains letters and memorandums sent from department heads to the Mayor. A subject aid will also be produced. The Drawings Collection, on loan from the Maryland Historical Society, requires some additional description. Forty-one boxes of the Design Center archives is being added to the catalog presently. Staff, but largely volunteers, are now engaged in these cataloging activities.

### **Outreach**

We continue to publicize our holdings and build public support for our efforts. Our social media presence has expanded as we continue to feature images from the BCA holdings upon our Facebook page. We have, however, cut back on our number of weekly postings due to other projects. Our homepage "likes" have grown, largely through image-driven posts, from 699 at the beginning of February 2015 to 5177 as of the 10th of May, 2016.

The Acting City Archivist spoke at Clifton Mansion on the 16th of April under the auspices of the Civic Works presentation series. He shared his original research and addressed the audience about the contributions of Baltimore's African Americans and women during the Civil War. Thirty-five people were in attendance.

We hosted two Records Management/Emergency Preparedness training workshops, in conjunction with Maryland State Archives staff, geared to municipal records managers. Our first took place on the 31st of March; the second on the 26th of April. We had twenty-eight attendees in total. Some departments represented included Public Works, Transportation, General Services, Baltimore City Circuit Court, and the Office of the Mayor.

### **Special Meetings**

March 11, 2016: The City Archives hosted a meeting of the Maryland Historical Records Advisory Board.

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April 27, 2016: The City Archives hosted a board meeting of the Baltimore City Historical Society. Rob Schoeberlein delivered an update on the status of the archives and its more recent activities.

### **Researcher Services/Digitization**

From January to April 2106, the Archives has had 237 registered visitors and 51 research appointments. We have been working directly with Law Department attorneys relating to work performed in the 1970s on the Hanover Street Bridge. Some general researcher topics investigated included Public Housing (Flag House Courts), Chizuk Amuno Synagogue architectural drawings, Liquor Board (licensed establishments located on Pennsylvania Avenue), Police Commissioner meeting minutes, and family research using the WPA indexed papers. Thirty-Five scanning work orders, mostly in fulfillment of City Agency requests, have been processed during this time.

### **Interns and Volunteers**

In January, we hosted seven Stevenson University student interns for three weeks and engaged them in general processing duties, such as organizing records and rehousing them. Under the guidance of Glenn Johnston, History Chair and University Archivist, and Rob Schoeberlein, the Acting City Archivist, the students were taught the principles of archival science, document handling, and basic processing of documents. It was a rewarding experience for all. One of the interns will be returning to us this summer for an 120 hour practicum.

We placed a call for volunteers to assist us in general processing and cataloging in May of 2015. We have also been actively recruiting individuals since that time. Several volunteers have come forward to date. Many have prior library or archives experience. Sarah Cotner, MLS, Yanghoon Jang, MLS (a former archivist at the University of Seoul), Jeni Spamer, MLS (digital archivist), Nancy Perlman (former Special Collections Head, Loyola-Notre Dame Library), and Julia Nicoll (digital transfer technician) are all assigned projects to suit their talents. Donna Hollie and Noreen Goodson, professional family historians, are undertaking the task of indexing all African American individuals appearing in the City tax assessment rolls of the nineteenth century. Judy Arnold, our longest serving volunteer, continues to index the Law Department case files

### **Challenges - UPDATE**

The City Archives had an ongoing issue regarding the disposal of non-permanent City records containing personal information. This issue has now been resolved. We have brokered an arrangement with the Department of Public Works. On the 23rd of March, a 22 ft. roll-off dumpster was delivered to the Baltimore City Archives. The already

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prepared, palletized boxes were then placed within the dumpster by a six member crew from Maryland Correctional Enterprises (paid for by the Maryland State Archives). On April 5, 2016, the material was transported from the Archives to the Wheelabrator incinerator in Westport, Baltimore City. The contents comprised 792 cu. ft.; the weight was 9.89 tons. The cost of this project, including the hired labor, was less than \$450, a substantial savings over the expense of shredding.

The lighting in our main record storage area remains inadequate with certain areas in almost complete darkness. Action on this matter has now begun. The plan to upgrade and re-light the area has been approved by the Board of Estimates and electricians have recently visited the City Archives. Work should commence the summer.



*Non-permanent records for destruction, April 2016*

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/16/2015**

**City of College Park, Planning, Community and Economic Development**

Rec.: 8/11/2015 Appr.: 3/11/2016 RM Sch. #:M364 MSA S1522-375 Supersedes: None

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**City of Cumberland, Community Development - Property Improvement, Downtown Development Community**

Rec.: 11/23/2009 Appr.: 12/4/2015 RM Sch. #:M264 MSA S1522-373 Supersedes: None

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**City of Cumberland, Community Development - Property Improvement**

Rec.: 3/8/2016 Appr.: 3/11/2016 RM Sch. #:M370 MSA S1522-377 Supersedes: M264

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**City of Cumberland, Downtown Development Commission**

Rec.: 3/8/2016 Appr.: 3/11/2016 RM Sch. #:M369 MSA S1522-376 Supersedes: M264

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**College Savings Plans of Maryland**

Rec.: 1/11/2016 Appr.: 2/3/2016 RM Sch. #:2322A9 MSA S1468-3929 Supersedes: None

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**Maryland Department of Commerce, Administration / Office of Budget and Finance**

Rec.: 3/8/2016 Appr.: 3/11/2016 RM Sch. #:2768 MSA S1468-3935 Supersedes: 2048

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**Maryland Department of Commerce, Administration / Office of Contracts and Procurement and Grants**

Rec.: 3/8/2016 Appr.: 3/11/2016 RM Sch. #:2769 MSA S1468-3936 Supersedes: 2602

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**Maryland Department of General Services, Division of Records Management**

Rec.: 12/17/2015 Appr.: 1/6/2016 RM Sch. #:2727 MSA S1468-3927 Supersedes: 912 and 340

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**Maryland Department of Health and Mental Hygiene, Maryland Board of Physicians**

Rec.: 11/23/2015 Appr.: 3/30/2016 RM Sch. #:2753 MSA S1468-3937 Supersedes: 1900, 1437, 645, 645A1, 674

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**Maryland Department of State Police, Office of Fair Practices**

Rec.: 1/11/2016 Appr.: 2/3/2016 RM Sch. #:971-11-5 MSA S1468-3928 Supersedes: 971-11-4

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**Maryland Department of State Police, Technical Surveillance Unit (90), Drug Enforcement Division**

Rec.: 12/11/2015 Appr.: 12/17/2015 RM Sch. #:971-90-2 MSA S1468-3926 Supersedes: 971-90-1

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**Maryland Department of the Environment, Operational Administration**

Rec.: 2/8/2016 Appr.: 2/18/2016 RM Sch. #:2614A2 MSA S1468-3931 Supersedes: None

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All Information from 10/21/2015 to 5/2/2016

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 11/16/2015**

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**Maryland Department of the Environment, Water Management Administration, Sediment, Stormwater, and Dam Safety Program, Dam Safety Division**

Rec.: 5/12/2015 Appr.: 12/17/2015 RM Sch. #:2719 MSA S1468-3925 Supersedes: 2160

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**Maryland School for the Deaf**

Rec.: 8/11/2015 Appr.: 10/22/2015 RM Sch. #:2724 MSA S1468-3924 Supersedes: None

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**Military Department, Military Personnel Archives**

Rec.: 12/8/2015 Appr.: 2/26/2016 RM Sch. #:1651A MSA S1468-3933 Supersedes: None

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**Office of the Public Defender, Headquarters and District Offices**

Rec.: 2/10/2016 Appr.: 2/18/2016 RM Sch. #:2758 MSA S1468-3932 Supersedes: 2672, 2672A, 2672A1

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**St. Mary's County Government, Department of Land Use and Growth Management, Permits Division**

Rec.: 2/25/2016 Appr.: 4/27/2016 RM Sch. #:C1344 MSA S1521-1351 Supersedes: None

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**St. Mary's County Government, Finance, Accounting**

Rec.: 2/1/2016 Appr.: 2/16/2016 RM Sch. #:C1339 MSA S1521-1350 Supersedes: None

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**Maryland State Archives**

Rec.: 1/11/2016 Appr.: 2/11/2016 RM Sch. #:2754 MSA S1468-3930 Supersedes: 338 and 339

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**Village of Martin's Additions**

Rec.: 9/28/2015 Appr.: 3/3/2016 RM Sch. #:M368 MSA S1522-374 Supersedes: None

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**Wicomico County Airport**

Rec.: 9/28/2015 Appr.: 10/22/2015 RM Sch. #:C1286 MSA S1521-1349 Supersedes: None

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**Baltimore City Archives  
Records Disposition Authorizations Approved  
Since Hall of Records Commission Meeting  
on 11/16/2015**

**Baltimore City Department of Public Works, Office of Engineering & Construction,  
Contract Books**

Schedule Number 2062

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**Baltimore City Department of Public Works, Water, Waste Water, Plats**

Schedule Number 2063

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**Baltimore City Department of Public Works, Water, Waste Water, Water Utility Drawings**

Schedule Number 2064

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**Baltimore City Department of Public Works, Water, Waste Water, Storm Water Drainage  
Calculations**

Schedule Number 2065

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**Baltimore City Department of Public Works, Water, Waste Water, Storm Water Drainage  
Studies**

Schedule Number 2066

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**Baltimore City Department of Public Works, Water, Waste Water, Storm Water Index Cards**

Schedule Number 2067

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**Baltimore City Department of Public Works, Water, Waste Water, Contract Drawings &  
Design Sketches**

Schedule Number 2068

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**Baltimore City Department of Public Works, Water, Waste Water Storm Drains Standards &  
Details**

Schedule Number 2069

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**Baltimore City Department of Public Works, Water, Waste Water Storm Drain Clear Water  
Conect. Cards**

Schedule Number 2070

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**Baltimore City Department of Public Works, Water, Waste Water Building Applications**

Schedule Number 2071

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**Baltimore City Department of Housing and Community Development, Weatherization,  
Dwelling Unit Report (DUR)**

Schedule Number 2072

All information from 10/21/2015 to 5/2/2016

**Baltimore City Department of Public Works, Water, Waste Water, Weather Bureau Summaries**

Schedule Number 2073

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**Baltimore City Department of Public Works, Water, Light Rail**

Schedule Number 2074

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**Baltimore City Department of Public Works, Water, Waste Water, VHS Tapes of BC Drainage System**

Schedule Number 2075

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**Baltimore City Department of Public Works, Water, Waste Water, Old Engineering Office - Annual Reports**

Schedule Number 2076

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**Baltimore City Department of Public Works, Water, Waste Water, Old Engineering Office - Facilities**

Schedule Number 2077

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**Baltimore City Department of Public Works, Water, Waste Water, Old Engineering Office - Utilities**

Schedule Number 2078

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**Baltimore City Department of Public Works, Office of Engineering & Construction, Construction Management Project (CMP)**

Schedule Number 2079

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**Retention Schedule Summary**

State agency schedules approved - 13

County agency schedules approved - 3

Municipal agency schedules approved - 5

Total number of State Archives schedules approved - 21

Total number of Baltimore City Archives schedules approved - 18

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 electronic certificates - 165
Total number of paper certificates - 48
Total number of certificates - 213
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>Electronic Disposal Certificates Approved</b>  <b>Since Hall of Records Meeting</b>  <b>On 11/16/2015</b></p>		
<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/26/2015	Prince George's County Circuit Court	SE55-3768
10/30/2015	Maryland Department of Health and Mental Hygiene Howard County Health Department	SE55-3770
10/30/2015	Maryland Department of Health and Mental Hygiene MCHP	SE55-3771
10/30/2015	Maryland Department of Health and Mental Hygiene OHCQ	SE55-3772
10/30/2015	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-3773
10/30/2015	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-3774
10/30/2015	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-3775
10/30/2015	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3776
10/30/2015	Maryland Department of Health and Mental Hygiene	SE55-3777
10/30/2015	Maryland Department of Health and Mental Hygiene	SE55-3778
10/30/2015	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3779
10/30/2015	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3780
11/2/2015	Carroll County Sheriff's Office	SE55-3781
11/4/2015	Carroll County Detention Center	SE55-3782
11/5/2015	Maryland State Police Special Operations Division	SE55-3783
11/6/2015	Maryland State Police Internal Affairs Division	SE55-3784
11/6/2015	Maryland State Police Internal Affairs Section	SE55-3785
11/9/2015	Maryland State Police Internal Affairs Section	SE55-3786
11/9/2015	Maryland State Police Internal Affairs Section	SE55-3787
11/9/2015	Maryland State Police Internal Affairs Section	SE55-3788
11/9/2015	Maryland State Police Internal Affairs Section	SE55-3789
11/9/2015	Carroll County Detention Center	SE55-3790

11/9/2015	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-3791
11/9/2015	Maryland Department of Health and Mental Hygiene	SE55-3792
11/9/2015	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-3793
11/12/2015	Anne Arundel County Community College Document Services/Records Retention	SE55-3794
11/12/2015	City of Cumberland City Clerk	SE55-3795
11/23/2015	City of Frederick Police Department Office of the Chief	SE55-3799
11/23/2015	City of Frederick Police Department Office of the Chief	SE55-3800
11/23/2015	City of Frederick Police Department Professional Services Division	SE55-3801
11/24/2015	Carroll County Detention Center	SE55-3802
12/2/2015	Maryland Office of the Attorney General Maryland Port Administration	SE55-3803
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3805
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3806
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3807
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3808
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3809
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3810
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3811
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3812
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3813
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3814
12/3/2015	Maryland State Police Internal Affairs Section	SE55-3815
12/9/2015	Carroll County Detention Center	SE55-3817
12/10/2015	Frederick County Circuit Court Records Department	SE55-3818
12/10/2015	Washington County Circuit Court	SE55-3819
12/10/2015	Maryland Transportation Authority Asset Control and Damage Recovery	SE55-3820
12/10/2015	Maryland Transportation Authority Finance	SE55-3821
12/11/2015	Talbot County Register of Wills	SE55-3822
12/15/2015	Anne Arundel County Community College Document	SE55-3824
12/23/2015	Howard County Circuit Court Criminal / Juvenile	SE55-3826
12/23/2015	Howard County Circuit Court Criminal / Juvenile	SE55-3827
12/30/2015	Carroll County Detention Center	SE55-3829
1/4/2016	Howard County Register of Wills	SE55-3830
1/4/2016	Washington County Circuit Court	SE55-3831
1/6/2016	Prince George's County Circuit Court	SE55-3832
1/8/2016	Carroll County Detention Center	SE55-3838
1/11/2016	Calvert County Circuit Court	SE55-3839
1/11/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3840
1/11/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3841

1/13/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3842
1/13/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3843
1/13/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3844
1/13/2016	Maryland Department of Health and Mental Hygiene Worcester County Health Department	SE55-3845
1/13/2016	Maryland Department of Health and Mental Hygiene	SE55-3846
1/13/2016	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3847
1/13/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3848
1/13/2016	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3849
1/13/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-3850
1/15/2016	Carroll County Sheriff's Office	SE55-3852
1/19/2016	Carroll County Detention Center	SE55-3853
1/19/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3854
1/19/2016	Washington County Register of Wills	SE55-3855
1/19/2016	Washington County Circuit Court	SE55-3856
1/26/2016	Carroll County Circuit Court	SE55-3857
1/27/2016	Charles County Government	SE55-3858
1/29/2016	Maryland Department of Social Services	SE55-3861
1/29/2016	Maryland Department of Human Resources	SE55-3862
2/1/2016	Carroll County Circuit Court	SE55-3863
2/1/2016	Frederick County Circuit Court Jury Office	SE55-3864
2/4/2016	Washington County Circuit Court	SE55-3865
2/4/2016	Harford County Circuit Court Juvenile Division	SE55-3866
2/4/2016	Baltimore County Circuit Court Fiscal, Land Records, License and Judicial Records	SE55-3867
2/4/2016	Frederick County Circuit Court Clerk's Office	SE55-3868
2/9/2016	Carroll County Detention Center	SE55-3869
2/11/2016	Montgomery County Government Office Of Procurement	SE55-3871
2/11/2016	Charles County Government	SE55-3872
2/11/2016	Montgomery County Government County Attorney's Office	SE55-3873
2/11/2016	Montgomery County Government HHS/Early Childhood Services	SE55-3874
2/12/2016	Carroll County Detention Center	SE55-3875
2/12/2016	Montgomery County Government Office Of Human Services	SE55-3876
2/16/2016	Montgomery County Government HHS/COMMUNICABLE DISEASE & EPIDEMIOLOGY	SE55-3877

2/17/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3878
2/17/2016	Maryland State Police Internal Affairs Section	SE55-3879
2/17/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3880
2/17/2016	Maryland Department of Health and Mental Hygiene Harford County Health Department	SE55-3881
2/17/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-3882
2/17/2016	Maryland State Police Internal Affairs Division	SE55-3883
2/17/2016	Maryland State Police Internal Affairs Division	SE55-3884
2/17/2016	Maryland State Police Internal Affairs Division	SE55-3885
2/17/2016	Maryland State Police Internal Affairs Division	SE55-3886
2/18/2016	Maryland Department of Health and Mental Hygiene	SE55-3887
2/18/2016	Maryland Department of Health and Mental Hygiene Somerset County Health Department	SE55-3888
2/18/2016	Maryland Department of Health and Mental Hygiene Washington County Health Department	SE55-3889
2/19/2016	Maryland State Police Internal Affairs Division	SE55-3890
2/23/2016	Carroll County Detention Center	SE55-3891
2/24/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3892
2/24/2016	Howard County Circuit Court Criminal / Juvenile	SE55-3893
2/25/2016	St. Mary's County Circuit Court	SE55-3894
2/26/2016	Maryland Office of the Attorney General Criminal Division	SE55-3895
3/1/2016	Prince George's County Circuit Court	SE55-3898
3/1/2016	Worcester County Circuit Court	SE55-3899
3/1/2016	Charles County Government	SE55-3900
3/2/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3901
3/2/2016	Carroll County Detention Center	SE55-3902
3/4/2016	Maryland Department of Health and Mental Hygiene OHCQ	SE55-3904
3/4/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3905
3/4/2016	Maryland Department of Health and Mental Hygiene	SE55-3906
3/4/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3907
3/4/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3908
3/4/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3909
3/9/2016	Maryland State Police Central Records Division	SE55-3911
3/10/2016	Charles County State's Attorney Office	SE55-3912
3/10/2016	Charles County State's Attorney Office	SE55-3913
3/11/2016	Maryland Department of Health and Mental Hygiene Office of Information Technology	SE55-3914

3/11/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3915
3/11/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3916
3/11/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3917
3/11/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3918
3/14/2016	Maryland Department of Agriculture Maryland Agricultural Water Quality Cost-Share Program (MACS)	SE55-3919
3/14/2016	Maryland Department of Health and Mental Hygiene MCHP	SE55-3920
3/15/2016	Maryland Department of Agriculture Maryland Agricultural Water Quality Cost-Share Program (MACS)	SE55-3921
3/16/2016	Maryland Department of Health and Mental Hygiene Labs	SE55-3924
3/17/2016	Prince George's County Circuit Court	SE55-3925
3/24/2016	Maryland Department of Agriculture Purchasing Office	SE55-3926
3/29/2016	Talbot County Circuit Court	SE55-3932
4/1/2016	Montgomery County Government Police/2ndDistrict	SE55-3940
4/5/2016	St. Mary's County Detention Center	SE55-3941
4/6/2016	Maryland State Police Special Operations Division	SE55-3942
4/6/2016	Carroll County Detention Center	SE55-3945
4/6/2016	Carroll County Detention Center	SE55-3946
4/7/2016	Carroll County Detention Center	SE55-3947
4/7/2016	Carroll County Detention Center	SE55-3948
4/7/2016	Carroll County Detention Center	SE55-3949
4/7/2016	Carroll County Detention Center	SE55-3950
4/8/2016	Maryland Department of Business and Economic Development Office of Contracts and Procurement	SE55-3951
4/8/2016	Maryland Department of Business and Economic Development Office of Budget and Finance	SE55-3952
4/12/2016	Prince George's County Circuit Court	SE55-3953
4/12/2016	Saint Mary's County Register of Wills	SE55-3954
4/12/2016	Maryland Department of Human Resources	SE55-3955
4/14/2016	Anne Arundel County Community College Document Services/Records Retention	SE55-3956
4/20/2016	Carroll County Detention Center	SE55-3962
4/20/2016	Carroll County Detention Center	SE55-3963
4/22/2016	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-3964
4/22/2016	Maryland Department of Health and Mental Hygiene Central Services Division	SE55-3965
4/22/2016	Maryland Department of Health and Mental Hygiene OSOP	SE55-3966
4/22/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3967

4/22/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3968
4/22/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3969
4/22/2016	Maryland Department of Health and Mental Hygiene Allegany County Health Department	SE55-3970
4/22/2016	Carroll County Detention Center	SE55-3971
4/22/2016	Maryland Department of Health and Mental Hygiene Queen Anne's County Health Department	SE55-3972
4/25/2016	Maryland Department of Human Resources Social Services	SE55-3973
4/29/2016	Carroll County Sheriff's Office	SE55-3980
5/2/2016	Carroll County Sheriff's Office	SE55-3981



**Maryland State Archives**  
**Paper Disposal Certificates Approved**  
**Since Hall of Records Meeting**  
**On 11/16/2015**

<b>Date Approved</b>	<b>Agency</b>	<b>Certificate Number</b>
10/22/2015	District Court 4 Charles County	SE55-3769
11/20/2015	District Court 1 Baltimore City	SE55-3796
11/20/2015	District Court 4 St. Mary's County	SE55-3797
11/19/2015	Maryland State Archives, Appraisal Department	SE55-3798
11/13/2015	Maryland Department of Human Resources, Baltimore County Division of Social Services	SE55-3804
11/13/2015	City of Salisbury, City Clerk	SE55-3816
9/28/2015	Montgomery County Register of Wills	SE55-3823
12/17/2015	Frederick County Circuit Court	SE55-3825
11/17/2015	Maryland State Police, Licensing Division	SE55-3828
1/6/2016	Baltimore City Circuit Court - Civil	SE55-3833
1/6/2016	Allegany County Circuit Court	SE55-3834
1/6/2016	Queen Anne's County Circuit Court	SE55-3835
1/6/2016	District Court 9 Harford County	SE55-3836
1/6/2016	District Court Headquarters - Operations	SE55-3837
1/11/2016	Carroll County Detention Center, Records Department	SE55-3851
1/27/2016	District Court 4 Charles County	SE55-3859
1/27/2016	District Court 4 Charles County	SE55-3860
2/3/2016	District Court 5 Prince George's County	SE55-3870
2/26/2016	Frederick County Circuit Court	SE55-3896
2/26/2016	District Court Headquarters, Operations	SE55-3897
3/3/2016	District Court 4 St. Mary's County	SE55-3903
03/03/2016, 03/04/2016	City of Salisbury, City Clerk; Fire Department - EMS; Human Resources	SE55-3910
2/24/2016	Maryland Department of Transportation, Fleet Department	SE55-3922
3/1/2016	Maryland Department of Transportation, Fleet Department	SE55-3923
3/11/2016	District Court 4 Charles County	SE55-3927
3/9/2016	Maryland Transportation Authority	SE55-3928
3/14/2016	Department of Safety and Correctional Services,	SE55-3929
3/16/2016	Maryland Transportation Authority, Fleet Department	SE55-3930
3/25/2016	District Court 8 Baltimore County	SE55-3931
3/30/2016	District Court 1 Baltimore City	SE55-3933
3/30/2016	District Court 8 Baltimore County	SE55-3934
3/30/2016	District Court 9 Harford County	SE55-3935
3/30/2016	District Court 10 Howard County	SE55-3936
3/30/2016	District Court 8 Baltimore County	SE55-3937

1/8/2016	City of Salisbury, Department of Internal Services, Parking and Procurement	SE55-3938
2/16/2016	City of Salisbury, City Clerk	SE55-3939
4/4/2016	District Court 11 Washington County	SE55-3943
4/4/2016	District Court 6 Montgomery County	SE55-3944
4/12/2016	District Court 8 Baltimore County	SE55-3957
4/12/2016	District Court 2 Somerset County	SE55-3958
4/12/2016	Montgomery County Circuit Court	SE55-3959
4/4/2016	Maryland Transportation Authority, Fleet Department	SE55-3960
4/8/2016	St. Mary's County Government Office of the County Attorney	SE55-3974
4/27/2016	District Court 4 Calvert County	SE55-3975
4/27/2016	District Court 6 Montgomery County	SE55-3976
4/27/2016	District Court 2 Wicomico County	SE55-3977
4/27/2016	District Court 4 Charles County	SE55-3978
4/27/2016	District Court 8 Baltimore County	SE55-3979

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DEPARTMENT OF GENERAL SERVICES REAL ESTATE DIVISION  
(Agricultural Easements)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/21/2016	T2339	1996-2011	39 Boxes, 93.60001 CSE

(Land Acquisitions)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/21/2016	T1565	1996-2012	91 Boxes, 218.4 CSE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE WA HEALTH DEPARTMENT  
(Birth Certificates, Copy)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/16/2016	T5052	1898-2000	51 Boxes, 122.4 CSE

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION  
(Right of Way Plats)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T2048	2015	15 Maps/Plats, 0.75 CSE
11/30/2015	T2048		27 Maps/Plats, 1.35 CSE
12/31/2015	T2048		34 Maps/Plats, 1.7 CSE
1/29/2016	T2048		10 Maps/Plats, 0.5 CSE
2/29/2016	T2048		29 Maps/Plats, 1.45 CSE

GENERAL ASSEMBLY HOUSE OF DELEGATES  
(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T290	2015	11 Boxes, 26.4 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T291	2015	2 Boxes, 4.8 CSE

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GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T293	2015	7 Boxes, 16.8 CSE

(Executive Nominations)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T5026		2.4 CSE

(Journal and Roll Calls)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T294	2015	3 Boxes, 7.2 CSE

GOVERNOR LEGISLATIVE OFFICE

(Department Legislation)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T4875	2015	2 Boxes, 4.8 CSE

(Duplicate Vetoes)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T4877	2015	2 Boxes, 4.8 CSE

(Legislation File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/29/2016	T857	2015	5 Boxes, 12 CSE

UNIVERSITY OF MARYLAND BALTIMORE CENTER FOR VACCINE  
DEVELOPMENT

(Vaccine Development File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/16/2015	T3729	1985-2013	30 Boxes, 72 CSE
4/21/2016	T3729	1986-2012	68 Boxes, 163.2 CSE

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ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1896	2015	6 Maps/Plats, 0.3 CSE
11/30/2015	T1896	2015	0.05 CSE
1/29/2016	T1896	2016	8 Maps/Plats, 0.4 CSE
3/31/2016	T1896	2016	7 Maps/Plats, 0.35 CSE

ANNE ARUNDEL COUNTY ANNE ARUNDEL COMMUNITY COLLEGE

(Foundation)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2015	T4995	1997-2006	8 Boxes, 19.2 CSE

(Institutional Advancement)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2015	T4996	1961-2010	19 Boxes, 45.6 CSE

(President's Office)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2015	T4993	1961-2010	133 Boxes, 319.2 CSE

(Public Relations & Marketing)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/4/2015	T4994	1972-2011	39 Boxes, 93.60001 CSE

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1897	2015	25 Maps/Plats, 1.25 CSE
11/30/2015	T1897	2015	22 Maps/Plats, 1.1 CSE
12/31/2015	T1897	2015	29 Maps/Plats, 1.45 CSE
1/1/2016	T1897	2016	29 Maps/Plats, 1.45 CSE
2/29/2016	T1897	2016	44 Maps/Plats, 2.2 CSE
3/31/2016	T1897	2016	37 Maps/Plats, 1.85 CSE

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ANNE ARUNDEL COUNTY REGISTER OF WILLS

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/23/2015	T72	2005-2009	464 Boxes, 1113.6 CSE

**(Estate Papers, Asbestos)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/23/2015	T4998		69 Boxes, 165.6 CSE

**(Guardianship Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/23/2015	T1176		13 Boxes, 31.2 CSE

**(Wills, Original)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/23/2015	T1700		43 Boxes, 103.2 CSE

BALTIMORE CITY CIRCUIT COURT

**(Adoption and Termination of Parental Rights  
File)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/9/2015	T4145		110 Boxes, 264 CSE

**(Civil Papers, Equity and Law)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2015	T2691	2001-2002, 2005-2007	1211 Boxes, 2906.4 CSE

**(Fiduciary Reports)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2015	T2666	1938-2011	36 Boxes, 86.4 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/6/2015	T3351	1998-1999	245 Boxes, 588 CSE

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BALTIMORE CITY JUVENILE COURT  
(Juvenile Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/9/2015	T462	1984-1993	765 Boxes, 1836 CSE

BALTIMORE CITY MARYLAND STATE ARCHIVES  
(Subdivision Plats, Baltimore City)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1898	2015	13 Maps/Plats, 0.65 CSE
11/30/2015	T1898	2015	20 Maps/Plats
12/31/2015	T1898	2015	42 Maps/Plats, 2.1 CSE
2/29/2016	T1898	2016	40 Maps/Plats, 2 CSE
3/31/2016	T1898	2016	9 Maps/Plats, 0.45 CSE

BALTIMORE COUNTY CIRCUIT COURT  
(Business License Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T5048	1979-1992	2 Volumes, 2.66 CSE

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T697	2002	214 Boxes, 513.6 CSE

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T1769	2002-2003	435 Boxes, 1044 CSE

(Liquor Licenses)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T1654	1984-1991	2 Volumes, 2.66 CSE

(Marriage Record, Sealed)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T5012	1985-2011	2.4 CSE

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**(Medical Registers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T5051	1941-1983	4 Volumes, 5.32 CSE

**(Military Discharges)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T2495		4 Volumes, 5.32 CSE

**(Original Land Record Instruments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T5049	1852-1916	15 Volumes, 19.95 CSE

**(Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T5050		2.4 CSE

**(Test Book)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/11/2016	T2499	1865-1986	10 Volumes, 13.3 CSE

**BALTIMORE COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Baltimore)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1899	2015	30 Maps/Plats, 1.5 CSE
11/30/2015	T1899	2015	13 Maps/Plats, 0.65 CSE
12/31/2015	T1899	2015	11 Maps/Plats, 0.55 CSE
1/29/2016	T1899	2016	8 Maps/Plats, 0.4 CSE
3/31/2016	T1899	2016	17 Maps/Plats, 0.85 CSE



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Maryland State Archives  
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BALTIMORE COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/23/2016	T679		127 Boxes, 304.8 CSE

(Guardianship Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
2/23/2016	T1203		3 Boxes, 7.2 CSE

CALVERT COUNTY CIRCUIT COURT

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T1338	1995-1998	175 Boxes, 420 CSE

(District Court Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T2215	1997	2 Boxes, 4.8 CSE

(Federal Tax Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T4469	1990-1997	2 Boxes, 4.8 CSE

(Homeowner Depository)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T5044	1988-1997	2 Boxes, 4.8 CSE

(Jury, Grand Jury, Bailiff, and Witness  
Records)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T5045	1997-2012	9 Boxes, 21.6 CSE

(Liens)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T5043	1997-2005	13 Boxes, 31.2 CSE

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**(Marriage Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T2914	2007-2013	5 Boxes, 12 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T3600	1995-1999	32 Boxes, 76.8 CSE

**(Plats)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T5042	1985-2013	400 Maps/Plats, 20 CSE

**(State Tax Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
4/19/2016	T4474	1997	2 Boxes, 4.8 CSE

**CALVERT COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Calvert)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1900	2015	7 Maps/Plats, 0.35 CSE
11/30/2015	T1900	2015	10 Maps/Plats, 0.5 CSE
1/29/2016	T1900	2016	13 Maps/Plats, 0.65 CSE
2/29/2016	T1900	2016	17 Maps/Plats, 0.85 CSE

**CAROLINE COUNTY MARYLAND STATE ARCHIVES**

**(Subdivision Plats, Caroline)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/31/2016	T1901	2016	23 Maps/Plats, 1.15 CSE

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CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1902	2015	13 Maps/Plats, 0.65 CSE
11/30/2015	T1902	2015	15 Maps/Plats, 0.75 CSE
12/31/2015	T1902	2015	13 Maps/Plats, 0.65 CSE
1/29/2016	T1902	2015	23 Maps/Plats, 1.15 CSE
2/29/2016	T1902	2016	11 Maps/Plats, 0.55 CSE

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1903	2015	8 Maps/Plats, 0.4 CSE
11/30/2015	T1903	2015	7 Maps/Plats, 0.35 CSE
12/31/2015	T1903	2015	8 Maps/Plats, 0.4 CSE
1/29/2016	T1903	2016	4 Maps/Plats, 0.2 CSE
3/31/2016	T1903	2016	3 Maps/Plats, 0.15 CSE

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/31/2015	T1904	2015	24 Maps/Plats, 1.2 CSE
1/29/2016	T1904	2016	65 Maps/Plats, 3.25 CSE

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1905	2015	35 Maps/Plats, 1.75 CSE
12/31/2015	T1905	2015	14 Maps/Plats, 0.7 CSE
1/29/2016	T1905	2016	11 Maps/Plats, 0.55 CSE
2/29/2016	T1905	2016	3 Maps/Plats, 0.15 CSE
3/31/2016	T1905	2016	5 Maps/Plats, 0.25 CSE

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FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1906	2015	36 Maps/Plats, 1.8 CSE
11/30/2015	T1906	2015	69 Maps/Plats, 3.45 CSE
12/31/2015	T1906	2015	36 Maps/Plats, 1.8 CSE
1/29/2016	T1906	2016	14 Maps/Plats, 0.7 CSE
2/29/2016	T1906	2016	91 Maps/Plats, 4.55 CSE
3/31/2016	T1906	2016	59 Maps/Plats, 2.95 CSE

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1907	2015	6 Maps/Plats, 0.3 CSE
11/30/2015	T1907	2015	11 Maps/Plats, 0.55 CSE
12/31/2015	T1907	2015	10 Maps/Plats, 0.5 CSE
1/29/2016	T1907	2016	5 Maps/Plats, 0.25 CSE
2/29/2016	T1907	2016	15 Maps/Plats, 0.75 CSE
3/31/2016	T1907	2016	6 Maps/Plats, 0.3 CSE

HARFORD COUNTY CIRCUIT COURT

(Notice of Sale)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/17/2016	T4483	2004-2013	1 Volumes, 1.33 CSE

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1908	2015	20 Maps/Plats
11/30/2015	T1908	2015	20 Maps/Plats
12/31/2015	T1908	2015	13 Maps/Plats, 0.65 CSE
1/29/2016	T1908	2016	17 Maps/Plats, 0.85 CSE
2/29/2016	T1908	2016	22 Maps/Plats, 1.1 CSE
3/31/2016	T1908	2016	18 Maps/Plats, 0.9 CSE

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HARFORD COUNTY REGISTER OF WILLS

(Estate Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
3/17/2016	T2757	2008-2013	140 Boxes, 336 CSE

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T2466	2015	32 Maps/Plats, 1.6 CSE
11/30/2015	T2466	2015	19 Maps/Plats, 0.95 CSE
12/31/2015	T2466	2015	20 Maps/Plats
1/29/2016	T2466	2016	45 Maps/Plats, 2.25 CSE
2/29/2016	T2466		28 Maps/Plats, 1.4 CSE
3/31/2016	T2466	2016	89 Maps/Plats, 4.45 CSE

KENT COUNTY CIRCUIT COURT

(Plat Book)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
11/30/2015	T2186	2015	10 Maps/Plats, 0.5 CSE
12/31/2015	T2186	2015	2 Maps/Plats, 0.1 CSE
1/29/2016	T2186	2016	6 Maps/Plats, 0.3 CSE
2/29/2016	T2186	2016	9 Maps/Plats, 0.45 CSE
3/31/2016	T2186	2016	4 Maps/Plats, 0.2 CSE

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1911	2015	24 Maps/Plats, 1.2 CSE
11/30/2015	T1911	2015	18 Maps/Plats, 0.9 CSE
12/31/2015	T1911	2015	29 Maps/Plats, 1.45 CSE
1/29/2016	T1911	2016	8 Maps/Plats, 0.4 CSE
3/31/2016	T1911	2016	86 Maps/Plats, 4.3 CSE

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PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1912	2015	48 Maps/Plats, 2.4 CSE
11/30/2015	T1912	2015	7 Maps/Plats, 0.35 CSE
12/31/2015	T1912	2015	53 Maps/Plats, 2.65 CSE
1/29/2016	T1912	2016	41 Maps/Plats, 2.05 CSE
2/29/2016	T1912	2016	33 Maps/Plats, 1.65 CSE
3/31/2016	T1912	2016	43 Maps/Plats, 2.15 CSE

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1913	2015	10 Maps/Plats, 0.5 CSE
11/30/2015	T1913	2015	12 Maps/Plats, 0.6 CSE
12/31/2015	T1913	2015	6 Maps/Plats, 0.3 CSE
1/29/2016	T1913	2016	13 Maps/Plats, 0.65 CSE
2/29/2016	T1913	2016	6 Maps/Plats, 0.3 CSE
3/31/2016	T1913	2016	14 Maps/Plats, 0.7 CSE

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1915	2015	11 Maps/Plats, 0.55 CSE
11/30/2015	T1915	2015	6 Maps/Plats, 0.3 CSE
2/29/2016	T1915	2016	11 Maps/Plats, 0.55 CSE
3/31/2016	T1915	2016	5 Maps/Plats, 0.25 CSE

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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>
10/30/2015	T1914	2015	12 Maps/Plats, 0.6 CSE
11/30/2015	T1914	2015	22 Maps/Plats, 1.1 CSE
12/31/2015	T1914	2015	10 Maps/Plats, 0.5 CSE
1/29/2016	T1914	2016	20 Maps/Plats
2/29/2016	T1914	2016	11 Maps/Plats, 0.55 CSE
3/31/2016	T1914	2016	11 Maps/Plats, 0.55 CSE

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>
12/7/2015	T2351	2010-2013	40 Boxes, 96 CSE

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1916	2015	49 Maps/Plats, 2.45 CSE
11/30/2015	T1916	2015	36 Maps/Plats, 1.8 CSE
12/31/2015	T1916	2015	23 Maps/Plats, 1.15 CSE
1/29/2016	T1916	2016	18 Maps/Plats, 0.9 CSE
2/29/2016	T1916	2016	13 Maps/Plats, 0.65 CSE
3/31/2016	T1916	2016	12 Maps/Plats, 0.6 CSE

WASHINGTON COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T1989	2008-2012	3 Boxes, 7.2 CSE

(Agency Record)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T431	1882-1993	4 Volumes, 5.32 CSE

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**(Civil and Law Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5035	1954-1996	41 Volumes, 54.53 CSE

**(Civil Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T1230	1996-2001	338 Boxes, 811.2 CSE

**(Criminal Case Files)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5007	1954-1995	131 Boxes, 314.4 CSE

**(District Court Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5032	1972-2009	24 Volumes, 31.92 CSE

**(Equity Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T4374	1980-1996	39 Volumes, 51.87 CSE

**(Federal Tax Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5033	1924-2009	12 Volumes, 15.96 CSE

**(Judgment Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T4169	1846-2012	7 Volumes, 9.31 CSE

**(Land Records, Grantee, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5030	1992-2009	50 Volumes, 66.5 CSE

**(Land Records, Grantor, Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5031	1992-2009	50 Volumes, 66.5 CSE



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**(Marriage Returns)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T443	1896-1927	12 Boxes, 28.8 CSE

**(Miscellaneous Microfilm)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5029	1792-1997	6 Boxes, 14.4 CSE

**(Paternity Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5037	1963-1994	9 Volumes, 11.97 CSE

**(Paternity Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5038	1963-1995	1 Volumes, 1.33 CSE

**(Paternity Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T3064	1993-1999	63 Boxes, 151.2 CSE

**(Sanitary Commission Record)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5036	1961-1993	1 Volumes, 1.33 CSE

**(State Roads Land Acquisition Case Files)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5028	1956-1995	3 Boxes, 7.2 CSE

**(State Roads Land Acquisition Docket and Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5027	1956-1995	1 Volumes, 1.33 CSE

**(State Tax Liens)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5034	1951-2009	19 Volumes, 25.27 CSE

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**(URESAs Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5039	1977-1995	9 Volumes, 11.97 CSE

**(URESAs Index)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T5040	1977-1995	1 Volumes, 1.33 CSE

**(URESAs Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
1/6/2016	T3809	1997-2000	7 Boxes, 16.8 CSE

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Washington)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1917	2015	40 Maps/Plats, 2 CSE
11/30/2015	T1917	2015	26 Maps/Plats, 1.3 CSE
2/29/2016	T1917	2016	40 Maps/Plats, 2 CSE
3/31/2016	T1917	2016	15 Maps/Plats, 0.75 CSE

WASHINGTON COUNTY REGISTER OF WILLS

**(Appraisement of Real Estate)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5021	1872-1940	1 Volumes, 1.33 CSE

**(Assignments)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5022	1893-1966	2 Volumes, 2.66 CSE

**(Case Dockets)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5023	1865-1964	3 Volumes, 3.99 CSE

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**(Claims Against Decedents Estates Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5024	1869-1965	6 Volumes, 7.98 CSE

**(Estate Papers)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T3594	1960-1997	270 Boxes, 648 CSE

**(Executor and Administrator Accounts)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5013	1852-1952	52 Volumes, 69.16 CSE

**(Executor and Administrator Bonds)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5016	1856-1950	17 Volumes, 22.61 CSE

**(Executor and Administrator Notice to Creditors)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5017	1893-1925	5 Volumes, 6.65 CSE

**(Guardianships, Accounts, Minutes and Proceedings, Copy)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5004	1876-1899, 1963-1971	2.4 CSE

**(Inventories of Appraisements)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5025	1853-1945	31 Volumes, 41.23 CSE

**(List of Debts)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5019	1845-1970	10 Volumes, 13.3 CSE

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Maryland State Archives  
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**(List of Sales)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5014	1853-1952	36 Volumes, 47.88 CSE

**(Minutes and Proceedings)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5003	1806-2013	68 Volumes, 90.44 CSE

**(Proceedings Docket)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5015	1908-1946	10 Volumes, 13.3 CSE

**(Releases)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5020	1856-1960	12 Volumes, 15.96 CSE

**(Small Estates and Joint Tenancy)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5006	1694-1971	2.4 CSE

**(Small Estates)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5005	1945-1963	2.4 CSE

**(Trustees Sales of Real Estate)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
12/18/2015	T5018	1865-1971	6 Volumes, 7.98 CSE

Maryland State Archives  
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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>
10/30/2015	T1918	2015	21 Maps/Plats, 1.05 CSE
11/30/2015	T1918	2015	43 Maps/Plats, 2.15 CSE
12/31/2015	T1918	2015	20 Maps/Plats
1/29/2016	T1918	2016	23 Maps/Plats, 1.15 CSE
2/29/2016	T1918	2016	51 Maps/Plats, 2.55 CSE
3/31/2016	T1918	2016	5 Maps/Plats, 0.25 CSE

WORCESTER COUNTY MARYLAND STATE ARCHIVES

**(Subdivision Plats, Worcester)**

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
10/30/2015	T1919	2015	9 Maps/Plats, 0.45 CSE
11/30/2015	T1919	2015	36 Maps/Plats, 1.8 CSE
12/31/2015	T1919	2015	30 Maps/Plats, 1.5 CSE
1/29/2016	T1919	2016	18 Maps/Plats, 0.9 CSE
2/29/2016	T1919	2016	28 Maps/Plats, 1.4 CSE
3/31/2016	T1919	2016	22 Maps/Plats, 1.1 CSE

Total CSE (clam shell equivalents) added:	14,122.75
Total number of volumes added:	565.00
Total number of boxes added:	5,506.00
Total number of maps/plats added:	3,138.00
Total number of CDs added:	0.00

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

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<a href="#">MSA SC 6143</a>	Governor Theodore R. McKeldin Inauguration Collection
<a href="#">MSA SC 6144</a>	The Baltimore Guide Newspaper Office Collection
<a href="#">MSA SC 6145</a>	Barbara and Richard Garrabrant Collection
<a href="#">MSA SC 6146</a>	Cowgill Collection
<a href="#">MSA SC 6147</a>	Locks Funeral Home Register Collection
<a href="#">MSA SC 6148</a>	Claude and Janet Hall Collection
<a href="#">MSA SC 6149</a>	APG Newspaper Collection
<a href="#">MSA SC 6150</a>	Queen Anne's County Free Library Newspaper Collection
<a href="#">MSA SC 6151</a>	Frank Buckler Survey Collection
<a href="#">MSA SC 6152</a>	Selman and Parker Certificates of Freedom Collection

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**Maryland Commission on Artistic Property  
*Semi-Annual Meeting***

**Maryland State Archives  
Annapolis, MD**

***May 19, 2016 at 10:30 am***

**Meeting Minutes**

**Call to Order by Chairman at 10:33 am**

**Attendees:**

Commission Members:

Matthew P. Lalumia, Esq., Chairman

Alan Fern, Director, The National Portrait Gallery, Retired

Melanie Harwood, The Baltimore Museum of Art (representing Jay Fisher)

Mark Letzer, President and CEO, Maryland Historical Society

Julia Madden, Board member, Maryland Citizens for the Arts

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Art Appraiser, Department of the Treasury

Winston Tabb, The Johns Hopkins University (representing Fred Bronstein, The Peabody Institute)

Special Guest:

Jacqueline O'Regan, Curator of Cultural Properties, The Johns Hopkins University

Archives' Staff:

Timothy D. Baker, State Archivist

Elaine Rice Bachmann, Deputy State Archivist

Christopher Kintzel, Associate Curator and Collections Manager

**Opening Remarks:**

- Mr. Lalumia stated that he will spend about ten minutes providing background and interpretation on the February 8, 2016 opinion of the Attorney General.

### **Minutes of Previous Meeting:**

- Mr. Fern made a motion to approve the minutes of the last meeting, the motion was seconded by Ms. Madden.

### **Staff Activities:**

- Ms. Bachmann gave a brief overview of the most significant events and projects that the Commission staff has attended and are currently working on since the last meeting. She discussed that the staff is working with the Hogan's Government House Foundation to publish a book celebrating the 150th anniversary of the laying of the cornerstone for Government House. In addition, she mentioned that Mr. Kintzel was working with a variety of conservators to address current conservation projects as well as ones in the near future.

### **Incoming and Outgoing Loans:**

- Mr. Kintzel updated the members of the Commission on the status of the incoming loan of the six portraits of the Lords of Baltimore from the Enoch Pratt Free Library for display in the Maryland State House. He also stated that there are two outgoing loans that have been approved by the loans committee: the portrait bust of *Benjamin Franklin* (1706-1790) by Jean-Jacques Caffieri (1725-1792) for the Chateau of Versailles and the of *Portrait of Madame J (Young Woman in Black)* by Mary Cassatt (1844-1926), for a joint exhibition at the St. Louis Museum of Art and the Fine Arts Museums of San Francisco.
- **Director's Report:** Ms. Bachmann stated that the Commission will be appropriated approximately \$40,000 in FY 2017 for a variety of conservation projects. She also announced that a new staffing plan will be taking place in the coming months and that the staff will now consist of two members instead of three. These new positions are the Director/Senior Curator (we are currently interviewing potential candidates) and Associate Curator and Collections Manager (position to be held by Mr. Kintzel).
- Ms. Bachmann explained that this move was done because the executive department had mandated that all state agencies "give back" some positions as a cost saving measure for the state's budget.
- Mr. Baker stated that the Hogan Administration has been great to work for and they have been very supportive of the Archives and its mission.
- Mr. Tabb asked if we were controlled by the total number of positions or the total dollar amount of the positions.
- Mr. Baker stated that the costs for employees are very expensive.
- Ms. Bachmann stated that the Archives was only asked to "give back" one position compared to other larger agencies that were asked to give multiple job openings back.

- Mr. Baker and Ms. Bachmann informed the Commission members on the results and findings of the latest audit of the Archives and the Commission conducted by the department of Legislative Services.
- Mr. Baker stated that we have already refined our process in who has direct control and access of the Commission object database tables as it relates to the daily management of the state-owned art collection and the annual inventory.
- Mr. Tabb asked if the legislative audit of the Archives was a public document.
- Ms. Bachman discussed the State Dining Room project at Government House and how ex-officio member Julia Marciari-Alexander assisted with a detailed examination of the portraits of the Sharpe Family and John Hart at Government House.
- Ms. Bachmann also mentioned the initiative of Mrs. Hogan to present the portraits of the most recent first ladies of Maryland in chronological order starting at the base of the steps in the Entrance Hall of Government House.
- Ms. Madden asked if the portrait of Mrs. O'Malley was finished yet. Ms. Bachmann said that it has not been completed and we do not even have a tentative timetable for an unveiling date.

#### **Associate Curator's Report:**

- Mr. Kintzel discussed the latest accession to the state-owned art collection, a 19th century American frame for the landscape painting a *View of Baltimore* by William Henry Bartlett (1809-1854).
- Mr. Kintzel updated the commission members on the various conservation projects that were finished and scheduled to take place with the FY 2016 appropriation from the Maryland General Assembly.
- Mr. Kintzel also gave a brief overview of the various projects that have taken place at Government House that involved the repainting of four of the seven public rooms and the upholstery of several furnishings.

#### **Old Business:**

- Mr. Lalumia commented on the February 8, 2016, opinion of the Attorney General, noting that the Opinion touched on two current topics: the manuscripts and the Commission's collections management policy. Mr. Lalumia expressed his views that the manuscripts are owned by the state; the goal of contract law is finality; the contract was clear on its face; the parties to the contract were sophisticated and well represented by counsel; the matter cannot be resurrected after the passage of many years; restitution is required if a contract is undone; the Commission is an entity owing a strict fiduciary duty to the public and should avoid transactions breaching its fiduciary duty or potentially raising a conflict of interest; the AG's opinion indicates that the Commission lacks authority to transfer valuable works of art to another owner, such authority resting with the

Board of Works (Governor, Comptroller and Treasurer); and that the Johns Hopkins University library system has an admirable academic mission.

- Mr. Lalumia proposed again (as at prior meetings) a long-term loan of the manuscripts to Johns Hopkins University, calling it a win-win solution for all concerned.
- Mr. Tabb thanked the Commission staff and Mr. Lalumia and stated that he would consult with his legal council about the loan agreements.
- The other Commission members endorsed the proposed solution of a long-term loan.
- Ms. Madden asked if the loan would have to be approved by the Board of Public Works. Mr. Baker responded that the loan did need their approval.
- Mr. Fern requested and urged that the loan agreement not be a large burden with unnecessary clauses for Johns Hopkins University.

**New Business:**

- A discussion about the Commission's authority to bring works of art etc. in and out of the state-owned art collection took place. While the opinion of the attorney general clarified the Commission's limited authority to remove works of art from its inventory care, custody and control, it did not clearly define the Commission's authority to accession an object into the state-owned art collection. The staff and the Commission members discussed the issue if the authority of accessions should be governed by a formal state regulation or a modification to the current collections management policy.
- Mr. Ruzicka recused himself from this part of the meeting as it dealt with acquisition policies.
- Mr. Fern asked the staff of the Commission to do a comparison with the collections management policy and the proposed law "regulation."
- Ms. Harwood asked if there is a different fiduciary responsibility between the Boards of Public Works compared to Boards of Trustees for Museums.
- Mr. Lalumia said that a regulation would say "this is what we do and how we will do it."
- Mr. Baker said that a regulation would cement the authority of the Artistic Property's collection management policy and its inventory control procedures over the inventory control policies of the Department of General Services.
- Ms. Bachmann asked, what does public comment bring to the staff and the membership?
- Ms. Harwood suggested that the policy should be regulated rather than the procedures.
- Mr. Tabb supported Ms. Harwood's suggestion and asked the staff to develop a flow chart of accessions and "deaccessions."

- Mr. Baker said that the best course of action may not be to ask for a regulation and to keep things as they are.

**Meeting adjourned:**

Approved by the Commission on Artistic Property, December 09, 2016



Matthew P. Lalumia, Chairman



Christopher J. Kintzel, Associate Curator/Collections Manager

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