



Maryland State Archives

Annual Report Fiscal Year 2025

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

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State Archivist and Commissioner of Land Patents

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STATE ARCHIVES

ANNUAL REPORT FY 2025

OVERVIEW



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

As Maryland's historical agency, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 through the beginning of this century. These records are described in the State Archives' Guide to Government Records. They are in manuscript, print, and electronic formats, and 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.

ARCHIVES OUTREACH

The Clamshell, a quarterly newsletter that connects the Archives with friends and stakeholders, can be found at: <https://msa.maryland.gov/msa/homepage/html/clamshell-newsletter.html>

STATE ARCHIVIST



Elaine Rice Bachmann was appointed as State Archivist and Commissioner of Land Patents by Governor Larry Hogan in June of 2021. The State Archivist also serves as the State Historical Records Coordinator for the Maryland Advisory Board of the National Historical Publications and Records Commission. She also serves on the MD250 Commission, as well as the Maryland Public Art Commission of the Maryland State Arts Council.

ADMINISTRATION

In July 1986, when the State Archives moved into its present building on Rowe Boulevard across from the Supreme Court of Maryland, Administration was responsible for Accounting and

Personnel. In July 2007, the Administration Department reorganized to oversee and manage three functions: Fiscal Affairs, Administration, and Personnel.

Administration

The Administration Unit provides comprehensive accounting, procurement, budget administration, and human resources support in compliance with all applicable state laws, regulations, and policies in support of the Archives' operations and overall mission. The Director of Administration is the Fair Practices Officer for the Archives.

Fiscal Administration

The Fiscal Administration Unit provides guidance to Archives' senior management on fiscal and budgetary matters. The staff tracks and monitors expenditures, processes accounts payables and receivables, maintains employee leave and payroll records, deposits cash receipts, and compiles and submits all mandated financial reports. The Unit manages inventory control including fixed assets, supplies, and materials in accordance with state inventory standards. The unit manages travel services and oversees fleet services.

The Procurement Unit obtains all necessary supplies, materials, and services required by the Archives to fulfill its mission in accordance with all applicable state procurement laws and regulations. The unit is also responsible for contract and grant administration.

Fiscal Administration staff develop the Operating Budget and Managing for Results submissions annually and evaluate, manage, and make budget recommendations based on the needs of the Archives throughout the year.

Personnel

All human resources functions are currently assigned to the Maryland Department of Budget and Management's Personnel Unit, under the guidance of the Archives' Director of Administration. Administration staff analyze the current workforce and determine the strategy to prepare for future staffing needs. Workforce planning analyzes current staff assignments to recommend training and development and initiate staff recruitments to meet succession planning needs.

Fair Practices Office

The Fair Practices Office leads the Equal Opportunity Officer and Americans with Disabilities Act Coordinator to administer and enforce the state and federal equal opportunity laws and policies and to assist in the building of a well-diversified workforce for the Archives' employees and applicants.

ARTISTIC PROPERTY AND EXHIBITS

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

Artistic Property and Exhibits began in 1991 as Exhibits, reformed as Education and Outreach in 1989, and later was renamed Education, Outreach, and Artistic Property. It became Artistic Property and Public Outreach in May 1999, and reorganized as Artistic Property, Preservation, and Public Outreach in August 2003. Renamed Artistic Property and Public Outreach in

February 2014, it was placed under the Deputy State Archivist in October 2015, and reformed as Artistic Property and Exhibits in July 2016.

This department oversees three main units: Artistic Property Collections; the State House Office of Interpretation; and State House Trust and Government House Support.

ARTISTIC PROPERTY COLLECTIONS

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

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

Overview and Highlights

FY 2025 was another busy and exciting year for the Maryland Commission on Artistic Property.

The staff of the Commission has been supporting several joint agency initiatives. Ongoing throughout the year, the director and curator, along with the State Archivist, have been working collaboratively on the development and creation of new exhibits for the Old Treasury Building. The exhibits are part of a capital project being managed by the Department of General Services (DGS), who are engaged with C&G Partners LLC as exhibition content and design consultants. Commission staff led the research and development of exhibit text panels, sourcing images and reference objects, as well developing interactive and other interpretive displays. Staff have begun to draft a tour manual to train docents once the building opens to the public later in late summer or early fall 2025.

Artistic Property staff have also worked closely with First Lady Dawn Moore and the Foundation for the Preservation of Government House of Maryland to advise and support an initiative to redecorate the public rooms. Working in collaboration with interior designers, staff curated artwork for display both from the state's collection, as well as from museums and private collections. Staff worked closely with the Foundation and the lenders to facilitate the loans which are managed by the Commission on Artistic Property. Commission staff are responsible for maintaining loans and overseeing the installations of artworks in Government House as well as any state building in the Annapolis complex.

Director Chris Kintzel and Curator Robin Gower also spent significant time at Pimlico Racetrack, now owned by the State of Maryland, inventorying art, artifacts, and archival material in the Hall of Fame, as well as throughout the property. Staff will be working with the full Commission on Artistic Property to determine which works will enter into the care and custody of the state's art collection in FY26, and will work with the Maryland Stadium Authority to determine what pieces should return, as a loan, for display at the newly constructed Pimlico in 2028.



Commission staff created a number of small exhibits for public display. This included a temporary exhibit about the ship *Peggy Stewart* burning in relation to Francis Mayer's work [MSA SC 1545-111] as part of Annapolis' commemoration of the 1774 event and a display during the commemoration of Lafayette's 1824 visit to Annapolis (in conjunction with a concert), both in the Maryland State House. Staff also worked with the Special Collections Department and Afro Charities to install four new exhibit cases in the Thomas V. Mike Miller, Jr. Senate Office Building. The new cases were:

- *From Print to Preservation: Afro Charities and the AFRO Archives*
- *Senator Aris T. Allen: A Life in Service to Community*
- *Gills & Fins: Art Under The Sea*
- *The Burning of the Peggy Stewart: Remembering the Events of 1774*

A sculpture was also added to the *Collecting Sculpture: Peabody Art Collection* case.



The official portrait of Treasurer Nancy K. Kopp [MSA SC 1545-3572] by Maryland artist Simmie Knox was unveiled on January 10th, 2025. It is now on display in the lobby of the Treasury Building.



Gifts and Deaccession

There were a total of 10 accessions in FY2025 and no removals from the state-owned art collection.

- MSA SC 1545-3582
 - *Jellyfish*
 - Forged Metal, 2024
 - Donated by William Krawczewicz, 07/2024
- MSA SC 1545-3583
 - *Executive Desk, 9 Drawer*
 - Wood, Mid-20th Century
 - Transferred from the Executive Office (Legislative) of the Governor 09/2024
- MSA SC 1545-3584
 - *Poppies*
 - Watercolor print on paper, 1998
 - Donated by Simmie Knox, 10/2024
- MSA SC 1545-3585
 - *Desk with hinged lid (Used by the House of Delegates)*
 - Walnut, 1858

- Donated by Debbie Arritt, 12/2024
- MSA SC 1545-3586a
 - *Miniature Replica John Shaw Desk*
 - Wood, 2005
 - Donated by Mark B. Letzer, 12/2024
- MSA SC 1545-3586b
 - *Miniature Replica John Shaw Chair*
 - Wood, 2005
 - Donated by Mark B. Letzer, 12/2024
- MSA SC 1545-3587-1
 - *Wall Sconces*, one of four (2 lights, four prisms)
 - Crystal, 1988
 - Transferred from the Department of General Services, 06/2025
- MSA SC 1545-3587-2
 - *Wall Sconces*, two of four (2 lights, four prisms)
 - Crystal, 1988
 - Transferred from the Department of General Services, 06/2025
- MSA SC 1545-3587-3
 - *Wall Sconces*, three of four (2 lights, four prisms)
 - Crystal, 1988
 - Transferred from the Department of General Services, 06/2025
- MSA SC 1545-3587-4
 - *Wall Sconces*, four of four (2 lights, four prisms)
 - Crystal, 1988
 - Transferred from the Department of General Services, 06/2025

Conservation projects

In June, the Baron Johann DeKalb (1721-1780) statue by Ephraim Keyser (1850-1973), located on the State House grounds [MSA SC 1545-0761], was cleaned by Art Solutions Lab, a conservation company contracted through the Maryland Department of Planning. They used dry ice blasting, which safely cleans the bronze by reducing wax buildup.

In November 2024, one of the two large pier mirrors, originally installed in Government House during the 1870s [MSA SC 1545-3244], was reinstalled in the home after undergoing conservation. The mirror was conserved by Studio Gilders in Baltimore, and marks the first time both pier mirrors have been back in the house since the 1970s. The first of the two mirrors [MSA SC 1545-3243] was restored and rehung in its Entrance Hall location under the O'Malley Administration (2007-2015).



ASSISTANT STATE ARCHIVIST FOR INFORMATION, APPRAISAL, DIGITIZATION,
CONSTITUENT AND INTERAGENCY SERVICES



In October 2022, Corey Lewis was appointed Assistant State Archivist for Information, Appraisal, and Digitization.

Under the Assistant State Archivist for Information, Appraisal, and Digitization are three main units: Appraisal and Description; Constituent and Interagency Services; and Digital Acquisition, Processing, and Publication.

APPRAISAL AND 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. Appraisal and Description was placed under the Deputy State Archivist in October 2015, and transferred to Information, Appraisal, and Digitization in October 2022.

The Appraisal and Description Department evaluates state, county and municipal records to determine their value for future agency operations and administrative, legal, and historical purposes. Records in the custody of the State Archives are received, processed, and described

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

Records Retention & Disposition Schedules

The Department helps government agencies manage their records, particularly in the record scheduling and disposal process. A records retention and disposition schedule gives agencies the authority to transfer to the State Archives those records of permanent value that are no longer needed for daily work or to destroy records that have no further use. In Maryland, no government record may be destroyed without the approval of the State Archivist. The Department advises agencies on the creation of records retention and disposition schedules, reviews and evaluates schedule drafts, and makes recommendations to the State Archivist on whether to approve those drafts. This advisory role is fulfilled in consultation with the Records Management Division of the Department of General Services, which is responsible for coordinating the state's records management program. In FY2025, the State Archivist approved 45 records retention and disposition schedules.

Efficient records management requires the prompt and orderly destruction of records that have met their retention requirements and have been approved for disposal by the State Archivist. Upon the destruction of government records, agencies must submit to the State Archives disposal certificates documenting the destruction in accordance with Code State Government Article, sec. 10-616. The Department checks these disposal certificates against the applicable records retention and disposition schedules in order to alert agencies to any unauthorized destruction. During FY2025, the State Archivist received 968 records disposal certificates.

A new effort of the Appraisal and Description Department has been working with the Judiciary Office of Information Privacy to shield records under the Judicial Address Confidentiality Program (Code Courts and Judicial Proceedings Article § 3-2302 and §3-2303) to protect the addresses and other personal information of judges. The Archives has been doing similar work for years with the Judiciary and the Office of the Secretary of State for records shielded under the Safe at Home Address Confidentiality Program (Code Real Property Article § 3-112 – 3-120).

During FY2025, the Archives shielded 70 records under 41 requests from the Safe at Home Address Confidentiality Program and 1,368 records under 146 requests from the Judicial Address Confidentiality Program.

The Criminal Records team established in 2023 processed 482 Expungement Orders and received 1,259 criminal background checks for various federal, state, and local law enforcement agencies.

This year, the Maryland State Archives' Appraisal and Description Department led an initiative to establish an Electronic Records Guidance Working Group in collaboration with the Department of General Services and the Department of Information Technology. The group is focused on developing guidance and recommendations for the retention and management of electronic records. As a result of their efforts, a series of recommended retention guidance materials has been published, including resources on managing email and drafting retention plans for digital records. (https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/retention_language_guida)

[nce.html](#)). In addition to this guidance, and to support infrastructure planning for the permanent storage and access of digital records, the Maryland State Archives distributed a Digital Records Assessment Survey. The survey aims to better quantify the volume of permanent digital records held by government agencies. The first phase of the survey was sent to records managers at over 60 state agencies. With approximately 20 years of physical storage capacity remaining at the Maryland State Archives' off-site storage facility, developing a comprehensive plan to address the future of archival storage both physical and digital has become a priority

Records Transfer & Space Management

During FY2025, the Archives took on permanent government record transfers of 198 record series from 52 government agencies, representing the following volume:

4,168 boxes

1,128 volumes

4,842 maps/plats

61,714 digital files (not including land records transferred into <https://mdlandrec.net/>)

CONSTITUENT & INTERAGENCY SERVICES

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

This office operates the Archives' Help Desk. The department handles requests from the public for copies of records, fulfills government agency requests for files, and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records found on mdlandrec.net and plats.net. During FY2025 staff fielded 2,972 inquiries from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 4,051 other inquiries relating to Archives records or services. Staff from this office interfiled and processed 5,610 individual file requests from state and local agencies and refiled over 6,160 files returned by agencies in their assigned locations within the Archives. For the public, 5,748 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files.

In an effort to improve efficiency in records transfers and reestablish archival best practices, the Archives' CIAS team now delivers original records directly to nearby jurisdictions rather than sending them via certified mail. This direct delivery method reduces the risks associated with mailing original records, mitigating potential loss or delays during transit. Looking ahead, the Archives remains committed to exploring how digitization can replace the current practice of physically transferring records, where feasible, to further enhance security and access.

DIGITAL ACQUISITION, PROCESSING, & PUBLICATIONS

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

2003 and was renamed Digital Imaging and Acquisition in June 2005. The department was further reorganized as Digital Acquisition, Processing, and Publication in August 2007, and was placed under the Deputy State Archivist in October 2015.

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

Over the course of this past year, the department has begun projects with the expectation of completing them in the new fiscal year. These are the digitization of Revolutionary War Correspondence files and the complete run of The Daily Record. In addition to this the department plans to expand its services with agencies throughout the State.

In FY2025 the Archives generated over 1.7 million images from both paper and microfilm sources.

ASSISTANT STATE ARCHIVIST FOR REFERENCE, RESEARCH, SPECIAL COLLECTIONS AND CONSERVATION



In October 2022, Emily Oland Squires was appointed Assistant State Archivist for Reference, Research, Education, Outreach, Special Collections and Conservation.

Under the Assistant State Archivist are three main units: Reference Services; Research, Education, and Outreach; and Special Collections, Conservation, and Library Services.

REFERENCE SERVICES

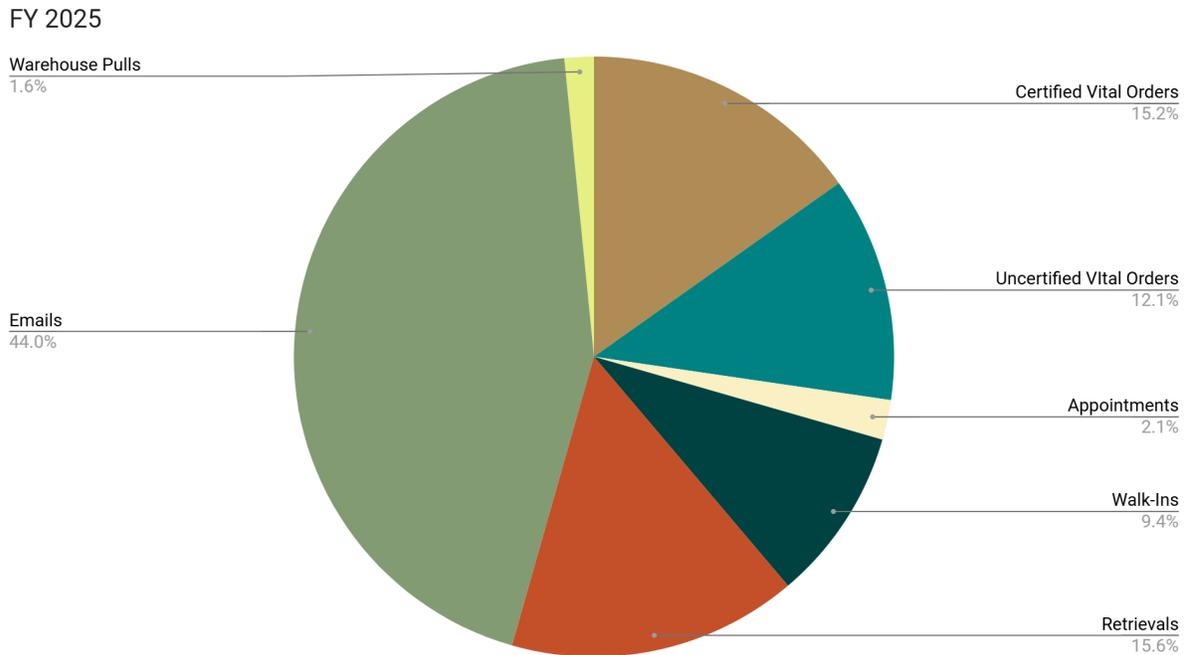
Reference Services began as a vital department designed to serve the public when the Hall of Records building first opened on the campus of St. John's College in 1935. The Department reformed in May 2007 as Reference and Records Services and became Reference Services again in 2009. It was placed under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

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

Open Tuesday through Friday and the first Saturday of the month, the Search Room is staffed by professional archivists to assist patrons. Electronic and mail reference services are available

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

During FY2025, Reference staff completed 29,327 orders, including 3,645 certified vital records, 2909 uncertified vital records, and over 1,201 in-depth research requests. Of over 2,760 in-person visits, 515 were in-depth research appointments. Reference staff sent 10,560 in-depth emails, including emails providing research advice, links to online records, appointment consultation and preparation, and uncertified record delivery.



It will be interesting to see if trends continue to show patrons taking advantage of the ever-increasing collections available online from home, and supplementing this with orders and in-person visits for the tougher research questions and lesser-used, highly specific collections. If so, then trends could estimate an FY2025 number of about 28,000 to 29,000. An increasing use of our growing online collections validates the hard work of staff in creating, maintaining, and continually improving research guides for heavily used collections and common questions.. These are the information highways that guide users to top-requested collections in order to improve access through plain language and easy-to-navigate links.

RESEARCH, EDUCATION, AND OUTREACH

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

Hall of Records Commission (vol. 1, 1979; vol. 2, 1985). Biographical research at the State Archives continued as Lectures and Training, 1987-1988, Education and Training, 1988-1989, and Education and Outreach, 1989. Organized first as Biographical Research and then as Research, it re-formed as Research and Student Outreach in 2005. In October 2015, Research was placed under the Deputy State Archivist. It reorganized as Research, Education, and Outreach in July 2016, and as Research, Education, Outreach, and Reference Services in August 2018. The Division was located under the Assistant State Archivist in 2022.

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

Legacy of Slavery in Maryland

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

Centered around the Underground Railroad in Maryland, the almost two-decade long project has amassed an impressive collection of data concerning the names and demographics of both free and enslaved individuals and Marylanders supporting or opposing slavery. To date, the project has gathered into searchable databases nearly half a million records related to heretofore largely anonymous free and enslaved African Americans. The statistical findings of this program have been lauded, scholastically utilized, and made a part of national online Black history studies such as Enslaved.org and numerous efforts to identify the 'Georgetown 272', Africans who were sold by Georgetown University and the Maryland Jesuits into southern Louisiana in 1838.

The Archives has been mining demographic data from the Maryland Penitentiary ledgers, dating from 1811. "A Jury of One's Peers" or the Maryland Penitentiary Project, seeks to document and enter into a searchable database all of the names of those who have been incarcerated in Maryland. The primary goal of this project is to reflect upon the data and explore whether racial profiling and inequitable imprisonment of African Americans existed before the end of slavery. This data will be joined with similar data from Maryland House of Corrections records and used to examine whether a pattern of mass imprisonment of minorities began generations ago through inequitable incarceration and criminalization of the actions of people of color.

For the summer of 2025 the Archives successfully applied for and received a grant from the National Park Service Network to Freedom/Association for the Study of African American Life and History (NPS/ASALH) to undertake a project entitled, "Revolts and Rebellions: Absconding from Slavery." Financial concerns caused the Archives to modify their plans and hire a single intern under the grant rather than the two initially planned ; however, Archives was also able to negotiate relationships with St. John's College and Villanova University to engage two additional interns to join the NPS/ASALH student on this work. Over the course of the summer, the three

students added approximately 3,141 new entries into the spreadsheet which currently contains all previously added prisoner names and their sentences, demographic categories, homes of origin, and other information. Now combined with the work of these interns, the total number of men, women, and children entered as of this report is 6,207. The concentrated time these federal and local institutions provided appropriations allowed the hiring of temporary staff who effectively doubled the productivity of this project which seeks to link historical data with modern findings based on our judicial system's penal practices. The three students will also write brief biographies of some of those incarcerated to dive deeper into their particular situations and how perhaps their individual backgrounds may have contributed to their imprisonment.

Maryland Lynching Truth and Reconciliation Commission

In 2019, a bill was introduced by Delegate Joseline Pena-Melnyk to establish the Maryland Lynching Truth and Reconciliation Commission to conduct research on individuals who were victims of mob violence. The bill received overwhelming support in both the Senate and House of the Maryland General Assembly and was voted into law.

The Commission is an 18-member body that has representation from cultural heritage institutions across the state, including the Archives, and four public members who were selected to serve based on their expertise. Christopher Haley represents the Maryland State Archives on this Commission. The members of the Commission undertake research on lynchings that occurred between 1854 through 1933, and hold public hearings in the counties where an incident of lynching occurred. All hearings where lynchings occurred and local county Maryland Memorial Lynching Project coalitions exist were successfully scheduled and held within this past fiscal year. Open to the public, these meetings commonly included the attendance of lynching victims' descendants, local citizens, as well as state and local political and law enforcement individuals. Additionally, two public hearings were held April 4th and 5th at the Reginald Lewis Museum in Baltimore which focused on discussion of the complicated emotional traumatic effects these atrocities brought forth and how, with a mind toward understanding, reparative strategies might be incorporated today.



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

The final report of the Commission is due December 1, 2025. Report writers have completed the first draft of section one which focuses on the stories of the 40 approximate lynching victims. The next section tackled will be a reflection of the many and varied recommendations which were offered by scholars, professors, commissioners, and private citizens to address the reconciliation portion of the commission's work. For more information, please use the Commission website maintained by the Archives (<https://msa.maryland.gov/lynching-truth-reconciliation/>).

Finding the Maryland 400

During the Revolutionary War the Maryland 400 were part of the First Maryland Regiment, which repeatedly charged a numerically superior British force during the Battle of Brooklyn (also called the Battle of Long Island) on August 27, 1776. Led by Major Mordecai Gist, these troops sustained heavy casualties but their persistence allowed General Washington to save the American army. The heroic stand of the "Maryland 400" held back the British Army, allowing the majority of American forces to escape. In partnership with the Maryland Society of the Sons of the American Revolution, Archives staff identify and explore the lives of those members of the First Maryland Regiment who held the line, using primary and secondary sources to reveal more about their lives, their military service, and their communities.

Senior Research Archivist Owen Lourie is writing a book based on more than ten years of staff research, entitled *Finding the Maryland 400* (<https://msamaryland400.com/>). The Archives is currently raising the funds to subsidize the cost of publishing this exhaustive work on these heroic soldiers, the first responders of the American Revolution. The book will be published in the summer of 2026, in time for the 250th anniversary of the Battle of Brooklyn and American Independence.

Education and Student Outreach

Educational and Outreach began as Educational Outreach and reformed by its current name in July 2016. In the classroom, Education and Student Outreach provides outreach and learning opportunities for all communities of students, from middle school to graduate level. Educational partnerships and co-teaching collaborations were conducted with the Bowie State University, University of Maryland College Park, St. John's College, Villanova University, Washington College, and Wayne State University. In addition, the program manages and coordinates the student internship program both during the summer and throughout the academic year. The

program also maintains a partnership with the Enoch Pratt Free Library and the Maryland Four Centuries project to produce a year-long series of free, online Lunch and Learn programs in which guest speakers discuss the importance of primary resources, archival research, and the preservation of Maryland's heritage.

Among the Archives' proudest ongoing efforts, its intern mentorship initiative was able to continue this year due to the financial support of institutions such as those listed above that funded the students who contributed their skills in various programs. Specifically, Archives visitors could see interns search century-old Maryland Penitentiary ledgers for the names of thousands of incarcerated individuals for addition to a searchable research database; aid in software programming, data control, and web design under the IT department; research eighteenth century land records for names of Indigenous Peoples and places; and process and create descriptions of newly donated materials for Special Collections.

The Archives was chosen as a host site for the Department of Service and Civic Innovation's Maryland Corps and Service Year Program for the Year Two cohort. This initiative is designed to help people in their transition from school to seeking full-time employment or those who may be in a career change explore and gain experience in a new field. In September 2024, we welcomed six members to the Archives. One member was a returning Second Year Leader who spent their entire time with our Digital Acquisition, Processing and Publication team, getting a more intensive exposure to digitization, post production processing, and even some government records inventory and description work. Two members worked with the IT department on areas such as cybersecurity and ADA compliance. The other three members were focused on archival work, and had a wide range of experiences with Special Collections and Conservation, Artistic Properties, and Reference, learning everything from performing minor mends, fulfilling orders for vital records, and providing front facing customer service. The Year Two program officially ended in June 2025, and the next cohort begins this September.

Land Office

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

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

From 1781 until 1841, two land offices functioned in Maryland: a Land Office for the Western Shore and another for the Eastern Shore. The Constitution of 1851 created the Office of the Commissioner of the Land Office. The Hall of Records became responsible for the functions of the Land Office and its collections in 1965. By constitutional amendment, the office of Commissioner of the Land Office was abolished in 1966 (Chapter 489, Acts of 1966, ratified Nov. 8, 1966). Functions and responsibilities of the Commissioner were then transferred to the

Hall of Records on January 25, 1967 (Chapter 488, Acts of 1966). The Records Management Division (then a part of the Hall of Records) took charge of recording and filing plats. When the Division was separated from the Hall of Records in 1975, plats and other Land Office records became the responsibility of the Hall of Records and, after its formation in 1984, the State Archives.

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

The Archives did not receive any land patent applications or certificate of reservation applications in FY2025.

SPECIAL COLLECTIONS, CONSERVATION & LIBRARY SERVICES

In 1935, Special Collections, Conservation, and Library Services started as the Gift Collection and reorganized as Special Collections in 1986. In March 2005, Special Collections was placed under Artistic Property, Preservation, and Public Outreach (now Artistic Property & Exhibits). In December 2014, Special Collections returned to being a separate department. In October 2015, the department was placed under the Deputy State Archivist and, in December 2016, Conservation and Preservation merged with Special Collections to form Special Collections and Conservation. In March 2022, the Library, renamed Library Services, transferred from Government Information Services to Special Collections and Conservation, and reformed the department as Special Collections, Conservation, and Library Services.

Special Collections

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

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

As we work with donors, two key priorities for us are receiving collections that provide new perspectives on the work of Maryland government and public officials and also collecting topics of significance to the history and culture of the state. In FY25, we received papers from former Senator John C. Astle (Anne Arundel County) that document his career in the U.S. Marine Corps including his deployment in Vietnam and service in the reserves. We are adding Sen. Astle's military service documents to his existing collection of papers (MSA SC 6227) from his service in the General Assembly. The family of the U.S. Congressman Ambrose J. Kennedy II ("Sr.") and his eldest son, Baltimore City Councilman Ambrose J. Kennedy III ("Jr.") donated photographs and papers (MSA SC 6423) from their respective political careers. Our archival intern recently completed processing the papers of Harry Dundore (MSA SC 6460), an associate and friend of Governor Spiro T. Agnew. Currently in cataloging is a collection from Sharon Hoffman (MSA SC 6428), who served in political campaigns for Governor Robert Ehrlich, donated papers, photographs, and campaign memorabilia collected by her and her brother Bruce.

One new collection of significance, MSA SC 6434: Braverman Collection, has a high research value concerning civil rights. The daughter of journalist and filmmaker Alexandra Peeler donated a set of papers and manuscripts that her mother compiled about the life history of Peeler's friend, Baltimore civil rights attorney Maurice Braverman. Mr. Braverman was accused of being a Communist during the 1950s, convicted, disbarred from legal practice, and imprisoned for 28 months. In the 1970s, the American Civil Liberties Union filed a case to support Mr. Braverman's readmission to the Bar of Maryland which he won in 1974. The collection includes extensive records that Ms. Peeler obtained from a Freedom of Information Act request, interview transcripts with Braverman, and articles written by him and about him. The collection also includes her manuscripts for an unpublished book and screenplay on Mr. Braverman's life.

Donor relations is a critical function for our staff of two archivists who have many other duties. In FY25 for the first time, we tracked our engagements with donors and potential donors. Our team meets with donors in person 6 times within an average month. We evaluate donation offers from potential donors an average of 8 collection offers per month. For each collection offered, we review the items offered and analyze how well the collection matches our mission to preserve materials of high research value to our constituents and our agency's ability to sustainably care for and provide public access to these materials. In an average month, we also interacted with our donors by phone or by email 36 times. Observing our number of contacts with donors has enabled us to better understand how much time we need to allocate to building and sustaining our donor relationships. Additionally, we began tracking the number of inquiries that we respond to for reference patrons to ensure that our time is included within the overall Reference Department statistics.

Our Community Archiving initiative has provided us with opportunities to connect with Maryland organizations who seek training, conservation advice, collections assessments, or support to preserve their group's history. Throughout FY2025, MSA staff supported oral history projects with Friends of Crownsville State Hospital, the Venice Beach Community Association, the Anne Arundel County Public Schools Voices of Our Community event, and the Hyattsville Branch Library of Prince George's County Memorial Library System. We have finalized new donor agreements for oral histories recorded for the Indigenous Archive Project for the Eastern Shore of Maryland. We also provided collection assessments and/or archivist training for the Pratherstown Community Development Corporation, the Mount Hermon Masonic Lodge, No.

179., the Women's Civic League of Baltimore, Baltimore Afro-American Historical and Genealogical Society, and Fairmount Heights High School Alumni Association. A new [webpage of resources for community archiving](#) was launched in June 2025. These community engagements are a growing area of activity for Maryland State Archives with staff from Administration, Appraisal, Digital Acquisitions, Reference and Special Collections Departments all supporting us in these archiving efforts.



During FY2025, our team has focused on processing oversized architectural drawing collections as we develop plans for efficient processing and economical use of storage materials. Megan Craynon and Camille DiMarco, with the help of interns and Service Year members, completed the processing and storage of 881 sets of blueprints and building plans donated by the family of architect Bryden Hyde.

The collection is now fully described in the Guide to Special Collections ([MSA SC 5414-23](#)) and permanently housed on rolls at our Rolling Run facility in Woodlawn. Researchers will be able to request access to view these drawings which include many of Mr. Hyde's historic preservation plans and building designs throughout the state. The same methods used for these oversized materials will be applied to more architectural drawing collections in FY26.

Conservation & Preservation

From the founding of the Hall of Records to the present day, the State Archives has been conserving and preserving Maryland's records. In the Old Hall of Records building, the work began in 1935 in the Repair Room, which re-formed as the Preservation and Repair Department in 1940, became the Repair and Preservation Department by 1945, and reorganized as the Repair and Binding Department in 1956. Then, from 1975 to 1990, it was known as the Conservation Department. In 1990, the Department was renamed Preservation and Conservation, and by 1995 had reorganized as Conservation. In 1998, as Conservation, Restoration, and Preservation Services, it was placed under Artistic Property, Preservation, and Public Outreach. Renamed Preservation Services in 2001, it re-formed as a separate department under its present name in February 2014, and was placed under the Deputy State Archivist in October 2015. In January 2017, the department became part of the Department of Special Collections and Conservation.



Conservation & Preservation preserves and cares for archival records, maintains their physical integrity, and

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

Conservation Laboratory

The Conservation Laboratory preserves the physical integrity of archival material in many forms, including manuscript papers and record books, microfilm, microfiche, photographs, published



books, government publications, maps, and newspapers. The conservators monitor environmental conditions in temperature and humidity controlled storage areas and warehouses. When appropriate, conservation measures are used, including de-acidification and chelating, repair and restoration, polyester encapsulation, phased and other enclosures, and book conservation.

In FY25, the conservation staff continued our long-term initiative to improve housing for major special collections, in order to optimize shelf space and better preserve objects, artifacts, and oversized

materials. Conservation Lab Manager Camille DiMarco has concentrated her efforts on several collections of artwork and memorabilia from former Governor William Donald Schaefer.

Governor Schaefer's collections include many gifts from citizens, civic organizations and agencies throughout his more than 50 years of public service to the City of Baltimore and State of Maryland. Ms. DiMarco identified artwork given to the Governor that could be unframed and rehoused in flat boxes. With the help of Service Year members, interns, and staff, she also reorganized objects and artifacts into boxes that minimize the collection's storage footprint. She transferred most of the Schaefer memorabilia to our Rolling Run facility where many of the former Governor's collections are already stored. This has helped our department to free up valuable storage space in our Annapolis headquarters for incoming and high research value collections.



Ms. DiMarco is already looking towards other collections storage areas that can be consolidated during FY26. She will work with a team to systematically review special collections shelving areas to identify collections that could be strategically rehoused into smaller

containers, unframed, or concisely reorganized. This proactive approach to our storage will result in more effective use of existing shelving and improve preservation of artifacts and oversized maps, illustrations, blueprints, and architectural drawings.

Our conservator team's logistics and on the ground support were a vital component of the multi-departmental effort to efficiently move historical items from the old Pimlico Racetrack. Throughout the late winter and spring of 2025, Ms. DiMarco and her colleague Edward Heimiller staged and packed materials to transfer from Pimlico to our Rolling Run facility in order to meet the project's tight deadline. They then immediately followed up after the transfers by assessing materials for condition issues and treating them as necessary; rehousing specialty objects such as jockey's silks; photographing items; and describing items on the master inventory. Given the scope of the Pimlico transfer, we can anticipate that our conservators will be involved in preserving the many historical artifacts as state officials determine what to exhibit will be included in the redeveloped racetrack and which need to be accessible from MSA.

When the Archives needs to create exhibits or public displays, our conservators consult on design and support fabrication of displays for original objects and mount graphic illustrations for other departments. The conservation team fabricated object supports and mounted text labels for Artistic Properties curators in our refresh of five display cases in the Miller Senate Office Building. Director of Reference Services Rachel Fraizer also consulted with Ms. DiMarco and Mr. Heimiller on an exhibition plan and design for her Search Room exhibit "Maryland on the World's Stage: the 1893 Chicago World's Fair." Our conservators recommended not only object supports for preserving the archival materials while on view, but also contributed design ideas to lend an 1890 aesthetic. They selected decorative frames for mounting graphics and photographs to appeal to the visitor's eyes. A large model ferris wheel – very similar to the famed amusement ride at the 1893 Chicago World's Fair itself – is mounted on a pedestal with a faux marble finish hand-painted by Mr. Heimiller to attract Search Room patrons to our exhibition cases.

Preservation Outreach



The 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 Archives to coordinate public information, workshops, and low-cost conservation services. Today, these efforts continue through lectures, workshops, and webinars given around the state, the country and online. Conservators provide preservation assessments to state and local agencies

and historical groups on individual items or groups of materials as the need arises. 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.

Archives' conservators continue to provide services to state agencies and community organizations to ensure preservation of books and paper documents that are significant to the state's heritage. In FY25, conservators made preservation assessments and treated items for the following community groups: Laurel Historical Society, the Aberdeen Historical Museum, the Pratherstown Community Development Corporation, and Todd's Inheritance Historic Site. In the next fiscal year, our team will provide additional treatments and storage enclosures for 12 additional newspapers and oversized items from the Aberdeen Historical Museum's collection, supported by the museum's grant funding. We are also anticipating a major project for the Thurgood Marshall State Law Library in the coming fiscal year. The work will entail our conservators repairing the bindings and creating protective enclosures for 19 volumes from the Marshall Law Library's rare books including nineteenth-century House and Senate Journals and Laws of Maryland. There are two oversized rare volumes of natural history works also included in the Law Library's request. Our team is looking forward to preserving these state-owned books for future generations to access.

Government Publications, Reports, & Library

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

Government Publications & Reports

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

These state and local government reports and publications are made available for research at the State Archives in various formats, and whenever possible in electronic form through a dedicated online catalog.

Government Reports and Publications accessioned in FY2025 include 2051 in electronic and 539 in print format. These accession statistics reflect the work priority of the fiscal year being to accession mandated reports for Departments of the State of Maryland. The electronic format accessions statistic represents an informal flow of material to the State Archives. The reality of digital information production and publication, at every level of government, makes it difficult to estimate what the future of electronic accessions will be.

Print material accessioned generally reflects material received through the State Publications Depository and Distribution Program (SPDDP), as well as any publications received directly from agencies and/or units of government.

In addition to the general work of accessioning materials, Government Reports and Publications also supported the work of the Judiciary, and a non-profit organization, with requests related to the Wilkinson Act, to protect members of the judiciary and law enforcement by removing their private information from online. The number of requests was low for FY2025, particularly when compared with those coming through for government records masking, but the importance of this work cannot be stressed too highly.

Library

Though present from the formation of the Hall of Records in 1935, the State Archives Library was organized formally in 1940, and made part of Government Information Services in 1995. In March 2022, the Library was renamed Library Services, and transferred to Special Collections and Conservation.

In FY2025 the Library cataloged 158 items, which are largely a representation of the generosity of researchers and donors who have gifted the Maryland State Archives with published works as the budget continues to hinder regular purchasing of library books. Additionally, some of the material represented in this statistic reflect work done to catalog material found unaccessioned in the stacks, during the course of general Archives work.

GOVERNMENT INFORMATION SERVICES

Organized within the State Archives in 1986, Government Information Services provides Marylanders and their agencies of government with current and historical government information, continuously updated and revised. Through the *Maryland Manual On-Line*, Government Information Services shows the form of the government that we as Maryland citizens have created. That government is a dynamic, ever-changing resource with which to address significant public issues, and solve or resolve common public problems. Government Information Services is responsible for the *Maryland Manual On-Line: A Guide to Maryland & Its Government*. Monitoring many sources and conducting research in the public records, government publications, reports, and published materials of Maryland, the department offers a unique asset to Maryland citizens, government officials, and students of Maryland history and government.

Much of the descriptive work of Government Information Services originated with the Historical Records Survey in Maryland, begun in February 1936 as part of the Federal Writers Project. An independent unit of Federal Project No. 1, the Survey became a State project in September 1939, officially sponsored by the Hall of Records Commission. Describing the first inventory of county records, published by the Survey in 1937, James A. Robertson, Maryland's first State Archivist, noted that the manuscript materials report ". . . from which one can deduce the functions of those offices . . . is also the first survey of much that exists in the county aside from

government. It shows both the form of government of the county, and something of the development of that government, as well as something of the history of the county in its various ramifications." For Maryland citizens and public officials, Government Information Services continues to describe these governmental functions and their historical evolution.

Origins of Government Information Services began in 1948, when the Board of Public Works authorized a department of information to be created under the Hall of Records Commission. That same year, the Governor asked the Hall of Records to assume responsibility for compiling, editing, and distributing the *Maryland Manual*. Over time, information from that department of information found its way into the *Maryland Manual*.

In 1988, the Governor also asked the State Archives to assemble certain governmental information, particularly agency organizational charts, for the executive branch of government. Thereafter, for the Governor, the State Archives annually prepared the *Organization of Maryland State Government* each year from 1988 to 1995. The compilation included organizational structure, organizational charts, budgets, historical evolution, and mandated reports of government agencies. In 1989, it began to be incorporated into the *Maryland Manual*, and expanded to cover the legislative and judicial branches of government as well.

Maryland Manual On-Line

Today, 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. It also describes



Maryland municipal governments. Further, the *Manual* shows government agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of these agencies.

Biographies of government officials are presented in the *Maryland Manual On-Line*. These describe 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 are written and updated for county executives, county council members, county commissioners, state's attorneys, sheriffs, circuit court clerks, orphans' court judges, and registers of wills.

Additional information on local government (county & municipal), intercounty, interagency, and interstate and federal agencies is set forth in the *Manual*. Moreover, its contents present the State budget, the Constitution of Maryland, election returns (state & county), and historical lists of local officials. Further, the *Manual's* "Maryland at a Glance" section highlights many unique

Maryland subjects, ranging from State Symbols, Maryland Historical Chronology (state & county), and Government to Arts, Sciences, and Literature.

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

Updates, additions, and corrections for the *Maryland Manual On-Line* may be e-mailed to the Editor at: mdmanual@maryland.gov

INFORMATION SYSTEMS MANAGEMENT

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

Electronic Archives

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

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

Maryland State Archives Website and Accessibility

In January 2025, the Archives launched a new website with a focus on enhancing accessibility. The updated site includes a thoughtfully designed mobile interface, ensuring seamless access to our online resources across cell phones and tablets. This launch marks the first phase of a broader initiative to update the upper-level pages across all of the Archives' websites, with the goal of achieving full ADA compliance. Currently, the Archives' websites host over 340 million files. With the federally mandated ADA Title II compliance deadline approaching in April 2026, our internal IT team, guided by the Department of Information Technology (DoIT), is actively identifying the tools and resources necessary to meet the regulations and ensure our websites are accessible to individuals with disabilities

BALTIMORE CITY ARCHIVES

The Baltimore City Archives and Records Management Center (BCA-RMC) is the central repository of permanent and non-permanent municipal records. Non-permanent material is

stored for a designated period and then securely destroyed. Detailed information regarding our duties and governance and is outlined in [Baltimore City Code](#), ART. 1, § 10-1 to 10-11.

The City's attention to its own records is best characterized as having been cyclical over time, a characteristic of many US municipal archives. In the mid-1930s, a Federal Works Progress Administration (WPA) project provided funding for "Historical Records Survey" staff to arrange, describe and index the permanent records in the custody of the Department of Legislative Reference, which still oversees the BCA-RMC today. A Records Management program was established in 1954, resulting in a comprehensive survey of municipal departments and the first application of retention schedules. In the later 1970s, another cycle of investment began, bringing the City Archives and Records Management program forward under the professional guidance of an Archivist for the first time. However, a decade later, funding had receded, staffing levels had shrunk, and the program languished.

For the past 15 years, the Department of Legislative Reference and the Maryland State Archives (MSA) have collaborated to operate the BCA-RMC. Through a 2009 special agreement, the Maryland State Archives began to revive and sustain the City Archives, supplying staff starting in 2010. Efforts to bring its holdings into an online catalog benefited from financial support from the National Historical Publications and Records Commission.



Under subsequent memorandums of understanding with the City, the MSA has continued to support the operations of the City Archives. In 2023, a new five-year extension to June 2028 was finalized under the leadership of a new City Director of Legislative Reference, Benjamin A. Guthorn, Esq.

Transition best characterizes the 2025 fiscal year. Sustained interest and financial support from the new leadership within the Department of Legislative Reference has enabled BCA-RMC to continue to build upon its recent progress. Evidence is visible everywhere, from staffing levels to building upgrades. A Legislative Reference employee was detailed to the

BCA to assist us on our public opening days; a contract employee was hired part-time to complete special projects as needed; and under the terms of a renewed building lease, ductwork is currently being installed within the main storage area to establish climate control for the first time. In the process of pursuing official designation as a local archives by MSA, plans were put in place to bring the facility into compliance with City Fire Code.

In January, City Records Management Officer Gerald "Tony" Roberts retired after nearly 40 years of service to the City of Baltimore. As part of the succession planning brought on by this retirement, Ms. Laura Swangin, Archives and Records Management Technician hired by the City in 2024, was mentored by Roberts and Ms. Jeni Spamer, Deputy City Archivist. Subsequently, Swangin served as Acting Records Management Officer.

After an extensive search, Ms. Carey Stumm, formerly with the National Archives and Records Administration, accepted the City Records Management Officer position in June. Stumm will spearhead our electronic records management initiative across City departments.

Records Management Activities

As mentioned, the first half of the 2025 fiscal year was spent mentoring and training Laura Swagin in preparation for the retirement of Gerald Roberts. Swagin implemented a new work tracking system, allowing for better activity and statistical reporting.

In FY25, Records Management staff conducted 51 meetings with City agencies to discuss or assist with records surveys, retention schedules, transfers, disposals, digitization, research, retrievals, and requests. Outreach efforts sparked increased interest as the year progressed. The departments of Public Works, Law, Health, Housing and Community Development, Transportation, and Fire were the sources of the most activity.

During the year, 18 retention schedules were written or revised and fully approved, representing the Baltimore City Health Department, Department of Planning, Parking Authority for Baltimore City, and Office of Equity and Civil Rights. An



additional 29 schedules are currently in the drafting process or awaiting final approval. This work includes the aforementioned departments as well as the Department of Finance and Office of the Inspector General. The highly anticipated arrival of the new City Records Management Officer will expand the Records Management Division's ability to create new schedules and revise the hundreds of long-overdue schedules.

In FY25, a total of 1340 cubic feet of City Records was received from 12 City agencies. Large transfers of 100 boxes or more were received from the Department of Planning, Board of Municipal and Zoning Appeals, and Department of Transportation, among others.

As part of an ongoing shelf read project, Records Management activity also focused on prioritizing disposal of eligible records and cleaning up warehouse space to better facilitate management of the City's physical records. In FY25, destruction was approved

for 1500 cubic feet of non-permanent records.

Additionally, staff worked to update and standardize forms and policies related to the core records management functions referenced above, in order to better support City agencies in the management of their records.

Reference Services

The City Archives continues an appointment-only schedule of three days per week, with extended evening hours once per month on the third Wednesday. The evening hours opportunity was initiated in August 2023, and was utilized by public researchers six times in FY25.

In January of 2025, the BCA adopted new software to more closely track researcher and visitor interactions. Research inquiries fielded by our two MSA Archivists via email and phone have averaged 21 per month, with research visits averaging 18 per month. Our most popular record groups continue to be City Council and Mayor’s papers, along with our photograph collections and the urban renewal-related records of the Department of Housing and Community Development. Some users regularly rely on our public computers to access digitized MSA records. Our international user base is composed of academic researchers, City employees, genealogy enthusiasts and members of the public in general. In FY25, several requests were received from local reporters representing Baltimore Magazine, The Baltimore Banner, and The Baltimore Beat.

Processing Initiatives

The Department of Public Works “Museum” Collection, BRG47-48, continues to be a focus of appraisal and processing. The collection has revealed rich photographic content from across a variety of City agencies beyond Public Works. The current emphasis is on rehousing the photographic material and describing it in the Guide to Government Records.



Our volunteer program was resurrected in 2025, growing from five veteran volunteers to ten. Volunteers primarily assist with description of collections that will improve their discoverability by researchers. A City-contracted part-time staff person, Margaret Marzolf, completed multiple inventory and transcription projects. Some of the projects completed include the Department of Education’s research library of publications, the Department of Planning’s collection of photographic slides of City streets and neighborhoods, the Commission for Historic Architectural Preservation’s photograph subject index, the name index for Coroner’s Inquests, and part of the 1868 Police Census. Over 400 of the Coroner’s Inquests were digitized to be made available via the Guide to Government Records. Volunteers have also digitized and uploaded to our [public Flickr site](#) neighborhood photographs from the Department of Public Works and the

Department of Housing and Community Development.

One volunteer was hired by Baltimore City in June on a short-term contract to focus on bringing our vast accessions of Department of Planning records into better arrangement and description. Urban planning is an extremely popular subject of research today, and we hope this work will greatly improve user access to these rich resources.

BCA-RMC continues to mentor one student intern per semester, on average. A professor and frequent researcher helped support our volunteer program by identifying interested and talented students from her courses and connecting them with our staff.

Outreach

For the third year, Jeni Spamer, Deputy City Archivist, served on the organizing committee for the September 2024 Bmore Historic Unconference. This annual event focuses on public history and historic preservation in and around Baltimore and encourages networking among local professional archivists, academic researchers, and amateur historians. Record attendance was recorded in 2024.

In March 2025, to mark Women's History Month, Rob Schoeberlein, City Archivist, gave a virtual presentation entitled "Maryland Women and the Civil War Homefront" to the Institute of Retired Persons. He examined activities that ranged from nursing care and charitable work to smuggling and spying, with tales of a few female soldiers added as well.

Jeni Spamer continued to promote BCA-RMC via Facebook and Instagram social media outlets, posting two to three times per month. In FY25, the mayor's photographer collaborated on a post, increasing our visibility to other City agencies. In June, a State Delegate re-shared one of our posts.

Multiple other tours and events were held at the BCA-RMC in FY25, including collaborations with the Mid-Atlantic Regional Moving Image Archive (MARMIA), Johns Hopkins University, Morgan State University, Stevenson University, and Friends of Maryland's Olmsted Parks and Landscapes. We also welcomed a local business owner and entrepreneur, who invited members of the architecture and planning firm HOK, which will be doing work in our local neighborhood. Finally, an archivist from Portland, Maine's City Archives visited in June.



Maryland State Archives Hall of Records Commission Meeting

November 6, 2024 2:00 p.m.

Via Teleconference

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Old Business

New Business

Next Meeting

Adjournment



Maryland State Archives Hall of Records Commission Meeting

November 6, 2024 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_minutes_spring_2024.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

June 13: The Archives hosted a Lunch and Learn program on “The Best Evidence Yet for an Anomalous Animal”: Documenting the Cultural History of Chessie the Sea Monster, presented by Dr. Eric A. Cheezum.

June 22: *Looking Back to Look Ahead: George Washington, Frederick Douglass and America at 250* Maryland 250 Commission program hosted in collaboration between the Maryland State Archives, the State House Trust, Banneker-Douglass-Tubman Museum and the Maryland Historical Trust.

July 11: The Archives hosted a Lunch and Learn program on *Unearthing, Preserving, and Promoting LGBTQ+ History in Maryland*, presented by Ben Egerman.

August 8: The Archives hosted a Lunch and Learn program on *The USS Maryland's Silver Service: History Captured in Repoussé*, presented by Robin Gower.

September 12: The Archives hosted a Lunch and Learn program on *Elizabeth Patterson Bonaparte and the Material World of an Imperial Legacy*, presented by Alexandra Deutsch.

October 5: The Archives hosted a Community Collections Workshop in partnership with the UMD, John Hopkins and the Eubie Blake Cultural Center for Baltimore City heritage organizations at the Archives' Rolling Run Facility.

October 10: The Archives hosted a Lunch and Learn program on *Real Learning, Real Impact: The Digital Scholarship in Museum Partnerships Project*, presented by Raven Bishop, Dr. Sara Clarke-De Reza, and Dr. Julie Markin.

October 19: The Archives hosted a free public Community Collections Day at the Prince George's County Public Library, Hyattsville Branch.

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

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_schedule_11-6-2024.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_disposal_11-6-2024.pdf

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

State Archivist's Report

Last week marked the 160th anniversary of the abolition of slavery in Maryland, which officially occurred with the ratification of the Constitution, and its accompanying Declaration of Rights, on November 1, 1864. To mark this historic anniversary, the Archives convened the executive and legislative leadership in the Old House of Delegates Chamber of the State House—the room where Maryland Emancipation was finally realized. Governor Moore, Lt. Governor Miller, President Ferguson and Speaker Jones, posed for photographs with, and examined, the original manuscript of Article 24 from the collection of the Archives. The simplicity of this document, handwritten in iron-gall ink on light blue lined paper, belies the enormous impact of its words, which read:

That hereafter, in this State, there shall be neither slavery nor involuntary servitude, except in punishment of crime, whereof the party shall have been duly convicted; and all persons held to service or labor as slaves, are hereby declared free.

The Constitution of 1864 was voted on in a state-wide referendum on October 12 and 13, 1864. The final vote was 30,174 to 29,799, meaning the Constitution was ratified by just 375 votes. Governor Augustus W. Bradford certified the election results on October 29, 1864.

The narrow margin by which the referendum passed indicates the divided political landscape of our border state. Getting out the vote was important, and for the first time provisions were made for Marylanders serving in the field with the Union Army to cast their ballots. The soldiers voted overwhelmingly in support of the constitution and provided the decisive votes for ratification.

The opportunity to feature this original document to the leadership, and make this tangible connection to such an important event in Maryland history, underscores the important mission of the Archives to preserve, make accessible, and interpret the permanent records of government. Today, this mission includes the archiving of millions of electronic records. And while these records are less ‘tangible’ than the historical paper records in our collection, they are no less valuable, and in fact are more vulnerable to loss given the vicissitudes of software and hardware platforms, and the sheer volume of communication that takes place on a daily basis in the service of government.

More and more records are “born digital” and in some cases state agencies are documenting their work exclusively through electronic records. Like paper records, electronic records must be accounted for in retention schedules, and for those records that are deemed permanent—meaning they will be transferred to Archives for preservation and access perpetually—it is essential that they are created in an archival format, and imaged to archival standards. Without these standards, and without the information technology infrastructure to support the maintenance of these records, we face a future when there will be less and less documentation about Maryland’s government and the people whose actions shape the direction of government.

I continue to be impressed by the dedication of the Archives staff to operating at the highest standards in preserving and providing access to all forms of government records, as well as to our vast holdings of special collections. As always, I am grateful for the support of our colleagues on the Hall of Records Commission, and welcome your questions and feedback about the contents of today’s meeting.



Old House of Delegates Chamber, October 22, 2024

Staff Honors and Awards

We are pleased to share that several staff have been recognized with prestigious national awards in the last few months. Assistant State Archivist Corey Lewis received the Victoria Irons Walch Emerging Leader Award from the Council of State Archivists (COSA) and accepted the honor at the annual conference in St. Louis, Missouri in September. Director of Reference Services Rachel Frazier also attended this conference where she was honored with the COSA Ancestry Leadership Award. Chris Haley received the Society of American Archivists Diversity Award at their August conference in Chicago, Illinois. He also received the American Association of State and Local Historians Award of Excellence for Lifetime Achievement bestowed at their annual meeting in Mobile, Alabama in September, and finally he received the Patricia Barland Heritage Leadership Award from Chesapeake Crossroads Heritage Area in October. To read more about the amazing staff members and the significant honors they received, please see the Archives' newsletter, [The Clamshell](#). We are very proud that these national organizations recognize the incredible professionalism and hard work of our staff.

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_chronology_fall_2024.pdf

Baltimore City Archives

Reference Services

The City Archives is open by appointment three days per week with once monthly extended evening on the third Wednesday, mostly to accommodate public access to Maryland Vital Records on our searchroom computers. Since the June 2024 HRC meeting, the staff of two archivists have responded to 352 inquiries via phone and email, and the city records management officer has responded to weekly requests for records to be retrieved and/or digitized, primarily for the Office of State's Attorney. The Archives hosted 313 in-person visits for

research, including several out-of-state researchers. City employees, students and educators, genealogists, and members of the public continue to make up our user base.

Appraisal, processing and cataloging

We focused upon Mayoral Papers description and cataloging initiatives since the previous HRC meeting. Our energies have been devoted to the administrations of Mayors Schaefer through Rawlings-Blake, 1971-2016.

A recent re-appraisal of the William Donald Schaefer Papers (BRG9-42) revealed that the 1980s finding aid did not incorporate an additional seventy-seven record storage boxes of material. These boxes had been transferred when the next mayoral administration took office and were simply never incorporated into the existing finding aid. Edwin Morris, a Stevenson University intern, completed the description of [BRG9-42](#), boxes 1059-1136. The box contents are now available in *Guide*. Box 1100, audio/visual material, contained interesting, possibly unique, recordings of Baltimore City promotional song tapes and Schaefer radio interviews from the 1970s. The State Archives is currently digitizing selected items from this box.

We achieved another milestone in our ongoing Mayor Kurt Schmoke Papers (BRG9-44) project. Our intern Leah Sims, an MLIS student from the University of Maryland, completed her rough processing work on the new administrative material sub-series, covering ten of the Mayor's key staff. Copies of Schmoke's speeches to various local and national audiences, found nowhere else within the previously cataloged papers, plus some photographs and VHS tapes are but a few of the items that have come to light. More description is required before the box contents will be entered in the *Guide*.

In 2020 we accepted a transfer of random boxes from the City Hall basement relating to the mayoral administrations of [O'Malley](#), [Dixon](#), and [Rawlings-Blake](#). The material underwent re-boxing, preliminary processing, and was placed upon shelving during our pandemic closure. The boxes have now been listed, along with some basic description, in the *Guide*.

The Western High School material processing, which we first announced at the 2023 Fall HRC Meeting, is completed. The collection is entirely reboxed and the inventory entered into *Guide*. We plan to publicize these holdings through social media and archivist-related newsletters.

The Department of Public Works Museum Collection, (BRG47-48), has been a focus of appraisal and processing since March 2024. A closer examination of this collection uncovered a box of seventy-seven badly deteriorating negatives depicting 1930s interior views of City Hospital and various municipal departments. The State Archives, using specialized digitization equipment purchased for this project, produced preservation files of these negatives. The general public now may access and download the images at [BMS26-11](#).

Community Engagement

In July, a Community Archiving Workshop (CAW) was hosted at the City Archives, focusing on motion-picture film preservation. The program was presented by Siobhan Hagan of the Smithsonian and Austin Miller of MARMIA (Mid-Atlantic Regional Moving Image Archive).



Attendees of this free workshop learned how to identify different film formats and features, along with the preservation challenges that accompany them. After hearing the presentation and looking at samples of different film types, participants helped enter metadata about a small collection of films transferred from the Department of Recreation and Parks last year. Entering this metadata into a spreadsheet helped people understand what fields were important to observe and record, especially prior to digitization. As a result, MARMIA will proceed with digitization of this film collection using a new film scanner. These will be the first films from BCA holdings to be digitized. Featuring subjects like "Zoo Events," "Orioles Parade," and "Pet Show," from the 1940s, we hope these will be illuminating and entertaining for the public.

The City Archives partnered again with the non-profit Baltimore Heritage for the 2024 Bmore Unconference (also known as the Baltimore Unconference.) This annual event focuses on public history and historic preservation in and around Baltimore. For the third year, Jeni Spamer served on the organizing committee for the Bmore Historic Unconference, held Friday, September 27, at the Baltimore Museum of Industry. The event sold out this year, and feedback from attendees was very positive. A great number of first-time attendees were reported. It was the second year that the committee allowed students free tickets, thanks to the sponsorship of several local institutions. Nearly all individuals who proposed a session were able to follow through with it, and approximately twenty lightning talks were presented during the lunch hour. As a committee member, Jeni assisted with registration, session schedule organization, and acted as a session facilitator. The presence of Baltimore City Archives at this event promotes its position as a friendly resource for historical researchers throughout the region.

Records Management Program

Between June and November, the Baltimore City Records Management Program has focused on increasing outreach to departments, particularly departments that have no existing schedules. This outreach has had a much more prolific response from departments than expected, and staff have interacted with 28 different offices across 20 city agencies. Staff have conducted 22 meetings with city agencies to discuss new schedules, revision of existing schedules, and transfers, and to present educational information on general records management, the role of our program, schedule creation, and preparing boxes for transfer.

Across these interactions, staff have noted that many departments have simultaneous records management needs. For instance, an office that reaches out to discuss a records transfer frequently also needs to write or update schedules before their request can be reviewed and scheduled. Subsequently, records management staff may be working with a number of offices for months at a time, all the while responding to new requests to pull records, to accept transfers, or to write schedules from additional departments. Since August, records management staff have been working at full capacity, which has resulted in some departments having to be put on hold or experiencing slower response times.

Even so, the Records Management Program has been able to take in 589 cubic feet of records across 8 transfers from city agencies. 11 new schedules were approved in the second half of the year and 26 additional schedules are currently in progress. Larger scale schedule writing projects currently involve the Law Department and the Office of the Inspector General. Internally, updating and creating policy documents and records management guidance has been a priority so that staff can provide ready-made assistance to routine inquiries from city agencies. These updates have addressed completing records surveys, labeling boxes, and transferring materials to the archives. Guidance updates on in-office disposals and electronic records are planned for the future.

Staff have continued to work on a full shelf read of the records center warehouse, which has recently been focused on identifying and requesting disposal for materials that have long surpassed their retention periods. In October, 500 boxes of material were approved for destruction and staff intend to submit requests to dispose of 500 more by the end of the year.

Maryland Manual

Published by the State Archives, the Maryland Manual On-Line: A Guide to Maryland & Its Government describes Maryland State, county and municipal government, as well as much about Maryland's history and culture (Code State Government Article, sec. 9-1026).

Continuously updated, the Maryland Manual On-Line is a guide to Maryland. It presents an overview of the organizational structure and staffing of the executive, legislative and judicial branches of Maryland government. Showing agency budgets and organizational charts, the Manual lists mandated reports, and provides the origin, historical evolution, and functions of

government agencies. The "Maryland at a Glance" section highlights many Maryland subjects, State symbols, Maryland historical chronology (State & county), and Maryland government. In print, the Maryland Manual was published from 1885 to 2006. Since December 1996, the Maryland Manual On-Line has been accessible on the internet.

The last published 'hardcopy' version of the Maryland Manual, its 28th edition, was printed in 2006. In the foreword to that edition, State Archivist Dr. Edward C. Papefuse, a connoisseur of maps and an expert in their interpretation, referred to the publication of the Manual as the Archives ongoing effort "to accurately map the government of Maryland," comparing the importance of the early maps of Maryland in understanding its original terrain to the contemporary mission of mapping the 'terrain' of government. He added that the Manual "is also the basic document upon which is built our understanding of the extensive historical archives that the government creates." Manual staff continue to pursue this mission, to map a constantly changing government, through the continually updated electronic publication of the Maryland Manual On-Line.

Today most people experience maps through a GPS system on a phone screen, or mounted on their dashboard. Our need for immediate information, from the nearest source, has made some traditional methods of information-gathering obsolete, when the Internet offers an abundance of information at the click of a mouse. But what portion of that information, created by and about the government, is worth preserving forever? What portion of that information will be critical to people in the future for understanding the "how" and "why" of government when it is changing every day, on every level?

By recording these changes daily on its website, the Manual supplies the skeletal outline of government structure that defines the public records of the future for the Archives. It enables our Appraisal and Description Department to move forward in its dedicated work of securing and describing Maryland records, and provides the history and context for the Reference Department to make these records available to the public.

It is an enormous task, and the result creates not only a public service for those seeking information about their government today, but a valuable historical record for future generations.

Commission on Artistic Property

The Maryland Commission on Artistic Property continued to be very busy with a variety of projects involving the state-owned art collection as well as improving the interpretation of the Maryland State House and advising the First Lady of Maryland on the redecoration of the public spaces at Government House.

In June 2024 the engine room clock [MSA SC 1545-3507] believed to be from the USS *Maryland* cruiser (ACR-8) was put on display in the Caucus Room of the Maryland State House, along with an updated interpretive panel. This clock is a touchstone of both the construction and service of the 1906 USS *Maryland* cruiser. In conjunction with its display, curator Robin Gower

wrote an article for the summer edition of [The Clamshell](#). On June 3, Gower also presented her first [lecture](#) on behalf of MSA as part of the monthly “Lunch and Learn” series on the USS *Maryland* silver service.



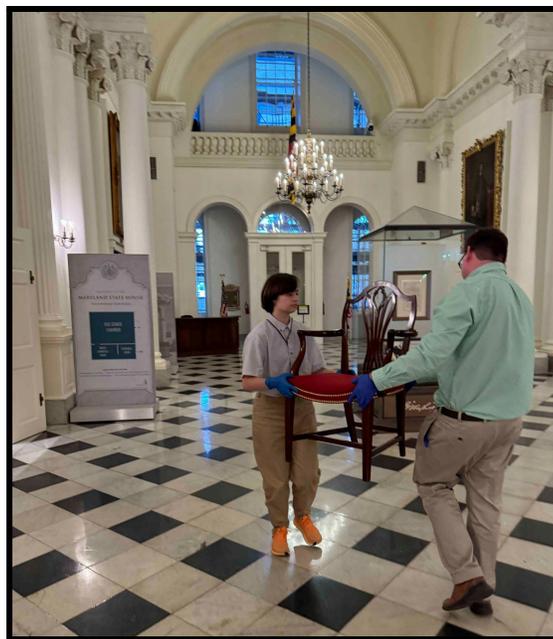
In late June, Artistic Property staff assisted in the “kickoff” event for the MD250 Commission at the State House. Prior MSA research discovered that Frederick Douglass visited the State House in June 1874, and recited Washington’s Resignation Speech in the [Old] Senate Chamber below Edwin White’s painting of the event. Curator Robin Gower, with assistance from Hannah P. Lane of the Study of the Legacy of Slavery, conducted research to discover as much as possible about Douglass’ visit. Their work was captured in a report that was shared with the MD250 Commission. The “kickoff” event, celebrating 150 years since Douglass’ visit brought a Douglass interpreter to the State House, who recited Washington’s speech at the base of the grand stairwell (where White’s painting is now displayed), followed by a walk to and reception at the Banneker-Douglass Museum.



The Maryland State House brochure was also updated for its latest print run to reflect recent research and current displays. Work is also ongoing with numerous projects on the State House grounds, including updating wayfinding signage, providing oversight for the forthcoming Monument to Honor Black Patriots who served in the Revolutionary War, and new exhibits for the Old Treasury Building. Most interestingly, research is being conducted on the history and usage of iron chests by the state to protect valuable records and currency. State House grounds projects are projected to be completed between 2025-2026.

Artistic Property staff have also been updating exhibits throughout the legislative complex ahead of the 2025 Legislative Session. A temporary display in the Old House of Delegates Chamber about the burning of the *Peggy Stewart* on October 19, 1774 was created for the 250th anniversary of the event. To celebrate the 200th anniversary of Lafayette's 1824 tour of America an exhibit case will be updated in the Stairwell Room of the State House to feature items from MSA's collection as well as loans related to Lafayette. Work is also ongoing to update five cases in the Miller Senate Building. Artistic Property is excited to partner with the Special Collections department on two cases. AFRO Charities, who manage the archives of the AFRO newspaper, will guest curate a case as well.

The staff of Artistic Property have also been working with the Maryland Thoroughbred Racetrack Operating Authority (MTROA) at the Pimlico Racetrack to conduct an in-depth inventory of historic materials contained within the property, including surveying any specialized transportation, storage, or conservation needs.



In August, Maryland Corps Service Year program members Emerson Borghardt and Alexander Callahan began their rotation working with both the Artistic Property and Special Collections department staff. They have been assisting with collections record management, routine cleaning of the State House, and object handling.

Accessions/Gifts/Transfers Highlights:



Jellyfish

William Krawczewicz (b.1966)

Forged metal, 2024

Dimensions: 12 wide x 26 long x 20" high

MSA SC 1545-3582



Old Executive Desk

Governor Ehrlich's State House Office, 2003

MSA SC 1545-3583

Constituent and Interagency Services

Constituent and Interagency Services operates the Archives' Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records. Since the last HRC meeting in June 2024, staff have fielded 2,083 land record-related emails and 1,115 phone calls, and 228 plat-related emails and 82 phone calls from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 917 calls

relating to Archives records or services. Staff from this office processed 2,037 individual file returns by State and local agencies, and have refiled over 1,403 records so far this fiscal year. For the public, 1,814 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files often running to hundreds of pages each.

Digital Acquisition, Processing and Publication (DAPP)

The DAPP Department at the Maryland State Archives has continued with its primary objective of providing the patrons of the State Archives with high quality images of our collections. The creation of these digital objects are created with some of the most advanced digitization equipment available. As of the end of September 2024, DAPP has generated over 600,000 images for FY25. Of that amount, 205,797 images were generated from non-film sources and 409,115 images from film sources.

Maryland State Papers Digitization Project Update

Over the past year, the Maryland State Archives has worked in conjunction with the Society of Cincinnati, to digitize and make online various records series from the Maryland State Papers. The series that are being digitized are correspondence predominantly covering the Revolutionary War. To date, over 70 volumes of material have been digitized and placed online for free public access. With 15 volumes remaining, this project is expected to be completed by the end of the current calendar year.

University of Pittsburgh Land Record Project

The Maryland State Archives is partnering with the University of Pittsburgh on a research project in assessing the shift of population demographics in the Baltimore/DC Metropolitan area. As part of the project, MSA is providing the University with pdfs of all land record volumes for a selection of counties. The pdfs cover a set period of time for each county covering the 1950's through the mid 1970's. The University will take these pdfs and perform an analysis of the data in them to determine how the population and diversity of the population in each county changed over time based on the access to certain federal lending/mortgage programs. Upon the completion of the project, MSA will be provided with a copy of the results of the research that will be made available to the public for access.

Adjutant General Civil War Letters

As part of the primary objective to make collections available to the public that have research or educational value, the DAPP Department has generated a list of collections targeted for digitization. One of these collections is [S935](#), Civil War Letters from the Adjutant General's Office. These letters, while physically ready for digitization, have had very little done to them in regards to inventory control and descriptions of the material. The collection itself was only inventoried at a box level and even then that inventory provided little to no description of the contents of each box. Due to the amount of work

that would be needed to properly inventory and describe this collection, the project had been relegated to an indefinite wait list.

However, with the aid of a Maryland Corps Service Year program member provided through a partnership with the Maryland Department of Service and Civic Innovation, MSA can dedicate resources to properly inventory and digitize this collection that contains a wealth of information on Maryland's involvement in the Civil War.

Digital Plats Program Update

In continuing its duty to provide access to the land records of the State to its citizens in the most efficient manner possible, MSA has partnered with the Judiciary, representatives of the Clerks of the Court, and other third parties to develop an updated process for plats to be recorded and transferred to the Archives in their native digital format. Traditionally, plats are generated electronically and then printed for recording before being shipped by mail to MSA for scanning back into a digital format. The new process will provide a more efficient transfer method ensuring the best version of a plat is received at MSA for presentation to the public, plus with a digital transmission, the potential for loss of plats through traditional mail services is eliminated.

Currently, the Judiciary, along with its vendor are performing system tests in a number of county court offices while training the staff there on the procedures for recording the plats. MSA has been working in conjunction with them to provide any information needed to properly transfer the digital plat along with any recorded data associated with them. The next phase of the project will include testing of the transfer process to MSA which will occur once the current testing phase has been completed.

Additionally, MSA has continued to move forward with the digital plat program with the State Highway Administration [SHA]. With the Administration being both the creator and recorder of their plats, the process of transferring digital versions to MSA was quicker to begin. Since this summer, MSA has been receiving plats from several offices of SHA on a weekly basis. The plats are transferred and processed within up to one business day depending on the needs of the office. Currently, plans are being developed to expand this service to all offices within SHA.

Appraisal and Description

Processing Volunteers

This spring and fall the Appraisal and Description Department used six volunteers to help with processing archival collections. Processing makes records more accessible by improving their organization and expanding their descriptions and inventories. Processing projects can also help preserve records by putting them into better containers and/or removing metal fasteners that are liable to rust. We had our crew of volunteers work on historical records, particularly over 80 cubic feet of Montgomery County court papers dating from the 1870s through the 1940s.

They also worked on more modern records, including bills from the 2024 General Assembly session. We also had our volunteers shadow Archives staff so that we could expose our volunteers to a wider range of experiences within the archival profession. Most of these volunteers have ended their work with us - many of them returning to their college studies. However, given the success of this effort, we are actively recruiting a new batch of volunteers to continue the work.

Digital Records Access and Privacy

The State Archives is responsible for balancing the protection of sensitive information with our mandate to make records accessible to the public. Maryland law dictates for us the terms of who may access a record - that is, who can come to the Archives to view a record or can request a copy of the record be sent to them. Apart from this, the State Archivist must apply discretion in deciding what records to make widely accessible online. We carefully consider the competing interests of making records as easily accessible as possible and the privacy concerns of the public. For example, we prioritize putting indexes online, since indexes make it possible for the public to identify and locate the records they need. On the other hand, we don't generally put modern criminal records online, as they may contain personal information about victims.

We are constantly revisiting and reviewing our decisions and policies. We recently met with the Maryland Department of Information Technology (DoIT) Attack Surface Management (ASM) team and Maryland the State Chief Privacy Officer to review our policies regarding online records. We also abide by all laws regarding records online. We are currently working with the Judiciary's Program Director for the Office of Information Privacy on the implementation of the new legislation, the Court Personnel - Protection of Personal Information (Judge Andrew F. Wilkinson Judicial Security Act), for protecting the privacy of the addresses for judges in Maryland.

The issue of access to digital records is just one piece of the Archives' wider initiative regarding digital records. In the transition from paper to digital records, Maryland government agencies must ensure digital records are created and managed in a way to ensure their accessibility, retention, and disposition. The Archives has been working with the Department of General Services Records Management Division and the Maryland Department of Information Technology in a series of meetings to discuss how our agencies can best assist this effort. We will continue to report on this initiative in upcoming Hall of Record Commission meetings.

Criminal Records Research

In FY23 the Archives was granted a over the target hire for the purposes of adding staff to the Criminal Records research team which specifically deals with Federal, State and local background checks for gun ownership. The team created efficiencies in the process to ensure compliance with the Brady Law mandated response time of three to five days. Proactively this team has added additional duties including the handling of expungement requests and taking Criminal Records requests from the public that require in depth research. Since June the Criminal Records team has completed received 397 requests and completed 334

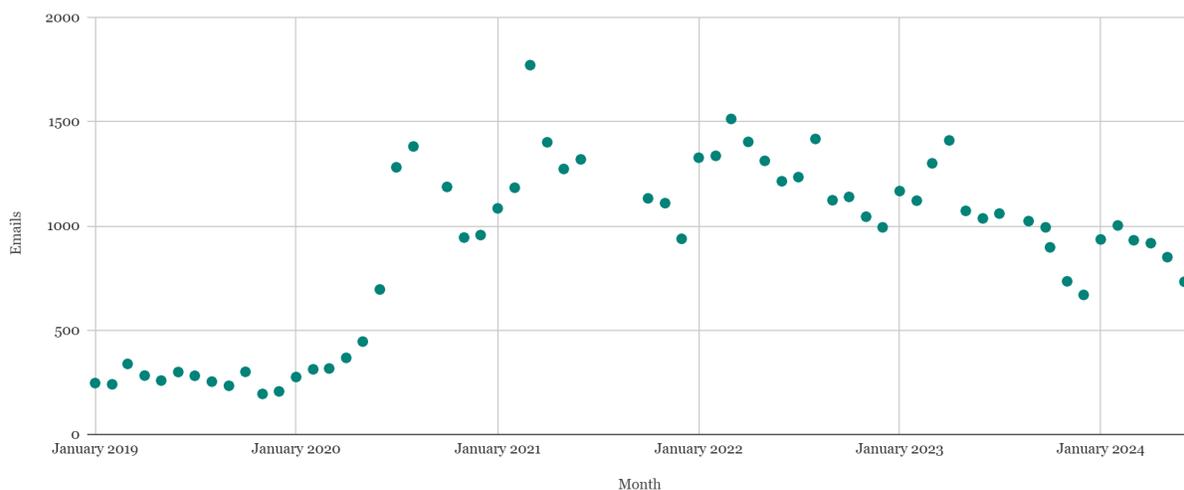
Reference, Research, Education, and Outreach Services

Reference Services

Since we last met, Reference has wrapped up the summer months, traditionally our busiest time of year. Although we did not host as many multi-day, academic appointments in September like we did in the summer, staff accomplished record-breaking retrievals compared to the last two years at the same time. We also saw walk-ins go up, as well as in-depth research orders submitted by email. From June through September 2024, we welcomed 978 visitors, including 192 appointments and 786 walk-ins. Reference staff also filled 2,841 patron orders (including 1,061 certified vital records for legal needs, and 1,121 uncertified vital records for genealogical needs), and answered 3,404 customer emails during this time period. And, while uncertified orders remain high, they have slightly decreased since their debut as more records 100+ years old go online and become accessible to customers directly from home.

Our communities' needs and our services have adapted so much in the last ten years, especially within the last four years as remote reference increased, uncertified orders debuted, RealID needs sent more users to us for legal documentation, online genealogy continued to gain popularity, and Reference emails remain high. In July 2014, the Reference Department answered 242 emails, the majority of which were responded to by one staff member. In contrast, in July 2024, we answered 1060 emails, a 338% increase compared to ten years ago. We are fortunate to now have six staff consistently answering in-depth Reference emails, with three additional staff available for backup / research consultation.

Emails vs. Month



Under our Search Room Coordinator Darby Nisbett's great training, our staff work to get as much helpful information into an email as possible, cutting back on researchers having to email back and forth with additional questions. Unlike a canned form email, we always modify email templates to suit each patron's individual needs, but templates help us have useful links and plain-language wording honed as a team over time. Our templates also help ensure consistency among multiple staff performing the same duties at different times. We have an ongoing Google doc where staff brainstorm new edits and additions, so that our templates in the mail system are continually improved

Lastly, Reference has welcomed a new staff member, Suzanna Codd, who was selected from a competitive external recruitment from a highly qualified group of applicants. Suzanna was a 2023 summer intern, and we are excited to have her return to the Reference team.

Research, Education and Outreach

Study of the Legacy of Slavery in Maryland

The Research, Education and Outreach staff joined in a collaborative effort with the Prince George's County Memorial Library System (PGMLS) to conduct intensive onsite research on four known victims of lynching: [Thomas Juricks](#), [John Henry Scott](#), [Michael Green](#), and [Stephen Williams](#). On October 3rd, PGMLS staff members Hannah Erickson and Paul Moreno began volunteering for a full day each week through Thanksgiving. During their eight weeks collaborating with MSA staff, they will mine primary source documents for any additional information on the known victims and seek to discover any unknown victims of lynchings. Initiated primarily to assist the Prince George's County Memorial Lynching Project and the Maryland Lynching Truth and Reconciliation Commission in their study of racial terror lynchings, Erickson and Moreno will also seek and report findings on any evidence of unlawful mob violence, regardless of the victims' or perpetrators' race, religion, or gender. The timetable of this partnership was partly designed to discover new information in time for it to be included in the forthcoming MLTRC hearing for Prince George's County which will be held January 25, 2025.

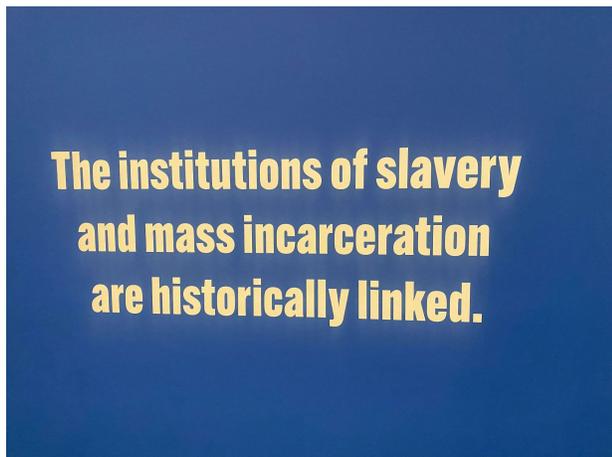
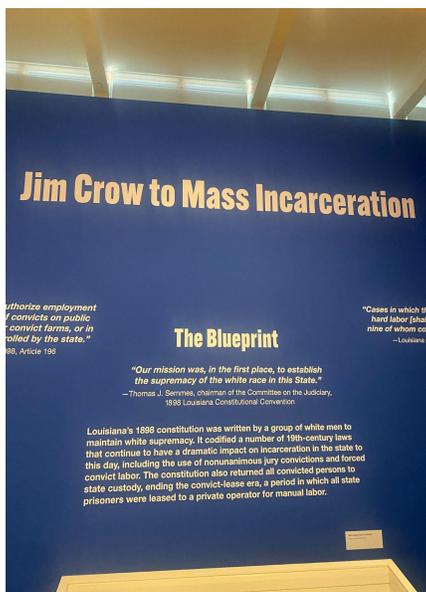
Commission to Study African-American Civil War Soldiers in Maryland

In July 2024, the Commission to Study African-American Civil War Soldiers in Maryland was authorized by the General Assembly ([Chapter 434, Acts of 2024](#)). The Commission's charge is to study the history of African-American Civil War soldiers who fought for the Union Army in Maryland. The study will include muster rolls, locations of service, and all distinguished honors and recognitions awarded. Further, the Commission will make findings and recommendations about the funding, design, construction, and location of memorials dedicated to African-American Civil War soldiers in Maryland. Department Director Chris Haley was named as the Commission Chair and the Maryland State Archives was named as Commission Staff. Although the effort is unfunded, the Maryland State Archives Research team is supporting the Chair and

Commissioners in completing the study and preparing a full report with an overview of results and recommendations to recognize and commemorate the African-American soldiers who served in the civil war from Maryland. The report will be shared with the Hall of Records Commission at a future meeting.

Maryland Penitentiary Research Project

On a recent trip to New Orleans in September, Department Director Chris Haley toured an exhibition directly related to the work of The Legacy of Slavery Program at the [Historic New Orleans Collection Museum](#) (HNOC). The exhibit, *Captive State: Louisiana and the Making of Mass Incarceration*, shared a scope and theme directly aligned with the Maryland Penitentiary Project which Haley had initiated as a volunteer project in 2017. Since that time, the Legacy of Slavery program has employed interns for three successive summers to document the names and sentences of the incarcerated in Maryland in an effort to explore whether the state's penal system also shows a historical connection between slavery and the disproportionate mass imprisonment of Black and Brown people. While on site, Haley met with museum staff in New Orleans and connected with the HNOC's Williams Research Center with whom he plans to contact in the future regarding both projects. The iconic narrative source book, *Cash For Blood: The Baltimore to New Orleans Domestic Slave Trade*, by Ralph Clayton lays the groundwork for the undeniable link between these two states and a potential fruitful research collaboration.



Outreach and Research Consultation Projects

The department staff conducted many outreach efforts to increase awareness on the depth and importance of our collections, as well as train stakeholders in how to locate and use our materials efficiently and effectively. For example, On July 6, Chris Haley and Rachel Frazier hosted University of Maryland graduate students in the search room and co-taught the use of archival resources in researching the history of enslavement. On

August 3, Hannah Lane assisted Assistant State Archivist Corey Lewis at a community oral history preservation event held in partnership with the State Archives and the Harlem Theatre in Harlem Park, West Baltimore City, Maryland. During the event, Hannah listened to community discussions about the future of neighborhoods and African American residents of West Baltimore City, and conducted an interview with economics specialist Dr. Gladstone “Fluney” Hutchinson. On August 29, Assistant State Archivist Emily Oland Squires and Director Chris Haley hosted a Community Preservation Research meeting for local stakeholders at the request of the University of Maryland to share more about using the Archives’ resources in their work. The Archives’ hosted a Free Public Community Preservation Day in partnership with the Prince George’s County Memorial Library System on Saturday, October 19th. This was the first open event in collaboration with a local library where the MSA took their scanning equipment on the road to assist community members care for and preserve their personal materials.



Research archivist Owen Lourie also collaborated with the Artistic Properties team to assemble [primary source documents related to the burning of the Peggy Stewart](#) in preparation for the 250th anniversary of the event and for exhibit. The Legacy of Slavery program staff also supported a number of other research initiatives. Starting in January, Hannah Lane met and consulted with Anne Arundel County resident Nelsa Brown on Ms. Brown’s manuscript of short narratives about growing up in the African American community of Mill Swamp, Anne Arundel County. Ms. Brown self-published her collective of short narratives in October, 2024. Throughout the summer, Hannah Lane met and consulted with Dr. Kedra Kearis, Associate Curator of Art and Visual Culture at the Winterthur Museum. The Archives supported research regarding Sidney Hall, a free African American depicted in an 1857 portrait acquired by Winterthur in 2024 of Lily and

Patty Tyson by American painter Thomas Waterman Wood. On June 10, Hannah Lane met with Mary-Angela Hardwick, Vice President of Education and Interpretation, Historic Annapolis, to discuss ongoing research regarding the James Brice House site. The MSA is collaborating with Historic Annapolis on the development of public interpretation related to the history of slavery on that site. In July 2024 Hannah Lane met with Afro Charities Archives Assistant Oyina Omoloja and Assistant State Archivist Corey Lewis to discuss research regarding the 1920-1930s African American amusement park, "Wonderland Park."

Among other outreach efforts, Lourie oversaw the documentary filming by the Kunta Kinte-Alex Haley Foundation in which local African American women (Judge Danielle Mosley, Cynthia Carter, Patsy Blackshear, Dr. Debra Hardy-Cartwright) conducted a panel discussion about their life and accomplishments to be published later online. Also, Washington College interns also visited the search room with staff support to conduct research on their community focused topic on the African American community which has lived around the university for generations. In addition, the Legacy of Slavery in Maryland staff has partnered with the C.V.Starr Center's Chesapeake Heartland Project to select and digitize and make the records of Kent County more accessible online for public access. These many events aim to create a greater awareness about the significance of archival collections and share our staff's professional knowledge about the use of primary sources widely.

Maryland 400 Publication Update

Efforts are ongoing to raise funds to complete the *Finding the Maryland 400* publication which will be a culmination of over ten years of primary source research at the Maryland State Archives. The core draft has been finished, and funding is required for acquisition of publication rights and reproduction fees for images, editing, layout and printing. We are currently working with the SAR on collaborative funding as well as promoting the upcoming publication through public talks. On August 24th, Archivist Owen Lourie presented on the research from which this work is based for the [Old Stone House](#) in Brooklyn, New York to a very appreciative audience. At the event, every one of the 870 soldiers identified to date who served in Maryland's "Old Line" was recognized by the reading of their names. This commemoration is possible due to the dedication of Archives' staff to uncover all of the participants and to go beyond the celebration of a handful of officers or leaders alone. It is a work of social history, as much as military history, to uncover the lives of each soldier before, during and after the war to the greatest extent possible. The Archives plans to have this book published in time for our national semiquincentennial commemorations as part of Maryland250. Anyone who would like to support this project can donate [online](#) at or by check to Friends of the Maryland State Archives, 350 Rowe Blvd, Annapolis MD 21401. Please designate your gift for "Maryland 400."



2024 Summer Internship Program

Our summer 2024 intern class walked through the front doors in early June to spend ten weeks working with staff mentors on assignments such as imaging services, order fulfillment, computer programming, network operations, document conservation and historical research. While our group was smaller than previous summers due to budget constraints, the talents and enthusiasm these students brought was certainly not. We are grateful to our partners the Maryland Institute for Innovative Computing, St. John's College's Hodson Trust Internship Program, Villanova University's The Albert Lepage Center for History in the Public Interest, and Washington College's Starr Center for the Study of the American Experience for their support. We also are grateful for several high school and college students who worked with us for academic and community service credit towards graduation requirements. We appreciate the privilege of being a stepping stone on their career journeys and we thank them for their contributions to the Archives this summer. If you would like to read more about our intern projects this year, please see the summer edition of the Archives' newsletter, [The Clamshell](#) for a full report.



Maryland Corps Service Year Program

As our summer program wrapped up, so did our inaugural class of the Service Year Option and Maryland Corps Program. Over the course of nine months, these four Members, Kemani Burton, Kendall Hahn, Ben Lewis, and Caroline Ritter rotated through several departments at the Archives and learned a variety of skills along the way, while providing valuable contributions to our daily operations. Our four members all graduated and received certification as apprentices through the US Department of Labor as well. On September 11, we welcomed 5 new members and one returning member into the program. These members, Adrian Ramallosa, Rebecca Scarborough, Favour Ijaola, Alexander Callahan, Emerson Borghardt, and Kendall Hahn, will rotate through archival divisions including Information Technology this year. We are so pleased to be hosting them and to provide professional development along their career journey.



Maryland Lynching Truth and Reconciliation Commission

The Maryland Lynching Truth and Reconciliation Commission (MLTRC) held three public hearings this fall. Established in 2019 by [House Bill 307](#) of the Maryland General Assembly, the Commission is authorized to convene open hearings in the communities where a racially motivated lynching of an African American by a white mob has been documented. The Maryland State Archives Director of Research, Education and Outreach Chris Haley serves as a Commissioner and the MSA serves as a supporting agency for the MLTRC by hosting its [website](#).

On October 5, the MLTRC hosted a county hearing for Montgomery County at the Universities of Shady Grove in Rockville. This event documented the life stories and the lynchings of [George Peck](#) in Poolesville on January 10, 1880, [John Diggs-Dorsey](#) in Darnestown on July 27, 1880, and [Sidney Randolph](#) in Rockville on July 4, 1896.

On October 26, the MLTRC hosted a regional hearing for Cecil and Harford Counties at Ames United Methodist Church in Bel Air. The meeting shared the biographies and subsequent murders of [Frederick Pearce](#) in Cecilton on September 26, 1861, [Isaac Moore](#) in Belair on July 22, 1868, [Jim Quinn](#) in Whitehall on October 2, 1869, [John Jones](#) in Elkton on July 29, 1872, and [Lewis Harris](#) in Belair on March 26, 1900.

On November 16, the MLTRC will host a regional hearing for St. Mary's, Calvert and Charles Counties at the St. Mary's County Public Library in Leonardtown. The hearing will focus on the lives of [Charles Whitley](#) who was lynched in Prince Frederick on June 6, 1886 and [Benjamin Hance](#) who was lynched in Leonardtown on June 17, 1887.

Registration for the upcoming public hearings is available online, including on [December 7](#) for Kent, Caroline and Queen Anne's County in Chestertown and Prince George's County on [January 25](#) in Bowie. Descendants of the victims and descendants of perpetrators, expert witnesses, community members, scholars, and archivists will have the opportunity to provide testimony and make recommendations for achieving racial healing. These are free, public events and you can get further details, view recordings of past meetings and hearings, read biographies and follow the work of the MLTRC on the Commission's [website](#). Anyone interested in giving testimony or who has questions or comments can contact the Commission staff via email at mltrc@maryland.gov.

Special Collections, Conservation and Library Services

Indigenous Archive Project for the Eastern Shore of Maryland

The Special Collections Department archivists fulfilled all requirements for their FY23 grant from the Maryland Heritage Areas Authority to develop an Indigenous Archive Project for the Eastern Shore of Maryland at the end of June. The project goals focused

primarily on recording oral history interviews with Native American tribal partners and simultaneously developing teaching resources for educators.

Drew Shuptar-Rayvis, a cultural anthropologist, living historian, and Northern Cultural Ambassador of the Pocomoke Indian Nation, served as the principal researcher and project consultant on contract through the grant. Mr. Shuptar-Rayvis recently completed his field work, recording 20 oral history interviews from not only the Pocomoke Indian Nation, but other Native communities on the Delmarva Peninsula including the Nause-Waiwash Band of Indians, the Accohannock Tribe, and the Nanticoke Indians.

All transcriptions were created using AI and then corrected by archival staff, in cooperation with each of the interviewees. Credit for the human transcription edits is due to the outstanding project researchers, Ame Schimminger and summer intern, Felipe Tassara. Their work enabled MSA to debut the first group of interviews on a new “oral histories” tab on their Indigenous Records website, **Mayis**, on July 24, 2024. Currently seven of the [oral history interviews are available](#) as audio files to stream and transcriptions to read on our Mayis Indigenous records website. Archives staff are working with the remaining interviewees to review their transcripts. The Archives anticipates another release of oral histories will go live for public access in November 2024, which is also Native American Heritage Month.



On October 1, 2024 our partners at Maryland Humanities released a set of Indigenous Inquiry Kits focusing on cultures of the Chesapeake region. These new resources are available, thanks to a grant from the Library of Congress to Maryland Humanities, who has collaborated with the Maryland State Archives’ team and teachers to create lesson plans, videos, and packets of classroom-ready information. Look for the [link on the](#)

[Mayis resources page on the Thinkport platform](#) for details. Maria Day recently promoted these new teaching resources on Native Peoples of the Eastern Shore by invitation from the Maryland State Department of Education at a Social Studies Collaborative workshop held for supervisors of social studies across Maryland’s public school systems.

Recent Donations and Community Archiving Highlights

The Special Collections team has been busy collaborating with several community archives projects in the past six months. MSA archivists and volunteers have assisted in several oral history interview sessions in Annapolis and Baltimore. Archives staff have transcribed interviews for the Annual Father’s Day Foundation (AFDF) Oral History Project, a collection that illuminates the African American experience in the Broadneck Peninsula. Archivists are also supporting the efforts of citizens and Anne Arundel County to record oral histories with folks whose memories will document, “Crownsville Through the Ages” (MSA SC 6395), referring to the state psychiatric hospital which primarily served as a hospital for African Americans throughout its history. As Anne Arundel County seeks to create a memorial park and museum exhibits, our team is assisting an oral history project by helping to organize transcriptions of interviews. The recordings document the memories of residents, former employees, patients, neighbors, and other community members.

Special Collections is also helping to preserve the legacy of the Sankofa Dance Theater of Baltimore formed by Kibibi Ajanku in 1989. MSA staff worked with Sanokofa archivists to inventory collection items now in the Guide to Special Collections (MSA SC 6403). These newspaper clippings, performance photographs, press kits, songbooks and event flyers will enable researchers and the public to access more than 30 years of cultural arts at Sankofa.



On Saturday, October 5th, Senior Director of Special Collections, Maria Day, presented at a Community Collections Workshop organized by Assistant State Archivist Corey Lewis. The workshop was designed to introduce volunteer groups to resources provided by the Maryland State Archives, The Afro Charities, University of Maryland's Center for Archival Futures (CAFe) at the College of Information, and the Billie Holiday Center for Liberation Arts at Johns Hopkins University. Ms. Day kicked off the day's program with a practical talk aimed to prepare volunteers for archiving, "How to Begin Preserving Your Community's Collections." Members of the Most Worshipful Prince Hall Grand Lodge were in attendance. The Grand Lodge members have worked with MSA over the past several years to receive training for new volunteers. The Lodge's archivist, Lewis Williams has brought us many local lodge charters in need of conservation treatments and digitization, and we are honored to help this prestigious civic organization to preserve its rich history. (MSA SC 6307)



As noted in the previous Hall of Records meeting, Special Collections accepted the Dr. Aris T. Allen and Dr. Faye Watson Allen Collection (MSA SC 6418), generously donated to the Archives by the Allen family. Since then we have begun processing these papers, and are currently working on the significant section of the collection containing photographs. This material documents the public service of the Allen's, through their medical careers and Dr. Aris T. Allen's terms in the General Assembly, as well as their community and family life. We are looking forward to highlighting this important collection to the community as soon as processing is completed.

In October, Special Collections was honored by a visit of Joseph Coale, special assistant to Governor Harry R. Hughes. Mr. Coale's generous donations included personal photographs documenting Governor Hughes' delegation to China. Mr. Coale was in charge of logistics for the diplomatic visit of Anhui Province Governor Wan Li in September 1979, which led to the Governor's invitation to visit Beijing and Anhui Province, China for the historic signing of the Sister State agreement with Anhui in 1980. Mr. Coale's donations include two paintings that will be incorporated into the State Art Collection, as well as additions to his existing collection on the Governor's "China Visit" (MSA SC 1457). Mr. Coale gave Special Collections a series of photographs that he and others took during Governor Hughes meetings with Premier Deng Xiaoping and Vice Premier Wan Li in Beijing (1980), some documents which describe Maryland's efforts at establishing business and economic ties with the People's Republic of China, and a video that he put together to incorporate his reminiscences.

Conservation

Caring for Our Own Collections

Conservator Camille DiMarco supervised Maryland Corps Service Year Members in rehousing and updating inventory description for portions of the vast collection of memorabilia, posters, and oversized items donated by former Governor William Donald Schaefer. The team's improved housing for these items has aided in consolidating space, making more room available for additional collections. Public access has also benefited from the careful review of catalog descriptions for Governor Schaefer's collections, and new metadata will make requesting these items easier for patrons.

Our conservation team has also continued efforts to rehouse oversized materials stored in our basement Map Room. During the summer, with the help of intern Sofia Derico we completed the rehousing of two additional sections of rolled collection materials. This progress builds on our work with interns last summer to improve the overall storage in our Map Room. While these changes are incremental rather than rapid, the work remains an ongoing priority as it furthers the goals of both preservation and access.

Additionally, Ms. DiMarco has been supporting the Archives' outreach efforts to other agencies, including assisting the Appraisal Department with the logistics for review and transfer of records from Anne Arundel County staff left at the former Crownsville State Hospital site. She has assisted Artistic Properties staff with assessing and preparing items at the Pimlico Racetrack for transfer into MSA's care. The conservation team will work closely with Artistic Properties in the coming months to install new displays and objects in the Miller Senate Office Building exhibit cases.

Library Services

The library has recently resumed purchasing books that support staff requests and agency initiatives. The volume of incoming materials is not back to pre-pandemic annual orders;

however, strategic title selection is having the net effect of broadening and diversifying the library, in support of the records held by the Archives.

Government Publications accessioning continues to be focused on acquiring and preserving born digital reports and publications produced by government, primarily focusing on state and county level agencies. The challenges with this content are of great concern to the Archives and sister state agencies, primarily the Department of Legislative Services Library and the Thurgood Marshall State Law Library. Director of Library Services, Megan Craynon, continues to have formal and informal conversations with these organizations, to strategize on areas where collaboration could be beneficial.

Upcoming Special Meetings of the Commission & Events of Interest

November 14: The Archives will host a Lunch and Learn program on *Saint George's Island, 1776: Historical, Archaeological and Landscape Analysis of an Overlooked Battle of the American Revolution*, presented by Dr. John L. Seidel and Charles Fithian.

November 16: The Archives will support a public hearing of the Maryland Lynching Truth and Reconciliation Commission at the Leonardtown Library.

December 12: The Archives will host a Lunch and Learn program on *The Missionary: William Levington, Founder of St. James First African Protestant Episcopal Church*, presented by Lawrence Jackson.

Recent Gifts, Deposits, & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/9-30-2024_to_6-13-2024_mtg11-6-2024.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_special_collections_fall_2024.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

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

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Elaine Rice Bachmann

State Archivist and Commissioner of Land Patents

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

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Maryland State Archives

Hall of Records Commission Meeting Minutes for November 6, 2024

Via Teleconference

Call to Order by Chair The meeting was called to order at 2:02pm.

Attendees:

The Honorable Matthew J. Fader, *Chief Justice, Supreme Court of Maryland, and Chair of the Hall of Records Commission*

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

Ms. Cissy Blasi, *representative of the Treasurer of Maryland*

Mr. Alexander Butler, *designee of the Comptroller of Maryland*

Ms. Katie Caljean, *President and CEO of the Maryland Center for History & Culture*

Secretary Atif Chaudhry, *Department of General Services*

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

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

Ms. Elizabeth Long, *designee of the President, Johns Hopkins University*

Mr. Christian Skipper, *representative of the Department of General Services*

Opening Remarks / Special Announcements

The Chair thanked State Archivist Elaine Rice Bachmann for leading a staff that is always willing to take on unexpected projects for the good of the collections, referencing excellent assistance that the Artistic Properties team was able to provide recently with a painting at the court.

Ms. Bachmann invited the Commissioners to watch our Lunch and Learn program series or to participate as a guest speaker.

Christian Skipper moved to recognize the special meetings convened by the Maryland State Archives, and Dr. Ida Jones seconded the motion which was unanimously approved.

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_minutes_spring_2024.pdf

Dr. Jones moved to approve the June 13, 2024 Minutes, seconded by Dr. Bell. The motion was unanimously approved.

Records Retention & Disposal

Mr. Chris Schini, Appraisal and Description Archivist, reported the approval of 20 retention schedules since the last meeting of the Commission, 5 from state agencies, 8 from county agencies and 7 from municipalities. The Archives also received 354 disposal certificates, including 237 digital disposals and 117 paper disposals.

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_schedule_11-6-2024.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_disposal_11-6-2024.pdf

Ms. Elizabeth Long moved to approve the record retention schedules and disposal certificates, seconded by Dr. Bell. The motion was unanimously approved.

State Archivist's Report

Ms. Bachmann recognized the commemoration of Emancipation Day on November 1, 2024. 2024 marked the 160th anniversary of the abolition of slavery in Maryland, which officially occurred with the ratification of the Constitution, and its accompanying Declaration of Rights, on November 1, 1864.

Ms. Bachmann also acknowledged multiple prestigious national awards received by staff.

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_chronology_fall_2024.pdf

Ms. Jeni Spamer, Deputy Baltimore City Archivist, thanked the Baltimore City Department of Legislative Reference for continuing to advocate for the Archives. The City has just signed a new 10 year lease agreement for the Archives facility which includes significant upgrades to the space.

Mr. Chris Kintzel and Ms. Robin Gower reported on Artistic Properties Commission activities including work in the State House, Government House, as well as the Maryland Thoroughbred Racetrack Operating Authority on the collections of Pimlico in advance of the 150th anniversary of the Preakness Stakes.

Mr. Corey Lewis, Assistant State Archivist, reported on Constituent and Interagency Services and gave statistics for the team that included over 4,000 phone and email customer contacts and 3,400 file returns and refiles during this period.

Mr. James Watson, Director of Digital Acquisition, Publication and Processing, shared that 800,000 images have been created to date for the fiscal year. He also reported that the 80 out of a total of 90 volumes of the Maryland State Papers have been scanned in partnership with the Society of Cincinnati which is a project in preparation for the MD250 celebrations. Mr. Watson also gave an update on the digital plats initiative.

Mr. Chris Schini, Appraisal and Description Archivist, thanked department volunteers for their assistance in records processing projects. He also reported on agency efforts to protect privacy while making digital records available.

Ms. Rachel Frazier, Director of Reference Services, discussed staff processes for improving remote customer service through email correspondence and online research guides. Remote reference service correspondence has risen over 330% in the last 10 years.

Ms. Emily Oland Squires, Assistant State Archivist, reported on agency support of both the Maryland Lynching Truth and Reconciliation Commission and the Commission to Study African-American Civil War Soldiers in Maryland. She also expressed gratitude to the funders of the 2024 Summer Internship Program: Maryland Institute for Innovative Computing, St. John's College's Hodson Trust Internship Program, Villanova University's The Albert Lepage Center for History in the Public Interest, and Washington College's Starr Center for the Study of the American Experience for their support.

Mr. Corey Lewis, Assistant State Archivist, highlighted some of the additional community outreach activities including work with oral histories in both Baltimore City and with Hispanic community members, as well as Venice Beach. Both Assistant State Archivists highlighted the collaborative community preservation program held at Prince George's County Public Library.

Ms. Megan Craynon, Director of Special Collections, Conservation, & Library Services, reported on the successful closure of the Maryland Heritage Areas Authority grant to support the Mayis Indigenous Records Project for the Eastern Shore of Maryland.

In the closing of the meeting, Ms. Bachmann noted 2025 will be the 90th Anniversary of the founding of the Hall of Records, the 40th Anniversary of our Annapolis facility, and the 10th Anniversary of our Rolling Run facility.

Recent Gifts, Deposits, & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/9-30-2024_to_6-13-2024_mtg11-6-2024.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000060/hrc_special_collections_fall_2024.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

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

Dr. Ida Jones moved to recognize the recent gifts, deposits and acquisitions, seconded by Mr. Christian Skipper. The motion was unanimously approved.

Old Business - No old business

New Business - No new business

Next meeting - Upon the call of the Chair.

Adjournment - The meeting was adjourned at 3:02 pm.

Ms. Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents
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Chronology of Staff Activities June 13, 2024 - November 5, 2024

June 13: The Archives hosted a meeting of the Hall of Records Commission.

June 13: The Archives hosted a Lunch and Learn program on "*The Best Evidence Yet for an Anomalous Animal*": *Documenting the Cultural History of Chessie the Sea Monster* presented by Dr. Eric A. Cheezum.

June 13: Elaine Rice Bachmann attended the Juneteenth reception and concert at the Tubman-Banneker-Douglass Museum.

June 14: Corey Lewis hosted Groundbreakers group for AFRO Charities, Inc. Archives tour at Rolling Run Warehouse.

June 14: Chris Haley attended a meeting of the Statewide EEO Professionals Group.

June 14: Chris Haley attended Maryland Lynching Truth and Reconciliation Executive Team Meeting.

June 17: Corey Lewis attended a planning meeting at Venice Beach for community oral history day

June 17: The Archives hosted a National Historical Records and Publications Commission Grant Training Workshop presented by Nancy Melly of the National Archives which was attended by Archives staff Emily Oland Squires, Owen Lourie, and Joe Leizear.

June 17: Chris Haley attended the Network to Freedom Program 2024 grants Webinar.

June 17: Robin Gower and Chris Kintzel attended the Mid-Atlantic/New England Capitol Consortium Online Meet and Greet.

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

June 18: Chris Haley, Corey Lewis, Elaine Rice Bachmann, Emily Oland Squires, James Watson and Teresa Fawley attended an Equal Opportunity Employment meeting with the Department of Budget and Management regarding supporting employees.

June 18: Chris Haley attended the Maryland State Archives and 10 Million Names planning meeting.

June 18: Kathryn Baringer attended State Electronic Records Initiative Education & Programming Committee Meeting of the Council of State Archivists.

June 18: Elaine Rice Bachmann hosted a site visit for Maryland 250 Commission, to plan the Frederick Douglass event – State House and Banneker-Douglass.

June 22: Elaine Rice Bachmann, Robin Gower, Hannah Lane, Emily Oland Squires attended the MD250 kickoff/Frederick Douglass 150th event at the State House and Tubman-Banneker-Douglass Museum.

June 24: Rachel Frazier, Rhys Burns, Caroline Ritter, Danielle Smith, and Morgan Miller attended a tour of Historic Goshen Farm, home of former State Archivist Morris Radoff.

June 24: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires and Teresa Fawley hosted a tour for Delegate J. Sandy Bartlett, Matt D'Ambrosi, Chief of Staff, and intern to attend a tour and conversation about storage space.

June 25: Emily Oland Squires attended a meeting America 250th Meeting for State and Territory Archivists/Staff hosted by the Council of State Archivists.

June 26: Corey Lewis hosted Association of African American Museums and AFRO Charities, Inc. Archives tour at Rolling Run Warehouse.

June 27: Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee.

June 28: Elaine Rice Bachmann and Robin Gower attended a meeting with the Lt. Governor's Chief of Staff, Geri Byrd.

June 29: Rachel Frazier presented Maryland State Archives resources at the Maryland Genealogical Society Workshop.

July 1: James Watson and Jen Abbott hosted a virtual tour of the Rolling Run Warehouse for summer interns and service year members.

July 2: Chris Haley attended the Riversdale House Museum Focus Group on diversity in interpretation.

July 3 : Corey Lewis, James Watson and Frank Patude attended a meeting with Baltimore City regarding the City BlockChain effort.

July 6 : Chris Haley and Rachel Frazier co-taught a University of Maryland graduate class on archival resources in the study of enslavement.

July 8: Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission.

July 8: Rob Schoeberlein attended a Maryland Center for History and Culture (MCHC) Publications Committee meeting.

July 9: Corey Lewis attended the Equitable Network Advisory Board Meeting.

July 10: Hannah Lane attended Mill Swamp publication meeting with author Nelsa Brown.

July 11: Chris Haley attended the Documenting Underrepresented Communities: Presentations from Practitioners Roundtable Discussion by the Maryland Historical Trust.

July 11: Hannah Lane and Corey Lewis attended the AFRO Charities, Inc meeting regarding archival research projects.

July 11: The Archives hosted a Lunch and Learn program on *Unearthing, Preserving, and Promoting LGBTQ+ History in Maryland* presented by Ben Egerman.

July 11: Elaine Rice Bachmann, Emily Oland Squires, Hannah Lane, Robin Gower and Chris Kintzel hosted Black Patriot Monument Information Session in partnership with the Maryland State Arts Council meeting for artists.

July 12: Megan Craynon attended *The Practical Archivist* Editorial Board Meeting.

July 12: Corey Lewis attended a meeting with NARA to plan quarterly meetings with NARA , MSA and regional state Archives

July 15: *Corey Lewis and* Chris Haley attended the Chesapeake Crossroads Heritage Area African American Preservation Committee Meeting.

July 15: James Watson attended the ADA Webinar: ADA 34th Anniversary Update.

July 15: Emily Oland Squires, Chris Haley and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

July 16: Emily Oland Squires attended the Smithsonian Education Summit: Empowering Youth through Programming/National Stories/Creating a Portrait of Community.

July 16: Rob Schoeberlein chaired a Maryland Center for History and Culture (MCHC) Library Committee meeting.

July 17: Emily Oland Squires attended the CCHA Coordinating Council Meeting.

July 17: Elaine Rice Bachmann, Corey Lewis, Kathryn Baringer, Chris Kinzel and Robin Gover attended a meeting with the Governor's office to provide Records Management and Gift Acceptance guidance for Executive Services staff

July 17: Megan Craynon attended the MARAC Communications Committee Meeting.

July 17: Megan Craynon facilitated the MARAC conference plenary planning meeting.

July 17: Chris Haley attended Caucus of African American Leaders' Annapolis - John Lewis Ceremony.

July 18: Rob Schoeberlein and Jeni Spamer hosted a Tour of the Baltimore City Archives for Convention Center staff.

July 19: Jeni Spamer hosted the Community Archiving Workshop (CAW) with MARMIA.

July 19: Elaine Rice Bachmann and Owen Lourie hosted a tour of the Archives to the Sons of the American Revolution.

July 22: Chris Haley attended the meeting for the City Dock Cultural Legacy Committee.

July 22: Emily Oland Squires, Chris Haley and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

July 22: Jeni Spamer attended a Bmore Historic 2024 Unconference planning meeting.

July 23: Jen Abbott and Owen Lourie attended a meeting with Judge Getty regarding colonial court records research.

July 23: Elaine Rice Bachmann, Chris Kintzel and Robin Gower hosted a tour of the State House for the Governor's communications staff.

July 23: Corey Lewis attended the meeting with Banker Douglass Museum staff to plan for Civil Rights and Juvenile Justice Reform presentation

July 24: Chris Haley attended a meeting of the Prince George's County Lynching Memorial Project and Maryland Lynching Truth and Reconciliation Commission Logistics Committee.

July 24: Corey Lewis attended a meeting on the Highway to Nowhere project with Sean Yoes.

July 24: Megan Craynon and Kathryn Baringer participated in a working group meeting with Department of Legislative Services Library and Thurgood Marshall State Law Library staff

July 24: Corey Lewis attended a planning meeting for the Venice Beach Oral History Project.

July 25: Corey Lewis attended a planning meeting for the Crownsville Oral History Project.

July 25: Corey Lewis, Wei Yang, and Kathryn Baringer met with staff from the Maryland Department of Information Technology to discuss policy on email retention.

July 25: V Joyce Phelps II attended the CoSA-NARA Webinar: Oversight and Assessment/Reporting of Agency Records.

July 25: Corey Lewis attended a meeting with Baltimore City to discuss the City Blockchain project.

July 25: Corey Lewis had a site visit at the Harlem Theater.

July 26: Jen Abbott, Owen Lourie, Hannah Lane, Ben Lewis, Caroline Ritter and Kendall Hahn toured the Banneker-Douglass Museum.

July 26: Corey Lewis attended the Prathertown Historic Preservation: Cataloging, Archiving and Digitization meeting.

July 29: Jen Abbott, Owen Lourie, Betsy Bodziak, Ben Lewis, Caroline Ritter, Kemani Burton and Kendall Hahn toured the St. John's College Library.

July 29: Elaine Rice Bachmann and Corey Lewis hosted a tour to Comptroller Lierman of the AFRO Charities, Inc. Archives at Rolling Run Warehouse.

August 1: Elaine Rice Bachmann, Chris Kintzel and Robin Gower attended the meeting regarding planning for Government House public rooms.

August 1: Corey Lewis and Kathryn Baringer attended Crownsville Hospital meeting with the Anne Arundel County Executive team.

August 2: Megan Craynon attended *The Practical Archivist* Editorial Board Meeting.

August 2: Corey Lewis attended a community collection event in partnership with the Maryland State Archives, West Baltimore reimaged development, Artscape and the Harlem theater.

August 5: Owen Lourie attended the MD 250 Commission History Working Group Meeting.

August 5: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

August 5: Maria Day and Megan Craynon presented at the Maryland Commission on Indian Affairs Public Meeting.

August 6: Jen Abbott, Betsy Bodziak, Caroline Ritter, Kemani Burton and Kendall Hahn attended a tour of the Museum of Historic Annapolis.

August 6: Elaine Rice Bachmann and Emily Oland Squires attended the meeting for Patuxent: An Encyclopedic and Pictorial History of Maryland's Forgotten River publication.

August 6: Chris Haley attended the Riversdale House Museum Focus Group for diversity in interpretation.

August 6: Kathryn Baringer attended State Electronic Records Initiative Education & Programming Committee Meeting of the Council of State Archivists.

August 7: Emily Oland Squires attended the Chesapeake Crossroads Education Meeting.

August 7: Chris Haley and Hannah Lane attended the Prince George's County Lynching Memorial Project meeting with Dr. Mark Winston, CEO of Prince George's County Library System.

August 7: Corey Lewis attended a site visit to Prathertown.

August 7-8: Kathryn Baringer joined Records Management Division staff in providing records management training to Department of General Services staff.

August 8: The Archives hosted a Lunch and Learn program on *The USS Maryland's Silver Service: History Captured in Repoussé* presented by Robin Gower.

August 8: Rachel Frazier and Rhys Burns led a tour of the Chesapeake Chapter of the Maryland Society of Surveyors.

August 9: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Executive Team Meeting.

August 12: Robin Gower attended a Frederick Douglas in Annapolis project planning meeting with the Banneker-Douglass Museum.

August 14: Robin Gower hosted a tour of the State House for the Comptroller's office interns.

August 14-17: Rachel Frazier presented at and Chris Haley attended the Society of American Archivists Annual Conference. Mr. Haley received the 2024 Diversity Award.

August 15-17: Corey Lewis attended the Association of African American Museums Conference.

August 19: Jeni Spamer attended a Bmore Historic 2024 Unconference planning meeting.

August 19: Megan Craynon attended the MARAC Virtual Conference planning meeting.

August 19: Kathryn Baringer attended a meeting with staff from the Sexual Assault Evidence Kit Policy and Funding Committee to discuss storage conditions and security.

August 19: Danielle Smith presented at the Anne Arundel County's Secondary Social Studies Professional Development day.

August 19: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Logistics Committee

August 20: Kathryn Baringer attended State Electronic Records Initiative Education & Programming Committee Meeting of the Council of State Archivists.

August 21: Chris Kintzel attended the Meeting - Annapolis Friends of Lafayette.

August 21: Chris Haley attended the Prince George's County Lynching Memorial Project John Henry Scott research event meeting.

August 22: Elaine Rice Bachman and Chris Haley attended the International Underground Railroad Month Kickoff Event at Riversdale Historic Home.

August 22: Corey Lewis, James Watson and Frank Patnaude attended a demo of the Digital Plats development project by JIS.

August 22: Corey Lewis and Kathryn Baringer attended an Electronic records meeting with DoIT, MSA and DGS records management.

August 23: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee.

August 26: Corey Lewis hosted a tour for Visit Baltimore with the AFRO Charities, Inc. Archives at Rolling Run Warehouse.

August 26: Chris Haley attended the Harford and Cecil Counties Maryland Lynching Truth and Reconciliation Commission Hearing preparation meeting.

August 26: Megan Craynon and Maria Day met with DNR Historian Robert Bailey about collections.

August 27: Elaine Rice Bachmann, Corey Lewis, Chris Kintzel, Robin Gower, Kathryn Baringer, Chris Schini and Camille Dimarco attended the Pimlico Collections site visit.

August 27: The kick off Reparative Description Working Group meeting was held, with representatives from departments across the agency.

August 27: Corey Lewis and Betsy Bodziak attended the Accessibility of Common Practice ADA Title II meeting hosted by DoIT.

August 27: Rachel Frazier presented to residents of the Sheridan Assisted Living Community of Severna Park, giving an educational talk on Maryland's role at the 1893 Chicago World's Fair.

August 28: Chris Haley attended a meeting of the Prince George's County Lynching Memorial Project and Maryland Lynching Truth and Reconciliation Commission Hearing Planning Meeting.

August 28: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires and Teresa Fawley hosted a tour of the Archives for the Department of Legislative Services.

August 28: Elaine Rice Bachmann attended the Maryland 250 Commission meeting.

August 29: Maria Day attended the Maryland Commission on Indian Affairs meeting.

August 29: Kathryn Baringer attended a meeting with the Judiciary on address shielding and the Court Personnel - Protection of Personal Information (Judge Andrew F. Wilkinson Judicial Security Act).

August 29: Emily Oland Squires and Chris Haley hosted a Community Preservation Research Meeting and presented resources of the Maryland State Archives in support of local research projects.

September 3: Chris Haley attended Washington College C.V. Starr Center Chesapeake Heartland Interpretive Planning Meeting.

September 3: Kathryn Baringer attended State Electronic Records Initiative Education & Programming Committee Meeting of the Council of State Archivists.

September 4: Maria Day attended a Point Park Indigenous Design Advisory Workgroup Meeting.

September 5: Megan Craynon attended *The Practical Archivist* Publication Editorial Board Meeting.

September 5: Robin Gower attended the Daughters of the American Revolution America 250 patriot marker dedication for William Paca.

September 5: Elaine Rice Bachmann attended the burial ceremony for Buffalo Soldier PFC Dent at Cheltenham State Veterans Cemetery with Secretary Anthony Woods, Department of Veterans Affairs.

September 5: Emily Oland Squires and Maria Day attended an online lecture, Telling the American Story on Our Public Lands by US Secretary of the Interior, Deb Haaland.

September 6: Chris Haley attended an Executive Board Committee meeting of the Maryland Lynching Truth and Reconciliation Commission.

September 6: Jeni Spamer and Rob Schoberlein attended a meeting with the Baltimore City Department of Legislative Reference.

September 6: Hannah Lane attended an Executive Board Committee meeting of the Maryland Lynching Truth and Reconciliation Commission.

September 6: Hannah Lane presented Maryland State Archives and Legacy of Slavery in Maryland program resources to the Montgomery County Lynching Memorial Project Meeting.

September 9: Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Full Commission Meeting.

September 9: Elaine Rice Bachmann attended the Maryland Center for History and Culture Museum Committee Meeting.

September 10: Elaine Rice Bachmann and Corey Lewis attended a meeting with Maryland Thoroughbred Racetrack Operating Authority.

September 11: Elaine Rice Bachmann attended the Reception for International Archivists hosted by Archivist of the United States Dr. Colleen Shogan.

September 11: Chris Haley attended the Alex Haley Memorial 25th Anniversary Commemoration Program Committee Meeting.

September 12: Maria Day presented at the Maryland State Department of Education Social Studies Collaborative Professional Development Meeting.

September 12: The Archives hosted a Lunch and Learn program on *Elizabeth Patterson Bonaparte and the Material World of an Imperial Legacy*, presented by Alexandra Deutsch.

September 12: Corey Lewis attended the *Archives After Dark* event hosted by Afro Charities, Inc. at Stem and Vine.

September 12: Kathryn Baringer joined Department of General Services Records Management Division staff as an instructor for government staff in a training webinar on the roles and definitions of records management.

September 12 - 13: Emily Oland Squires and Jennifer Abbott hosted the orientation for the second cohort of Maryland Department of Service and Civic Innovation Members.

September 12 - 14: Chris Haley attended the American Association for State and Local History annual conference and accepted the 2024 Leadership in History Award of Excellence for Individual Lifetime Achievement.

September 13: Elaine Rice Bachmann and Corey Lewis presented at the Maryland Thoroughbred Racetrack Operating Authority Board Meeting.

September 13: Elaine Rice Bachmann and Maria Day attended the opening reception at Hammond Harwood House for *Buckland and Palladio: A Legacy of Design* exhibition.

September 14: Elaine Rice Bachmann, Robin Gower and Chris Kintzel provided a State House Curator's Tour for the Tench Tilghman Chapter of the Sons of the American Revolution.

September 17: Kathryn Baringer attended State Electronic Records Initiative Education & Programming Committee Meeting of the Council of State Archivists.

September 17-18: Jeni Spamer and Rob Schoeberlein hosted a writing class from Johns Hopkins University at the Baltimore City Archives.

September 17-20: Corey Lewis and Rachel Frazier attended the Council of State Archivists annual conference in St. Louis. Mr. Lewis accepted the Victoria Irons Walch Emerging Leader Award, and Ms. Frazier accepted the Ancestry Leadership Award.

September 18-20: Friends of the Crownsville Hospital on site to review final Memorial Wall plans.

September 18: Danielle Smith presented “How to Navigate the Website and Find Genealogical Resources Online at the Maryland State Archives” for staff of the Prince George’s County Public Libraries.

September 18: Emily Oland Squires, Jennifer Abbott and Owen Lourie gave a tour and a research overview of the Maryland State Archives for Historic Annapolis staff and volunteers.

September 18: Emily Oland Squires and Maria Day attended the 2024 C.V. Starr Center Internship Showcase by Washington College.

September 19: Maria Day met with City of Annapolis Preservation Officers to assess the City’s Sanborn Atlas.

September 19: Kathryn Baringer joined Department of General Services Records Management Division staff as an instructor for government staff in a training webinar on retention schedules.

September 20: Chris Haley attended an Executive Board Committee meeting of the Maryland Lynching Truth and Reconciliation Commission.

September 20: Chris Haley attended a Council of African American Leaders Planning Meeting.

September 21: Danielle Smith represented the Maryland State Archives at a booth at the Anne Arundel County Genealogical Society’s “Digging Your Roots” Genealogy Fair.

September 23: Megan Craynon presented to graduate students as a member of a University of Maryland iSchool panel.

September 23: Chris Haley, Hannah Lane and Emily Oland Squires attended a Logistics Committee Meeting of the Maryland Lynching Truth and Reconciliation Commission.

September 24: Chris Haley, Hannah Lane and Emily Oland Squires attended Chesapeake Crossroads Heritage Area Grant Workshop.

September 25: Rob Schoeberlein attended (virtually) a Maryland Center for History and Culture Board of Trustees meeting.

September 25: Chris Haley attended a Prince George’s County Maryland Lynching Memorial Project and Maryland Lynching Truth and Reconciliation Commission Planning Meeting.

September 25: Rachel Frazier, Camille DiMarco, and Maria Day provided a behind-the-scenes for Dr. John Sprinkle and his graduate class from the University of Maryland College Park. Ms. Frazier followed the tour with an orientation to resources at the Archives.

September 25: Elaine Rice Bachmann attended the 47th Annual Tawes Crab Feast and Clam Bake in Crisfield.

September 26: Elaine Rice Bachmann, Emily Oland Squires and Mimi Calver hosted a meeting of the Friends of the Maryland State Archives.

September 26: Kathryn Baringer joined Department of General Services Records Management Division staff as an instructor for government staff in a training webinar on records transfers and disposal and special collections.

September 27: Jeni Spamer moderated a session at the annual Baltimore Unconference hosted by Baltimore Museum of Industry (BMI).

September 29: Elaine Rice Bachmann, Chris Kintzel and Robin Gower attended the opening exhibition reception for "Keeping the Culture: The Last Twenty-Five Years" at Morgan State University.

September 30: Chris Haley, Emily Oland Squires and Owen Lourie hosted the Commission to Study African American Civil War Soldiers meeting.

September 30: Maria Day and Camille DiMarco met with Ann Bennett, Executive Director of Laurel Historical Society to consult on a conservation and digitization project.

September 30: Owen Lourie hosted the Annapolis History Consortium meeting.

October 2: Owen Lourie presented to the Maryland Club on the Battle of Camden.

October 2: Elaine Rice Bachman, Corey Lewis and Wei Yang attended the Board of Public Works meeting.

October 2: Chris Haley attended a partners meeting for International Underground Railroad Month hosted by the Maryland Office of Tourism.

October 2: Rob Schoeberlein attended a Maryland Historical Magazine meeting to discuss ideas for a special America 250 issue.

October 3: Elaine Rice Bachmann participated in the monthly meeting of the Council of State Archivists.

October 4: Chris Haley attended an Executive Board Committee meeting of the Maryland Lynching Truth and Reconciliation Commission.

October 4: Corey Lewis and James Watson met with Maryland-National Capital Park and Planning Commission (M-NCPPC) to discuss requirements for the transfer of plats to the Archives digitally.

October 4: Jeni Spamer and Rob Schoberlein attended a meeting with the Baltimore City Department of Legislative Reference.

October 4: Megan Craynon attended *The Practical Archivist* Editorial Board Meeting.

October 4: Chris Haley, Emily Oland Squires and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Full Commission Meeting.

October 5: Corey Lewis hosted an Archives Community Collections Workshop in partnership with the UMD, John Hopkins and the Eubie Blake Cultural Center for Baltimore City heritage organizations at the Archives' Rolling Run Facility. Maria Day presenting.

October 5: Chris Haley, Emily Oland Squires and Hannah Lane attended the Montgomery County Public Hearing of the Maryland Lynching Truth and Reconciliation Commission.

October 7: Maria Day and Camille DiMarco assisted Professor Robert Lemieux with filming first State Forester Fred Besley's scrapbook in the Search Room.

October 7: The MSA Reporative Description Working Group quarterly meeting was held.

October 7: Chris Haley, Emily Oland Squires and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Research Committee meeting.

October 7: Owen Lourie hosted the Annapolis History Consortium meeting.

October 7: Maria Day, Megan Craynon, and Rachel Frazier attended the Maryland Commission on Indian Affairs meeting, with Maria presenting.

October 9: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area Education Committee Meeting.

October 10: The Archives hosted a Lunch and Learn program on *Real Learning, Real Impact: The Digital Scholarship in Museum Partnerships Project*, presented by Raven Bishop, Dr. Sara Clarke-De Reza, and Dr. Julie Markin.

October 10: Corey Lewis attended the Anne Arundel County Hispanic Heritage Awards Ceremony.

October 10-11: Maria Day attended a virtual conference, *Following Knowledge Forward: A Gathering to Mark a Decade of Indigenous Knowledge and Collaboration at CNAIR*.

October 11: Megan Craynon led the joint planning meeting of the Program Committee and Virtual Arrangements Committee for the Fall Virtual MARAC Conference.

October 12: Chris Haley to attend the Colonial Players Diversity and Outreach Meeting.

October 12: Corey Lewis assisted the TEN Community Design Day in West Baltimore conducting oral histories.

October 14: Chris Haley, Emily Oland Squires and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission full Commission meeting.

October 14-17: Friends of the Crownsville Hospital on site to review final Crownsville Memorial Wall plans.

October 16: Chris Haley presented *African American Genealogy with Maryland State Archives Resources* at the Prince George's County Public Library, Hyattsville Branch.

October 16: Chris Kintzel and Robin Gower attended the Meeting - Annapolis Friends of Lafayette.

October 16: Emily Oland Squires attended a meeting of the Chesapeake Crossroads Heritage Area Coordinating Council.

October 18: Owen Lourie attended the 250 Commission History Working Group Meeting.

October 18: Chris Haley attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Executive Team.

October 19: Owen Lourie attended the Community Preservation Day at the Hyattsville Branch Library.

October 19: Elaine Rice Bachmann presented the Keynote Address at the annual meeting of the National Society of Colonial Dames of America.

October 19: Jen Abbott attended the 250th Anniversary of Burning of the Peggy Stewart commemorations.

October 21: Corey Lewis attended a planning meeting for Hispanic community engagement day to be hosted at the Archives in 2025.

October 21: Corey Lewis, Emily Oland Squires, and Maria Day attended the Maryland History and Cultural Collaborative Annual meeting.

October 21: Emily Oland Squires, Chris Haley and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee.

October 21: Emily Oland Squires attended the Maryland Humanities Stakeholders planning meeting.

October 22-23: Jeni Spamer and Rob Schoeberlein hosted a writing class from Johns Hopkins University at the Baltimore City Archives.

October 23: Rob Schoeberlein attended a Maryland Center for History and Culture (MCHC) Publications Committee meeting.

October 23: Robin Gower hosted a tour of the State House for Comptroller's Office interns.

October 23: Camille DiMarco and Maria Day visited Aberdeen Historical Museum to assess collection items for loan and digitization.

October 24: Emily Oland Squires attended the Legacy 250: Visioning for a Meaningful Semi-Quincentennial Working Group with the National Parks Service, Chesapeake Gateways Program and Preservation Maryland.

October 24: Emily Oland Squires and Teresa Fawley attended the LGBTQIA+ Inclusion Symposium with the Governor's Office of Community Initiatives.

October 26: Emily Oland Squires, Chris Haley and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Public Hearing - Harford and Cecil Counties.

October 26: Owen Lourie held a lecture on the Maryland 400 at the Talbot County Public Library - Easton.

October 28: Emily Oland Squires, Chris Haley and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee.

October 28: Corey Lewis, Kathryn Baringer, Chris Schini, Rachel Rabiniwitz and Andrew Froschler will attend the first quarterly meeting with NARA, Library of Virginia, Delaware St Archives and DC Archives to discuss state records management policy.

October 29: Rob Schoeberlein and Corey Lewis attended a Maryland Center for History and Culture (MCHC) Library Committee meeting.

October 29: Emily Oland Squires and Chris Haley attended the Chesapeake Crossroads Heritage Area Awards Ceremony at Quiet Waters Park. Mr. Haley received the Patricia Barland Leadership Award.

October 30: Maria Day and Megan Craynon attended a webinar, "Discovery of Indigenous Publication Records by using USGS Geology Research Tools".

October 31: Megan Craynon attended the MARAC Communications Committee meeting.

November 1: Chris Haley, Emily Oland Squires and Hannah Lane attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Research Committee.

November 4: Chris Haley and Emily Oland Squires attended a meeting of the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee.

November 5: Megan Craynon attended the University of Maryland iSchool MLIS Advisory Board meeting.

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 6/13/2024**

Anne Arundel County Department of Aging and Disabilities

Rec.: 11/29/2023 Appr.: 6/6/2024 RM Sch. #:C1569 MSA S1521-1551 Supersedes: C1021 thru C1021-13

Anne Arundel County Office of Information Technology, Administration

Rec.: 8/17/2016 Appr.: 6/18/2024 RM Sch. #:C1384 MSA S1521-1552 Supersedes: None

Caroline County Department of Corrections

Rec.: 2/21/2024 Appr.: 7/30/2024 RM Sch. #:C1573 MSA S1521-1555 Supersedes: None

Caroline County Tax Office

Rec.: 4/10/2024 Appr.: 7/30/2024 RM Sch. #:C1580 MSA S1521-1556 Supersedes: None

City of Bowie Police Department, Administrative Records

Rec.: 7/29/2022 Appr.: 7/15/2024 RM Sch. #:M493 MSA S1522-472 Supersedes: None

City of Bowie Police Department, Personnel Records

Rec.: 7/29/2022 Appr.: 7/15/2024 RM Sch. #:M497 MSA S1522-473 Supersedes: None

City of Bowie Police Department, Police Records

Rec.: 7/29/2022 Appr.: 6/6/2024 RM Sch. #:M498 MSA S1522-468 Supersedes: None

City of Frederick, Department of Public Works (DPW) Projects

Rec.: 5/9/2024 Appr.: 7/3/2024 RM Sch. #:M620 MSA S1522-471 Supersedes: None

Comptroller of Maryland, Revenue Administration Division

Rec.: 6/6/2023 Appr.: 6/18/2024 RM Sch. #:3017 MSA S1468-4268 Supersedes: 2837

Frederick County Government (FCG), Division of Family Services

Rec.: 1/9/2024 Appr.: 9/26/2024 RM Sch. #:C1570 MSA S1521-1558 Supersedes: None

Frederick County Government (FCG), Finance Division

Rec.: 12/6/2022 Appr.: 7/15/2024 RM Sch. #:C1537 MSA S1521-1554 Supersedes: None

Frederick County Government (FCG), County Attorney's Office

Rec.: 7/31/2024 Appr.: 8/23/2024 RM Sch. #:C1541A MSA S1521-1557 Supersedes: C1541

Maryland Department of the Environment, Office of Internal Audit

Rec.: 9/25/2023 Appr.: 6/6/2024 RM Sch. #:3028 MSA S1468-4267 Supersedes: None

Maryland Department of Transportation (MDOT), State Highway Administration (SHA), Office of Equal Opportunities (OEO)

Rec.: 5/9/2024 Appr.: 9/26/2024 RM Sch. #:3058 MSA S1468-4271 Supersedes: 2950

Maryland State Police, Planning and Research

Rec.: 12/13/2023 Appr.: 7/11/2024 RM Sch. #:971-02-1A1 MSA S1468-4270 Supersedes: None

Maryland State Police, Quartermaster Division (13) (Submitted Digitally)

Rec.: 4/22/2024 Appr.: 7/11/2024 RM Sch. #:971-13-5A MSA S1468-4269 Supersedes: None

Somerset County Sheriff's Office

Rec.: 1/31/2024 Appr.: 7/11/2024 RM Sch. #:C1522A MSA S1521-1553 Supersedes: None

Town of Berwyn Heights, Administration

Rec.: 7/25/2024 Appr.: 9/26/2024 RM Sch. #:M622 MSA S1522-474 Supersedes: None

Town of Perryville, Community Development Department

Rec.: 10/19/2023 Appr.: 7/3/2024 RM Sch. #:M568 MSA S1522-470 Supersedes: None

Town of Perryville, Engineering Department

Rec.: 10/19/2023 Appr.: 7/3/2024 RM Sch. #:M567 MSA S1522-469 Supersedes: None

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 6/13/2024**

Parking Authority of Baltimore City, Credit Card Chargebacks
Schedule Number BCA2165

Parking of Baltimore City, Daily Bank Statements
Schedule Number BCA2166

Parking of Baltimore City, Management Reports & Purchase Orders for Garages and Lots
Schedule Number BCA2168

Parking of Baltimore City, Meter Funds and Fund Transfers
Schedule Number BCA2169

Parking of Baltimore City, Vendor Files
Schedule Number BCA2172

Health, Preventative Medicine & Epidemiology, Tuberculosis Clinic, Active TB Patient Files
Schedule Number BCA2189

Health, Preventative Medicine & Epidemiology, Tuberculosis Clinic, Latent TB Patient Files
Schedule Number BCA2190

Health, Preventative Medicine & Epidemiology, Tuberculosis Clinic, Old active and latent
TB patient charts
Schedule Number BCA2191

Baltimore City Office of the Inspector General, Operations Files
Schedule Number BCA2173

Baltimore City Office of the Inspector General, Investigative Files
Schedule Number BCA2176

Baltimore City Office of the Inspector General, Annual Reports
Schedule Number BCA2177

Retention Schedule Summary

State agency schedules approved - 5

County agency schedules approved - 8

Municipal agency schedules approved - 7

Total number of State Archives schedules approved - 20

Total number of Baltimore City Archives schedules approved - 11

Images of all approved State Archives schedules are available online at

https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules.html

**Maryland State Archives
Digital Disposal Certificates Approved
Since Hall of Records Meeting
On 6/13/2024**

Date Approved	Agency	Certificate Number
5/20/2024	Anne Arundel County Community College Document Services/Records Retention	SE55-8155
5/20/2024	Maryland Department of Health Allegany County Health Department	SE55-8156
5/20/2024	Maryland Department of Health Office of Human Resources	SE55-8157
5/20/2024	Maryland Department of Health Office of Human Resources	SE55-8158
5/20/2024	Maryland Department of the Environment Water and Science - Compliance Program	SE55-8159
5/20/2024	Maryland Department of Health Kent County Health Department	SE55-8160
5/20/2024	Maryland Department of Health Labs Administration	SE55-8161
5/21/2024	Carroll County Sheriff's Office	SE55-8162
5/22/2024	Maryland Department of the Environment Water and Science - Compliance Division	SE55-8163
5/22/2024	Anne Arundel County Circuit Court Criminal	SE55-8164
5/22/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8167
5/22/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8168

5/23/2024	Howard County Circuit Court	SE55-8169
5/23/2024	Maryland State Police Leonardtown Barrack	SE55-8170
5/23/2024	Maryland Department of Transportation Maryland Transportation Authority - Human Resources and Workforce	SE55-8171
5/23/2024	Maryland Department of Transportation Maryland Transportation Authority - Operations	SE55-8172
5/23/2024	Maryland Department of Transportation Maryland Transportation Authority - Engineering and Construction	SE55-8173
5/23/2024	Maryland State Police Leonardtown Barrack	SE55-8174
5/23/2024	Maryland State Police Leonardtown Barrack	SE55-8175
5/23/2024	Maryland State Police Leonardtown Barrack	SE55-8176

5/23/2024	Maryland State Police Leonardtown Barrack	SE55-8177
5/24/2024	Howard County Circuit Court	SE55-8178
5/24/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8180
5/28/2024	Maryland Department of Health Cecil County Health Department	SE55-8181
5/28/2024	Carroll County Detention Center	SE55-8182
5/28/2024	Carroll County Detention Center	SE55-8183
5/28/2024	Carroll County Detention Center	SE55-8184
5/28/2024	Maryland Department of Health Prevention and Health Promotion Administration	SE55-8185
5/28/2024	Carroll County Detention Center	SE55-8186
5/28/2024	Carroll County Detention Center	SE55-8187

5/30/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8188
5/30/2024	Howard County Circuit Court	SE55-8203
5/31/2024	Maryland Department of Health Queen Anne County Department of Health	SE55-8204
6/3/2024	Carroll County Detention Center	SE55-8205
6/3/2024	Carroll County Detention Center	SE55-8206
6/3/2024	Carroll County Detention Center	SE55-8207
6/3/2024	Carroll County Detention Center	SE55-8208
6/3/2024	Carroll County Detention Center	SE55-8209
6/3/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8210
6/3/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8211
6/5/2024	Maryland Department of Health Allegany County Health Department	SE55-8212
6/6/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8213
6/6/2024	Kent County Department of Social Services	SE55-8214
6/6/2024	City of College Park Administration	SE55-8215
6/6/2024	Calvert County Government	SE55-8216
6/6/2024	Calvert County Government	SE55-8217
6/6/2024	Calvert County Government BOCC	SE55-8218
6/6/2024	Howard County Circuit Court	SE55-8219
6/6/2024	Howard County Circuit Court	SE55-8220
6/7/2024	Maryland Department of Health Allegany County Health Department	SE55-8221

6/10/2024	Anne Arundel County Detention Center	SE55-8222
6/12/2024	Howard County Circuit Court	SE55-8223
6/12/2024	St. Mary's County Circuit Court	SE55-8239
6/13/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8240
6/17/2024	Baltimore County Circuit Court	SE55-8241
6/18/2024	City of Cumberland City Clerk	SE55-8242
6/18/2024	Montgomery County Register of Wills	SE55-8243
6/19/2024	Somerset County Sheriff's Office	SE55-8244
6/20/2024	Montgomery County Circuit Court	SE55-8245
6/21/2024	Howard County Circuit Court	SE55-8246

6/24/2024	Carroll County Detention Center	SE55-8247
6/24/2024	Carroll County Detention Center	SE55-8248
6/24/2024	Carroll County Detention Center	SE55-8249
6/24/2024	Carroll County Detention Center	SE55-8250
6/24/2024	Kent County Department of Social Services	SE55-8251
6/25/2024	Maryland Department of Transportation State Highway Administration - Office of Environmental Design	5SE55-8252
6/25/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8253
6/26/2024	Maryland State Police Berlin Barrack	SE55-8254
6/26/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8255
6/26/2024	Howard County Circuit Court	SE55-8269
6/27/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8270

6/28/2024	Maryland Department of Transportation State Highway Administration - Office of Environmental Design - Environmental	SE55-8271
6/28/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8272
6/28/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8273
6/28/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8274
6/28/2024	Kent County Department of Social Services	SE55-8275
6/28/2024	Maryland Department of Transportation Motor Vehicle Administration - Field Operations/Glen Burnie Branch	SE55-8276
7/2/2024	Maryland Department of Health Somerset County Health Department	SE55-8277
7/2/2024	Maryland Department of Health Somerset County Health Department	SE55-8278
7/2/2024	Kent County Department of Social Services	SE55-8279
7/3/2024	Maryland Department of Health Somerset County Health Department	SE55-8280
7/3/2024	Maryland Department of Health Labs Administration	SE55-8281
7/3/2024	Maryland Department of Health Somerset County Health Department	SE55-8282
7/5/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8283
7/8/2024	Maryland State Police Vehicle Theft Prevention Council	SE55-8284

7/8/2024	Maryland Department of Transportation Motor Vehicle Administration - Central Operations/Driver Services	SE55-8285
7/8/2024	Howard County Circuit Court	SE55-8286
7/8/2024	Maryland Department of Transportation Motor Vehicle Administration - Support Services/Human Resources	SE55-8287
7/10/2024	Anne Arundel County Detention Center	SE55-8288
7/10/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8289
7/10/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8290
7/10/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8291
7/10/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8292
7/11/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8293
7/11/2024	Howard County Circuit Court	SE55-8294

7/11/2024	Maryland Department of Agriculture Plant Protection and Weed Management	SE55-8295
7/12/2024	St. Mary's County Detention Center	SE55-8296
7/12/2024	Kent County Department of Social Services	SE55-8297
7/15/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8298
7/15/2024	Carroll County Detention Center	SE55-8299
7/15/2024	Carroll County Detention Center	SE55-8300
7/16/2024	Carroll County Detention Center	SE55-8301
7/16/2024	Baltimore County Circuit Court	SE55-8302
7/17/2024	Maryland State Police Strategic Planning Command	SE55-8303

7/17/2024	Bowie Government Personnel	SE55-8304
7/18/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8305
7/18/2024	University of Maryland, Baltimore Police Department	SE55-8306
7/22/2024	Maryland District Court	SE55-8307
7/22/2024	Bowie Government City Manager's Office/City Clerk	SE55-8308
7/22/2024	Bowie Government City Manager's Office/City Clerk	SE55-8309
7/23/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8310
7/24/2024	Kent County Department of Social Services LGA	SE55-8311
7/24/2024	Garrett Circuit Court	SE55-8312
7/25/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8313
7/25/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8314
7/25/2024	Howard County Circuit Court	SE55-8315
7/26/2024	Maryland Department of the Environment	SE55-8316
7/30/2024	Maryland Department of Health Somerset County Health Department	SE55-8357
7/30/2024	Chevy Chase Village Government	SE55-8358
7/31/2024	Talbot County Register of Wills	SE55-8359
7/31/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8360
7/31/2024	Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence	SE55-8361
7/31/2024	Maryland Department of Health Carroll County Health Department	SE55-8363

7/31/2024	Maryland Department of Health Office of Long Term Services and Supports	SE55-8364
8/1/2024	Maryland Department of Health Office of Long Term Services and Supports	SE55-8365
8/1/2024	Maryland Department of Health Somerset County Health Department	SE55-8366
8/1/2024	Maryland Department of Health Allegany County Health Department	SE55-8367
8/1/2024	Maryland Department of Health Carroll County Health Department	SE55-8368
8/2/2024	Maryland State Police Executive Protection Division {33}	SE55-8369
8/5/2024	Maryland Department of Human Resources	SE55-8370
8/5/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8371

8/5/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8372
8/6/2024	Maryland Department of Health Labs Administration	SE55-8373
8/6/2024	Maryland Department of Health Maryland Board of Physicians	SE55-8374
8/6/2024	Maryland Department of Health Office of Finance/ Cost Accounting and Reimbursements	SE55-8375
8/6/2024	Maryland Department of Health Queen Anne County Department of Health	SE55-8376
8/6/2024	Maryland Department of Health Maryland Children Health Program	SE55-8377

8/7/2024	Maryland State Police Berlin Barrack	SE55-8378
8/8/2024	Maryland State Police Berlin Barrack	SE55-8379
8/8/2024	Maryland State Police Berlin Barrack	SE55-8380
8/8/2024	Bowie Government Finance	SE55-8381
8/8/2024	Maryland State Police PCSD	SE55-8382
8/8/2024	Maryland Department of Transportation State Highway Administration - Office of Administration	SE55-8383
8/8/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8384
8/9/2024	Carroll County Detention Center	SE55-8385
8/9/2024	Carroll County Detention Center	SE55-8386
8/9/2024	Carroll County Detention Center	SE55-8387
8/12/2024	Maryland Department of Health Somerset County Health Department	SE55-8388
8/12/2024	Maryland Department of Health Somerset County Health Department	SE55-8389
8/12/2024	Maryland Department of Health Somerset County Health Department	SE55-8390
8/12/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8391
8/12/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8392
8/13/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8393
8/13/2024	Maryland Department of Health Somerset County Health Department	SE55-8394

8/13/2024	Maryland Department of Health Somerset County Health Department	SE55-8395
8/13/2024	Maryland Department of Health Somerset County Health Department	SE55-8396
8/13/2024	Maryland Department of Health Somerset County Health Department	SE55-8397
8/14/2024	Baltimore County Circuit Court	SE55-8398
8/14/2024	Maryland Department of Health Somerset County Health Department	SE55-8399
8/14/2024	Maryland Department of Health Frederick County Health Department	SE55-8400
8/14/2024	Maryland Department of Health Office of Long Term Services and Supports	SE55-8401

8/14/2024	Maryland Department of Health Somerset County Health Department	SE55-8402
8/14/2024	Maryland Department of Health Office of Medicaid Provider Services	SE55-8403
8/14/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8405
8/15/2024	Anne Arundel County Detention Center	SE55-8406
8/15/2024	Maryland Department of Health Prevention and Health Promotion Administration	SE55-8407

8/16/2024	Maryland Office of the Comptroller General Accounting Division	SE55-8408
8/16/2024	Maryland Office of the Comptroller	SE55-8409
8/19/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8410
8/21/2024	Maryland State Police PCSD	SE55-8411
8/21/2024	Maryland State Police PCSD	SE55-8412
8/21/2024	Maryland Department of Human Resources	SE55-8413
8/21/2024	Maryland Department of Agriculture Purchasing Office	SE55-8414
8/21/2024	Maryland Department of the Environment Internal Audit	SE55-8415
8/23/2024	Maryland Department of Health Queen Anne County Department of Health	SE55-8416
8/23/2024	Prince George's County Circuit Court	SE55-8417
8/23/2024	Howard County Circuit Court	SE55-8418
8/26/2024	Anne Arundel County Community College Document Services/Records Retention	SE55-8419
8/26/2024	Maryland State Police PCSD	SE55-8420
8/26/2024	Maryland State Police Berlin Barrack	SE55-8421
8/26/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8422
8/27/2024	Maryland State Police PCSD	SE55-8423
8/27/2024	Maryland State Police PCSD	SE55-8424
8/27/2024	Maryland S29	SE55-8425
8/28/2024	Maryland Department of Health Labs Administration	SE55-8427

8/28/2024	Maryland Department of Health Labs Administration	SE55-8428
8/30/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8429
8/30/2024	Maryland Department of Agriculture Plant Protection and Weed Management	SE55-8430
9/3/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8431
9/3/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8432
9/3/2024	Garrett Circuit Court	SE55-8433
9/4/2024	Charles County Government	SE55-8434
9/9/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8435
9/11/2024	Maryland Office of the Comptroller General Accounting Division	SE55-8436
9/11/2024	Maryland Office of the Comptroller General Accounting Division	SE55-8437
9/11/2024	Garrett Circuit Court	SE55-8438
9/12/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8439

9/16/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8440
9/17/2024	Carroll County Detention Center	SE55-8441
9/17/2024	Carroll County Detention Center	SE55-8457
9/17/2024	Carroll County Detention Center	SE55-8458
9/17/2024	Carroll County Detention Center	SE55-8459
9/17/2024	Carroll County Detention Center	SE55-8460
9/17/2024	Carroll County Detention Center	SE55-8461

9/18/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8462
9/18/2024	Maryland School for the Deaf Frederick Campus	SE55-8463
9/19/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8464
9/19/2024	City of Cumberland City Clerk	SE55-8465
9/20/2024	Saint Mary's County Register of Wills	SE55-8466
9/23/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8467
9/23/2024	Taneytown Government	SE55-8468
9/24/2024	Maryland Department of Human Resources	SE55-8469
9/24/2024	Baltimore County Circuit Court	SE55-8470
9/25/2024	Bowie Government City Manager's Office/City Clerk	SE55-8479
9/25/2024	Maryland Department of the Environment	SE55-8480
9/27/2024	Garrett Circuit Court	SE55-8486
9/27/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8487
9/30/2024	Howard County Circuit Court	SE55-8488
9/30/2024	Maryland State Police Leonardtown Barrack	SE55-8489
10/1/2024	Maryland Department of Transportation State Highway Administration - Office of Environmental Design - Environmental	SE55-8490
10/2/2024	University of Maryland, Baltimore Support Service / Records Section	SE55-8491
10/2/2024	Maryland Department of Agriculture Plant Protection and Weed Management	SE55-8492
10/2/2024	Maryland Department of Agriculture Plant Protection and Weed Management	SE55-8493

10/4/2024	Maryland State Police LaPlata Barrack {S7}	SE55-8496
10/4/2024	Maryland Department of General Services, Records Management Division DPSCS- MARYLAND RECEPTION DIAGNOSTIC & CLASSIFICATION CENTER	SE55-8497
10/4/2024	Maryland Department of General Services, Records Management Division OAG- CONTRACT LITIGATION UNIT	SE55-8498
10/4/2024	Maryland Department of General Services, Records Management Division WICOMICO COUNTY DSS- ADULT SERVICES	SE55-8499
10/4/2024	Maryland Department of General Services, Records Management Division PGC DSS- ADMIN SERVICES/ CLOSED FILES	SE55-8500

10/4/2024	Maryland Department of General Services, Records Management Division OPD- HARFORD COUNTY- DISTRICT 9	SE55-8501
10/4/2024	Maryland Department of General Services, Records Management Division OAG- CONTRACT LITIGATION UNIT	SE55-8502
10/4/2024	Maryland Department of General Services, Records Management Division OAG- CONTRACT LITIGATION UNIT	SE55-8503
10/4/2024	Maryland Department of General Services, Records Management Division BCDSS- CLOSED RECORDS UNIT	SE55-8504
10/4/2024	Maryland Department of General Services, Records Management Division DHMH- WAIVER UNIT	SE55-8505

10/4/2024	Maryland Department of General Services, Records Management Division DHMH - COMMUNITY HEALTH ADMIN- OUTBREAK INVESTIGATION/ EDCP	SE55-8506
10/4/2024	Maryland Department of General Services, Records Management Division DHMH - BOARD OF AUD/HAD/SLP	SE55-8507
10/4/2024	Maryland Department of General Services, Records Management Division MARYLAND ENERGY ADMINISTRATION	SE55-8508
10/4/2024	Maryland Department of General Services, Records Management Division GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION	SE55-8509

Maryland State Archives Paper Disposal Certificates Approved Since Hall of Records Meeting On 6/13/2024		
Date Approved	Agency	Certificate Number
5/9/2024	Anne Arundel County, Department of Detention Facilities	SE55-8165
5/16/2024	Frederick County Sheriff's Office, Administration	SE55-8166
5/9/2024	City of Frederick, Human Resources Department	SE55-8189
5/16/2024	District Court 3 Talbot County	SE55-8190
5/16/2024	District Court 3 Talbot County	SE55-8191
5/16/2024	District Court 3 Talbot County	SE55-8192
5/16/2024	District Court 3 Talbot County	SE55-8193

5/16/2024	District Court 3 Talbot County	SE55-8194
5/16/2024	District Court 3 Talbot County	SE55-819S
5/16/2024	District Court 3 Talbot County	SE55-8196
5/16/2024	District Court 3 Talbot County	SE55-8197
5/16/2024	District Court 3 Talbot County	SE55-8198
5/16/2024	District Court 3 Talbot County	SE55-8199
5/16/2024	District Court 3 Talbot County	SE55-8200
5/16/2024	District Court 3 Talbot County	SE55-8201
5/16/2024	District Court 3 Talbot County	SE55-8202
5/29/2024	District Court 8 Baltimore County	SE55-8224
5/29/2024	District Court 8 Baltimore County	SE55-822S
5/31/2024	Frederick County Circuit Court	SE55-8226
5/21/2024	District Court 3 Caroline County	SE55-8227
5/21/2024	District Court 3 Caroline County	SE55-8228
5/21/2024	District Court 3 Caroline County	SE55-8229
5/21/2024	District Court 3 Caroline County	SE55-8230
5/21/2024	District Court 3 Caroline County	SE55-8231
5/21/2024	District Court 3 Caroline County	SE55-8232
5/21/2024	District Court 3 Caroline County	SE55-8233
5/21/2024	District Court 3 Caroline County	SE55-8234
5/21/2024	District Court 3 Caroline County	SE55-8235
5/21/2024	District Court 3 Caroline County	SE55-8236
5/21/2024	District Court 3 Caroline County	SE55-8237

5/21/2024	District Court 3 Caroline County	SE55-8238
5/21/2024	District Court 3 Caroline County	SE55-82S6
5/21/2024	District Court 3 Caroline County	SE55-8257
5/21/2024	District Court 3 Caroline County	SE55-82S8
5/21/2024	District Court 3 Caroline County	SE55-8259
5/21/2024	District Court 3 Caroline County	SE55-8260
5/21/2024	District Court 3 Caroline County	SE55-8261

5/21/2024	District Court 3 Caroline County	SE55-8262
5/21/2024	District Court 3 Caroline County	SE55-8263
5/21/2024	District Court 3 Caroline County	SE55-8264
5/21/2024	District Court 3 Caroline County	SE55-8265
5/21/2024	District Court 3 Caroline County	SE55-8266
5/21/2024	District Court 3 Caroline County	SE55-8267
5/21/2024	District Court 3 Caroline County	SE55-8268
1/8/2024	St. Mary's County Government, Office of the County Attorney	SE55-8317
3/14/2024	District Court 12 Allegany County	SE55-8318
3/20/2024	District Court 12 Allegany County	SE55-8319
3/21/2024	District Court 12 Allegany County	SE55-8320
3/21/2024	District Court 9 Harford County	SE55-8321
4/3/2024	District Court 12 Allegany County	SE55-8322
4/8/2024	Public Service Commission, Office of Executive Secretary	SE55-8323

4/8/2024	Public Service Commission, Office of Executive Secretary	SE55-8324
4/18/2024	Department of Public Safety and Correctional Services, Division of Parole and Probation, Annapolis Field Office	SE55-8325
4/18/2024	Department of Public Safety and Correctional Services, Division of Parole and Probation, Annapolis Field Office	SE55-8326
5/2/2024	Department of Public Safety and Correctional Services, Division of Parole and Probation, Annapolis Field Office	SE55-8327
4/30/2024	Office of the Public Defender, Harford County	SE55-8328
5/17/2024	Department of Public Safety and Correctional Services, Division of Parole and Probation, Annapolis Field Office	SE55-8329
5/16/2024	St. Mary's County, Treasurer's Office	SE55-8330
4/24/2024	District Court 3 Queen Anne's County	SE55-8331
4/24/2024	District Court 3 Queen Anne's County	SE55-8332
4/24/2024	District Court 3 Queen Anne's County	SE55-8333
4/24/2024	District Court 3 Queen Anne's County	SE55-8334
6/5/2024	District Court 6 Montgomery County	SE55-8335
6/7/2024	District Court 12 Allegany County	SE55-8336
6/5/2024	District Court 12 Allegany County	SE55-8337
5/31/2024	District Court 12 Allegany County	SE55-8338
5/23/2024	District Court 12 Allegany County	SE55-8339

5/23/2024	District Court 12 Allegany County	SE55-8340
5/23/2024	District Court 12 Allegany County	SE55-8341
5/23/2024	District Court 12 Allegany County	SE55-8342
5/24/2024	District Court 12 Allegany County	SE55-8343
6/18/2024	Department of Labor, Licensing and Regulation, Office of Financial Regulation, Enforcement Unit	SE55-8344
6/21/2024	District Court 12 Garrett County	SE55-8345
6/21/2024	District Court 12 Allegany County	SE55-8346
6/17/2024	District Court 12 Allegany County	SE55-8347
6/17/2024	District Court 12 Allegany County	SE55-8348

6/17/2024	District Court 12 Allegany County	SE55-8349
6/21/2024	District Court 12 Garrett County	SE55-8350
6/27/2024	District Court 12 Garrett County	SE55-8351
6/27/2024	District Court 12 Garrett County	SE55-8352
7/1/2024	Town of Kensington	SE55-8353
7/1/2024	Town of Kensington	SE55-8354
7/10/2024	District Court 12 Allegany County	SE55-8355
7/15/2024	District Court 12 Allegany County	SE55-8356
7/26/2024	District Court S Prince George's County	SE55-8362
6/5/2024	Baltimore County Public School, CORD FORMS 06/05/2024	SE55-8404
7/22/2024	Frederick County Sheriff's Office, Corrections Bureau	SE55-8426

2/22/2011	Washington County Government, Finance, Human Resources	SE55-8442
7/27/2011	Washington County Government, Treasurer	SE55-8443
7/19/2011	Washington County Government, Highway	SE55-8444
7/19/2012	Washington County Government, Treasurer	SE55-8445
7/8/2012	Washington County Government, Highway	SE55-8446
7/24/2013	Washington County Government, Treasurer	SE55-8447
9/3/2013	Washington County Government, Highway	SE55-8448
2/28/2014	Washington County Government, Treasurer	SE55-8449
6/23/2014	Washington County Government, Highway	SE55-8450
6/29/2015	Washington County Government, Treasurer	SE55-8451
6/29/2015	Washington County Government, Highway	SE55-8452
7/19/2016	Washington County Government, Highway	SE55-8453
7/11/2017	Washington County Government, Highway	SE55-8454
7/10/2017	Washington County Government, Treasurer	SE55-8455
8/8/2017	Washington County Government, Treasurer	SE55-8456
3/5/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8471
3/5/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8472
3/20/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8473
3/26/2024	Maryland State Police, Barrack S4 - "E"	SE55-8474
4/1/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8475
4/4/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8476
6/1/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8477

9/9/2024	Anne Arundel County Police Department, Central Records	SE55-8478
7/18/2024	Baltimore County Public School, CORD FORMS 07/18/2024	SE55-8481
7/30/2024	Baltimore County Public School, CORD FORMS 07/30/2024	SE55-8482
9/16/2024	Anne Arundel County Police Department, Central Records	SE55-8483
9/18/2024	Anne Arundel County Police Department, Central Records	SE55-8484
9/18/2024	Anne Arundel County Police Department, Central Records	SE55-8485
10/13/2022	Maryland State Police, Barrack "L", Forestville (61}	SE55-8494
9/24/2024	Maryland State Police, Barrack "L", Forestville (61}	SE55-8495

Disposal Certificate Summary

Total number of digital certificates - 237

Total number of paper certificates - 117

Total number of certificates - 3S4

Images of disposal certificates are available online at

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SESS>

**Maryland State Archives
 Records Received
 Since Last Hall of Records Commission Meeting
 on 6/13/2024**

**DEPARTMENT OF HEALTH STATE BOARD OF PODIATRIC MEDICAL EXAMINERS
 (Complaint and Disciplinary File)**

Date Received	Series No	Date Added	New Items
9/25/2024	T5509	1996-1998, 2003-2010	9 Boxes

(Minutes and Meeting File)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
9/25/2024	T5508	1993-2022	7 Boxes

DEPARTMENT OF HUMAN SERVICES

(Cost Allocation Plan)

Date Received	Series No	Date Added	New Items
6/26/2024	T5491	2001-2018	8 Boxes

**DEPARTMENT OF LABOR OCCUPATIONAL AND PROFESSIONAL LICENSING
 COMMISSION OF REAL ESTATE APPRAISERS, APPRAISAL MANAGEMENT COMPANIES,
 AND HOME INSPECTORS**

(Licensing Files)

Date Received	Series No	Date Added	New Items
8/26/2024	T5503	1999-2020	19 Boxes

DEPARTMENT OF LEGISLATIVE SERVICES

(Legislative Histories)

Date Received	Series No	Date Added	New Items
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8/20/2024 T383 2003-2009 289 Boxes

DEPARTMENT OF STATE POLICE

(Newsletters)

Date Received	Series No	Date Added	New Items
8/1/2024	TE152	2018-2021	2,275 Digital Files

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

Date Received	Series No	Date Added	New Items
6/28/2024	T2048		13 Maps/Plats
7/31/2024	T2048		165 Maps/Plats
8/30/2024	T2048		40 Maps/Plats

STATE BOARD OF PHYSICIANS

(Licensure Register)

Date Received	Series No	Date Added	New Items
5/31/2024	T5485	1892-1971	2 Boxes

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

Date Received	Series No	Date Added	New Item
5/31/2024	T1896	2024	6 Maps/Plats
7/31/2024	T1896	2024	6 Maps/Plats
8/30/2024	T1896	2024	3 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

Date Received	Series No	Date Added	New Items
7/25/2024	T1067	1991-1992, 1994-2003, 2009-2012	124 Boxes

(Equity Papers, Exhibits)

Date Received	Series	Date Added	New Items
7/25/2024	T1463	1963, 1971, 1978, 1981, 1983-1984, 1990	16 Poster Tubes

(Marriage Applications and Returns)

Date Received	Series No	Date Added	New Items
7/25/2024	T2647	07/1988-04/1990	8 Boxes

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

Date Received	Series No	Date Added	New Items
5/31/2024	T1897 2024		32 Maps/Plats
6/28/2024	T1897 2024		20 Maps/Plats
7/31/2024	T1897 2024		7 Maps/Plats
8/30/2024	T1897 2024		7 Maps/Plats

ANNE ARUNDEL COUNTY PUBLIC LIBRARY

(Board of Trustees Meeting Minutes)

Date Received	Series No	Date Added	New Items
6/17/2024	T5471	1922-2021	53 Volumes

(Newsletters)

Date Received	Series No	Date Added	New Items
6/17/2024	T5492	03/01/2006-11/30/2015	1 Boxes

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

Date Received	Series No	Date Added	New Items
5/31/2024	T1898	2024	10 Maps/Plats
6/28/2024	T1898	2024	12 Maps/Plats
8/30/2024	T1898	2024	10 Maps/Plats

BALTIMORE COUNTY CIRCUIT COURT

(Adoption and Termination of Parental Rights)

Date Received	Series No	Date Added	New Items
7/23/2024	T5493	1997-2018	39 Boxes

(Adoption Papers)

Date Received	Series No	Date Added	New Items
7/23/2024	T1232	2006-2019	21 Boxes

(Civil Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/21/2024	T697	2014	154 Boxes
7/23/2024	T697	2008	84 Boxes
8/13/2024	T697	2005, 2009	142 Boxes
9/10/2024	T697	2006, 2010-2011	167 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/21/2024	T1769	2000, 2002-2005	10 Boxes
7/23/2024	T1769	1981-1991, 1993, 1995-2004	16 Boxes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
5/31/2024	T1899	2024	20 Maps/Plats
		2024	12 Maps/Plats
6/28/2024	T1899		
7/31/2024	T1899	2024	10 Maps/Plats
8/30/2024	T1899	2024	8 Maps/Plats

CALVERT COUNTY CIRCUIT COURT

(Adoption Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/11/2024	T4656	2007-2017	11 Boxes

(Civil Papers)

Date Received	Series No	Date Added	New Items
6/11/2024	T1338	2001-2002	88 Boxes
9/19/2024	T1338	2003-2006	194 Boxes

(Liens)

Date Received	Series No	Date Added	New Items
6/11/2024	T5043	2006-2017	10 Boxes

(Paternity Papers)

Date Received	Series No	Date Added	New Items
6/11/2024	T3600	2004-2006	23 Boxes

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

Date Received	Series No	Date Added	New Items
5/31/2024	T1900	2024	7 Maps/Plats
7/31/2024	T1900	2024	7 Maps/Plats

CAROLINE COUNTY CIRCUIT COURT

(Adoption and Termination of Parental Rights)

Date Received	Series No	Date Added	New Items
7/1/2024	T5490	1972-2016	7 Boxes

(Adoption Papers)

Date Received	Series No	Date Added	New Items
7/1/2024	T4400	1972-2016	11 Boxes

(Civil Papers)

Date Received	Series No	Date Added	New Items
7/1/2024	T4407	1921-1960	3 Boxes

(Civil Papers, Equity and Law)

Date Received	Series No	Date Added	New Items
7/1/2024	T4408	2005-2015	267 Boxes

(Criminal Papers)

Date Received	Series No	Date Added	New Items
7/1/2024	T4410	2002-2016	146 Boxes

(Paternity Papers)

Date Received	Series No	Date Added	New Items
7/1/2024	T4425	1981-2016	83 Boxes

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

Date Received	Series No	Date Added	New Items
5/31/2024	T1901 2024		3 Maps/Plats
6/28/2024	T1901 2024		3 Maps/Plats
7/31/2024	T1901 2024		8 Maps/Plats
8/30/2024	T1901 2024		7 Maps/Plats

CAROLINE COUNTY REGISTER OF WILLS

(Estate Index)

Date Received	Series No	Date Added	New Items
7/10/2024	TE173	06/30/1994-05/14/1999	1 Digital File

(Estate Papers)

Date Received	Series No	Date Added	New Items
7/11/2024	T2888	06/30/1994-05/14/1999	25 Boxes

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

Date Received	Series No	Date Added	New Items
5/31/2024	T1902	2024	1 Maps/Plats
6/28/2024	T1902	2024	25 Maps/Plats
7/31/2024	T1902	2024	13 Maps/Plats
8/30/2024	T1902	2024	6 Maps/Plats

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

Date Received	Series No	Date Added	New Items
5/31/2024	T1903	2024	10 Maps/Plats
6/28/2024	T1903	2024	10 Maps/Plats
7/31/2024	T1903	2024	3 Maps/Plats
8/30/2024	T1903	2024	2 Maps/Plats

CHARLES COUNTY CIRCUIT COURT

(Civil Papers)

Date Received	Series No	Date Added	New Items
6/18/2024	T2664	01/03/2011-12/29/2011	101 Boxes

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

Date Received	Series No	Date Added	New Items
5/31/2024	T1904	2024	33 Maps/Plats
6/28/2024	T1904	2024	18 Maps/Plats
7/31/2024	T1904	2024	33 Maps/Plats
8/30/2024	T1904	2024	17 Maps/Plats

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

Date Received	Series No	Date Added	New Items
6/28/2024	T1905	2024	10 Maps/Plats
7/31/2024	T1905	2024	6 Maps/Plats
8/30/2024	T1905	2024	6 Maps/Plats

FREDERICK COUNTY CIRCUIT COURT

(Adoption and Termination of Parental Rights)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/6/2024	T5474	1988-2011	37 Boxes

(Adoption Papers)

Date Received	Series No	Date Added	New Items
6/6/2024	T1640	1971-2011	13 Boxes

(Criminal Papers)

<i>Date Received</i>	<i>Series No</i>	<i>Date Added</i>	<i>New Items</i>
6/6/2024	T193	1957-2011	172 Boxes

(Federal Tax Liens)

Date Received	Series No	Date Added	New Items
6/6/2024	T5477	1986-2001	4 Boxes

(Ordinances)

Date Received	Series No	Date Added	New Items
6/6/2024	T5478	1954-1991, 1994-2002	2 Boxes

(Paternity Papers)

Date Received	Series No	Date Added	New Items
6/6/2024	T2767	1964-2005	61 Boxes

(State Roads Commission Land Acquisition Papers)

Date Received	Series No	Date Added	New Items
6/6/2024	T5475	1956-1999	2 Boxes

(State Roads Land Acquisitions, Index)

Date Received	Series No	Date Added	New Items
6/6/2024	T5476	1956-1999	1 Volume

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

Date Received	Series No	Date Added	New Items
5/31/2024	T1906	2024	34 Maps/Plats
6/28/2024	T1906	2024	43 Maps/Plats
7/31/2024	T1906	2024	32 Maps/Plats
8/30/2024	T1906	2024	71 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

Date Received	Series No	Date Added	New Items
5/31/2024	T1907	2024	7 Maps/Plats
6/28/2024	T1907	2024	2 Maps/Plats
7/31/2024	T1907	2024	18 Maps/Plats
8/30/2024	T1907	2024	4 Maps/Plats

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

Date Received	Series No	Date Added	New Items
5/31/2024	T1908	2024	13 Maps/Plats
6/28/2024	T1908	2024	10 Maps/Plats
7/31/2024	T1908	2024	18 Maps/Plats
8/30/2024	T1908	2024	7 Maps/Plats

HOWARD COUNTY Circuit Court

(Adoption Docket)

Date Received	Series No	Date Added	New Items
6/24/2024	T5481	1947-1988	3 Volumes

(Adoption Papers)

Date Received	Series No	Date Added	New Items
6/24/2024	T1098	1969-2018	50 Boxes

(Bonds and Commissions)

Date Received	Series No	Date Added	New Items
6/24/2024	T5484	1967-1992	1 Volume

(Certificates of Incorporation, Index)

Date Received	Series No	Date Added	New Items
6/24/2024	T5487		1 Volume

(Civil Papers)

Date Received	Series No	Date Added	New Items
6/24/2024	T408	1969, 1984-1985, 1989-1997	224 Boxes

(Divorce Decrees)

Date Received	Series No	Date Added	New Items
6/24/2024	T5483	10/26/1909-03/13/1973	3 Volumes

(Guardianship Papers)

Date Received	Series No	Date Added	New Items
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6/24/2024 T5480 1978-1997 7 Boxes

(Marriage Record)

Date Received	Series No	Date Added	New Items
6/24/2024	T3384	1886-1908	2 Volumes

(Military Discharges)

Date Received	Series No	Date Added	New Items
6/24/2024	T5486	06/05/1945- 12/12/2008	10 Volumes

(Notary Public Commissions)

Date Received	Series No	Date Added	New Items
6/24/2024	T5488	03/26/2010- 09/27/2018	2 Volumes

(Notary Public Commissions, Index)

Date Received	Series No	Date Added	New Items
6/24/2024	T5489	1980-2000	1 Box

(Paternity Docket)

Date Received	Series No	Date Added	New Items
6/24/2024	T5482	1963-1984	1 Volume

(Plat Book)

Date Received	Series No	Date Added	New Items
5/31/2024	T2466	2024	11 Maps/Plat s

6/28/2024	T2466	2024	12 Maps/Plats
7/31/2024	T2466	2024	17 Maps/Plats
8/30/2024	T2466	2024	7 Maps/Plats

(State Roads Commission Land Acquisition Index)

Date Received	Series No	Date Added	New Items
6/24/2024	T5469	1956-1997	2 Volumes

(State Roads Commission Land Acquisition Papers)

Date Received	Series No	Date Added	New Items
6/24/2024	T5468	09/25/1956-03/18/1997	5 Boxes

HOWARD COUNTY COUNCIL

(Legislation)

Date Received	Series No	Date Added	New Items
9/18/2024	T5506	2014-2022	13 Boxes

(Legislative Agendas)

Date Received	Series No	Date Added	New Items
9/18/2024	T5507	1996, 1998-2019	2 Boxes

(Legislative File)

Date Received	Series No	Date Added	New Items
9/18/2024	T4940	2014-2022	20 Boxes

KENT COUNTY CIRCUIT COURT

(Affidavit of Residence)

Date Received	Series No	Date Added	New Items
8/6/2024	T5494	1901-1918	1 Volume

(Chattel Records)

Date Received	Series No	Date Added	New Items
8/6/2024	T5341	1900-1930	7 Volumes

(Civil and Criminal Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5497	1860-1862, 1865-1879, 1882-1915, 1917-1934	140 Volumes

(Civil Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5495	1850-1859, 1868-1869, 1871-1934	150 Volumes

(Commissions)

Date Received	Series No	Date Added	New Items
8/6/2024	T5335	07/03/1975- 03/30/1986	1 Volume

(County Highway Engineers Road Record)

Date Received	Series No	Date Added	New Items
8/6/2024	T5498	1926-1929	1 Volume

(Criminal Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5496	1896	2 Volumes

(Judicial Record)

Date Received	Series No	Date Added	New Items
8/6/2024	T5500	1903-1921	1 Volume

(Land Record Abstracts)

Date Received	Series No	Date Added	New Items
8/6/2024	T5505	11/25/1857-11/12/1859	1 Volume

(Magistrate Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5501	1891-1901, 1916-1924, 1927-1938	11 Volumes

(Partnership Record)

Date Received	Series No	Date Added	New Items
8/6/2024	T5499	1907-1909	1 Volume

(Plat Book)

Date Received	Series No	Date Added	New Items
5/31/2024	T2186	2024	5 Maps/Plats
6/28/2024	T2186	2024	7 Maps/Plats
7/31/2024	T2186	2024	2 Maps/Plats
8/30/2024	T2186	2024	3 Maps/Plats

(Police Justice Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5373	1920-1939	5 Volumes

(Supersedeas Docket)

Date Received	Series No	Date Added	New Items
8/6/2024	T5502	1858-1876	1 Volume

MONTGOMERY COUNTY CIRCUIT COURT

(Civil Papers)

Date Received	Series No	Date Added	New Items
5/21/2024	T945	1989	0.1 Box

(Civil Papers, Family)

Date Received	Series No	Date Added	New Items
8/15/2024	T5189	05/10/2000-8 /25/2000	145 Boxes

(District Court Appeal Papers)

Date Received	Series No	Date Added	New Items
8/15/2024	T4056	06/09/1994- 12/28/1998	43 Boxes

(Paternity Papers)

Date Received	Series No	Date Added	New Items
8/15/2024	T2352	11/18/1993-1 /19/1995	37 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

Date Received	Series No	Date Added	New Items
5/31/2024	T1911	2024	15 Maps/Plats
6/28/2024	T1911	2024	7 Maps/Plats
7/31/2024	T1911	2024	35 Maps/Plats
8/30/2024	T1911	2024	11 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

Date Received	Series No	Date Added	New Items
5/31/2024	T1912	2024	46 Maps/Plats
6/28/2024	T1912	2024	27 Maps/Plats
7/31/2024	T1912	2024	75 Maps/Plats
8/30/2024	T1912	2025	37 Maps/Plats

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

Date Received	Series No	Date Added	New Items
5/31/2024	T1913	2024	25 Maps/Plats
6/28/2024	T1913	2024	15 Maps/Plats
7/31/2024	T1913	2024	15 Maps/Plats
8/30/2024	T1913	2024	13 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

Date Received	Series No	Date Added	New Items
6/28/2024	T1915	2024	2 Maps/Plats
7/31/2024	T1915	2024	6 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

Date Received	Series No	Date Added	New Items
5/31/2024	T1914	2024	33 Maps/Plats
6/28/2024	T1914	2024	17 Maps/Plats
7/31/2024	T1914	2024	28 Maps/Plats

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

Date Received Series No Date Added New Items

5/31/2024	T1916	2024	19 Maps/Plats
6/28/2024	T1916	2024	20 Maps/Plats
7/31/2024	T1916	2024	31 Maps/Plats
8/30/2024	T1916	2024	42 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

Date Received Series No Date Added New Items

5/31/2024	T1917	2024	31 Maps/Plats
6/28/2024	T1917	2024	3 Maps/Plats
7/31/2024	T1917	2024	10 Maps/Plats
8/30/2024	T1917	2024	19 Maps/Plats

WASHINGTON COUNTY REGISTER OF WILLS

(Guardian Accounts, Index)

Date Received	Series No	Date Added	New Items
9/25/2024	T5510	1890-1995	3 Volumes

(Wills)

Date Received	Series No	Date Added	New Items
9/25/2024	T5512	1776-1997	72 Volumes

(Wills, Index)

Date Received	Series No	Date Added	New Items
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9/25/2024 T5511 1776-1997 12 Volumes

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

Date Received	Series No	Date Added	New Items
5/31/2024	T1918	2024	66 Maps/Plats
6/28/2024	T1918	2024	23 Maps/Plats
7/31/2024	T1918	2024	11 Maps/Plats
8/30/2024	T1918	2024	66 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

Date Received	Series No	Date Added	New Items
5/31/2024	T1919	2024	18 Maps/Plats
6/28/2024	T1919	2024	10 Maps/Plats
7/31/2024	T1919	2024	40 Maps/Plats
8/30/2024	T1919	2024	24 Maps/Plats

Total number of volumes added:	488
Total number of boxes added:	2,907
Total number of maps/plats added:	1,772
Total number of poster tubes added:	16

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

Series Number	Series Title
MSA SC 6399	Herman Moser Collection
MSA SC 6400	Susan Pearl Collection of Harper's Pictorial History
MSA SC 6401	Shirley Donaldson Schmidt Collection
MSA SC 6402	Robinson and Connor Family Papers
MSA SC 6403	Sankofa Dance Theater
MSA SC 6404	Lonnie and Gloria Brown Collection
MSA SC 6405	John Van Horn Collection
MSA SC 6406	Eastport Democratic Club Collection
MSA SC 6407	Rear Adm. Herbert James Ray Collection
MSA SC 6408	AFDF Broadneck Peninsula African American Oral History Collection
MSA SC 6409	Kay Scarborough Collection
MSA SC 6410	Jack L. Shagena, Jr. and Henry C. Peden, Jr. Digital Newspaper Collection
MSA SC 6411	The Deale Area Historical Society Collection
MSA SC 6412	Maryland History of Landscape Architecture Collection
MSA SC 6413	Conowingo Dam Collection
MSA SC 6414	Chief Judge Joseph M. Getty Collection
MSA SC 6415	Marion Quick Collection
MSA SC 6416	John Ziemann Baltimore's Marching Ravens Band Collection
MSA SC 6417	Indigenous Archive Project for the Eastern Shore of Maryland Collection
MSA SC 6418	Dr. Aris T. Allen and Dr. Faye Watson Allen Collection



Maryland State Archives Hall of Records Commission Meeting

June 3, 2025 2:00 p.m.

Via Teleconference

Agenda

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

Special Meetings, Advisory Boards & Celebratory Events

Records Retention & Disposal

State Archivist's Report

Recent Gifts, Deposits, & Acquisitions

Old Business

New Business

Next Meeting

Adjournment



Maryland State Archives Hall of Records Commission Meeting

June 3, 2025 at 2:00 p.m.

Via Teleconference

Agenda with Details

Call to Order by Chair

Opening Remarks / Special Announcements

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_minutes_fall_2024.pdf

Special Meetings, Advisory Boards, and Celebratory Events Held

November 14: The Archives hosted a Lunch and Learn program on *Saint George's Island, 1776: Historical, Archaeological and Landscape Analysis of an Overlooked Battle of the American Revolution*, presented by Dr. John L. Seidel and Charles Fithian.

December 2: The Archives hosted an educational workshop on *Land Records Research*, presented by Rachel Frazier.

December 12: The Archives hosted a Lunch and Learn program on *The Missionary: William Levington, Founder of St. James First African Protestant Episcopal Church*, presented by Lawrence Jackson.

January 9: The Archives hosted a Lunch and Learn program on "Baltimore's Own" Soldiers in World War I: No Longer Lost to History presented by Mike Martin.

January 10: Unveiling of the official portrait of Treasurer Nancy Kopp.

February 13: The Archives hosted a Lunch & Learn program on *Using DNA to Connect Living People to Enslaved Ironworkers at Catoctin Furnace*, presented by Elizabeth Anderson Comer.

March 10: The Archives hosted a gathering with the National Archives and Records Administration for regional state archives on the topic of *Customer Service and Customer Experience in Archives*.

March 13: The Archives hosted a Lunch & Learn program on *Preserving the AFRO News Archives*, presented by Savannah G.M. Wood.

April 10: The Archives hosted a Night at the Archives event with Anne Arundel County Public Schools to highlight *Voices in Our Community*.

April 10: The Archives hosted a Lunch & Learn program on *Exploring Pocomoke Country: The History of Indigenous People of the Lower Eastern Shore*, presented by Norris Howard, Jr.

May 8: The Archives hosted a Lunch & Learn program on *Rebuilding a Long Lost “Good Brick Chapel” and Telling the Story of Maryland’s Pioneering Role in Religious Freedom*, presented by Henry Miller.

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

Records Retention & Disposal

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_schedule_spring_2025.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_disposal_spring_2025.pdf

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

State Archivist's Report

Special Funds Initiative: [MdLandRec.net](https://mdlandrec.net) (MDLR) 5.0 and establishing a sustainable future for the Archives.

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_chronology_spring_2025.pdf

Appraisal and Description

Digital Record Initiatives

A significant challenge facing archives is the transition to digital records. This includes the increasing volume of records that are created digitally as well as the scanning of paper records. Managing digital records is, in many ways, like managing paper records. Agencies need to determine how long records need to be maintained, organize records so that they can be found and accessed, promptly destroy records with no further use according to legal requirements, and transfer to the Archives records with permanent value. Digital records also have unique requirements, particularly the challenge of ensuring that non-permanent records are completely destroyed and the need that permanent records must continue to be migrated into accessible formats.

The State Archives has a number of initiatives to help government agencies effectively manage their records. Most of these initiatives include collaboration with other agencies. Here is a summary of some of our largest initiatives:

MDEC: The Judiciary has implemented their Maryland Electronic Courts (MDEC) system for managing cases at all courts statewide. Foreseeing the importance that this system provide proper records management of casefiles, MD Rules, Rule 20-503 required the creation of a plan for these digital records, including their destruction or transfer to the Maryland State Archives for permanent retention. Unfortunately, the system as currently designed apparently has no provision for differentiating permanent records from non-permanent records or for exporting permanent records so that they can be permanently archived. This has crucial implications for the ongoing management of these records. The State Archives is consulting with the Judiciary on a solution.

Electronic record workgroup: The State Archives has joined with the Department of General Services and the Department of Information Technology to address issues of electronic record management. This group is focusing on the following areas:

Assessing needs: Using surveys and targeted outreach, we are assessing the volume of digital records and agency needs in terms of electronic record management systems. We are using this knowledge to better inform how we can best assist agencies in managing their digital records.

Creation of guidance: We are creating guidance material to assist other agencies in their management of records. So far, we have published the following webpages:

- Email Mangement Guidance - https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/email_management_guidance.html
- Suggested retention language for digital records - https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/retention_language_guidance.html

Legal Research: We are researching our current laws as well as the laws of other states to see what revisions we may need in order to ensure our laws meet the demands of the current environment of digital records.

Transfer ingest updates: The Archives is preparing itself for the increasing volume of digital records being archived. This includes research into our policies, as well as available tools for ingesting, describing, and making available records in digital form.

Digital plats recordation: At our previous meeting, we described the initiative to transition from having subdivision plats filed digitally rather than filing them as paper and then scanning them. This is one example of updating processes so that the transition to digital records is as efficient as possible.

Digitization Services: In the transition to digital records, many agencies are looking to digitize their paper records. The State Archives has been expanding our outreach to offer our own abilities and expertise as a provider of digitization services. For example, we presented at the Senior Procurement Advisory Group meeting to publicize our services. We are particularly focused on scanning permanent records, as the Archives' experience in creating archival images maximizes the cost efficiency of the Archives providing this service to other agencies.

Space Planning

The Appraisal Department manages the assignment of physical storage space for our records collections. We regularly monitor the rate at which space is filling so that we can plan for the future. At our current rate of transfer, we estimate that we can continue to take transfers at our warehouse location for the next 16 years. As part of our space planning, we are also accounting for the expected changes in space needs that will result from the increasing transition from paper to digital government records.

Pimlico Collections

Upon the state taking ownership of Pimlico Racetrack in May 2024, the Archives was contacted by the Maryland Thoroughbred Racetrack Operating Authority (MTROA) to identify, take custody

of, and preserve the historic collections from this historic building. With the planned demolition of the majority of Pimlico set to take place following the 150th running of the Preakness Stakes on May 17, Archives staff made multiple trips to assess collections, advise the MTROA, and ultimately plan for the removal of items to Archives for further processing and accession. The Appraisal staff joined with the Special Collections and Artistic Property departments to identify items warranting transfer and permanent retention. Items planned for accession into the Archives collections items include administrative records, publications, videos, art, artifacts, photographs and scrapbooks. In the coming months, staff will be processing these collections to improve the way they are organized, stored and described in order to make the collection more accessible to the public. Staff will also be working closely with MTROA (set to dissolve June 30) and the Maryland Stadium Authority, to plan for the conservation of art and artifacts that will return to the renovated Pimlico, set to open in 2027.

Baltimore City Archives

Reference Services

The City Archives is open by appointment three days per week, Tuesday through Thursday, with extended evening hours once per month on the third Wednesday. Most evening researchers visit us to access Maryland Vital Records on our searchroom computers.

Since January 2025, the staff of two archivists have received 528 inquiries via phone and email. Since mid-March, Anita Evans, a Baltimore Department of Legislative Reference employee, has been assisting our efforts during our public hours.

Laura Swangin, named the Acting City Records Management Officer on February 1, has responded to weekly requests for records to be retrieved and/or digitized, primarily for the Office of State's Attorney.

The Archives hosted 115 in-person visits for research. Students and educators, genealogists, city employees and members of the public continue to make up our user base. (This figure reflects the timespan from the Fall HRC meeting until May 8, 2025.)

Researchers consulted a total of 365 record units. The three most requested record types include Maryland State Archives material, mostly online vital records (70 units), Department of Housing and Community Development (36), and Mayor's Office (26). City Council (18) and Department of Planning (15) also proved popular.

Appraisal, processing and cataloging

The Department of Public Works Museum Collection, [BRG47-48](#), continues to be a focus of appraisal and processing. The current emphasis is on rehousing all oversized photographic material and describing it in Guide.

Maggi Marzolf, contractual staff member, completed her work on the Department of Planning slides project [BRG60-16](#). Her assignment comprised image verification, metadata entry, and making edits or corrections, as needed. All of the several hundred digitized slides are available in the internal Guide.

Sara David, our new volunteer, completed the scanning of BMS26-10, DPW East Baltimore Street views circa 1910-1925. The images are now accessible internally in Guide.

Darlene Conley, Morgan State University Ph.D. student, finished her practicum having uploaded nearly 500 images to the Housing Authority photo album on our Flickr site with descriptive information and tags. Ms. Conley plans to continue as a part-time volunteer.

Miscellaneous smaller cataloging projects and rehousing of material remain ongoing. Some examples include: a set of School Board annual reports that were discovered on a shelf being merged into their proper record group; loose photos of City schools from [BRG31-13](#) rehoused; loose and deteriorating slides in [BMS26-4](#) were rehoused into archival sleeves; early 1950s Public Information Office slides from the Housing Department were located and rehoused. We described all of the various materials in the Guide, assigning locations when required.

Outreach/Community Engagement

We hosted a Stevenson University History/Filmmaking class on April 29. In recognition of the U.S. semiquincentennial celebration, the students had the assignment of producing a mini-documentary (about two minutes long), on a War of 1812 patriot. The class entitled, *Revolutionary War History & Filmmaking*, filmed original muster rolls in [BRG22](#) featuring Nicholas Brice, a free African American, who enlisted as a private in the Fifth regiment of the Maryland Militia. The class recorded footage of the documents plus brief commentary by Jeni Spamer on the War of 1812 record group..

On the evening of May 21, we held a special presentation and facility tour for twenty members of The Friends of Maryland's Olmsted Parks & Landscapes (FMOPL). FMOPL is committed to advancing the legacy of Frederick Law Olmsted, considered the father of landscape architecture in the United States, and its relevance in Maryland through advocacy, education and preservation. The Friends of Maryland's Olmsted Parks & Landscapes, Inc. (FMOPL) is a 501(c)3 non-profit membership organization, established in 1986, and affiliated with the National Association for Olmsted Parks. The City Archives houses the FMOPL organizational archives.

On March 10, to mark Women's History Month, Rob Schoeberlein gave a virtual presentation entitled "Maryland Women and the Civil War Homefront" to the Institute of Retired Persons. He examined activities that range from nursing care and charitable work to smuggling and spying, with the tales of a few female soldier stories added as well. A total of 42 individual logins/attendees were tallied.

The City Archives has partnered again with the non-profit Baltimore Heritage for the 2025 Bmore Unconference (also known as the Baltimore Unconference.) This annual event focuses on public history and historic preservation in and around Baltimore. Jeni Spamer, Deputy City Archivist, represents the Archives on the organizing committee for this year's September 19 event.

Records Management Program

Ten appraisal interactions, featuring two or three staff members, occurred since our previous report. These actions pertained to the following: Law Department/Land Use Division (2), Health Department/Office of Animal Control (2), City Dockmaster (2), Finance Department (2), Department of Transportation, and the Curator of City Hall.

The City Archives accepted ten transfers totaling 548 boxes. Departments/entities represented included: Department of Housing and Community Development, Health Department/Office of Animal Control, Fire Department, Baltimore Municipal Zoning Appeals, and the Department of Public Works.

Staff have continued to work on a full shelf read of the records center warehouse, which has recently been focused on identifying and requesting disposal for materials that have long surpassed their retention periods. In the past few months, several hundred boxes of non-permanent records from various agencies were palletized and shrink-wrapped for transport. The material is slated for destruction by a City vendor.

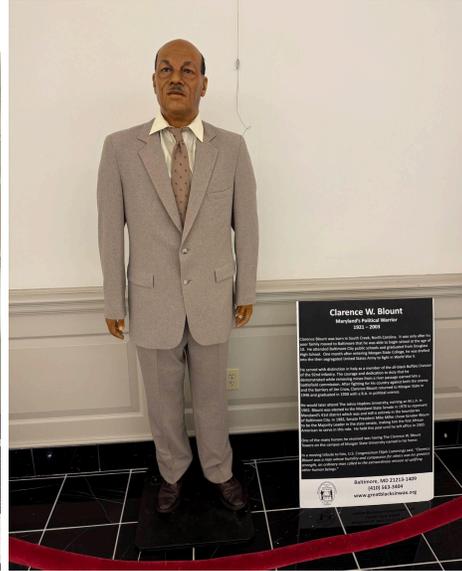
Special Notice

On January 31, after 39 years with the City Archives, City Records Management Officer Gerald "Tony" Roberts retired.

Commission on Artistic Property

Throughout the 2025 legislative session, staff of the Artistic Property Commission worked closely with the presiding officers, staff, and legislators to ensure the safe display and care of artwork in the state's collection. Artistic Property staff continued to facilitate the exhibit of works throughout the legislative complex.

To celebrate Black History Month the curatorial staff worked with Senator Cory V. McCray and the National Great Blacks in Wax Museum to exhibit 6 wax figures on the second floor of the Miller Senate Office Building.



Commission staff also worked with the Special Collections Department and Afro Charities to install four new exhibit cases in the Thomas V. Mike Miller, Jr. Senate Office Building. The new cases were:



From Print to Preservation: Afro Charities and the AFRO Archives

Senator Aris T. Allen: A Life in Service to Community

Gills & Fins: Art Under The Sea

The Burning of the Peggy Stewart: Remembering the Events of 1774

A sculpture was also added to the *Collecting Sculpture: Peabody Art Collection* case

Accessions/Gifts/Transfers Highlights:

- *Poppies*, print



Poppies
Simmie Knox (b.1935)
Watercolor print on paper, 1998
MSA SC 1545-3584

- *Desk*, (Made for the members of the Maryland House of Delegates)

This desk was present in the Chamber during the 1864 constitutional convention which abolished slavery in the state and the 1867 constitutional convention which drafted the creation of Maryland's current Constitution. It was gifted by Debbie Arritt on December 18, 2024.



Desk, (For Member of the House of Delegates)
Gould & Glanville
Walnut, 1858
MSA SC 1545-3585

- *Miniature Replica John Shaw Desk and Chair*

Recently added to the state's art collection is a miniature desk and chair [MSA SC 1545-3586] gifted by Maryland Commission on Artistic Property Chairman, Mark Beatson Letzer, in honor of Elaine Rice Bachmann, State Archivist and Commissioner of Land Patents.

Although they are small, measuring just 7" in height, these miniatures are exact replicas of their full-scale counterparts which are on display at the Maryland State House. The "originals" were made in 1797 by Annapolis cabinetmaker John Shaw (1745-1829) for the senate and were in active use until sometime between 1837-1845. Since then, they have served as inspiration for generations of craftspeople, including William Tillman (1950-2016), who created these miniatures in 2005.



John Shaw Desk and Chair (Miniature Replicas)

William "Will" Boyd Tillman (1950-2016)

Wood, 2005

MSA SC 1545-3586

APC staff have been involved with the inventorying and removal of materials from Pimlico Racetrack in Baltimore. Starting last May (2024), staff have made numerous site visits to inventory the contents of the building, particularly those of the Hall of Fame Museum, the museum's storage area, and of the artworks throughout the property. Those pieces included a series of 24 jockey

portraits painted by Baltimore artist Henry Cooper, and a series of 7 large murals by Baltimore artist & MICA professor Raoul Middleman and his students. APC staff were onsite alongside staff from Special Collections during the week of May 19 to carefully pack and remove this material. APC also supervised the professional art handlers were hired to carefully remove the large murals from the grandstand.

Constituent and Interagency Services

Constituent and Interagency Services operates the Archives' Help Desk and handles requests for copies of records. For government agencies, it fulfills requests for files and refiles records returned to the Archives. The Help Desk also provides customer support for online Maryland land records. Since the last HRC meeting in November 2024, staff have fielded 4,351 land record-related emails and 1,573 phone calls, and 370 plat-related emails and 1,768 phone calls from the public relating to mdlandrec.net and plats.net. Additionally, they fielded 5,028 calls relating to Archives records or services. Staff from this office processed 2,710 individual file returns by State and local agencies, and have refiled over 3,059 records so far this fiscal year. For the public, 3,084 requests for records were completed. These ranged from single-page birth, death, divorce, and marriage records, to multi-page civil and equity documents, to copies of entire case files often running to hundreds of pages each.

Digital Acquisition, Processing and Publication (DAPP)

Production Overview

As of May 1st, the Digital Acquisition, Processing and Publication Department generated over 1.5 million images for both patrons and various state agencies. 4,354 plats were received, scanned and placed online for public access. 427 pictures from the Governor's Press Office have been received and processed.

Society of Cincinnati Digitization Project

The Archives initially began a digitization project with funding from the Society of Cincinnati. The initial focus was several correspondence series, known as the Maryland State Papers, covering a time from the Revolutionary War up to the early 1800's. The correspondence was organized by similar topics and were bound together in color-coded books. Over 50 volumes were inventoried at a document level and the documents imaged to archival standards and in color for ease of legibility. The images were then made available to the public online for free. This project was completed in January 2025.

Based on the success of this project, the Society has partnered with the Archives again to digitize several additional collections for free public access. This material again focuses on the Revolutionary War and spans over a dozen collections that include both books and loose documents. As of this month 21 of the 44 targeted books have been digitized and made available online. Starting next month, the digitization of the two primary collections of loose

correspondence will begin. These collections are particularly relevant as we approach the semiquincentennial commemorations, Maryland250.

University of Pittsburgh Land Record Research Project

Starting in October 2024, the Archives partnered with research staff at the University of Pittsburgh to provide text-searchable pdfs of all land record filings for Anne Arundel County, Baltimore County, Baltimore City, Howard County, Montgomery County and Prince George's County for a range of years between 1950-1970. The delivery of these pdfs was completed in April 2025. The University will use the pdfs in conjunction with AI data extraction/analysis to identify historical trends of lending disparities among people of color. Upon the completion of the University's research a copy of the published results will be transmitted to the Archives to retain as well.

Law Library Digitization Project - *The Daily Record*

The Archives has been contracted by the Thurgood Marshall Law Library to digitize their entire microfilm collection of *The Daily Record*. This film collection spans from 1929 through 2022 across over 500 reels of microfilm. Since the start of the project this April, the Archives has digitized over 100 reels and issue-level pdfs for years 1929-1934 have been delivered to the Law Library. This project is projected to run through the end of FY26.

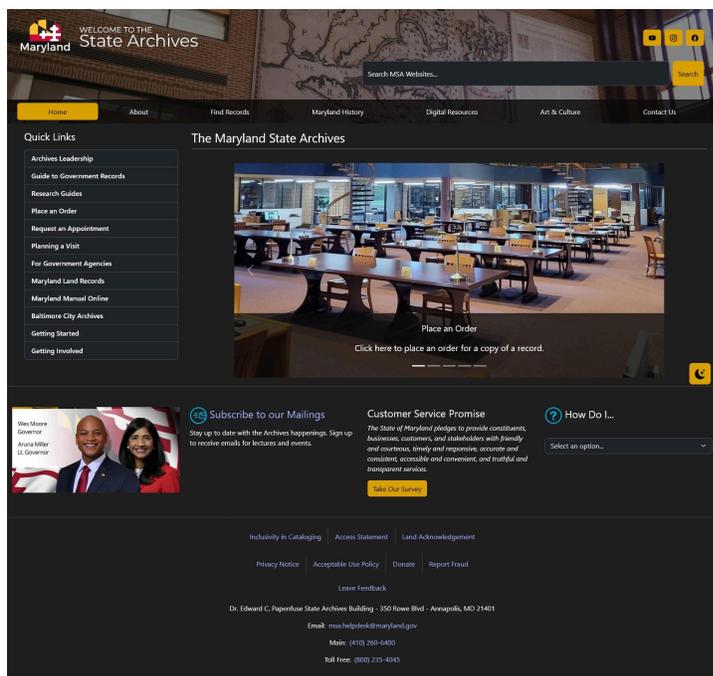
Information Systems Management

MSA as early as 1998 was a supporter of the development of digital records. (digitizing our own collections, supporting large digital records projects like mdlandrec.net) Ever since the Federal Government started its transition to a paperless government, the Maryland Archives has been weighing whether we should encourage a similar transition for our state government. But, while we considered, we realized the transition was already happening all around us, at agencies big and small: through examples such as the e-filing of land records, MDEC, e-filing of plats, digital Will/Estate Files and agencies recently updating retention schedules to allow for scan and destroy No longer is the primary focus of the agency in determining physical space to store original records, but rather the focus has shifted to the need to be able to store the TBs of data the agency intakes on an annual basis. The upside to this change is that more records are readily accessible by the public. The downside, however, is the 1:1 cost associated with storing original paper records is much less than that of storing electronic records. When storing electronic records, servers storing the data must be replaced every 3 to 5 years. The core data, not including backups nor operational data, amounts to over 192 TBs and comprises over 24,693 million database records which are responsible for managing the electronic records.

In addition to this core data, the Archives must store at least four (4) backup copies of each electronic record to adhere to the laws of state. This backup data, along with the operational data needed to process electronic files, amounts to over 3.5 PBs (petabytes). Along with the increase in data the Archives manages, there has also been an increase in demand in both the usage of electronic data and the quality of access being requested to the electronic data. Users

now have a higher expectation level for increased search capabilities as well as an increase in the presentation of data analysis being provided.

In November 2024 the Nutanix platform which houses over 95% of all servers managed by the Archives was replaced. This was a huge financial investment for the agency, but one which had been delayed for several years and was critically needed. The new Nutanix platform provides increased space as well as increased performance.



Caption: Screenshot of new homepage.

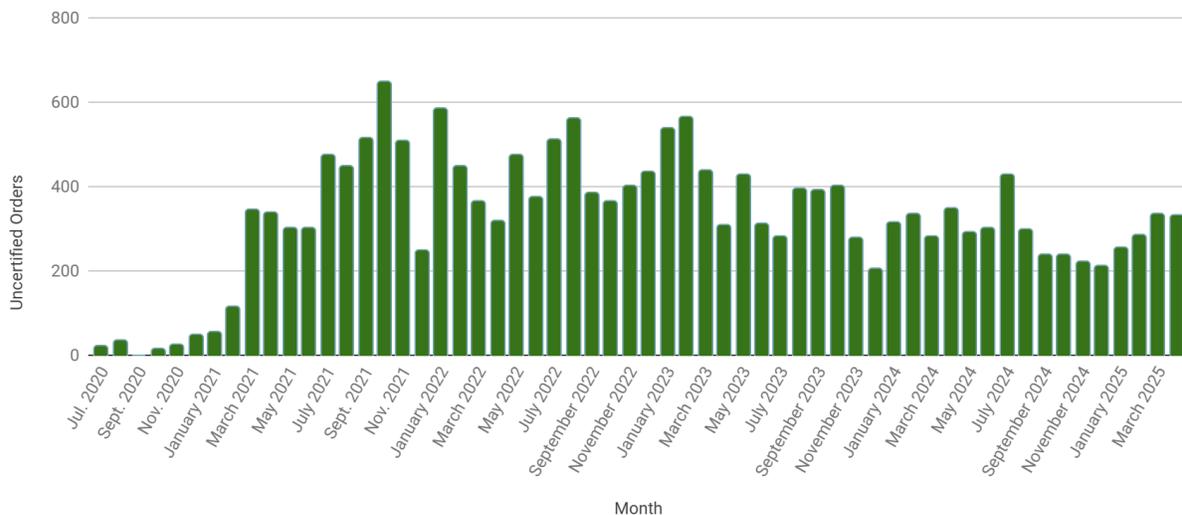
In January 2025, the Archives launched its new website with a focus on increasing accessibility. The new website also features a thoughtfully designed mobile version, to ensure seamless access to our online resources when using a cell phone or tablet. The launch marks the beginning of updating the upper level pages on all of the Archives' websites so as to ensure they are ADA compliant. To date the Archives websites comprise 340 million files.

Reference Services

Since we last met in November, Reference Services closed out 2,395 orders (including 1,430 certified vital records for legal needs, and 1,310 uncertified vital records for genealogical needs), retrieved 1,957 physical records for in-person researchers, and assisted 1,292 in-person visitors, including 247 appointments that were prepped in advance, and 1,045 walk-ins. We also are happy to announce that Darby Nisbett, formerly Archivist I, has now been reclassified to Archivist II, stepping into the previously vacant position of Deputy Director of Reference Services.

We have seen a relative decrease in uncertified orders, which has a direct correlation to the increase in Maryland State Archives records becoming available online from home. This trend is especially clear if we compare to when we first debuted uncertified orders in 2020 and see the gradual but consistent decrease. However, the decrease is only relative, since the service remains a popular and vital option for genealogical and historical researchers who are out of state or less able to visit in person.

Uncertified Orders vs. Month



Outreach continues to be a significant part of Reference’s mission, both through presentations and through online research guides. Since we last met, Reference staff have provided fourteen workshops and presentations, including virtual and in-person. These include outreach to libraries, genealogy groups, colleges, senior centers, and more.

Reference Services staff provided feedback prior to the debut of the new Maryland State Archives’ homepage, collaborating with IT to ensure a user-friendly homepage for users of all ages and levels of computer readiness. Reference staff also collaborated with the Study of the Legacy of Slavery to debut a new, updated [African American Resources Guide](#). Now that the information is up-to-date, the look will soon change to a more updated design to be cohesive with our website. Continually evaluating patron needs in an increasingly online world for the improvement of research guides remains a high priority.

African American Resources

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[Researching Free Black Marylanders](#) [Researching Enslaved Marylanders](#)

To begin research, start with the [Study of the Legacy of Slavery in Maryland](#). The program seeks to preserve and promote the vast universe of experiences that have shaped the lives of Maryland's African American population. The Maryland State Archives' Study of the Legacy of Slavery staff invite researchers to explore all of these elements and more within its searchable database, numerous source documents, exhibits, and interactive online presentations.

NEW Publication! [Researching African American Families](#) at the Maryland State Archives

Researching Free Black Marylanders

Government Records

[Census of 1832](#)

[The Papers of the Maryland State Colonization Society](#)

[Certificates of Freedom](#)

Sopecial Collections

[Military Donations](#)

Research, Education and Outreach

Maryland Lynching Truth and Reconciliation Commission Completes Regional Public Hearings Update

The Maryland Lynching Truth and and Reconciliation Commission (MLTRC) held its final regional public hearings this winter. Established in 2019 by House Bill 307 of the Maryland General Assembly, the Commission is authorized to convene open hearings in the communities where a racially motivated lynching of an African American by a white mob has been documented. The Maryland State Archives Director of Research, Education and Outreach Chris Haley serves as a Commissioner and the MSA serves as a supporting agency for the MLTRC by hosting its website and email account.

On November 16, the MLTRC hosted a regional hearing for St. Mary's, Calvert and Charles Counties at the St. Mary's County Public Library in Leonardtown. The hearing focused on the lives of [Charles Whitley](#) who was lynched in Prince Frederick on June 6, 1886 and [Benjamin Hance](#) who was lynched in Leonardtown on June 17, 1887.

On December 7, the MLTRC held a regional hearing for Kent, Caroline and Queen Anne's Counties at Minary's Dream Alliance, Inc. in Chestertown. This hearing told the stories of [David Thomas](#) who was lynched in Denton on October 9, 1854, [Jim Wilson](#) who was lynched in Oakland in November 1862, [John Fields](#) who was lynched in Queenstown on April 24, 1863, [Asbury Green](#) who was lynched in Centreville on May 13, 1891, and [James Taylor](#) who was lynched in Chestertown in May 17, 1892.

On January 11, the MLTRC hosted a regional hearing Howard County online only due to inclement weather. This event documented the life story and the lynching of [Jacob Henson, Jr.](#) in Ellicott City on May 28, 1895.

On January 25, the MLTRC hosted a regional hearing for Prince George's County at Bowie State University. The meeting shared the biographies and subsequent murders of [Thomas Juricks](#) in Piscataway on October 12, 1869, [John Henry Scott](#) on March 23, 1875, [Mike Green](#) near Upper Marlboro on September 1, 1878, and [Stephen Williams](#) in Upper Marlboro on October 20, 1894.

On February 1, the MLTRC hosted the final county hearing for Carroll County at the St. Paul's United Church of Christ in Westminster. The hearing focused on the life of [Townsend Cook](#) who was lynched in Westminster on June 2, 1885.

The Commission also hosted one final public hearing at the Reginald F. Lewis Museum. The Institutional and Reconciliation Hearing was a two day event on April 4 and April 5 which specifically addressed institutional complicity in racial terror lynching in the state focused on government agencies, the press, and law enforcement. Expert witnesses and community members had the opportunity to provide testimony and make recommendations for achieving racial healing by attending the hearing in person or making suggestions via the Commission's email (mltrc@maryland.gov). Recordings of all of these final regional hearings, as well as the Institutional and Reconciliation Hearing and all previous public hearings are available through the Commission's [website](#).

Now that the public hearings have concluded, the Commission is drafting its final report summarizing the years of work, as well as making recommendations to the Governor and General Assembly on next steps by December 1, 2025.



Caption: Photo from Saturday, April 5, 2025 of some participants in the Reconciliation and Justice Institutional Public Hearing of the Maryland Lynching Truth and Reconciliation Commission at the Reginald F. Lewis Museum.



Caption: 2024-2025 Maryland Corps Service Year Cohort of the Maryland State Archives.

Maryland Corps and Service Year Option

We are wrapping up our second year of participation in the Department of Service and Civic Innovation's Maryland Corps and Service Year Option program. Six members joined us in September 2024, and the final day of the program is June 24, 2025.

Kendall Hahn returned to the Archives as a Second Year Leader, helping guide our new members through the program requirements and expectations. After rotating through multiple departments in her first year, Kendall chose to spend this year sharpening her skills and increasing her knowledge in our Imaging Services Department. She even taught herself cursive to help her better understand the records of the Adjutant General that she helped process.

Alexander Callahan, Emerson Drew, and Adrian Ramallosa were based in the Research, Education and Outreach division, but completed four month rotations with the Special Collections, Conservation & Library Services and the Reference Services departments. They also completed projects with Appraisal and Description, Artistic Property & Exhibits, and Imaging Services, learning about the many facets of the Archives and how each department supports others to fulfill our mission in preserving records and making them accessible.

Favour Ijaola and Rebecca Scarborough worked in our Information Technology department under Betsy Bodziak, learning about technical writing, cybersecurity, and assisting with MdLandRec testing and functionality. Rebecca left the program a few weeks early upon gaining full time employment in her desired field.

We thank them for choosing to spend their Service Year with us, sharing their talents and enthusiasm, and wish them the best for their future endeavors. The Archives has been selected as a host site for the Year Three cohort and will begin interviewing applicants soon. We are also excited that for the second year in row, two of our members, Adrian and Favour, applied for and were selected as Second Year leaders for the Year Three cohort. The program state date is September 10, 2025.

Summer Intern Program

Our Summer Internship Program starts on Wednesday, June 4th and runs through August 12th. We are once again grateful to our partners at The Starr Center for the Study of the American Experience, Maryland Institute for Innovative Computing (MIIC), Fairmont Heights High School, The Albert Lepage Center for History in the Public Interest at Villanova University, The Blacks of the Chesapeake Foundation, the National Parks Service Network to Freedom and St. John's College, for their support in this challenging economic climate and making our program possible.

Legacy of Slavery Research Volunteers

Volunteers assigned to the Legacy of Slavery Department Federal Census Mining Project continue to add demographic entries for free and enslaved Black Marylanders into our online searchable database. Spanning the years 1830 through 1880, the study recognizes the presence of thousands of Maryland's African American citizens who lived during and after the institution of slavery's existence. Once supported by federal funding and undertaken by staff, this effort is currently conducted by volunteers beginning in 2016 under the supervision of Ryan Cox and Maya Davis.



Caption: Original artwork for *Down the Rabbit Hole* blog by artist and Director of Reference Services, Rachel Frazier.

Staff is excited to announce two new forthcoming additions to the Legacy of Slavery website which will honor and publicize our volunteers' ongoing efforts on the federal census and other projects, such as the Maryland Penitentiary Project: *Down The Rabbit Hole* and *The Jerry Hynson African American Legacy Journal*. Both publicly accessible blogs will highlight the contributions of those who make up the Archives' supportive stakeholders community and the constituents who explore the data in detail. *Down The Rabbit Hole* will feature case studies produced by volunteer staff who of their own accord researched deeper into the lives of individuals they found in the census data. Interesting paths have uncovered Black Marylanders who are listed with substantial wealth for 19th century America and also families which list both

Black and white children in their households. *The Jerry Hynson African American Legacy Journal* will share accounts of research findings which scholars have discovered within our Maryland State Archives holdings. The first series of articles will focus on African Americans who fought for their freedom in Maryland courts.

Finding the Maryland 400 Publication

On April 22nd, the Society of Sons of the Revolution in the State of Maryland made a very generous donation of \$10,000 in support of publishing the forthcoming book, *Finding the Maryland 400: The History of the Maryland Line in the Revolutionary War*. This book, by Maryland State Archives senior archivist Owen Lourie, chronicles the soldiers from Maryland who played a key role in the American victory over the British. Building on a decade's worth of research, it traces the lives of the first men who volunteered in early 1776 through their years in the army and after the war. publication is set to coincide with the 250th anniversary of the Battle of Brooklyn in August 1776, where the last stand of "Maryland 400" helped save the rest of the American army, while taking heavy losses. This book is being published by the Archives entirely with outside funding, and this donation by Society of Sons of the Revolution in the State of Maryland is a significant step toward completing the effort.



Caption: Members of the Maryland Society Sons of the Revolution presenting the donation in support of the *Finding the Maryland 400* publication to State Archivist Elaine Rice Bachmann and Research Archivist Owen Lourie.

Commission to Study African American Civil War Soldiers in Maryland

In 2024, the General Assembly passed legislation [SB 448/Ch. 434] creating the Commission to Study African American Civil War Soldiers in Maryland, to be staffed by the Maryland State Archives. The commission was charged with studying the history of African American Civil War soldiers from Maryland who fought for the Union Army as part of the United States Colored Troops (U.S.C.T.) and making recommendations about ways to appropriately recognize their service. Chaired by Chris Haley, the Archives' Director of Research, Education and Outreach

and the Study of the Legacy of Slavery Program, the commission included members of the General Assembly, the historic preservation community, as well as experts in public monuments, the Civil War, and African American history. The commission made recommendations about the contributions of U.S.C.T. soldiers could be remembered through physical memorials as well as educational materials and online resources. The Archives performed its duties for this commission despite a number of challenges, including a very short amount of time allowed by the legislation. The Archives submitted a fiscal note during the legislative process describing the need for adequate resources to provide staff for the commission but unfortunately no funding was allocated to do so. The final commission report can be viewed here:

[https://mlsd.ent.sirsi.net/client/en_US/default/search/detailnonmodal/ent:\\$002f\\$002fSD_ILS\\$002f0\\$002fSD_ILS:56269/one](https://mlsd.ent.sirsi.net/client/en_US/default/search/detailnonmodal/ent:$002f$002fSD_ILS$002f0$002fSD_ILS:56269/one).

Outreach Programming

The Archives Staff throughout the agency continues to be incredibly busy conducting community outreach which is outlined in detail in our attached Chronology. Since the start of FY2025, Archives staff have participated in 114 public programs, reaching an audience of 4,976 people. Since the last HRC meeting, there have been 72 programs, with 3,245 people attending.

Our monthly virtual Lunch & Learn programs have continued to prove popular and have a strong and devoted audience. These programs are a collaboration between the Archives, the Enoch Pratt Free Library, and the Maryland Four Centuries project. Recent speakers have included Savannah GM Wood, executive director of AFRO Charities, talking about the *Afro American* newspaper's voluminous archive which includes many significant artifacts, and Elizabeth Anderson Comer, who presented on Catoctin Furnace's efforts to use DNA to connect living people to enslaved ironworkers who lived in the eighteenth and nineteenth centuries. Our Lunch & Learn events typically draw around 40 viewers during the live presentation, and another 100-200 watching the recordings in the first month after they are posted online in our presentation library.

In December we hosted an in-person, hands-on workshop in our searchroom on how to efficiently search for land records and use them for research. Rachel Frazier, Director of Reference Services, presented the training and led the guests through the planned exercise with the assistance of additional reference and research staff members. Staff circulated around the class giving one-on-one assistance throughout the session. The workshop was extremely well received, fully subscribed with a waiting list. Guests could take extra exercises home to keep developing their skills. Due to the success of the event, we are planning another workshop after the launch of the new MDLANDREC version to help users most efficiently use the new search capabilities.

In April we co-hosted an in-person open house, *Night at the Archives*, with the Anne Arundel County Public School System. At this event, we had a full house where 55 community members registered to learn about the Archives and to bear witness to local storytellers Lyndra Pratt

Marshall of the Kunta Kinte Alex Haley Foundation and Dee Dee Strum of the Blacks of the Chesapeake Foundation who shared life lessons and history. In addition, guests were invited to bring in items for inventory and digitization with professional archival staff or participate in oral history interviews to record elements of community history from their personal perspectives. We plan to hold this program again later in the year to open the Archives to even more guests and community members.

The Archives is continuing its decades-long partnership with the University of Maryland iSchool with a new initiative to use AI to analyze the Study of the Legacy of Slavery database. Staff and students in the UMD program are applying this emerging technology to reveal patterns in the data to create more searchable results for researchers. As this pilot program advances, the Archives will make the tangible work product publicly accessible on the Legacy of Slavery website.

Special Collections, Conservation and Library Services

Recent Special Collections Projects

The Special Collections team, directed by Megan Craynon, completed the cataloging phase of the Dr. Aris T. Allen and Dr. Faye Watson Allen Collection (MSA SC 6418) in early 2025. As we processed and rehoused this collection, we observed that the family donated an abundance of pictures and mementos that illustrate the Allens' lives in leadership and service in a visually compelling way. We designed an exhibition case in tribute to "Senator Aris T. Allen: A Life in Service to Community." The case is now installed at the Miller Senate Office Building with our team's curated selection of papers, photographs, and memorabilia. Visitors can learn about many facets of Dr. Allen's career in community service, including his medical residency at the Freedman's Hospital in Washington, D.C.; graduation as class president from Howard University Medical School (1947); U.S. Air Force service; the private medical practice founded with his wife, Dr. Faye Watson Allen; his service to Anne Arundel County Board of Education; his elections in Anne Arundel County to the Maryland House of Delegates and Maryland Senate; and his candidacy for Lt. Governor. These items are just a fraction of the richness contained within the Allen family donation. Our archivists hope that showcasing these objects will encourage others to utilize the Allen Collection for local history and scholarship.



The children of former Delegate Donald B. Robertson (1931-2024) contacted Special Collections in the spring about donating their father's papers in February. Delegate Robertson had donated a portion of his papers to our department in 1991, so this year's donation reunites his personal papers at MSA. Robertson represented Montgomery County Districts 1 & 18 from 1971 to 1989, serving in a number of key leadership positions in the House of Delegates, including as Majority leader (1979-87), Speaker Pro Tem (1987-89), and Vice-chair of the Rules and Executive Nominations Committee (1979-87). The Special Collections team made the transfers in March, adding 61 standard record boxes and recordings into our holdings. Highlights from the new acquisition include campaign materials, fifty years of the Delegate's outgoing correspondence, research and drafts about ethics law, newsclipping files and speeches.

In addition to receiving new collections, the Special Collections and Conservation team finished the long-term processing of the Bryden Hyde Collection (MSA SC 5414). The architect's family had donated 235 tubes containing his drawings and blueprints, an addition to the already existing collection from Mr. Bryden Hyde's architectural firm, all of which needed to be thoughtfully rehoused since they arrived in metal tubes unsuitable for long-term storage. Megan Craynon and Camille DiMarco recognized that the project would provide an excellent opportunity to teach Service Year Members, interns, and field study students how to roll and package drawings and to inventory each container. They devised a method of assigning team member roles to accomplish tasks as time permitted. Many of the drawings were appropriately

sized to be containerized in available archival storage boxes, so that the labeled tubes will be easy for archivists to pull for Reference patrons.



Caption: Special Collections Director Megan Craynon and Service Year member Adrian Ramallosa process the Bryden Hyde Collection of architectural drawings by correcting the inventory description and preparing to roll the blueprints into a Tyvek roll, which will be labeled for ease of access.

Community Archiving and Outreach

Community groups often do not know to whom to turn, or how to begin when they encounter a large array of historic documents, photographs, and objects. Archivists can help with collection assessments and knowledge sharing.

Mount Hermon Lodge

In January, masons from the Mount Hermon Lodge, No. 179 in Hyattsville, Prince George's County contacted Special Collections on the recommendation of the Anacostia Trails Heritage Area Executive Director Meagan Baco. The masons had sold their historic building in Hyattsville, but now wanted archivists to consult on how best to sort and digitize their collections maintained since the lodge's founding in 1886. They invited archivists and librarians from a number of repositories to review and help to come up with a preservation plan. The MSA team, led by Assistant State Archivist Corey Lewis, recommended that the masons work with the University of Maryland School of Information to recruit one or more field study graduate students which the MSA Special Collections team could train. The graduate interns will rehouse and

create a preliminary inventory of archival documents, photographs, and furnishings. Once the masons know what they have in their collections, the masons can partner with MSA to refine inventory, to prioritize, and to digitize their lodge's historic documents.

Maryland Commission on Indian Affairs

Senior Director Maria Day worked with Administrative Director E. Keith Colston of the Maryland Commission on Indian Affairs (MCIA) to temporarily transfer a group of exhibit panels from the Commission's 1990 photography exhibition, "Birds Flew Off" which documents the recent and contemporary cultures of Piscataway Peoples in Southern Maryland. Marion E. Warren, Susan Noonan, and individual Piscataway families contributed photographs to the exhibit. Several Tribal representatives expressed interest in locating this exhibit and bringing the photography to new audiences. The Maryland State Archives team is grateful for this opportunity to help Piscataway Tribes preserve their heritage by digitizing the panels and making the images publicly available. Work on digitization is underway, and access for the Tribes and public will be completed soon after.

Phillips Funeral Home

Dr. Donna Hollie and the Agnes Kane Callum Chapter of the Baltimore Afro-American Historical and Genealogical Society (BAAHGS) partnered with Senior Director Maria Day to secure a formal donation of Phillips Funeral Home Collection to Special Collections. These burial files come from the African-American owned Arlington S. Phillips Funeral Home. Founded in 1951 by Arlington S. Phillips and Elizabeth L. Phillips, the West Baltimore (Sandtown) funeral parlor was located at 1727 W. Monroe Street at Westwood Avenue. With the 1979 death of her husband, Ms. Phillips renamed the business after herself and continued to operate it until her retirement in 2001. BAAHGS volunteers are reorganizing the files alphabetically, to aid family history research and then will train to use MSA equipment to digitize this collection for public access.

Brewer Hill Cemetery

Archives staff supported a research project in collaboration with the Brewer Hill Cemetery Association to discover the names of and demographic information about individuals buried in Brewer Hill Cemetery. This information will result in the creation of a memorial wall honoring those buried there. Phase I of the project was completed online in the early spring by volunteers researching the years of 1898 through 1923, the results of which are now accessible online. Phase II of the project invited volunteers to come in person to the Archives to conduct preliminary research on years 1924 through 1950. Phase III of the project will begin soon to revise and verify information collected to date, as well as to confirm that researchers have identified all death certificates in Anne Arundel County related to the cemetery.

WMAR

A large volume of material related to WMAR Channel 2 which was collected by an Archives' donor has been offered to our repository. This collection includes over 1,000 photograph negatives, hundreds of print photographs and slides, and the donor's own research notes on

WMAR. An intern is currently creating a basic inventory of the photo negatives, and has looked at approximately 75% at this point.

Blacks of the Chesapeake

The Archives is partnering with the Blacks of the Chesapeake Foundation to host an intern funded by a grant from the Maryland 250 Commission. This intern will research Carr's Beach, Sparrow's Beach, and Elktonia Beach to inform the creation of interpretive materials for Elktonia Heritage Park.

Fairmont Heights

Fairmont Heights Junior-Senior High School was the first Black high school in Maryland built fully with county funds. As one of only two high schools in the county for Black students, replacing the Lakeland and Highland Park High Schools, its purpose when built was to serve the Black students generally in the western part of the county. Over the summer, the Archives will host a Junior from Fairmont Heights High School as an intern funded by the school who will review items from the Fairmont Heights High School Alumni Association's materials and some other community collections. The intern will learn introductory skills relevant to being an archivist and will learn about the lifecycle of records.

Conservation and Collections Care

The conservation team continues to focus on long-term preservation for our special collections in the Annapolis stacks spaces including our in Map Room. Rehousing items more efficiently consolidates our storage and provides for ease of reference access. In the past several months, conservators and support staff revisited the housing of Florence and Leonard Bahr's works of art on paper. Many of the containers and drawers needed new labeling for easier access. Similarly, etchings and engravings by Baltimore artist F. Dano Jackley have been rehoused and moved into spaces freed by the team's previous reorganization of Map room stacks. While working with our holdings, the conservators compare and provide updates for the object description and media that archivists incorporate into the special collections inventory.

The conservators have also supported the interdepartmental efforts to prepare the collections of Pimlico Racetrack for transfer. The material includes a wide range of formats: paper documents, artwork, and three-dimensional artifacts. Conservators have experience directing staff how to safely package the framed items, oversized scrapbooks, and smaller artifacts. Our team worked multiple days in the Press Box area with archivists and support staff to pack memorabilia, race-related newspapers, paintings, photographs, sculptures and other objects into appropriate storage boxes, before working with the Appraisal team to oversee vendor transfer. In late May, the Conservation staff were instrumental in packing the racetrack's Hall of Fame exhibit objects after the Preakness, while the Artistic Property curators oversee the art handlers moving the furnishings, murals and large objects.



Captions: Racing scrapbooks and bound volumes found in Pimlico's Press Box area needed to be moved into storage for transfer. Conservator Camille DiMarco wraps one of 33 scrapbooks in protective Tyvek.

The conservators' skills of mounting, framing, object cleaning, selecting physical supports, and visual arrangement supported the curators with refreshing five of the display cases in the Miller Senate Office Building (including the Aris. T. Allen case described above.) The new installations involved set design and fabricating supports for specialty items. Conservators helped collection managers from Afro Charities by cleaning a historic typewriter and building a mount for a newspaper page to be included in the display.

Conservation Outreach Highlights

The Prathertown Community Development Corporation consulted with Conservation Lab Manager Camille DiMarco on preserving the Reverend James E. Prather Bible, dating from 1883. The Bible has been passed down through the family of Prathertown's founders, a group of formerly enslaved persons who bought land and established one of the oldest African American communities in Montgomery County. Paper Conservator Edward Heimiller has mended the tears, holes, and edges so that the text block can be safely handled. Camille DiMarco will tip the loose pages back into the book and to strengthen the spine and approve the external appearance so that the community can display and use it.

Ross Kimmel, a volunteer for Todd's Inheritance Historic Site at Sparrow's Point, brought in the First Baltimore Hussars Muster Roll (August 1814), an oversized framed document, that the site acquired from a private donor. The donor wanted his frame returned and the directors of Todd's Inheritance wanted to devise a way to safely place the document on public view while preserving it. Our team recommended that the document be digitized once it was removed from the frame and facsimiles be printed for public display, ensuring that the fragile record could be protected from light exposure and frequent handling. The document is two-sided, so the treatment plan calls for the conservators to enclose back-to-back facsimile prints in mylar. Conservator Edward Heimiller has unframed the paper for digitization and will ultimately construct an archival folio to house the original. Encapsulation of copy prints will provide the

docents with a display that replicates the appearance of the paper record, while preserving the original for viewing at special occasions.



Caption: Service Year member Adrian Ramallosa (left) and archivist Megan Craynon (center) support the frame of the First Baltimore Hussars Muster Roll (1814) while conservator Edward Heimiller photographs the document for a treatment proposal.

Library Services

Government Reports & Publications continue to be the focus of work within the Library Services unit. While print reports and publications produced by the government are still very much a reality, there is an ever growing number of born digital reports and publications to be addressed. Under current Archives regulations, publications are defined within the umbrella of records, by implication making it the responsibility of government units to define their own published resources on a retention schedule [see COMAR 14.18.02.02]. However, in practice this has largely remained a hypothetical definition rather than a reality. Efforts are currently being made to give agencies a better understanding of what is meant by a publication and to inform agencies of their responsibilities, through education such as the records management training conducted by Archives' and Department of General Services staff. As recently as the last six months the Archives received the first digital transfer of a publication direct from an agency for accessioning into the Government Reports and Publications catalog. This example represents a successful use case for procedures of transfer from agencies via the Appraisal department to the Librarian for cataloging.

In addition to increasing awareness of the importance of publications within government, the Archives has taken an active role in obtaining a targeted subsection of this critical information category. For the last several months librarian Christine Alvey has been performing a systematic review of Maryland Manual On-Line web pages for Maryland Departments, accessioning mandated reports identified by the Maryland Manual On-Line staff, thereby filling in gaps in the

Archives holdings. This work is built on the concept that the mandated reports (by this meaning ones required by law), are the most critical of material to obtain, as well as benefiting from work already being done by colleagues within the agency to locate these reports online. Targeting these already identified reports allows the Government Reports and Publications catalog to build our holdings for this crucial information.

For the future of this effort it will remain critical to build and foster relationships – relationships with state, county, and local agencies who produce published information, as well as relationships with sister agencies engaged in this same work, such as the State Publications Depository & Distribution Program run by the Enoch Pratt Free Library; the Department of Legislative Services Library; and the Thurgood Marshall State Law Library. It is only through this collective effort and collaborative mindset that the State will be successful in acquiring and preserving reports and publications, ensuring their availability not just for today but for the future.

In light of continuing budget constraints, both at the state and agency level, the MSA library purchasing has once again been halted. New accessions to the library represented in this report include past purchases or generous donations from researchers.

Upcoming Special Meetings of the Commission & Events of Interest

June 12: The Archives will host a Lunch and Learn program on *Telling the Story of Antietam*, presented by D. Scott Hartwig.

July 10: The Archives will host a Lunch and Learn program on *Desegregation and the Labor Social Justice Movement*, presented by Ben Blake.

Recent Gifts, Deposits, & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_records_received_spring_2025.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_special_collections_spring_2025.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

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

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

Old Business

New Business

Next meeting - Upon the call of the Chair.

Adjournment

Ms. Elaine Rice Bachmann
State Archivist and Commissioner of Land Patents
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Maryland State Archives

Hall of Records Commission Meeting Minutes for June 3, 2025

Via Teleconference

Call to Order by Chair The meeting was called to order at 2:02pm.

Attendees:

The Honorable Matthew J. Fader, *Chief Justice, Supreme Court of Maryland, and Chair of the Hall of Records Commission*

Mr. Adam Abadir, *designee of the Comptroller of Maryland*

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

Secretary Atif Chaudhry, *Department of General Services*

The Hon. William C. Ferguson, *President, Senate of Maryland*

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

Ms. Elizabeth Long, *designee of the President, Johns Hopkins University*

The Hon. Samuel I. Rosenberg, *representative of the Speaker of the House of Delegates of Maryland*

Opening Remarks / Special Announcements

The Chair thanked State Archivist Elaine Rice Bachmann for leading a tour of the Maryland State House for participants in the Statewide Judicial Institute.

Ms. Bachmann invited the Commissioners to review the list of special meetings and thanked staff for this partnership with the Anne Arundel County Public School System on the April 10th *Night at the Archives* event.

Reports & Minutes of Previous Meetings

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_minutes_fall_2024.pdf

Senate President Ferguson moved to approve the minutes of the Fall 2024 meeting and to recognize the special meetings convened by the Maryland State Archives, and Secretary Chaudhry seconded the motion which was unanimously approved.

Records Retention & Disposal

Ms. Kathryn Baringer, Director of Appraisal and Description, reported the approval of 19 retention schedules since the last meeting of the Commission, 8 from state agencies, 3 from county agencies and 8 from municipalities. The Archives also received 481 disposal certificates, including 441 digital disposals and 40 paper disposals.

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_schedule_spring_2025.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_disposal_spring_2025.pdf

Senate President Ferguson moved to approve the record retention schedules and disposal certificates, seconded by Ms. Catherine Hinesl. The motion was unanimously approved.

State Archivist's Report

Ms. Bachmann recognized staff activities since the last meeting as follows:

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_chronology_spring_2025.pdf

State Archivist Bachmann gave the following report on the Special Funds Initiative involving [MdLandRec.net](https://www.mdlandrec.net) and establishing a sustainable future for the Archives:

In March, the Archives publicly announced a Special Funds initiative in the form of a paywall for certain users of MdLandRec.net, the online platform, developed by the Archives in 1999 in close collaboration with the Administrative Office of the Courts, and the Circuit Court Clerks. This electronic platform which provides remote access to all land instruments—updated daily—removed the responsibility from the clerks for access to paper records, or books, at the courthouses, while also preserving the permanent electronic record to archival standards. It was able to be offered free due to funding provided to the Archives from the Judiciary. The convenience of remote access to all land instruments allowed businesses, most directly those associated with real estate such as title companies and abstractors, but also lawyers, banks, and non-profit organizations—to have unlimited use of this platform to support their business models (or their pro-bono workflow).

In addition to the support from the Judiciary, MdLandRec was also subsidized by fees paid by bulk subscribers, who paid per book, to have all the records on the system sent directly to them on a daily basis—a fee that fluctuated based on how many books were produced, but nevertheless was a constant source of revenue—there were four subscribers who annually maintained their paying accounts with the Archives for twenty years.

Over time, funding from the Judiciary was reduced to 10% of its original amount. As that reduction occurred the Archives budget was augmented with General Funds. But this combination of General and Special funds, via the MOU with the Judiciary and those derived from our own Archival program (from order fulfillment, certified and uncertified copies, and scanning services) was not enough to keep up with costs of maintaining the electronic platform that underpins MdLandRec as well as the entire electronic records system that enables ALL of our public access and services. Each budget year required decisions on the part of this agency as to what equipment replacement could be deferred; what software service contract could be extended; and what staff could be retained in order to ensure proper maintenance of our IT infrastructure. In June 2024, this pattern of deferred maintenance caught up with us, compounded by the sudden and immediate cancellations of three of the four bulk subscriptions to MdLandRec, resulting in a catastrophic loss of funds that occurred at the same time as an equipment crash that nearly disabled the MdLandRec platform and caused weeks of instability—during which time we began to very closely communicate with the users who were relying on that remote access to conduct their work. It was clear that many for-profit businesses who relied on access to these records understood the value of the electronic platform and that its maintenance relied on funding. Many of these nationally based companies indicated a willingness to pay for this convenience service—as they were already doing this in nearly every other state. And the local businesses as well—who were so inconvenienced by the instability to the system that was the direct result of deferred maintenance due to costs—also recognized the need to identify a source of funding, and that some of that could be derived by fees for the convenience of remote access.

Through the diligent and dedicated service of the Archives IT staff, we patched together a repair for MdLandRec that got us through the crisis of June and July—which immediately preceded the

preparation of our FY26 budget, which was presented to us with a target reduction of nearly a half million dollars—therefore reducing our already insufficient appropriation which was further impacted by the fact that in order to keep our electronic records platform (LandRec and All collections) viable, we procured over a million dollars in server equipment at the end of the year. Facing an insurmountable gap in our costs—87% of which are “fixed—and our appropriation of General Funds, minus the target reduction, I utilized the State Archivist’s authority in code to set fees for services, to initiate a paywall of .20 per page for remote access to MdLandRec. This cost was based on market study of neighboring states who are charging for remote access. The Governor’s Office, as well as DBM, approved this initiative, and in fact the latter based our entire FY26 Budget on revenue to be derived from MdLandRec. This was not done with my knowledge—rather it was presented to us in our budget analysis that we received two weeks before our Legislative session hearings in February. My public testimony at these hearings outlined the MdLandRec paywall plan, and also confirmed that MdLandRec will remain free to access in the Archives search room, as well as in the county courthouses and law libraries. We received support from both the House and the Senate subcommittees.

Therefore we proceeded, with a small-procurement vendor contract, within our authority, to develop the new version of MdLandRec with a paywall. Public messaging was provided on March 21, at what was believed to be the 30 day out timeline before implementation, and since then (now 74 days) we have been in continuous communication and dialogue with a myriad of small and large businesses, lawyers, bankers, non-profit representatives and individuals to provide information about the new version, as well as to explain why it is no longer able to be ‘free,’ —which included very frequent dispelling of the notion that Maryland’s recordation fee of \$40 was funding the Archives. That recordation fee goes into the Maryland Land Records Improvement Fund, managed by the Judiciary. The MOU between the Archives and the Administrative Office of the Courts, which provides \$500,000 annually, may be drawn from that fund, but the fund is not directed to Archives.

Additionally, our staff has provided to date 864 user reports, documenting up to four months of account activity, in order for businesses and individuals to budget and prepare for the upcoming charge. Based on user feedback and meetings with stakeholders, we’ve also created subscription levels, and are continuing to consider how to make use of the platform more efficient and cost-effective—most recently considering developing a plan to access records by county.

All of these cost adjustments to our original plan of charging .20 per page, is decreasing the potential revenue that will come to the Archives. By delaying the implementation, now over a month and holding, we are also sinking further into a deficiency budget mode—not a comfortable place for a small agency to be in—and not an accounting practice to which the Archives is accustomed. It is critical that a sustainable funding source is established for the Archives. I strongly advocate for a composite funding plan—that does not force Archives to rely solely on charges for services—but does allow us, like other agencies, to earn some portion of our funding through services. But that also includes some amount of consistent General Funds to subsidize

our public services as well as support the critical IT infrastructure that ensures the preservation of the records and makes them publicly accessible. And a third source of funding should come from the Judiciary, in support of our partnership in recording land records and then making them accessible through the MdLandRec site. Whether that funding support comes through an MOU, as it currently does, or more directly to the Archives 'for the preservation of the record' through a portion of the recordation fee remains to be discussed and determined.

On that topic, I'd like to close with a quote from the 1930-32 Biennial report of the Commissioner of the Land Office, George C. Peverley, who was faced with his own budget crisis, and who advised that:

A source of revenue for the office should be created, as the acreage of vacant land is becoming smaller each year. If a small charge was added to a deed, say twenty-five cents per instrument that is abstracted and sent to the Land Office, such a charge credited to the Use of the Land Office would earn about \$25,000 per year; more than enough for its needs in running the Office. This small charge would hurt no one, as the average person would not place an instrument on record more than three times in life, and the charge would be on the party making use of the State agency. While this might sound like a nuisance tax, it is a just one, and the expense would not come out of the general tax as it now does.

Mr. Peverly could hardly have imagined a future where over 269,000,000 land records images could be accessed from a computer...with over 400,000 new images added monthly. But he did understand the value of each record, a value that has only grown over time. Although the last few weeks have been challenging for this agency, and here I want to personally commend Assistant State Archivists Corey Lewis and Emily Oland Squires—who have tirelessly worked with me, well beyond the scope of a 40 hour week, along with our director of administration Teresa Fawley, to advocate for this agency and its mission—it is very affirming to know that there is overwhelming consensus that land records, and accessibility to them, is a vitally important function of government. The Archives play a critical role, with the Judiciary, in making that possible. But Land Records represent only a portion of the collections we are maintaining on our electronic platform—including the Guide to Government Records, the guide to Special Collections and the State Owned Art Collection; the records of the Legacy of Slavery in Maryland program; the new MAYIS Indigenous Records archives; birth, death, and marriage records...all of which inform and make possible the many outreach programs outlined in today's agenda.

My goal is to maintain all of these operations of the Archives, which rely upon a robust electronic infrastructure. Like my predecessors, it is my primary responsibility as State Archivist, to preserve and make accessible the permanent records of Maryland government and history—not only for the public today, but for the public one hundred years from now. This enormous and complex mandate requires adequate funding in order to be fulfilled.

I'm happy to address any questions the Commissioners may have. Thank you.

Mr. Corey Lewis, Assistant State Archivist, reported on Electronic Records Infrastructure and the Archives collaboration with the Governor's Office, Department of General Services and the Department of Information Technology on preparing for a Paperless Government Initiative.

Mr. Rob Schoeberlein, Baltimore City Archivist, reported on the recent community engagement activities including cooperative work with Stevenson University on a documentary film about Nicholas Brice, a free Black War of 1812 patriot.

Mr. Chris Kintzel reported on Artistic Properties Commission activities including cooperation with the Maryland Thoroughbred Racetrack Operating Authority on the collections of Pimlico which needed to be removed and preserved in anticipation of the construction work there.

Ms. Emily Oland Squires, Assistant State Archivist, reported on agency infrastructure needs for electronic records as it relates to reference services. She also expressed gratitude to the funders of the 2025 Summer Internship at the Archives which have made this longstanding program possible this year.

Mr. Corey Lewis, Assistant State Archivist, shared the work of the Constituent and Interagency Services Department including 4,351 land records related emails and 1,573 phone calls, as well as 2,710 file returns and 3,059 refiles from agencies.

Ms. Maria Day, Director of Special Collections, and Mr. Corey Lewis, Assistant State Archivist, highlighted some of the additional community outreach activities including work with the Philips Funeral Home Collection, the Brewer Hill Cemetery Project and with the upcoming Cemeteries Inventory Workgroup established by the Maryland General Assembly.

Recent Gifts, Deposits, & Acquisitions

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_records_received_spring_2025.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000061/hrc_special_collections_spring_2025.pdf

Library accessions:

<https://library.msa.maryland.gov/pages/AccessionList.aspx>

Government Reports & Publications accessions:

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

Dr. Richard Bell moved to recognize the recent gifts, deposits and acquisitions, seconded by Ms. Catherine Hines. The motion was unanimously approved.

Old Business - No old business

New Business - No new business

Next meeting - Upon the call of the Chair.

Adjournment - The meeting was adjourned at 3:04 pm.

Ms. Elaine Rice Bachmann

State Archivist and Commissioner of Land Patents

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Chronology of Staff Activities November 6, 2024 - June 2, 2025

November 6: The Archives hosted a meeting of the Hall of Records Commission.

November 6 - 8: Kathryn Baringer attended the Maryland Municipal League Fall Conference.

November 6: Corey Lewis presented for the Center for Archival Futures Speaker Series at UMD

November 6: Emily Oland Squires, Maria Day and Jennifer Abbott met with the Maryland State Department of Education to review resources for the study of civics.

November 7: Rachel Frazier presented “Highlights of Chesapeake Bay History in the Collections of the Maryland State Archives” for the Annapolis Sail & Power Squadron’s in-person monthly meeting.

November 7: Corey Lewis, Christopher Schini, and Andrew Forschler met with the Prathertown Community Development Corporation to discuss how the Archives can support the inventorying and digitization of their historic collection.

November 7: Morgan Miller taught an in person presentation, Land Record Research Online at the Maryland State Archives, for Prince George’s County Public Libraries.

November 7: V. Joyce Phelps joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Roles and Definitions of Records Management, and Records Inventories and Indexes*.

November 7: Elaine Rice Bachmann and Archives Staff hosted a site visit at the Maryland State House for the Black Patriots Monument semi-finalist artists.

November 7: Corey Lewis met with Penn Libraries to discuss community collections events

November 8: Corey Lewis and Andrew Forschler met with the Women’s Civic League to discuss the preservation of their collections.

November 8: Emily Oland Squires, Chris Haley and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

November 8: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

November 8: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting.

November 9: Chris Haley attended the African American Community of Heritage Harbour (AACHH) Talk on Indentured Servitude.

November 11: Chris Haley attended Alex Haley Memorial 25th Anniversary Planning Meeting.

November 12: Elaine Rice Bachmann attended the Maryland 250 Commission meeting.

November 13 - 15: Emily Oland Squires, Megan Craynon, V. Joyce Phelps II, Morgan Miller, Rachel Frazier and Alexander Callahan attended the Mid-Atlantic Regional Archives Fall Conference: *Renaissance and Renewal*. Megan Craynon led the conference Program Committee. Morgan Miller organized and moderated a session on *Empathy in Archiving* with Rachel Frazier as a panelist.

November 13: Maria Day gave a presentation on Mayis: An Indigenous Records Guide at the Maryland State Archives at the Hyattsville Branch Library.

November 13: Chris Haley gave a presentation on Roots and participated in a discussion about genealogy for elementary school students with educator Steaven Misher.

November 13: Elaine Rice Bachmann attended the reception for Maryland Foundation for Kiplin Hall.

November 14: Kathryn Baringer joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Retention Schedules*.

November 14: Andrew Forschler and Corey Lewis met with the Friends of the Crownsville Hospital to review the Crownsville Memorial Wall data

November 14: The Archives hosted a Lunch and Learn program on *Saint George's Island, 1776: Historical, Archaeological and Landscape Analysis of an Overlooked Battle of the American Revolution*, presented by Dr. John L. Seidel and Charles Fithian.

November 16: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission regional public hearing for St. Mary's, Calvert, and Charles Counties.

November 18: Rachel Frazier and Emily Oland Squires hosted a documentary filming in the search room for Andrea Conte about the history of Camp Parole.

November 18: Emily Oland Squires and Chris Haley hosted National Parks Service Chesapeake Gateways visit and shared archival resources on Maryland African American history.

November 19: Maria Day, Megan Craynon and Camille DiMarco hosted a Tour for American Institute of Physics Librarians.

November 20: Owen Lourie attended a meeting of the Sons of the American Revolution regarding the 250th Revolutionary War Monument.

November 21: Elaine Rice Bachmann, Corey Lewis and Emily Oland Squires attended the National Historic Publications and Records Commission meeting of the National Archives.

November 21: Emily Oland Squires attended the Department of Service and Civic Innovation host site partner meeting.

November 21: Kathryn Baringer joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Record Disposals, Record Transfers, and Special Collections*.

November 21: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

November 21: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Howard County Hearing Planning.

November 22: James Watson chaired the Maryland Geological Survey's Annual Digital Preservation and Advisory Panel.

November 22: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

November 22: Corey Lewis attended a meeting for the St. Francis Neighborhood Center Community Data Hub.

November 22: Chris Haley attended Alex Haley Memorial 25th Anniversary Planning Meeting.

November 23: Corey Lewis spoke at the Community Convening for The 1856 Project at the Prince George's County Public Library, Hyattsville Branch.

November 24: Corey Lewis presented at the Our Roots, Our Stories: Showcasing Our Heirlooms and Stories at Asbury Broadneck UMC.

November 25: Chris Haley attended the *Annapolis 5* Commemoration Event.

November 25: Elaine Rice Bachmann met with Drew Perkins and crew to scout locations in the State House for "Liberty of Conscience" film about Lord Baltimore George Calvert and the founding of the Maryland colony.

November 26: Elaine Rice Bachmann attended the Maryland Center for History and Culture Museum Committee Meeting.

December 2: Owen Lourie attended the Annapolis History Consortium Meeting.

December 2: Chris Haley attended Alex Haley Memorial 25th Anniversary Planning Meeting.

December 2: The Archives hosted *Untangling the Mysteries of Maryland Land Records* hands-on workshop in the public search room presented by Rachel Frazier.

December 2: Emily Oland Squires attended the Statewide Humanities Leaders Meeting hosted by Maryland Humanities.

December 2: Maria Day, Megan Craynon and Rachel Frazier to attend the Maryland Indian Affairs Commission Meeting of the Governor's Office of Community Initiatives.

December 2: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Research Committee Meeting.

December 3: Corey Lewis, Rachel Rabinowitz, Eddie Creek and Tyrone Jones gave a tour and Meeting with Anthony Giordano at Rolling Run Warehouse.

December 4: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower attended the Fall 2024 - MD Commission on Artistic Property Meeting.

December 4: Corey Lewis and Andrew Forschler attended the Friends of the Crownsville Hospital Meeting.

December 4: Rob Schoeberlein presented as part of a virtual panel on *Madness: Race and Insanity in a Jim Crow Asylum* with Antonia Hylton and Janice Hayes-Williams.

December 5: Emily Oland Squires, Jen Abbott and Maria Day met with the Maryland State Department of Education to discuss available resources on civics education.

December 5: Corey Lewis and Maria Day met with members of the Skidmore Community to discuss their collection

December 5: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

December 5: Jeni Spamer attended the Inauguration of 74th Baltimore City Council.

December 5: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Howard County Hearing Planning.

December 6: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

December 6: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

December 6: Megan Craynon attended The Practical Archivist editorial board meeting.

December 7: Emily Oland Squires, Chris Haley and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Public Hearing for Kent, Caroline, and Queen Anne's Counties.

December 9: Elaine Rice Bachmann, Emily Oland Squires, Chris Haley, Jennifer Abbott and Rachel Frazier attended the Anniversary Commemoration Kunta Kinte-Alex Haley Memorial at City Dock. Chris Haley spoke at the event in honor of the 25th anniversary of the monument.

December 9: Emily Oland Squires and Jen Abbott gave a tour of the Archives, overview of the Haley exhibit and presented a display of primary resources for the Gambian Delegation.

December 9: Elaine Rice Bachmann gave a tour of the State House for the Gambian Delegation, to be joined by Michael Lore, Secretary of State's office.

December 9: Emily Oland Squires attended the Maryland Lynching Truth and Reconciliation Commission Business Meeting.

December 10: Kathryn Baringer attended a meeting of the Land Records Improvement Fund Oversight Committee.

December 11: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area Educational Committee meeting.

December 11: Jeni Spamer gave a tour of Baltimore City Archives to the University of Baltimore.

December 11: Chris Haley presented and Emily Oland Squires attended Voices for Change: Juvenile Justice Reform in America, a program of the Banneker Douglass Tubman Museum.

December 12: Elaine Rice Bachmann and Emily Oland Squires attended the Friends of the Maryland State Archives Meeting.

December 12: The Archives hosted a Lunch and Learn program on *The Missionary: William Levington, Founder of St. James First African Protestant Episcopal Church*, presented by Lawrence Jackson.

December 12: Rhys Burns presented a virtual talk for the Anne Arundel County Genealogical Society's 50th Anniversary Commemoration: Highlights of the Archives' Collections Through the Eyes of Notable Anne Arundel County Marylanders.

December 15: Elaine Rice Bachmann, Chris Kintzel, Robin Gower and Mimi Calver attended the Lafayette Concert in the State House Old House of Delegates Chamber.

December 16: Emily Oland Squires attended the Maryland Lynching Truth and Reconciliation Commission Logistics Committee Meeting.

December 17: Elaine Rice Bachmann and Owen Lourie attended the Electoral College Meeting at the Governors Reception Room.

December 17: Corey Lewis met with Fairmount High School and the Fairmount High School Alumni Association

December 18: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

December 18: Corey Lewis attended the Blacks of the Chesapeake Board meeting

December 18: Kendall Hahn attended the Department of Service and Civic Innovation recruitment presentation at Old Mill High School.

December 18: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

December 18: Chris Haley attended the presentation by the Ohio State Department of History on *The Charter Generation: Enslavement of Native Americans in New England*.

December 18: Elaine Rice Bachmann attended the MD250 newsletter interview.

December 18: Rhys Burns and Andrew Forschler attended the Blacks of the Chesapeake Board meeting.

December 18: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

December 18: Chris Haley attended The Charter Generation: Enslavement of Native Americans in New England.

December 18: Maria Day and Megan Craynon met with Jesse Raudales, Olympic artist, about establishing his collection.

December 19: Elaine Rice Bachmann, Corey Lewis, Kathryn Baringer and James Watson presented at the SPAG - Senior Procurement Advisory Group meeting on the digitization services available to government agencies at the Maryland State Archives.

December 19: Corey Lewis went on a site visit to Tola's Room.

December 19: Kathryn Baringer attended a meeting with Jewish Museum of Maryland to discuss a possible storage agreement.

December 19: Emily Oland Squires attended the Department of Service and Civic Innovation Host Site Partner Meeting.

December 20: Robin Gower and Chris Kintzel provided a State House Tour for Group of ~50, Maryland Teacher of the Year award winners.

December 20: Corey Lewis met with Lakeland Decedent Community

January 2: James Watson attended the Meeting with the Office Relocation Group about digitization services.

January 3: Elaine Rice Bachmann hosted the Black Patriot Monument Semi-Finalist Artist Presentations before the Monument Advisory Committee.

January 3: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

January 7: Emily Oland Squires, Maria Day and Chris Haley met with Maryland Department of Education, Maryland Public Television, and Maryland Humanities to discuss resources for civics educational programming.

January 7: Corey Lewis met with the Enoch Pratt Staff to discuss Digital Maryland Collaboration

January 8: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Prince George's County Hearing Planning.

January 8: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Howard County Hearing Planning.

January 8: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning.

January 8: Emily Oland Squires attended a Cultural Competency Seminar with Dr. Helen Wong Smith, Society of American Archivist President.

January 9: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

January 9: The Archives hosted a Lunch and Learn program on "Baltimore's Own" Soldiers in World War I: No Longer Lost to History presented by Mike Martin.

January 9: Megan Craynon attended The Practical Archivist editorial board meeting.

January 9: Kathryn Baringer joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Roles and Definitions of Records Management, and Records Inventories and Indexes*.

January 10: Elaine Rice Bachmann, Emily Oland Squires, Chris Kintzel and Robin Gower attended the unveiling of the official portrait of Treasurer Nancy Kopp.

January 11: Emily Oland Squires, Chris Haley and Hannah Lane attended the Howard County Maryland Lynching Truth and Reconciliation Commission Public Regional Hearing.

January 13: Emily Oland Squires, Chris Haley and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission Business Meeting.

January 13: Emily Oland Squires attended the Statewide Humanities Leaders Meeting hosted by Maryland Humanities.

January 14: Kathryn Baringer and Rachel Rabinowitz hosted a tour for staff from the Caroline County Circuit Court.

January 14: Corey Lewis hosted Orioles Leadership for a tour of the AFRO Charities Inc. Archives.

January 14: Emily Oland Squires, Chris Haley and Owen Lourie met with Delegate Bouchat to discuss the African American Soldiers and Sailors Commission legislation.

January 15: Chris Kintzel hosted a tour of the State House to Boys Latin School.

January 15: Emily Oland Squires attended a Chesapeake Crossroads Heritage Area Coordinating Council Meeting.

January 15: Emily Oland Squires attended a Cultural Competency Seminar with Dr. Helen Wong Smith, Society of American Archivist President.

January 16: Emily Oland Squires attended the Department of Service and Civic Innovation Host Site Partner Meeting.

January 16: Kathryn Baringer joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Retention Schedules*.

January 17: Emily Oland Squires attended the American Civilization History Day Museum at Key School.

January 17: Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Logistics Committee Meeting.

January 22: Emily Oland Squires attended a Cultural Competency Seminar with Dr. Helen Wong Smith, Society of American Archivist President.

January 24: Chris Haley attended Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting.

January 25: Emily Oland Squires, Chris Haley and Hannah Lane attended Maryland Lynching Truth and Reconciliation Commission Prince George's County Regional Public Hearing.

January 25: Andrew Forschler conducted community oral history interviews.

January 26: Kathryn Baringer joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Record Disposals, Record Transfers, and Special Collections*.

January 27: Chris Haley attended the Chesapeake Crossroads Heritage Area African American Preservation Committee.

January 27: Emily Oland Squires attended the Humanities Leaders Partnership Meeting hosted by Maryland Humanities.

January 27: Corey Lewis, Rhys Burns and Andrew Forschler attended the Blacks of the Chesapeake Planning and Updates.

January 27: Rachel Frazier taught a virtual workshop on researching land, equity, and probate Records for the St. Mary's County Genealogical Society.

January 27: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Logistics Committee Meeting.

January 28: Chris Haley attended the Stepping Stones Project Launch Virtual Meeting with the Paix Foundation.

January 28: Emily Oland Squires attended a meeting with the National Historical Publications and Records Commission of the National Archives on State Historical Records Advisory Board planning.

January 29: Chris Haley presented at the Stepping Stones Virtual Launch Event for the Paix Foundation.

January 29: Elaine Rice Bachmann and Emily Oland Squires attended the author's talk by Don Troiani on Black Soldiers in America's Wars, 1754-1865.

January 29: Emily Oland Squires attended a Cultural Competency Seminar with Dr. Helen Wong Smith, Society of American Archivist President.

January 29: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Carroll County Hearing Planning Meeting.

January 30: Corey Lewis attended the Blacks of the Chesapeake interview with CBS.

January 30: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

January 30: Maria Day discussed partnerships for the Mayis research project with Dr. Diana Marsh at UMD College Park.

January 30: Elaine Rice Bachmann attended the White House History Happy Hour: Presidential Transition from Eisenhower to Kennedy.

January 30: Corey Lewis attended the Prathertown Community Development Corporation Board Meeting.

January 30: Rachel Frazier attended a seminar for Designing Accessible Online and in-Person Presentations by the American Association of State and Local History.

January 31: Jeni Spamer provided a BCA/MARMIA tour for Morgan State U students.

January 31: Danielle Smith served as a judge for the National History Day County Competition held at Lake Elkhorn Middle School.

February 1: Emily Oland Squires, Chris Haley and Ian Smith attended the Carroll County Maryland Lynching Truth and Reconciliation Commission Public Hearing.

February 3: Owen Lourie attended the Annapolis History Consortium Meeting.

February 3: Emily Oland Squires, Maria Day and Megan Craynon met with Equitable Baltimore Network to discuss collaborative projects.

February 3: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Research Committee Meeting.

February 5: Jeni Spamer provided a meet and tour for Law Dept archives.

February 6: Corey Lewis attended the Annapolis Maritime Museum Oral Histories Meeting.

February 6: Owen Lourie hosted a Maryland Day Meeting.

February 6: Emily Oland Squires and Darby Nisbett attended the *Documenting Underrepresented Communities* seminar presented by Maryland Historical Trust.

February 7: Darby Nisbett hosted a group of MLIS students from University of Maryland for an interview and tour.

February 7: Megan Craynon attended The Practical Archivist editorial board meeting.

February 7: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

February 10: Corey Lewis attended the Meeting with Emmarts United Methodist Church.

February 10: Maria Day attended the Maryland Commission on Indian Affairs Working Group on Point Park Virtual Community Consultation.

February 10: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Business Meeting.

February 10: Emily Oland Squires attended the Statewide Humanities Leaders Meeting hosted by Maryland Humanities.

February 10: Emily Oland Squires, Maria Day, and Jennifer Abbott gave a tour to the staff of the Governor's Appointments Office and highlighted the history of the green bag process.

February 11: Rob Schoeberlein virtually attended the Friends of Maryland's Olmsted Parks & Landscapes (FMOPL) Full Board Meeting.

February 12: Morgan Miller taught a virtual class, Introduction to Research at the Maryland State Archives, for the Philip Merrill College of Journalism at the University of Maryland.

February 13: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

February 13: Elaine Rice Bachmann presented *Jacqueline Kennedy's Restoration of the White House* at the Woman's Club of Roland Park. Emily Oland Squires was in attendance.

February 13: The Archives hosted a Lunch & Learn program on *Using DNA to Connect Living People to Enslaved Ironworkers at Catoctin Furnace*, presented by Elizabeth Anderson Comer.

February 14: The Maryland State Archives Reporative Description Work Group quarterly meeting was held, with staff representatives from across departments.

February 17: The Artistic Properties Department provided support for the President's Day Event in the State House. The Research Department provided assistance to the Secretary of State's Office for the event.

February 17: Emily Oland Squires and Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Logistics Committee Meeting.

February 18: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower hosted a tour of State House for Steve Hoggard of Brave Planet Films.

February 18: Corey Lewis presented to the NFL History Network presentation on MSA digitization.

February 18: Maria Day and Chris Haley hosted a reference meeting for Mary-Angela Hardwick on the James Brice House Interpretation, Historic Annapolis.

February 18: Elaine Rice Bachmann participated in filming for the movie "Liberty of Conscience: The Founding of Maryland" at the State House.

February 18: Chris Haley presented on archival resources for the South County Democratic Club and Black History Month.

February 18: Darby Nisbett attended the Inclusive Workplaces Class.

February 21: Owen Lourie attended the meeting at Potter Hall to tour the house and review the War of 1812 collection.

February 21: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting.

February 22: Owen Lourie gave remarks at the Maryland Sons of the American Revolution George Washington Birthday Luncheon.

February 22: Corey Lewis, Rhys Burns and Andrew Forschler hosted Blacks of the Chesapeake Foundation at the Maryland State Archives.

February 24: Corey Lewis, Jen Abbott, Kathryn Baringer, Maria Day, Rachel Frazier, Chris Kintzel and Robin Gower hosted a Tour of MSA and State House for 40 students from Fairmount Heights High School.

February 25: Owen Lourie led a tour of MSA for the Heritage Harbor Genealogy Group, followed by an orientation to research and a hands-on experience with records led by Rachel Frazier.

February 25: Elaine Rice Bachmann recorded a segment for the podcast "Grandma's Silver" regarding Kennedy White House Restoration.

February 25: Megan Craynon gave remarks at the University of Maryland iSchool on a panel regarding the Masters of Library and Information Studies program.

February 25: Corey Lewis attended the Prathertown Community Development Corporation Board of Directors Monthly Meeting.

February 26: Corey Lewis attended the Annapolis 250 Commission Partner Meeting.

February 26: Elaine Rice Bachmann hosted a State House and Miller Building tour for Talbot County Historical Society.

February 26: Chris Haley gave a presentation on archival resources for documenting Black history to the Black Caucus of the American Library Association.

February 27: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area Education Committee Meeting.

February 28: Emily Oland Squires, Owen Lourie, Hannah Lane and Robin Gower attended the Black Patriot Monument Discussion with Branly Cadet and the Maryland Arts Council.

March 3: Corey Lewis, Rhys Burns and Andrew Forschler attended the Blacks of the Chesapeake Foundation research at NABB Center, Salisbury University.

March 3: Rob Schoeberlein attended the Maryland Center for History and Culture Board of Trustees retreat.

March 3: Camille DiMarco attended a fundamentals of photo preservation workshop.

March 3: Emily Oland Squires attended the Statewide Humanities Leaders Meeting hosted by Maryland Humanities.

March 3: Owen Lourie hosted an Annapolis History Consortium meeting.

March 6: Megan Craynon attended the The Practical Archivist Editorial Board Meeting.

March 6: Elaine Rice Bachmann attended the reception to welcome new acquisitions at the William Paca House and Garden.

March 8: Chris Haley met with the Banneker Douglass Tubman Museum to discuss partnering on the commemoration of the 50th Anniversary of *Roots*.

March 6: V. Joyce Phelps joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Roles and Definitions of Records Management, and Records Inventories and Indexes*.

March 8: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Reconciliation Committee Meeting.

March 8: Chris Haley gave a Black History Month presentation with Maya Davis at Harriet Tubman Underground Railroad National Park.

March 10: Rob Schoeberlein performed a virtual presentation on the topic "Sisters in Conflict: Maryland Women and the Civil War Homefront" for the Institute of Retired Persons.

March 10: Elaine Rice Bachmann, Emily Oland Squires, Corey Lewis, Rachel Frazier, Darby Nisbett and Danielle Smith attended the NARA and State Archives meeting.

March 10: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Business Meeting.

March 10: Camille DiMarco attended the Fundamentals of Photographic Preservation Workshop.

March 11: Chris Haley was Interviewed by Dr. David Fakunle for Class (Morgan State) re: Michelle Galwerc.

March 11: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

March 11: Owen Lourie attended the Historic Annapolis Lecture: Battle of Camden.

March 11: Emily Oland Squires and Jennifer Abbott attended the Department of Service and Civic Innovation portal demonstration and feedback session.

March 12: Corey Lewis attended the Latino History Project Meeting.

March 12: Emily Oland Squires attended the Annapolis Maritime Museum Collections Committee Meeting.

March 12: Corey Lewis attended the Maryland Sister States Reception.

March 13: Corey Lewis attended the Blacks of the Chesapeake Foundation new headquarters site visit.

March 13: The Archives hosted a Lunch & Learn program on *Preserving the AFRO News Archives*, presented by Savannah G.M. Wood.

March 13: V Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Retention Schedules*.

March 13: Kathryn Baringer attended the quarterly meeting of the Chief Data Officer Council.

March 14: Robin Gower attended the Maryland Two Fifty: Two Lights for Tomorrow planning session.

March 14: Chris Haley attended a Maryland Lynching Truth and Reconciliation Commission Hearing Planning Meeting.

March 15: Alexander Callahan served as a judge for the Upper Shore Regional History Day at Chesapeake College

March 17: Corey Lewis and Andrew Forschler visited WMAR to collect materials they were holding that John Ziemann donated to Maryland State Archives.

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

March 18: Owen Lourie hosted a tour for Jared DeMarinis, Director of the Maryland State Board of Elections.

March 18: Chris Haley attended an interview with Edwin Moses about the "13 Steps" Documentary for the Annapolis Film Festival.

March 18: Elaine Rice Bachmann delivered Speaker's Society awards to Rhonda Caldwell-Dove.

March 18: Rob Schoeberlein attended *A Conversation with Antonia Hylton*, author of *Madness: Race and Insanity in a Jim Crow Asylum* The Barwick Lecture with Antonia Hylton.

March 19: Maria Day attended the Library of Congress Finding Pictures Mid-Century Color Photography seminar.

March 20: Elaine Rice Bachmann, Corey Lewis and Emily Oland Squires attended the First Citizen Awards of the Maryland Senate in the State House.

March 20: Maria Day hosted a Rolling Run Tour for Dr. Donna Hollie & Baltimore African American Historical and Genealogical Society volunteers.

March 20: Kathryn Baringer joined Department of General Services Records Management staff in presenting on records management to a meeting of the Maryland Municipal Clerks Association.

March 20: V. Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Record Disposals, Record Transfers, and Special Collections*.

March 20: Rob Schoeberlein attended the Maryland Center for History and Culture Lord Baltimore Fellowship Interview.

March 20: Emily Oland Squires attended the Department of Service and Civic Innovation Host Site Partner Meeting.

March 22: Andrew Forschler attended the Say My Name Ceremonies at Crownsville State Hospital.

March 25: Chris Haley and Hannah Lane attended a partnership meeting at Prince George's Public Library Hyattsville Branch.

March 25: Elaine Rice Bachmann to meet with Senator Will Smith's office regarding the historic 1765 law book.

March 25: Corey Lewis attended Prathertown Development Corporation Board Meeting.

March 26: James Watson attended the *Future Nostalgia* expert virtual workshop that was hosted by Cambridge University.

March 26: Megan Craynon, Kathryn Baringer and James Watson presented the webinar *Caucus Conversations: The Future of Digital Archiving at the Maryland State Archives* for the Mid-Atlantic Regional Archives Conference.

March 26: Maria Day presented on Mayis project to students at the Center for Archival Futures, University of Maryland, College Park.

March 26: Chris Haley met with Sarah Wade, Development Manager, Annapolis and Anne Arundel County Office of Tourism regarding partnerships.

March 26: Elaine Rice Bachmann attended the dedication of public art by Aurora Robson.

March 26: Corey Lewis attended the Anne Arundel County Descendent Communities Meeting..

March 27: Chris Haley attended the Overcoming Racism Symposium.

March 27: Darby Nisbett presented at the University of Maryland Baltimore County Career Connection event.

March 27: Elaine Rice Bachmann, Emily Oland Squires and Mimi Calver attended a meeting of the Friends of the Maryland State Archives.

March 28: Robin Gower and Chris Kintzel hosted a tour of the State House for the Salisbury Children's Choir and their families.

March 28: Corey Lewis and Chris Haley attended the Elktonia - Carr's Beach Vision Meeting by the Blacks of the Chesapeake Foundation.

March 29: Corey Lewis and Andrew Forschler attended the Lakeland Community Heritage Project Community Collections.

March 31: Maria Day presented educator resources from the Mayis Indigenous Records Project for Baltimore County Public School teachers.

March 31: Elaine Rice Bachmann gave a State House tour to Rev. Lauren Holder before the Senate Invocation.

April 2: Owen Lourie attended the Maryland Center for History and Culture Research Trip.

April 3: Elaine Rice Bachmann and Owen Lourie attended the Maryland 250 Commemoration of the Maryland Line Meeting.

April 4: Elaine Rice Bachmann attended the Black Patriot Monument - Site Development meeting.

April 4: Elaine Rice Bachmann attended the Exhibition opening, "The Peale Women Painters" and a lecture by Kedra Kearis.

April 4: Megan Craynon attended The Practical Archivist editorial board meeting.

April 4 - 5: Emily Oland Squires, Chris Haley and Hannah Lane attended the Maryland Lynching Truth and Reconciliation Commission two day Reconciliation and Reparative Justice Hearing at the Reginald F. Lewis Museum .

April 5: Rachel Frazier presented on archival resources for a Spring Training session at Anne Arundel Community College.

April 7: Corey Lewis, Emily Oland Squires and Jen Abbott hosted a tour and discussion about possible internship partnerships with the Anne Arundel County Workforce Development Office.

April 7: Owen Lourie and Christine Alvey hosted an Annapolis History Consortium Meeting.

April 7: Maria Day attended the Maryland Commission on Indian Affairs Meeting.

April 8: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower attended the filming with Governor and Lt. Governor at the State House for Maryland Two Fifty Two Lights for Tomorrow program.

April 9: Corey Lewis attended the Caucus of African American Leaders 2025 Session Recap.

April 8: Emily Oland Squires assisted at the General Assembly bill signings.

April 8: Chris Haley visited University of Maryland Eastern Shore to discuss collaboration regarding the history of Simon A. Haley.

April 8: Rob Schoeberlein virtually attended the Friends of Maryland's Olmsted Parks & Landscapes (FMOPL) Full Board Meeting.

April 9: Corey Lewis attended the Prince George's County Latino History Project Meeting.

April 9: Corey Lewis attended the welcome reception for Jane Cox at the William Paca House.

April 10: The Archives hosted a Lunch & Learn program on *Exploring Pocomoke Country: The History of Indigenous People of the Lower Eastern Shore*, presented by Norris Howard, Jr.

April 10: Chris Haley met with Turner-Hines-Franklin Institute regarding partnership opportunities.

April 10: Emily Oland Squires met with Maryland Humanities Staff regarding Maryland's One Book.

April 10: Corey Lewis hosted Tolas Room on a site visit of Rolling Run warehouse

April 10: Elaine Rice Bachmann, Corey Lewis, Emily Oland Squires, Chris Haley, Maria Day, James Watson, Rachel Frazier, Rhys Burns, Andrew Forschler, Emerson Drew and Alexander Callahan hosted a Voices of Our Community Event Preserving Local History Through Stories and Artifacts.

April 11: Elaine Rice Bachmann, Chris Kintzel and Robin Gower attended the site visit to Maryland Center for History and Culture regarding the iron chest.

April 11: Corey Lewis presented at the Women's Civic League meeting.

April 11: Maria Day attended a virtual meeting with the Accohannock Tribe and Dr. Virginia Busby.

April 11: Chris Haley attended a meeting with University of Maryland iSchool regarding the Study of the Legacy of Slavery in Maryland.

April 12: Elaine Rice Bachmann attended the exhibit opening and luncheon for the Brick Chapel Exhibition at Historic St. Mary's City.

April 12: Maria Day gave a Mayis presentation for Janet Montgomery Chapter of the DAR.

April 14: Owen Lourie attended a meeting with Vally Sharpe regarding Finding the Maryland 400 book meeting.

April 14: Corey Lewis, Andrew Forschler and Alexander Callahan met with the Women's Civic League.

April 14: Elaine Rice Bachmann, Chris Kintzel and Robin Gower gave a State House Tour for Mount Vernon Ladies Association board.

April 14: Emily Oland Squires and Chris Haley attended the Maryland Lynching Truth and Reconciliation Commission Business Meeting.

April 14: Elaine Rice Bachmann, Chris Kintzel and Robin Gower gave a tour of the Maryland State House to the Mount Vernon Ladies Society.

April 14: Kathryn Baringer attended a meeting of the Judicial Address Confidentiality Program (JACP) working group to discuss the shielding of judge's land records.

April 16: Rob Schoeberlein attended the Maryland Center for History and Culture Board of Trustees meeting.

April 17: Elaine Rice Bachman, Corey Lewis and James Watson presented at the Conference of Circuit Clerks meeting.

April 17: Kathryn Baringer and Dale King hosted a tour for staff from the Records Management Division of the Department of General Services.

April 17 : Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

April 17: Corey Lewis attended the African American Heritage Committee - Goshen Farm Preservation Society meeting.

April 18: Elaine Rice Bachmann presented remarks at the "Two Lights for Tomorrow" Maryland Two Fifty Program in Lawyers Mall and the Maryland State House.

April 18: Chris Haley attended Maryland Lynching Truth and Reconciliation Commission Executive Board Meeting.

April 19: Rachel Frazier gave the virtual presentation “Online Colonial Records at the Maryland State Archives” for the live webinar series “Unburying the Past Colony by Colony,” hosted by the Arizona State Society Daughters of the American Revolution.

April 21: Corey Lewis met with the Anne Arundel County Executive office to discuss Crownsville Hospital Oral Histories

April 21: Robin Gower gave a State House dome tour for Historic Annapolis.

April 22: Corey Lewis attended the Pratherstown Development Corporation Board Meeting.

April 22: Danielle Smith presented on an internship and career panel at St. John’s College.

April 23: Maria Day and Rachel Frazier gave a tour for Morgan University practicum students.

April 23: Rachel Frazier attended an American Association of State and Local History partnership meeting.

April 23: Andrew Firschler and Corey Lewis hosted the Brewer Hill Cemetery Project volunteers

April 24: Andrew Firschler and Corey Lewis met with the Friends of the Crownsville Hospital Patient Cemetery

April 28: Emily Oland Squires attended a meeting of the Annapolis Maritime Museum Collections Committee on a site visit to the Weems and Plath Building.

April 28: Elaine Rice Bachmann, Emily Oland Squires and Corey Lewis attended Listening Session with Maryland Bar Association Representatives

April 29: Elaine Rice Bachmann provided a tour of the State House for the Naval War College Class.

April 29 : Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

April 29: Andrew Firschler and Corey Lewis hosted the Brewer Hill Cemetery Project volunteers

April 29: Jeni Spamer hosted a class of Stevenson University students to view and film various War of 1812 documents.

April 30: Rachel Frazier gave an orientation and tour to the Mid-Atlantic Chapter of the Association of Professional Genealogists.

April 30: Corey Lewis attended a meeting of the Anne Arundel County Descendent Meeting.

May 1: James Watson provided a tour to staff of the Talbot County Historical Society.

May 1: Corey Lewis and Andrew Forschler met with Dr. Rowel to discuss Mulberry Hill/Browns Woods Rivers and Trails Project

May 2: Corey Lewis and Rob Schoberlin met with the Maryland Center for History and Culture to advise on plans to move collections

May 1-3: Maria Day, Morgan Miller and Alexander Callahan attended the Spring Mid-Atlantic Regional Archives Conference.

May 4: Elaine Rice Bachmann attended the Winterthur Collections Committee Board Meeting.

May 4: Chris Haley attended Garden of Peace and Remembrance Dedication at St. Anne's Church.

May 5: Corey Lewis and James Watson presented at the Judiciary Non-Case meeting

May 5: Owen Lourie hosted a meeting of the Annapolis History Consortium.

May 5: Elaine Rice Bachmann, Chris Haley and Danielle Smith presented archival resources at the Maryland Two Fifty Symposium.

May 6: Owen Lourie gave a presentation on Elias Pollock for Historic Annapolis.

May 6: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

May 6: Corey Lewis met with UMD College of Information Staff about collaborations

May 6: Rob Schoeberlein chaired the Maryland Center for History and Culture Library Committee meeting.

May 6: Corey Lewis attended the Maryland Center for History and Culture Library Committee meeting.

May 7: Corey Lewis, James Watson and Kathryn Baringer met with the Jewish Museum of Maryland to discuss a digitization project

May 7: Andrew Firschler and Corey Lewis hosted the Brewer Hill Cemetery Project volunteers

May 8: V. Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Roles and Definitions of Records Management, and Records Inventories and Indexes*.

May 8: Megan Craynon attended The Practical Archivist editorial board meeting.

May 14: Emily Oland Squires attended the Annapolis Maritime Museum Collections Committee Meeting.

May 15: V. Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Retention Schedules*.

May 19: Owen Lourie presented a lecture on Finding the Maryland 400 at Carroll County Public Library.

May 21: Elaine Rice Bachmann, Chris Kintzel, and Robin Gower attended the Spring 2025 Maryland Commission on Artistic Property Meeting.

May 22: Corey Lewis and Kathryn Baringer met with the Electronic Records Guidance working group which includes DGS records management and DoIT

May 22: Emily Oland Squires attended the Chesapeake Crossroads Heritage Area Education Committee Meeting.

May 22: Corey Lewis attended a Community Oral History Day planning meeting with the PG County Memorial Library and the PG County Executive office

May 22: V. Joyce Phelps II joined Department of General Services Records Management staff as an instructor for government staff in the training webinar *Record Disposals, Record Transfers, and Special Collections*.

May 22: Emily Oland Squires attended the Maryland Humanities One Book Meeting.

May 27: Corey Lewis attended the Prathertown Development Corporation Board Meeting.

May 28: Elaine Rice Bachmann, Emily Oland Squires and Corey Lewis attended the Parren J. Mitchell Memorial Dedication at the Pip Moyer Recreation Center.

May 29: Corey Lewis attended the NHPRC Panel Orientation

May 29: Elaine Rice Bachmann, Corey Lewis and Kathryn Baringer attended a meeting with Maryland Department of Health to discuss Mental Health Patient Records

**Maryland State Archives Records Retention Schedules
Approved Since Hall of Records Commission Meeting
on 11/6/2024**

Caroline County, Public Works

Rec.: 8/6/2024 Appr.: 11/22/2024 RM Sch. #:C1591 MSA S1521-1560 Supersedes: None

City of Cumberland, Public Works, Central Services

Rec.: 1/31/2024 Appr.: 4/1/2025 RM Sch. #:M617 MSA S1522-482 Supersedes: None

City of Cumberland, Public Works, Streets and Public Properties

Rec.: 1/31/2024 Appr.: 4/1/2025 RM Sch. #:M616 MSA S1522-481 Supersedes: None

City of Salisbury, Arts, Business and Culture; Administrative

Rec.: 9/22/2023 Appr.: 4/1/2025 RM Sch. #:M559 MSA S1522-479 Supersedes: None

City of Salisbury, Arts, Business and Culture; Business Development

Rec.: 9/22/2023 Appr.: 4/1/2025 RM Sch. #:M560 MSA S1522-480 Supersedes: None

City of Salisbury, Field Operations

Rec.: 9/22/2023 Appr.: 4/1/2025 RM Sch. #:M523 MSA S1522-476 Supersedes: M221, M221-5, M221-6, M217, Item #3

City of Salisbury, Information Services

Rec.: 9/22/2023 Appr.: 4/1/2025 RM Sch. #:M533 MSA S1522-477 Supersedes: None

City of Salisbury, Mayor's Office

Rec.: 9/22/2023 Appr.: 4/1/2025 RM Sch. #:M534 MSA S1522-478 Supersedes: M215

City of Salisbury, Mayor's Office, Boards, Commissions, Committees, and Task Forces

Rec.: 9/22/2023 Appr.: 3/20/2025 RM Sch. #:M535 MSA S1522-475 Supersedes: M215, M223, M221-5, M221-8

Department of Natural Resources, Maryland Environmental Trust

Rec.: 11/10/2022 Appr.: 11/22/2024 RM Sch. #:3007 MSA S1468-4274 Supersedes: 2804

Frederick County Sheriff's Office, Law Enforcement Bureau

Rec.: 1/30/2024 Appr.: 12/10/2024 RM Sch. #:C1571 MSA S1521-1561 Supersedes: C1552

Maryland Department of Health, Office of the Chief Medical Examiner (OCME)

Rec.: 7/25/2024 Appr.: 11/22/2024 RM Sch. #:3063 MSA S1468-4275 Supersedes: 689, 689A

Maryland Department of Transportation (MDOT), State Highway Administration (SHA), Office of Audits (OA)

Rec.: 8/13/2024 Appr.: 12/5/2024 RM Sch. #:3065 MSA S1468-4277 Supersedes: 2262

Maryland Department of Transportation (MDOT), The Secretary's Office (TSO), Office of Cultural Resources and Community Engagement

Rec.: 10/19/2023 Appr.: 10/25/2024 RM Sch. #:3033 MSA S1468-4273 Supersedes: None

Maryland Department of Transportation, Maryland Aviation Administration, Division of Airport Technology and Innovation

Rec.: 7/25/2024 Appr.: 12/5/2024 RM Sch. #:3064 MSA S1468-4276 Supersedes: None

Maryland State Police, 20-Procurement Division

Rec.: 8/26/2024 Appr.: 3/19/2025 RM Sch. #:971-20 MSA S1468-4279 Supersedes: None

Maryland State Police, 30-Central Records Division

Rec.: 8/10/2023 Appr.: 3/19/2025 RM Sch. #:971-30-6 MSA S1468-4278 Supersedes: 971-30-5

Maryland Transit Administration (MTA), Office of the Administrator

Rec.: 8/26/2024 Appr.: 10/24/2024 RM Sch. #:3066 MSA S1468-4272 Supersedes: None

Wicomico County, Council Office

Rec.: 3/26/2024 Appr.: 11/22/2024 RM Sch. #:C1575 MSA S1521-1559 Supersedes: None

**Baltimore City Archives Records Disposition Authorizations
Approved Since Hall of Records Commission Meeting on 11/6/2024**

Baltimore City Department of Health, Environmental Health, Community Asthma Program
Schedule Number BCA2161

Baltimore City Department of Planning, Commission for Historical and Architectural Preservation
Schedule Number BCA2192

Baltimore City Health Department, Environmental Health, Animal Control, Animal Bite Investigation Files
Schedule Number BCA1772(Rev.)

Baltimore City Health Department, Environmental Health, Animal Control, Impound Notices
Schedule Number BCA2198

Baltimore City Health Department, Environmental Health, Animal Control, Permit Files
Schedule Number BCA2199

Baltimore City Health Department, Environmental Health, Animal Control, Animal Bite Hearings
Schedule Number BCA2200

Baltimore City Health Department, Environmental Health, Animal Control, Hearings (General)
Schedule Number BCA2201

Baltimore City Health Department, Environmental Health, Animal Control, Criminal Case
Investigative Files
Schedule Number BCA2202

Retention Schedule Summary

State agency schedules approved - 8

County agency schedules approved - 3

Municipal agency schedules approved - 8

Total number of State Archives schedules approved - 19

Total number of Baltimore City Archives disposition authorizations approved - 8

Images of approved State Archives schedules are available online at:

https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/approved_schedules.html

Images of approved Baltimore City State Archives disposition authorizations are available online at:

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE160>

**Maryland State Archives Digital Disposal Certificates
Approved Since Hall of Records Meeting
On 11/6/2024**

Date Approved Agency Certificate Number

10/7/2024 Maryland State Police LaPlata Barrack (57) SE55-8510

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
COMMUNITY HEALTH ADMINISTRATION - OUTBREAK INVESTIGATION/ EDCP
SE55-8511

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
RESIDENT GRIEVANCE SYSTEM
SE55-8512

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
OPF - ADMINISTRATIVE BUDGETS
SE55-8513

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
OFFICE OF THE SECRETARY
SE55-8514

10/7/2024 Maryland Department of General Services, Records Management Division DPSCS -
PAROLE & PROBATION UNIT #84
SE55-8515

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
WAIVER UNIT
SE55-8516

10/7/2024 Maryland Department of General Services, Records Management Division BCHD -
HEALTHCARE ACCESS/ CANCER PROGRAM
SE55-8517

10/7/2024 Maryland Department of General Services, Records Management Division OPD -
HOWARD COUNTY/ DISTRICT 10
SE55-8518

10/7/2024 Maryland Department of General Services, Records Management Division DPSCS -
PAROLE & PROBATION - DISTRICT DRUG TREATMENT COURT
SE55-8519

10/7/2024 Maryland Department of General Services, Records Management Division DHMH -
OFFICE OF THE SECRETARY
SE55-8520

10/7/2024 Maryland Department of General Services, Records Management Division MDH -
KIDNEY DISEASE PROGRAM
SE55-8521

10/7/2024 Maryland Department of General Services, Records Management Division DHCD -
OFFICE OF THE ATTORNEY GENERAL
SE55-8522

10/7/2024 Maryland Department of General Services, Records Management Division HOWARD
COUNTY DSS - CHILD PROTECTIVE SERVICES
SE55-8523

10/7/2024 Maryland Department of General Services, Records Management Division OAG -
CONTRACT LITIGATION UNIT
SE55-8524

10/7/2024 Maryland Department of General Services, Records Management Division BCDSS -
CLOSED RECORDS UNIT
SE55-8525

10/7/2024 Maryland Department of General Services, Records Management Division OAG -
CONTRACT LITIGATION UNIT
SE55-8526

10/7/2024 Maryland Department of General Services, Records Management Division HOWARD
COUNTY DSS - CHILD PROTECTIVE SERVICES
SE55-8527

10/7/2024 Maryland Department of General Services, Records Management Division DHR -
DORCHESTER COUNTY DSS - CHILD WELFARE
SE55-8528

10/7/2024 Maryland Department of the Environment SE55-8529

10/8/2024 Carroll County Detention Center SE55-8530

10/8/2024 Carroll County Detention Center SE55-8531

10/8/2024 Carroll County Detention Center SE55-8532

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
DIVISION OF CORRECTION - PRERELEASE SYSTEM
SE55-8533

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
ECI EAST - CASE MANAGEMENT
SE55-8534

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
INMATE GRIEVANCE OFFICE
SE55-8535

10/8/2024 Maryland Department of General Services, Records Management Division BCHD -
HEALTHCARE ACCESS/ CANCER PROGRAM
SE55-8536

10/8/2024 Maryland Department of General Services, Records Management Division PRINCE
GEORGE'S COUNTY DSS - ADMIN SERVICES/ CLOSED FILES
SE55-8537

10/8/2024 Maryland State Police Barrack T Leonardtown SE55-8538

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ROXBURY CORRECTIONAL INSTITUTION
SE55-8539

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
MCIW - PERSONNEL
SE55-8540

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
PATUXENT INSTITUTION - CASE MANAGEMENT
SE55-8541

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
JESSUP CORRECTIONAL INSTITUTION - PERSONNEL
SE55-8542

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ECI TRAINING DEPT
SE55-8543

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ECIW - CASE MANAGEMENT
SE55-8544

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ROXBURY CORRECTIONAL INSTITUTION
SE55-8545

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
MD RECEPTION DIAGNOSTIC & CLASSIFICATION CENTER

SE55-8546

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
INMATE GRIEVANCE OFFICE
SE55-8547

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - NORTH BRANCH CORRECTIONAL INSTITUTION
SE55-8548

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
ECI/ PERSONNEL
SE55-8549

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - MCI HAGERSTOWN
SE55-8550

10/8/2024 Maryland Department of General Services, Records Management Division HEALTH
& HUMAN SERVICES - LOCAL MANAGEMENT BOARD
SE55-8551

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
MD RECEPTION DIAGNOSTIC & CLASSIFICATION CENTER
SE55-8552

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ECI ANNEX - CASE MANAGEMENT
SE55-8553

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - CORRECTIONAL TRAINING CENTER
SE55-8554

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - ECI EAST - CASE MANAGEMENT
SE55-8555

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
MD RECEPTION DIAGNOSTIC & CLASSIFICATION CENTER
SE55-8556

10/8/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - MCI W
SE55-8557

10/9/2024 Maryland Department of General Services, Records Management Division MSP -
BARRACK "D", BEL AIR-53

SE55-8558

10/9/2024 Maryland Department of General Services, Records Management Division MSP -
BARRACK "D", BEL AIR-53
SE55-8559

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA POLICE
SE55-8560

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
MD PORT ADMINISTRATION - OFFICE OF THE ATTORNEY
SE55-8561

10/9/2024 Maryland Department of General Services, Records
Management Division MDOT - AVIATION ADMINISTRATION - AIRPORT OPERATIONS
SE55-8562

10/9/2024 Maryland Department of General Services, Records Management Division MDTA -
LEGAL
SE55-8563

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - SYSTEMS ENGINEERING DIVISION
SE55-8564

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
AVIATION ADMINISTRATION - CONSTRUCTION
SE55-8565

10/9/2024 Maryland Department of General Services, Records Management Division DPSCS -
PROCUREMENT SERVICES/ ITCD
SE55-8566

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - SYSTEMS ENGINEERING DIVISION
SE55-8567

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
AVIATION ADMINISTRATION - CONSTRUCTION
SE55-8568

10/9/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - SYSTEMS ENGINEERING DIVISION
SE55-8569

10/9/2024 Maryland Department of General Services, Records Management Division DPSCS -
OFFICE OF THE ATTORNEY GENERAL

SE55-8570

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
AVIATION ADMINISTRATION - CONSTRUCTION
SE55-8571

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8572

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - OFFICE OF THE ATTORNEY GENERAL
SE55-8573

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8574

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTIONS - ICC RELEASES
SE55-8575

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS -
FINANCIAL SERVICES
SE55-8576

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTIONS - ICC RELEASES
SE55-8577

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8578

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA- OFFICE OF THE ATTORNEY
SE55-8579

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8580

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - PLANNING & PROGRAM DEVELOPMENT
SE55-8581

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - OFFICE OF THE ATTORNEY GENERAL

SE55-8582

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS - OFFICE OF THE SECRETARY, FINANCIAL SERVICES, COLLECTION AND ACCOUNTING UNIT

SE55-8583

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MTA - TRANSIT INSURANCE GROUP

SE55-8584

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MTA POLICE FORCE - ADMIN DIVISION

SE55-8585

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MTA - OFFICE OF THE ATTORNEY GENERAL

SE55-8586

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MINORITY BUSINESS ENTERPRISE

SE55-8587

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MTA POLICE

SE55-8588

10/10/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - OHD ENGINEERING RESOURCE DIVISION

SE55-8589

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MVA - OFFICE OF THE ATTORNEY GENERAL

SE55-8590

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MTA - OFFICE OF THE ATTORNEY GENERAL

SE55-8591

10/10/2024 Maryland Department of General Services, Records Management Division MDOT - MVA - PROCUREMENT & CONTRACTS

SE55-8592

10/10/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - OHD ENGINEERING RESOURCE DIVISION

SE55-8593

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - PLANNING AND PROGRAM DEVELOPMENT
SE55-8594

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS -
SUPPORT SERVICES/ DOC
SE55-8595

10/10/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8596

10/10/2024 City of Cumberland SE55-8597

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8598

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8599

10/10/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTIONS - HEADQUARTERS - CASE MANAGEMENT
SE55-8600

10/10/2024 Maryland Department of General Services, Records Management Division MDOT -
MTA - ENGINEERING DIVISION
SE55-8601

10/10/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - FINANCIAL ACCOUNTING & REPORTING
SE55-8602

10/10/2024 Maryland Department of General Services, Records Management Division DJJ -
BACKBONE MOUNTAIN YOUTH CENTER
SE55-8603

10/10/2024 Maryland State Police LaPlata Barrack (57) SE55-8604

10/11/2024 Maryland Department of General Services, Records Management Division MDE -
AIR & RADIATION MANAGEMENT ADMINISTRATION
SE55-8605

10/11/2024 Maryland Department of General Services, Records Management Division MDOT -
STATE HIGHWAY ADMINISTRATION - AOD - VOUCHERS PAYABLE
SE55-8606

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - CAPITAL PROGRAM/FEDERAL AID BILLING
SE55-8607

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - OOF - INVENTORY MANAGEMENT SECTION
SE55-8608

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD COLLEGE PARK - PLANNING & CONSTRUCTION
SE55-8609

10/11/2024 Maryland Department of General Services, Records Management Division MDE - AIR & RADIATION MANAGEMENT ADMINISTRATION
SE55-8610

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD COLLEGE PARK - ARCHITECTURE, ENGINEERING & CONSTRUCTION - CAPITAL
SE55-8611

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD COLLEGE PARK - RESEARCH, INSTITUTIONAL REVIEW BOARD
SE55-8612

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD UNIVERSITY COLLEGE - PROCUREMENT
SE55-8613

10/11/2024 Maryland Department of General Services, Records Management Division COLLEGE OF SOUTHERN MD - HUMAN RESOURCES DEPT
SE55-8614

10/11/2024 Maryland Department of General Services, Records Management Division JUVENILE SERVICES - GREEN RIDGE YOUTH CENTER
SE55-8615

10/11/2024 Maryland Department of General Services, Records Management Division MDOT - STATE HIGHWAY ADMINISTRATION - AOD - VOUCHERS PAYABLE
SE55-8616

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - INFORMATION TECHNOLOGY
SE55-8617

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD UNIVERSITY COLLEGE - PROCUREMENT
SE55-8618

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - EMPLOYEE EXPENSE STATEMENTS
SE55-8619

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - R&D - CASHIER OFFICE
SE55-8620

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - CAPITAL PROGRAM/FEDERAL AID BILLING
SE55-8621

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD UNIVERSITY COLLEGE - PROCUREMENT
SE55-8622

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY - ADMINISTRATOR'S OFFICE
SE55-8623

10/11/2024 Maryland Department of General Services, Records Management Division UNIVERSITY OF MD COLLEGE PARK - RESEARCH, INSTITUTIONAL REVIEW BOARD
SE55-8624

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8625

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8626

10/11/2024 Maryland Department of General Services, Records Management Division JUVENILE SERVICES - SAVAGE MOUNTAIN YOUTH CENTER
SE55-8627

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - INFORMATION TECHNOLOGY
SE55-8628

10/11/2024 Maryland Department of General Services, Records Management Division JUVENILE SERVICES - SAVAGE MOUNTAIN YOUTH CENTER
SE55-8629

10/11/2024 Maryland Department of General Services, Records Management Division STATE HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8630

10/11/2024 Maryland Department of General Services, Records Management Division
HOWARD COMMUNITY COLLEGE - HUMAN RESOURCES
SE55-8631

10/11/2024 Maryland Department of General Services, Records Management Division
UNIVERSITY OF MD UNIVERSITY COLLEGE - PROCUREMENT
SE55-8632

10/11/2024 Maryland Department of General Services, Records Management Division
JUVENILE SERVICES - MEADOW MOUNTAIN YOUTH CENTER
SE55-8633

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - EMPLOYEE SERVICES
SE55-8634

10/11/2024 Maryland Department of General Services, Records Management Division
COLLEGE OF SOUTHERN MD - PROACCOUNTS PAYABLE
SE55-8635

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8636

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - CREDIT CARD
SE55-8637

10/11/2024 Maryland Department of General Services, Records
Management Division STATE TREASURER'S OFFICE - INSURANCE DIVISION
SE55-8638

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY - CAPITAL PROGRAM/FEDERAL AID BILLING
SE55-8639

10/11/2024 Maryland Department of General Services, Records Management Division
JUVENILE SERVICES - GREEN RIDGE YOUTH CENTER
SE55-8640

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY - CAPITAL PROGRAM/FEDERAL AID BILLING
SE55-8641

10/11/2024 Maryland Department of General Services, Records
Management Division STATE HIGHWAY ADMINISTRATION - OOF -FEDERAL AID
PROGRAMMING SECTION
SE55-8642

10/11/2024 Maryland Department of General Services, Records Management Division
UNIVERSITY OF MD COLLEGE PARK - ARCHITECTURE, ENGINEERING &
CONSTRUCTION
SE55-8643

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY - CAPITAL PROGRAM/FEDERAL AID BILLING
SE55-8644

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - INFORMATION TECHNOLOGY
SE55-8645

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8646

10/11/2024 Maryland Department of General Services, Records Management Division
JUVENILE SERVICES - MEADOW MOUNTAIN YOUTH CENTER
SE55-8647

10/11/2024 Maryland Department of General Services, Records Management Division MDE -
FISCAL SERVICES DIVISION
SE55-8648

10/11/2024 Maryland Department of General Services, Records
Management Division STATE HIGHWAY ADMINISTRATION - INFORMATION TECHNOLOGY
SE55-8649

10/11/2024 Maryland Department of General Services, Records Management Division
JUVENILE SERVICES - BACKBONE MOUNTAIN YOUTH CENTER
SE55-8650

10/11/2024 Maryland Department of General Services, Records Management Division STATE
HIGHWAY ADMINISTRATION - VOUCHERS PAYABLE
SE55-8651

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - OFFICE OF THE STATE FIRE MARSHAL
SE55-8652

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "I" EASTON-58
SE55-8653

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "L" FORESTVILLE

SE55-8654

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "H"- 57- LA PLATA
SE55-8655

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "C" CUMBERLAND- 52
SE55-8656

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - POLICE ACADEMY DIVISION
SE55-8657

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - NARCOTICS DIVISION
SE55-8658

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "V" BERLIN
SE55-8659

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - MEDICAL SERVICES SECTION, HRD
SE55-8660

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "C" CUMBERLAND-52
SE55-8661

10/11/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "O" HAGERSTOWN- 64
SE55-8662

10/11/2024 Maryland Department of General Services, Records Management Division MD
DEPARTMENT OF AGING - CONTINUING CARE DIVISION
SE55-8663

10/15/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "O" HAGERSTOWN- 64
SE55-8664

10/15/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - 9080 CENTREVILLE BARRACK "S"
SE55-8665

10/15/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - HUMAN RESOURCES DIVISION

SE55-8666

10/16/2024 Maryland State Police Office of Promotional Testing SE55-8667

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BUDGET, LEGISLATION, FISCAL ADMINISTRATION
SE55-8668

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - CENTRAL RECORDS DIVISION
SE55-8669

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - STATE FIRE MARSHAL - BOMB SQUAD
SE55-8670

10/16/2024 Maryland Department of General Services, Records Management Division
DEPARTMENT OF AGING - CONTINUING CARE DIVISION
SE55-8671

10/16/2024 Maryland Department of General Services, Records Management Division
DEPARTMENT OF AGING - CONTINUING CARE DIVISION
SE55-8672

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "A" WATERLOO
SE55-8673

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - STATE FIRE MARSHAL
SE55-8674

10/16/2024 Maryland Department of General Services, Records Management Division STATE
FIRE MARSHAL - WESTERN REGION
SE55-8675

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - MCHENRY 94
SE55-8676

10/16/2024 Maryland Department of General Services, Records Management Division DEPT
OF AGING - CONTINUING CARE
SE55-8677

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - CENTREVILLE BARRACK "S"
SE55-8678

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "Q"- "66" - COLLEGE PARK
SE55-8679

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - ANNAPOLIS BARRACK
SE55-8680

10/16/2024 Maryland State Police Office of Promotional Testing SE55-8685

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - CDS VAULT - CRIMELABORATORY
SE55-8686

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - HUMAN RESOURCES DIVISION
SE55-8687

10/16/2024 Maryland Department of Transportation The Secretary's Office of Human Resources
SE55-8688

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "E" SALISBURY
SE55-8689

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "E" SALISBURY
SE55-8690

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "O" HAGERSTOWN-64
SE55-8691

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - EDUCATION & TRAINING DIVISION
SE55-8692

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - STATE FIRE MARSHAL
SE55-8693

10/16/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "H"- 57- LA PLATA
SE55-8694

10/17/2024 Maryland State Police Office of Promotional Testing SE55-8695

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - POLICE ACADEMY DIVISION

SE55-8696

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "N" ROCKVILLE
SE55-8697

10/17/2024 Maryland Department of General Services, Records Management Division PUBLIC
SCHOOL CONSTRUCTION PROGRAM - INTERAGENCY COMMISSION ON SCHOOL
SE55-8698

10/17/2024 Maryland Department of General Services, Records Management Division MSDE -
INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION
SE55-8699

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "F" NORTH EAST
SE55-8700

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "X"
SE55-8701

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - HUMAN RESOURCES DIVISION
SE55-8702

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "Q"- 66 - COLLEGE PARK
SE55-8703

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - CHEMISTRY- CRIME LAB
SE55-8704

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - BARRACK "J" ANNAPOLIS
SE55-8705

10/17/2024 Maryland Department of General Services, Records Management Division DPSCS -
PAROLE & PROBATION - GENERAL SUPERVISION #44
SE55-8706

10/17/2024 Maryland Department of General Services, Records Management Division DPSCS -
PAROLE & PROBATION -DRINKING DRIVER MONITOR PROGRAM
SE55-8707

10/17/2024 Maryland Department of General Services, Records Management Division PRINCE
GEORGE'S COUNTY DSS - ADMIN SERVICES
SE55-8708

10/17/2024 Maryland Department of General Services, Records Management Division MCI-
JESSUP - CASE MANAGEMENT
SE55-8709

10/17/2024 Maryland Department of General Services, Records Management Division DHMH -
ADMINISTRATIVE BUDGETS
SE55-8710

10/17/2024 Maryland Department of General Services, Records Management Division DPSCS -
CORRECTION - WCI
SE55-8711

10/17/2024 Maryland Department of General Services, Records Management Division
PATUXENT INSTITUTION - CASE MANAGEMENT
SE55-8712

10/17/2024 Maryland Department of General Services, Records Management Division STATE
POLICE - CORRECTION - INVESTIGATIVE UNIT
SE55-8713

10/17/2024 Maryland Department of General Services, Records Management Division MCI -
JESSUP - PATUXENT INSTITUTION - CASE MANAGEMENT
SE55-8714

10/17/2024 Maryland Department of General Services, Records Management Division
CHESAPEAKE DETENTION CENTER - CASE MANAGEMENT
SE55-8715

10/17/2024 Maryland Department of General Services, Records Management Division
HOUSING & COMMUNITY DEVELOPMENT - OFFICE OF THE ATTORNEY GENERAL
SE55-8716

10/18/2024 Maryland State Police LaPlata Barrack (57) SE55-8717

10/21/2024 Maryland State Police LaPlata Barrack (57) SE55-8718

10/21/2024 Howard County Circuit Court SE55-8719

10/22/2024 Howard County Circuit Court SE55-8720

10/24/2024 Allegany County Circuit Court Criminal/Juvenile Department SE55-8726

10/24/2024 Maryland State Police Leonardtown Barrack SE55-8727

10/25/2024 City of Cumberland City Clerk SE55-8728

10/25/2024 County Commissioners of Calvert County County Attorney SE55-8729

10/28/2024 Maryland Department of Transportation The Secretary's Office of Human Resources
SE55-8730

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8731

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8732

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8733

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8734

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8735

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8736

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8737

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8738

10/28/2024 Maryland State Police LaPlata Barrack (57) SE55-8739

10/28/2024 Maryland Department of the Environment SE55-8740

10/29/2024 Bowie Government City Manager's Office/City Clerk SE55-8743

10/30/2024 Maryland Department of Human Resources SE55-8744

11/1/2024 Howard County Circuit Court SE55-8745

11/1/2024 Maryland State Police LaPlata Barrack (57) SE55-8746

11/1/2024 Maryland State Police LaPlata Barrack (57) SE55-8747

11/1/2024 Maryland State Police LaPlata Barrack (57) SE55-8748

11/5/2024 Maryland State Police LaPlata Barrack (57) SE55-8749

11/5/2024 Maryland State Police LaPlata Barrack (57) SE55-8750

11/6/2024 Maryland Department of General Services, Records Management Division DGS-
FISCAL SERVICES DIVISION
SE55-8751

11/6/2024 Anne Arundel County Detention Center SE55-8756

11/6/2024 Anne Arundel County Detention Center SE55-8757

11/6/2024 City of Cumberland City Clerk SE55-8758

11/6/2024 City of Cumberland City Clerk SE55-8759

11/8/2024 Maryland State Ethics Commission SE55-8760

11/8/2024 Maryland State Police LaPlata Barrack (57) SE55-8761

11/8/2024 Maryland State Police LaPlata Barrack (57) SE55-8762

11/14/2024 Maryland State Police LaPlata Barrack (57) SE55-8763

11/14/2024 Maryland State Police Maryland Coordination and Analysis Center, Criminal Intelligence
SE55-8764

11/15/2024 Maryland State Police LaPlata Barrack (57) SE55-8765

11/18/2024 Bowie Government City Manager's Office/Office of Grant Development & Administration
SE55-8766

11/19/2024 Kent County Circuit Court SE55-8767

11/19/2024 Kent County Circuit Court SE55-8768

11/19/2024 Kent County Circuit Court SE55-8769

11/20/2024 Maryland State Police LaPlata Barrack (57) SE55-8770

11/20/2024 Talbot County Circuit Court SE55-8771

11/21/2024 Howard County Circuit Court SE55-8774

11/21/2024 Howard County Circuit Court SE55-8775

11/22/2024 Maryland Department of Transportation State Highway Administration - Office of Environmental Design
SE55-8776

11/25/2024 Maryland Department of Transportation Maryland Port Administration - Security
SE55-8777

11/25/2024 Maryland State Police LaPlata Barrack (57) SE55-8778

11/27/2024 Maryland State Police LaPlata Barrack (57) SE55-8779

12/4/2024 Maryland State Police North East Barrack SE55-8780

12/5/2024 Carroll County Detention Center SE55-8781

12/5/2024 Carroll County Detention Center SE55-8782

12/5/2024 Maryland State Police LaPlata Barrack (57) SE55-8783

12/5/2024 Carroll County Detention Center SE55-8784

12/5/2024 Carroll County Detention Center SE55-8785

12/5/2024 Carroll County Detention Center SE55-8786

12/5/2024 Carroll County Detention Center SE55-8787

12/5/2024 Carroll County Detention Center SE55-8788

12/11/2024 Maryland State Police LaPlata Barrack (57) SE55-8791

12/11/2024 Maryland State Police LaPlata Barrack (57) SE55-8792

12/11/2024 Maryland State Police LaPlata Barrack (57) SE55-8793

12/12/2024 Cecil County Circuit Court SE55-8796

12/13/2024 Maryland State Police Office of the State Fire Marshal Western Region
SE55-8797

12/13/2024 City of College Park Department of Public Services SE55-8798

12/13/2024 City of College Park Department of Public Services SE55-8799

12/13/2024 Maryland State Police LaPlata Barrack (57) SE55-8800

12/16/2024 Anne Arundel County Community College Document Services/Records Retention
SE55-8801

12/16/2024 Maryland State Police LaPlata Barrack (57) SE55-8802

12/16/2024 Maryland State Police LaPlata Barrack (57) SE55-8803

12/17/2024 Salisbury SPD- RECORDS SE55-8804

12/17/2024 Salisbury SPD- WARRANT CONTROL SE55-8805

12/17/2024 Salisbury CITY CLERK SE55-8806

12/17/2024 Salisbury CITY CLERK SE55-8807

12/17/2024 Salisbury DID- ENGINEERING SE55-8808

12/19/2024 Bowie Government Community Services SE55-8810

12/19/2024 Maryland Department of Agriculture Plant Protection and Weed Management SE55-8811

12/19/2024 Salisbury DID- ENGINEERING SE55-8812

12/19/2024 Dorchester Circuit Court SE55-8813

12/19/2024 Maryland Department of the Environment SE55-8814

12/20/2024 Baltimore County Circuit Court Judicial Records & Appeals SE55-8816

12/23/2024 Maryland State Police LaPlata Barrack (57) SE55-8817

12/23/2024 Maryland State Police LaPlata Barrack (57) SE55-8818

12/27/2024 Maryland State Police LaPlata Barrack (57) SE55-8819

12/30/2024 Worcester County Circuit Court SE55-8820

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8821

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8822

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8823

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8824

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8825

12/31/2024 Maryland State Police LaPlata Barrack (57) SE55-8826

1/2/2025 Anne Arundel County Detention Center SE55-8827

1/2/2025 Maryland Department of Human Resources SE55-8828

1/2/2025 City of Frederick Police Department SE55-8829

1/2/2025 Maryland Department of Agriculture Plant Protection and Weed Management SE55-8830

1/3/2025 Worcester County Sheriff's Office Expungement Unit SE55-8831

1/3/2025 City of Cumberland Finance - Utility Billing SE55-8832

1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8833

1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8834
1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8835
1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8836
1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8837
1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8838
1/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8839
1/7/2025 Somerset County Sheriff's Office SE55-8844
1/7/2025 Somerset County Sheriff's Office SE55-8845
1/7/2025 Somerset County Sheriff's Office SE55-8846
1/7/2025 Somerset County Sheriff's Office SE55-8847
1/7/2025 Somerset County Sheriff's Office SE55-8848
1/7/2025 Somerset County Sheriff's Office SE55-8849
1/7/2025 Somerset County Sheriff's Office SE55-8850
1/7/2025 Somerset County Sheriff's Office SE55-8851
1/7/2025 Somerset County Sheriff's Office SE55-8852
1/7/2025 Somerset County Sheriff's Office SE55-8853
1/7/2025 Somerset County Sheriff's Office SE55-8854
1/7/2025 Somerset County Sheriff's Office SE55-8855
1/7/2025 Somerset County Sheriff's Office SE55-8856
1/8/2025 Somerset County Sheriff's Office SE55-8857
1/8/2025 Somerset County Sheriff's Office SE55-8858
1/8/2025 Somerset County Sheriff's Office SE55-8859
1/8/2025 Somerset County Sheriff's Office SE55-8860
1/9/2025 Somerset County Sheriff's Office SE55-8861

1/9/2025 Maryland State Police LaPlata Barrack (57) SE55-8862
1/9/2025 Maryland State Police LaPlata Barrack (57) SE55-8863
1/9/2025 Somerset County Sheriff's Office SE55-8864
1/10/2025 Maryland State Police LaPlata Barrack (57) SE55-8865
1/13/2025 Maryland State Police LaPlata Barrack (57) SE55-8866
1/13/2025 Maryland State Police Inspection and Compliance Division (04) SE55-8867
1/13/2025 Somerset County Sheriff's Office SE55-8868
1/14/2025 Maryland State Police Office of Promotional Testing SE55-8869
1/21/2025 Anne Arundel County Community College Document Services/Records Retention SE55-8871
1/22/2025 Maryland Department of Agriculture Purchasing Office SE55-8873
1/23/2025 Carroll County Circuit Court Jury Records SE55-8878
1/23/2025 City of Cumberland Finance Department SE55-8879
1/24/2025 City of Cumberland Finance Department SE55-8880
1/24/2025 Anne Arundel County Detention Center SE55-8881
1/28/2025 Maryland State Police LaPlata Barrack (57) SE55-8882
1/28/2025 Carroll County Detention Center SE55-8883
1/28/2025 Carroll County Detention Center SE55-8884
1/28/2025 Carroll County Detention Center SE55-8885
1/28/2025 Carroll County Detention Center SE55-8886
1/28/2025 Carroll County Detention Center SE55-8887
1/29/2025 Carroll County Detention Center SE55-8888
1/29/2025 Montgomery County Circuit Court SE55-8889
1/29/2025 Montgomery County Circuit Court SE55-8890
1/30/2025 Prince George's County Circuit Court Records Management SE55-8891

1/30/2025 Prince George's County Circuit Court Records Management SE55-8892

1/30/2025 Howard County Circuit Court SE55-8893

1/31/2025 Maryland State Police Human Resources Division SE55-8894

1/31/2025 Maryland State Police LaPlata Barrack (57) SE55-8895

1/31/2025 Maryland Department of Agriculture Plant Protection and SE55-8896

2/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8897

2/3/2025 Bowie Government City of Bowie Police Department, Administrative Records SE55-8898

2/3/2025 Bowie Government City of Bowie Police Department, Communications SE55-8899

2/3/2025 Bowie Government City of Bowie Police Department, Fiscal Records SE55-8900

2/3/2025 Bowie Government City of Bowie Police Department, Police Records SE55-8901

2/4/2025 Bowie Government City of Bowie Police Department, Police Records SE55-8902

2/5/2025 Maryland State Police Barrack F North East SE55-8903

2/5/2025 Maryland State Police Barrack F North East SE55-8904

2/5/2025 Carroll County Detention Center SE55-8905

2/5/2025 Carroll County Detention Center SE55-8906

2/5/2025 Carroll County Detention Center SE55-8907

2/5/2025 Carroll County Detention Center SE55-8908

2/6/2025 Maryland State Police LaPlata Barrack (57) SE55-8909

2/6/2025 Bowie Government City of Bowie Police Department, Property Records SE55-8910

2/7/2025 City of Cumberland Finance Department SE55-8911

2/10/2025 Maryland State Police LaPlata Barrack (57) SE55-8912

2/10/2025 Maryland State Police Berlin Barrack SE55-8913

2/12/2025 Maryland Department of Agriculture Plant Protection and Weed Management SE55-8916

2/18/2025 Maryland State Police LaPlata Barrack (57) SE55-8918

2/19/2025 Maryland Department of Agriculture Plant Protection and Weed Management SE55-8919

2/22/2025 Maryland State Police LaPlata Barrack (57) SE55-8920

2/24/2025 Maryland State Police LaPlata Barrack (57) SE55-8921

2/24/2025 Maryland State Police LaPlata Barrack (57) SE55-8922

2/25/2025 Maryland Department of Agriculture Plant Protection and Weed Management SE55-8923

2/25/2025 Queen Anne's County Circuit Court SE55-8924

2/25/2025 Queen Anne's County Circuit Court SE55-8925

2/25/2025 Queen Anne's County Circuit Court SE55-8926

2/25/2025 Queen Anne's County Circuit Court SE55-8927

2/25/2025 Queen Anne's County Circuit Court SE55-8928

2/25/2025 Queen Anne's County Circuit Court SE55-8929

2/25/2025 Queen Anne's County Circuit Court SE55-8930

2/27/2025 Maryland State Police LaPlata Barrack (57) SE55-8931

2/28/2025 Baltimore County Circuit Court SE55-8932

3/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8933

3/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8934

3/3/2025 Maryland State Police LaPlata Barrack (57) SE55-8935

3/3/2025 Takoma Park Government Housing and Community Development SE55-8936

3/4/2025 Maryland Department of Human Resources SE55-8937

3/4/2025 Maryland State Police LaPlata Barrack (57) SE55-8938

3/6/2025 Maryland State Police LaPlata Barrack (57) SE55-8939

3/6/2025 Bowie Government Planning & Sustainability SE55-8940

3/6/2025 Bowie Government Community Services SE55-8941

3/10/2025 Maryland State Police LaPlata Barrack (57) SE55-8942

3/10/2025 Bowie Government Planning & Sustainability SE55-8943

3/10/2025 Bowie Government City Manager's Office/Office of Grant Development & Administration
SE55-8944

3/10/2025 Bowie Government City Manager's Office/ Economic Development Office
SE55-8945

3/10/2025 Bowie Government Public Works SE55-8946

3/10/2025 Bowie Government City of Bowie Police Department, Police Records
SE55-8947

3/10/2025 Bowie Government City of Bowie Police Department, Property Records
SE55-8948

3/11/2025 Maryland State Police LaPlata Barrack (57) SE55-8950

3/13/2025 Maryland State Police LaPlata Barrack (57) SE55-8951

3/14/2025 Garrett Circuit Court SE55-8952

3/17/2025 Maryland Department of Transportation State Highway Administration - Office of Environmental Design - Landscape Operations
SE55-8953

3/17/2025 Carroll County Detention Center SE55-8954

3/17/2025 Carroll County Detention Center SE55-8955

3/24/2025 Carroll County Detention Center SE55-8958

3/28/2025 Baltimore County Circuit Court Judicial Records & Appeals SE55-8960

3/31/2025 Anne Arundel County Detention Center SE55-8961

4/2/2025 Maryland State Police Barrack W McHenry SE55-8962

4/4/2025 Salisbury FINANCE SE55-8964

4/4/2025 Maryland Department of Human Resources SE55-8965

4/7/2025 Maryland State Police Berlin Barrack SE55-8966

4/8/2025 Maryland State Police LaPlata Barrack (57) SE55-8967

4/8/2025 Carroll County Detention Center SE55-8968

4/8/2025 Maryland State Police LaPlata Barrack (57) SE55-8969

4/8/2025 Carroll County Detention Center SE55-8970

4/9/2025 Maryland State Police LaPlata Barrack (57) SE55-8971

4/10/2025 Maryland Office of the Maryland State Fire Marshal Lower Eastern Shore Region SE55-8972

4/10/2025 Maryland Department of the Environment Tidal Wetlands Division SE55-8973

4/10/2025 Maryland State Police North East Barrack SE55-8974

4/14/2025 Maryland State Police Office of Diversity, Equity & Inclusion SE55-8975

4/14/2025 Maryland Department of Health Somerset County Health Department SE55-8976

4/14/2025 Maryland Department of Health Labs Administration SE55-8977

4/14/2025 Maryland Department of Health Maryland Board of Physicians SE55-8978

4/14/2025 Maryland Department of Health Harford County Health Department SE55-8979

4/14/2025 Maryland Department of Health Queen Anne County Department of Health SE55-8980

4/14/2025 Maryland Department of Health Allegany County Health Department SE55-8981

4/14/2025 Maryland Department of Health Queen Anne County Department of Health SE55-8982

4/14/2025 Maryland Department of Health Harford County Health Department SE55-8983

4/14/2025 Maryland State Police LaPlata Barrack (57) SE55-8984

4/14/2025 Maryland Department of Health Internal Controls, Audit Compliance & Information Security
SE55-8985

4/15/2025 Carroll County Detention Center SE55-8986

4/15/2025 Baltimore County Circuit Court Judicial Records & Appeals SE55-8987

4/15/2025 Maryland State Police LaPlata Barrack (57) SE55-8988

4/15/2025 Maryland Department of Transportation State Highway Administration - Office of Environmental Design - Environmental Programs Division
SE55-8989

4/15/2025 Maryland Department of Transportation Maryland Aviation Administration - Administration & Performance Management/Office of Performance Management
SE55-8990

4/15/2025 Maryland Department of Transportation Maryland Aviation Administration - Administration & Performance Management/Office of Performance Management
SE55-8991

9/18/2024 Westminster Police Department, Records SE55-8681

10/2/2024 District Court 8 Baltimore County SE55-8682

9/26/2024 District Court 8 Baltimore County SE55-8683

10/9/2024 Wicomico County Circuit Court SE55-8684

2/27/2024 Maryland State Police, MSP-Barrack I, Easton SE55-8721

6/8/2023 Maryland State Police, Golden Ring Barrack SE55-8722

6/23/2023 Maryland State Police, Golden Ring Barrack SE55-8723

6/23/2023 Maryland State Police, Golden Ring Barrack SE55-8724

7/7/2023 Maryland State Police, Golden Ring Barrack SE55-8725

12/4/2023 Maryland Department of State Police, Field Operations Bureau (08)
SE55-8741

8/1/2024 Department of Natural Resources SE55-8742

8/23/2024 Baltimore County Public School, CORD FORMS SE55-8752
8/7/2024 Baltimore County Public School, CORD FORMS SE55-8753
10/9/2024 Anne Arundel County Police Department, Central Records SE55-8754
10/23/2024 Anne Arundel County Department of Detention Facilities SE55-8755
10/30/2024 Anne Arundel County Police Department, Central Records SE55-8772
9/11/2024 Baltimore County Public School, CORD FORMS 09/11/2024 SE55-8773
11/15/2024 Anne Arundel County Police Department, Central Records SE55-8789
12/9/2024 Baltimore City Archives SE55-8790
11/21/2024 District Court 8 Baltimore County SE55-8794
11/22/2024 Anne Arundel County Police Department, Central Records SE55-8795
11/27/2024 Anne Arundel County Police Department, Central Records SE55-8809
10/23/2024 Baltimore County Public School, CORD FORMS 10/12/2024 SE55-8840
12/10/2024 Anne Arundel County Police Department, Central Records SE55-8841
12/9/2024 District Court 11 Frederick County SE55-8842

**Maryland State Archives
Paper Disposal Certificates Approved
Since Hall of Records Meeting
On 6/13/2024**

12/16/2024 Anne Arundel County Police Department, Central Records SE55-8843
12/20/2024 Anne Arundel County Police Department, Central Records SE55-8870
8/20/2024 District Court 8 Baltimore County SE55-8872
11/27/2025 Baltimore County Public School, CORD FORMS 11/27/2024 SE55-8874
1/9/2025 Anne Arundel County Police Department, Central Records SE55-8875
1/3/2025 District Court of Maryland, HQ - Operations, Data Entry SE55-8876
1/13/2025 Anne Arundel County, Department of Detention Facilities SE55-8877
1/24/2025 Anne Arundel County Police Department, Central Records SE55-8914

1/27/2025 District Court 8 Baltimore County SE55-8915

2/6/2025 Baltimore City Archives SE55-8917

2/27/2025 Anne Arundel County Police Department, Central Records SE55-8949

3/11/2025 Maryland State Police, Barrack "L", Forestville (61) SE55-8956

2/18/2025 Maryland State Police, Barrack "E", Salisbury (54) SE55-8957

3/3/2025 Anne Arundel County Police Department, Central Records SE55-8959

3/24/2025 Prince George's County, District Court, Records Department SE55-8963

Disposal Certificate Summary

Total number of digital certificates - 441

Total number of paper certificates - 40

Total number of certificates - 481

Images of disposal certificates are available online at

<https://guide.msa.maryland.gov/pages/series.aspx?ID=SE55>

**Maryland State Archives Records Received
Since Last Hall of Records Commission Meeting
on 11/6/2024**

**COMMISSION TO STUDY AFRICAN AMERICAN CIVIL WAR SOLDIERS IN
MARYLAND**

(Correspondence)

Date Received Series No Date Added New Items

2/6/2025 TE217 2024-2025 12 Digital Files

(General File)

Date Received Series No Date Added New Items

2/6/2025 TE215 2024 5 Digital Files

(Meeting Minutes & Agendas)

Date Received Series No Date Added New Items

2/6/2025 TE214 2024 10 Digital Files

(Meeting Recordings)

Date Received Series No Date Added New Items

2/6/2025 TE216 2024 4 Digital Files

DEPARTMENT OF HEALTH BOARD OF PHYSICIANS

(Meeting Minutes and Agendas)

Date Received Series No Date Added New Items

2/28/2025 TE198 2015-2019 433 Digital Files

3/14/2025 TE198 2020-2024 452 Digital Files

DEPARTMENT OF HEALTH OFFICE OF THE CHIEF MEDICAL EXAMINER

(Case Histories and Autopsy Reports, Copy)

Date Received Series No Date Added New Items

1/23/2025 TM662 1939-1965 3 Boxes

**DEPARTMENT OF LABOR DIVISION OF OCCUPATIONAL AND PROFESSIONAL
LICENSING STATE BOARD OF BARBERS AND COSMETOLOGISTS**

(License File)

Date Received Series No Date Added New Items

10/22/2024 T5527 2007-2022 123 Boxes

**COMMISSION TO STUDY AFRICAN AMERICAN CIVIL WAR SOLDIERS IN
MARYLAND**

(Correspondence)

Date Received Series No Date Added New Items

2/6/2025 TE217 2024-2025 12 Digital Files

(General File)

Date Received Series No Date Added New Items

2/6/2025 TE215 2024 5 Digital Files

(Meeting Minutes & Agendas)

Date Received Series No Date Added New Items

2/6/2025 TE214 2024 10 Digital Files

(Meeting Recordings)

Date Received Series No Date Added New Items

2/6/2025 TE216 2024 4 Digital Files

DEPARTMENT OF HEALTH BOARD OF PHYSICIANS

(Meeting Minutes and Agendas)

Date Received Series No Date Added New Items

2/28/2025 TE198 2015-2019 433 Digital Files

3/14/2025 TE198 2020-2024 452 Digital Files

DEPARTMENT OF HEALTH OFFICE OF THE CHIEF MEDICAL EXAMINER

(Case Histories and Autopsy Reports, Copy)

Date Received Series No Date Added New Items

1/23/2025 TM662 1939-1965 3 Boxes

DEPARTMENT OF LABOR DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING STATE BOARD OF BARBERS AND COSMETOLOGISTS

(License File)

Date Received Series No Date Added New Items

10/22/2024 T5527 2007-2022 123 Boxes

DEPARTMENT OF LABOR LICENSING AND REGULATION BOARD OF FORESTERS

(License File)

Date Received Series No Date Added New Items

12/17/2024 T2253 10/16/1991-10/02/1996 1 Box

DEPARTMENT OF LABOR LICENSING AND REGULATION BOARD OF PUBLIC ACCOUNTANCY

(License File)

Date Received Series No Date Added New Items

12/17/2024 T2254 01/01/2014-03/31/2019 7 Boxes

DEPARTMENT OF LABOR OCCUPATIONAL AND PROFESSIONAL LICENSING COMMISSION OF REAL ESTATE APPRAISERS, APPRAISAL MANAGEMENT COMPANIES, AND HOME INSPECTORS

(Licensing Files)

Date Received Series No Date Added New Items

11/4/2024 T5503 2005-2022 4 Boxes

DEPARTMENT OF LABOR, LICENSING AND REGULATION DIVISION OF LABOR AND INDUSTRY MARYLAND APPRENTICESHIP AND TRAINING PROGRAM

(Completed/Cancelled Apprenticeship Agreements)

Date Received Series No Date Added New Items

11/20/2024 T4476 2014-2019 7 Boxes

DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

(Right of Way Plats)

Date Received Series No Date Added New Items

10/31/2024 T2048 71 Maps/Plats

11/29/2024 T2048 56 Maps/Plats

12/31/2024 T2048 11 Maps/Plats

1/31/2025 T2048 21 Maps/Plats

2/28/2025 T2048 4 Maps/Plats

GENERAL ASSEMBLY HOUSE OF DELEGATES

(Bill and Resolution File)

Date Received Series No Date Added New Items

1/22/2025 T290 2024 18 Boxes

(Journal and Roll Calls)

Date Received Series No Date Added New Items

1/22/2025 T291 2024 3 Boxes

GENERAL ASSEMBLY SENATE

(Bill and Resolution File)

Date Received Series No Date Added New Items

1/15/2025 T293 2024 8 Boxes

(Journal and Roll Calls)

Date Received Series No Date Added New Items

1/15/2025 T294 2024 24 Boxes

MARYLAND STATE ARCHIVES

(Certificates of Freedom, Index)

Date Received Series No Date Added New Items

11/4/2024 TE195 1 Digital File

(Request Correspondence)

Date Received Series No Date Added New Items

3/4/2025 T5063 08/13/2019-12/19/2019 2 Boxes

MARYLAND STATE COMMISSION ON CRIMINAL SENTENCING POLICY

(Annual Reports)

Date Received Series No Date Added New Items

2/18/2025 TE48 2024 1 Digital File

(Maryland Sentencing Guidelines Data Codebook)

Date Received Series No Date Added New Items

2/18/2025 TE49 2025 1 Digital File

(Maryland Sentencing Guidelines Database)

Date Received Series No Date Added New Items

3/6/2025 TE50 2024 1 Digital File

ALLEGANY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Allegany)

Date Received Series No Date Added New Items

10/31/2024 T1896 2024 10 Maps/Plats

11/29/2024 T1896 2024 12 Maps/Plats

12/31/2024 T1896 2024 10 Maps/Plats

2/28/2025 T1896 2025 6 Maps/Plats

ANNE ARUNDEL COUNTY CIRCUIT COURT

(Civil Papers)

Date Received Series No Date Added New Items

1/22/2025 T1067 1999 76 Boxes

(Civil Papers, Exhibits)

Date Received Series No Date Added New Items

1/22/2025 T1326 2010 3 Boxes

(Criminal Papers)

Date Received Series No Date Added New Items

1/22/2025 T1066 1989-1990, 1996-1997, 2007 19 Boxes

(Equity Docket, Index)

Date Received Series No Date Added New Items

1/22/2025 T1143 1851 1 Volume

(Equity Papers, Exhibits)

Date Received Series No Date Added New Items

1/22/2025 T1463 1955, 1959, 30 Maps/Plats
1967-1970,
1972-1974,
1976-1978,
1980-1982,
1984, 1989,
1991

(Judgement Record)

Date Received Series No Date Added New Items

1/22/2025 T1150 1886-1927 1 Volume

(Miscellaneous Docket)

Date Received Series No Date Added New Items

1/22/2025 T5549 1972-1988, 1994-2000 2 Volumes, 1 Box

(Naturalization Papers)

Date Received Series No Date Added New Items

1/22/2025 T1322 1945-1978 1 Volume

(Post Conviction Docket)

Date Received Series No Date Added New Items

1/22/2025 T5550 1958-1984 2 Volume

(Test Book)

Date Received Series No Date Added New Items

1/22/2025 T1119 1966-1987 1 Volume

(Uniform Child Custody Docket)

Date Received Series No Date Added New Items

1/22/2025 T5551 1976-2005 4 Volumes, 1 Box

ANNE ARUNDEL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Anne Arundel)

Date Received Series No Date Added New Items

10/31/2024 T1897 2024 3 Maps/Plats

11/29/2024 T1897 2024 35 Maps/Plats

12/31/2024 T1897 2024 19 Maps/Plats

1/31/2025 T1897 2025 54 Maps/Plats

BALTIMORE CITY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore City)

Date Received Series No Date Added New Items

10/31/2024 T1898 2024 8 Maps/Plats

11/29/2024 T1898 2024 20 Maps/Plats

12/31/2024 T1898 2024 20 Maps/Plats

2/28/2025 T1898 2025 16 Maps/Plats

BALTIMORE CITY REGISTER OF WILLS

(Estate Papers)

Date Received Series No Date Added New Items

12/19/2024 T1018 2006-2014 775 Boxes

BALTIMORE COUNTY CIRCUIT COURT

(Civil and Criminal Fiscal Ledger)

Date Received Series No Date Added New Items

2/20/2025 T5557 1982-1999 1 Box

(Civil Papers)

Date Received Series No Date Added New Items

10/8/2024 T697 2006, 2012 118 Boxes

11/7/2024 T697 2005 59 Boxes

2/20/2025 T697 1990-1993, 2007 64 Boxes

(Criminal Papers)

Date Received Series No Date Added New Items

11/7/2024 T1769 1977-1998, 2000-2004 12 Boxes

2/20/2025 T1769 1966-1983, 1988, 1990 9 Boxes

BALTIMORE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Baltimore)

Date Received Series No Date Added New Items

10/31/2024 T1899 2024 4 Maps/Plats

11/29/2024 T1899 2024 10 Maps/Plats

12/31/2024 T1899 2024 5 Maps/Plats

1/31/2025 T1899 2025 9 Maps/Plats

2/28/2025 T1899 2025 7 Maps/Plats

CALVERT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Calvert)

Date Received Series No Date Added New Items

10/31/2024 T1900 2024 10 Maps/Plats

11/29/2024 T1900 2024 5 Maps/Plats

12/31/2024 T1900 2024 7 Maps/Plats

1/31/2025 T1900 2025 4 Maps/Plats

2/28/2025 T1900 2025 3 Maps/Plats

CAROLINE COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Caroline)

Date Received Series No Date Added New Items

10/31/2024 T1901 2024 7 Maps/Plats

11/29/2024 T1901 2024 10 Maps/Plats

12/31/2024 T1901 2024 4 Maps/Plats

1/31/2025 T1901 2025 10 Maps/Plats

2/28/2025 T1901 2025 6 Maps/Plats

CAROLINE COUNTY REGISTER OF WILLS

(Estate Index)

Date Received Series No Date Added New Items

3/3/2025 TE173 05/14/1999-05/06/2004 1 Digital File

(Estate Papers)

Date Received Series No Date Added New Items

3/18/2025 T2888 05/14/1999-05/06/2004 24 Boxes

CARROLL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Carroll)

Date Received Series No Date Added New Items

10/31/2024 T1902 2024 25 Maps/Plats

11/29/2024 T1902 2024 10 Maps/Plats

12/29/2024 T1902 2024 11 Maps/Plats

1/31/2025 T1902 2025 13 Maps/Plats

2/28/2025 T1902 2025 8 Maps/Plats

CARROLL COUNTY REGISTER OF WILLS

(Administrator Bonds)

Date Received Series No Date Added New Items

4/2/2025 T5558 1924-1971 3 Volumes

(Executors and Administrators Appointments)

Date Received Series No Date Added New Items

3/19/2025 T5559 1902-1987 9 Volumes

(Indentures)

Date Received Series No Date Added New Items

3/19/2025 T5564 1837-1922 1 Volume

(Joint and Co-Tenancy Record)

Date Received Series No Date Added New Items

3/19/2025 T5560 1945-1998 15 Volumes

(Manumission Record)

Date Received Series No Date Added New Items

3/19/2025 T5565 1838-1864 1 Volume

(Minutes and Proceedings)

Date Received Series No Date Added New Items

3/19/2025 T5561 1837-2004 39 Volumes

(Personal Property Sales Record)

Date Received Series No Date Added New Items

3/19/2025 T5562 1837-1978 21 Volumes

(Real Estate Sales Record)

Date Received Series No Date Added New Items

3/19/2025 T5563 1/15/1838-10/31/1984 11 Volumes

(Releases)

Date Received Series No Date Added New Items

3/19/2025 T2746 1967-1995 5 Volumes

CECIL COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Cecil)

Date Received Series No Date Added New Items

10/31/2024 T1903 2024 12 Maps/Plats

11/29/2024 T1903 2024 4 Maps/Plats

12/31/2024 T1903 2024 2 Maps/Plats

1/31/2025 T1903 2025 5 Maps/Plats

2/25/2025 T1903 2025 6 Maps/Plats

CECIL COUNTY REGISTER OF WILLS

(Administration and Executors, Index)

Date Received Series No Date Added New Items

12/30/2024 T5528 1840-1841 1 Volume

(Administration and Guardian Bonds)

Date Received Series No Date Added New Items

12/30/2024 T5529 1867-1906 5 Volumes

(Administration Bonds)

Date Received Series No Date Added New Items

12/30/2024 T5547 1906-1979 14 Volumes

(Administration Bonds, Index)

Date Received Series No Date Added New Items

12/30/2024 T5530 1675 1 Volume

(Administration Docket)

Date Received Series No Date Added New Items

12/30/2024 T5531 1943-1958, 9 Volumes
1960-1993

(Administration Proceedings)

Date Received Series No Date Added New Items

12/30/2024 T5532 1970-1999 140 Volumes

(Administration, Guardian Accounts, Distribution & Releases)

Date Received Series No Date Added New Items

12/30/2024 T5548 1858-1972 37 Volumes

(Chancery Record)

Date Received Series No Date Added New Items

12/30/2024 T5533 1955-1968 1 Volume

(Claim Docket)

Date Received Series No Date Added New Items

12/30/2024 T5534 1906-1935, 1937-1942 3 Volumes

(Estate Papers)

Date Received Series No Date Added New Items

12/30/2024 T4212 07/1988- 01/1999 66 Boxes

(Executors, Administrators and Guardian Releases)

Date Received Series No Date Added New Items

12/30/2024 T5535 1871-1971 23 Volumes

(Guardian Bonds)

Date Received Series No Date Added New Items

12/30/2024 T5536 1887-1908,1913-1969 3 Volumes

(Guardian, Index)

Date Received Series No Date Added New Items

12/30/2024 T5537 1841-1860 1 Volume

(Indentures, Index)

Date Received Series No Date Added New Items

12/30/2024 T5538 1675 1 Volume

(Inventories)

Date Received Series No Date Added New Items

12/30/2024 T5539 1854-1970 24 Volumes

(Joint Account Record)

Date Received Series No Date Added New Items

12/30/2024 T5540 1959-1976 2 Volumes

(Journal of Proceedings)

Date Received Series No Date Added New Items

12/30/2024 T5541 1899-1912, 9 Volumes
1931-1998

(Petitions and Orders)

Date Received Series No Date Added New Items

12/30/2024 T5542 1963-1988 4 Volumes

(Real Inventories)

Date Received Series No Date Added New Items

12/30/2024 T5543 1960-1981 4 Volumes

(Releases)

12/30/2024 T5544 1971-1974, 2 Volumes
1980-1984

(Small Estate Docket)

Date Received Series No Date Added New Items

12/30/2024 T5545 1947-1964 1 Volume

(Wills)

Date Received Series No Date Added New Items

12/30/2024 T5546 1964-1996 24 Volumes

CHARLES COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Charles)

Date Received Series No Date Added New Items

10/31/2024 T1904 2024 12 Maps/Plats

11/29/2024 T1904 2024 53 Maps/Plats

12/31/2024 T1904 2024 24 Maps/Plats

1/31/2025 T1904 2025 25 Maps/Plats

2/28/2025 T1904 2025 13 Maps/Plats

CITY OF BOWIE CITY CLERK

(Annexations)

Date Received Series No Date Added New Items

1/17/2025 T5554 01/03/2012-12/07/2015 3 Boxes

(City Council Meeting Minutes)

Date Received Series No Date Added New Items

1/17/2025 T5553 01/03/2012- 12/07/2015 42 Volumes

(Elections Results)

Date Received Series No Date Added New Items

1/17/2025 T5556 1961-2009, 2011-20183 Boxes

(Legislation)

Date Received Series No Date Added New Items

1/17/2025 T5555 1916-2019 10 Boxes

DORCHESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Dorchester)

Date Received Series No Date Added New Items

10/31/2024 T1905 2024 16 Maps/Plats

12/31/2024 T1905 2024 9 Maps/Plats

1/31/2025 T1905 2025 14 Maps/Plats

2/28/2025 T1905 2025 6 Maps/Plats

FREDERICK COUNTY CIRCUIT COURT

(Audit Reports)

Date Received Series No Date Added New Items

10/18/2024 T203 2001-2002 2 Volumes

(Bonds)

Date Received Series No Date Added New Items

10/18/2024 T5522 1986-2002 3 Volumes

(Civil Papers)

Date Received Series No Date Added New Items

3/10/2025 T192 1989-1998, 2 Boxes
1993-2002

(Corporation Record)

Date Received Series No Date Added New Items

10/9/2024 T5504 1883-1993 61 Volumes

(Corporation, Index)

Date Received Series No Date Added New Items

10/9/2024 T5515 1808-1993 3 Volumes

(Criminal Papers)

Date Received Series No Date Added New Items

3/10/2025 T193 2012 6 Boxes

(District Court and State Liens)

Date Received Series No Date Added New Items

3/10/2025 T5568 2002-2010 11 Boxes

(District Court Liens)

10/9/2024 T5517 1989-2002 6 Boxes

(Equity Papers)

Date Received Series No Date Added New Items

3/10/2025 T158 1984-1990 1 Box

(Federal Tax Liens)

Date Received Series No Date Added New Items

10/9/2024 T5477 2002-2012 4 Boxes

(Federal Tax Liens, Index)

Date Received Series No Date Added New Items

10/9/2024 T5516 1931-1994 3 Volumes

10/9/2024 TE189 1900-2023 1 Digital File

(Homeowners Association Record)

Date Received Series No Date Added New Items

3/10/2025 T5567 1988-2023 15 Volumes

(Judgements, Index)

Date Received Series No Date Added New Items

10/9/2024 TE190 1900-2023 1 Digital File

(Judgments, Index)

Date Received Series No Date Added New Items

10/9/2024 T169 1973-1998 6 Volumes

(Marriage License Applications)

Date Received Series No Date Added New Items

10/9/2024 T170 1999-2012 9 Boxes

(Marriage Record)

Date Received Series No Date Added New Items

3/10/2025 T2585 1975-1999 81 Volumes

(Notice of Sale)

Date Received Series No Date Added New Items

10/9/2024 T5518 1981-2019 26 Volumes

(Notice of Sale, Index)

Date Received Series No Date Added New Items

10/9/2024 T5519 1981-2004 3 Volumes

(Partnership Record)

Date Received Series No Date Added New Items

10/9/2024 T3589 1959-1993 10 Volumes

Date Received Series No Date Added New Items

(Partnership Record, Index)

Date Received Series No Date Added New Items

10/9/2024 T3590 1959-1993 1 Volume

(Paternity Docket)

Date Received Series No Date Added New Items

10/9/2024 T5520 1963-1998 8 Volumes

(Paternity, Index)

Date Received Series No Date Added New Items

10/9/2024 T5521 1963-1998 2 Volumes

(State Tax Lien Papers)

Date Received Series No Date Added New Items

10/9/2024 T5525 1980-2002 19 Boxes

(Survey Record)

Date Received Series No Date Added New Items

10/9/2024 T5523 1784-1945 4 Volumes

(Survey Record, Index)

Date Received Series No Date Added New Items

10/9/2024 T5524 1784-1945 1 Volume

FREDERICK COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Frederick)

Date Received Series No Date Added New Items

10/31/2024 T1906 2024 62 Maps/Plats

11/29/2024 T1906 2024 42 Maps/Plats

12/31/2024 T1906 2024 55 Maps/Plats

1/31/2025 T1906 2025 37 Maps/Plats

2/28/2025 T1906 2025 57 Maps/Plats

GARRETT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Garrett)

10/31/2024 T1907 2024 8 Maps/Plats

11/29/2024 T1907 2024 5 Maps/Plats

12/31/2024 T1907 2024 17 Maps/Plats

1/31/2025 T1907 2025 23 Maps/Plats

2/28/2025 T1907 2025 4 Maps/Plats

HARFORD COUNTY CIRCUIT COURT

(Civil Papers, Equity and Law)

Date Received Series No Date Added New Items

3/20/2025 T3710 2005-2006 1 Box

(Criminal Papers)

Date Received Series No Date Added New Items

3/20/2025 T3734 2008, 2011-2013 34 Boxes

(Paternity Papers)

Date Received Series No Date Added New Items

3/20/2025 T3707 2012 11 Boxes

(URESА / UIFSA Papers)

Date Received Series No Date Added New Items

3/20/2025 T3803 2012 9 Boxes

HARFORD COUNTY CIRCUIT COURT

(Plat Book, Copy)

Date Received Series No Date Added New Items

3/20/2025 T5566 1929-1992 37 Boxes

HARFORD COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Harford)

Date Received Series No Date Added New Items

10/31/2024 T1908 2024 17 Maps/Plats

11/29/2024 T1908 2024 29 Maps/Plats

12/31/2024 T1908 2024 7 Maps/Plats

1/31/2025 T1908 2025 12 Maps/Plats

2/28/2025 T1908 2025 10 Maps/Plats

HOWARD COUNTY CIRCUIT COURT

(Plat Book)

10/31/2024 T2466 2024 16 Maps/Plats

11/29/2024 T2466 2024 11 Maps/Plats

12/29/2024 T2466 2024 31 Maps/Plats

1/31/2025 T2466 2025 18 Maps/Plats

2/28/2025 T2466 2025 15 Maps/Plats

KENT COUNTY CIRCUIT COURT

(Plat Book)

Date Received Series No Date Added New Items

10/31/2024 T2186 2024 11 Maps/Plats

11/29/2024 T2186 2024 3 Maps/Plats

12/31/2024 T2186 2024 6 Maps/Plats

1/31/2025 T2186 2025 4 Maps/Plats

2/28/2025 T2186 2025 4 Maps/Plats

MONTGOMERY COUNTY CIRCUIT COURT

(Civil Papers, Family)

Date Received Series No Date Added New Items

3/11/2025 T5189 10/16/2000-2/21/2001 111 Boxes

(Equity Papers)

Date Received Series No Date Added New Items

3/11/2025 T415 1904-1984 48 Boxes

(Paternity Papers)

Date Received Series No Date Added New Items

3/11/2025 T2352 01/19/1995-06/26/1996 45 Boxes

MONTGOMERY COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Montgomery)

Date Received Series No Date Added New Items

10/31/2024 T1911 2024 14 Maps/Plats

11/29/2024 T1911 2024 15 Maps/Plats

12/31/2024 T1911 2024 44 Maps/Plats

1/31/2025 T1911 2025 13 Maps/Plats

2/28/2025 T1911 2025 7 Maps/Plats

PRINCE GEORGE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Prince George's)

Date Received Series No Date Added New Items

10/31/2024 T1912 2024 56 Maps/Plats

11/29/2024 T1912 2024 40 Maps/Plats

12/31/2024 T1912 2024 24 Maps/Plats

1/31/2025 T1912 2025 41 Maps/Plats

2/28/2025 T1912 2025 43 Maps/Plats

QUEEN ANNE'S COUNTY CIRCUIT COURT

(Civil Papers)

Date Received Series No Date Added New Items

10/17/2024 T4825 07/06/2001- 31 Boxes
07/24/2008,
03/06/2009-
08/27/2010,
07/01/2011-
06/29/2012

(Notary Public Commissions, Index)

Date Received Series No Date Added New Items

10/21/2024 T5526 1978-2014 1 Box

QUEEN ANNE'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Queen Anne's)

Date Received Series No Date Added New Items

10/31/2024 T1913 2024 30 Maps/Plats

11/29/2024 T1913 2024 18 Maps/Plats

12/31/2024 T1913 2024 18 Maps/Plats

1/31/2025 T1913 2025 10 Maps/Plats

2/28/2025 T1913 2025 21 Maps/Plats

SOMERSET COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Somerset)

Date Received Series No Date Added New Items

10/31/2024 T1915 2024 2 Maps/Plats

12/31/2024 T1915 2024 9 Maps/Plats

2/28/2025 T1915 2025 4 Maps/Plats

ST. MARY'S COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, St. Mary's)

Date Received Series No Date Added New Items

10/31/2024 T1914 2024 20 Maps/Plats

11/29/2024 T1914 2024 25 Maps/Plats

12/31/2024 T1914 2024 19 Maps/Plats

1/31/2025 T1914 2025 14 Maps/Plats

2/28/2025 T1914 2025 5 Maps/Plats

ST. MARY'S COUNTY REGISTER OF WILLS

(Estate Papers)

Date Received Series No Date Added New Items

4/3/2025 T2351 06/08/1995-09/26/2014 5 Boxes

(Wills and Codicils)

Date Received Series No Date Added New Items

4/3/2025 T5569 10/01/2014-09/24/2021 24 Boxes

TALBOT COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Talbot)

Date Received Series No Date Added New Items

10/31/2024 T1916 2024 36 Maps/Plats

11/29/2024 T1916 2024 21 Maps/Plats

12/31/2024 T1916 2024 17 Maps/Plats

1/31/2025 T1916 2025 11 Maps/Plats

2/28/2025 T1916 2025 18 Maps/Plats

WASHINGTON COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Washington)

Date Received Series No Date Added New Items

10/31/2024 T1917 2024 20 Maps/Plats

11/29/2024 T1917 2024 7 Maps/Plats

12/31/2024 T1917 2024 27 Maps/Plats

1/31/2025 T1917 2025 18 Maps/Plats

2/28/2025 T1917 2025 13 Maps/Plats

WICOMICO COUNTY CIRCUIT COURT

(Adoption Docket)

Date Received Series No Date Added New Items

3/17/2025 TE203 1947-2002 4 Digital Files

(Bond Record, Index)

Date Received Series No Date Added New Items

3/17/2025 TE205 1908-1991 2 Digital Files

(Criminal Docket)

Date Received Series No Date Added New Items

3/17/2025 TE204 1900-2007 7 Digital Files

(Criminal Docket, Index)

Date Received Series No Date Added New Items

3/17/2025 TE206 1900-1975 2 Digital Files

(Federal Tax Liens)

Date Received Series No Date Added New Items

1/15/2025 T5276 02/1987-01/1992 3 Boxes
04/1992-04/1998,
06/2000-02/2009

3/17/2025 TE107 1987-2020 13 Digital Files

(Marriage Applications and Returns)

Date Received Series No Date Added New Items

11/22/2024 T5412 1889-1892, 12 Volumes
1904-1961

3/17/2025 TE131 1889-1961 26 Digital Files

(Marriage Record)

Date Received Series No Date Added New Items

3/17/2025 TE212 1867- 04/09/1998 Digital Files

(Military Discharges)

Date Received Series No Date Added New Items

3/17/2025 TE210 1942-2022 7 Digital Files

(Military Discharges, Index)

Date Received Series No Date Added New Items

3/17/2025 TE207 1942-2022 1 Digital File

(State Tax Lien Papers)

Date Received Series No Date Added New Items

1/15/2025 T5552 11/1980-08/2012 13 Boxes

3/17/2025 TE213 1993-2017 19 Digital Files

(Test Book)

Date Received Series No Date Added New Items

3/17/2025 TE211 1867-2023 9 Digital Files

(Tongers, Crabbers, Crab Packers, Crab Shippers License Book)

Date Received Series No Date Added New Items

3/17/2025 TE209 1950-1982 1 Digital File

WICOMICO COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Wicomico)

Date Received Series No Date Added New Items

10/31/2024 T1918 2024 10 Maps/Plats

11/29/2024 T1918 2024 14 Maps/Plats

12/31/2024 T1918 2024 54 Maps/Plats

1/31/2025 T1918 2025 16 Maps/Plats

2/28/2025 T1918 2025 8 Maps/Plats

WORCESTER COUNTY MARYLAND STATE ARCHIVES

(Subdivision Plats, Worcester)

Date Received Series No Date Added New Items

10/31/2024 T1919 2024 26 Maps/Plats

11/29/2024 T1919 2024 17 Maps/Plats

12/31/2024 T1919 2024 20 Maps/Plats

1/31/2025 T1919 2025 35 Maps/Plats

Total number of volumes added: 709

Total number of boxes added: 1,875

Total number of maps/plats added: 2,129

Total number of digital files added:* 1,031.00

*** Does not include mdlandrec.net land records**

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

Series Series Title

MSA SC 6426 Aberdeen Historical Museum Digitization Project Collection
MSA SC 6427 Culyer Family Collection
MSA SC 6428 Bruce and Sharon Hofmann Collection
MSA SC 6429 Annual Conference of the National Council of Negro Women
MSA SC 6430 Diane Allen Collection of Evening Sun newspapers
MSA SC 6431 Hispanic Community Leaders Oral History Collection
MSA SC 6432 Mary Edith White Andrew Collection
MSA SC 6433 Jesse Raudales Collection
MSA SC 6434 Maurice Braverman Collection
MSA SC 6435 Genevieve C. Stewart Collection
MSA SC 6436 West Baltimore Reimagining and Redevelopment Project Collection
MSA SC 6437 Snow Hill Marriage Certificate Collection
MSA SC 6438 Michael Calo Collection
MSA SC 6439 Prathertown Community Development Corporation Collection
MSA SC 6440 Todd's Inheritance Conservation Project Collection
MSA SC 6441 Phillips Funeral Home Records Collection
MSA SC 6442 Maryland Commission on Indian Affairs Exhibit Collection
MSA SC 6443 Jane McWilliams Collection
MSA SC 6444 Study of the Legacy of Slavery in Maryland "Down the Rabbit Hole" Collection
MSA SC 6445 Anthony D. Lindauer Research Collection
MSA SC 6446 Sailing Club of the Chesapeake Collection
MSA SC 6447 Teylah Saunders Collection
MSA SC 6448 Meyer Collection
MSA SC 6449 Trevor Hill Collection
MSA SC 6450 DNR Maryland Park Service Historical and Cultural Resources Collection



Commission on Artistic Property Fall 2024 Meeting

Agenda

December 4, 2024

Maryland State Archives

10:30AM-12:30AM

Attendees

Mark B. Letzer, *Chairman*

Ex officio members

Catherine Rogers Arthur, Vice President of Collections & Chief Curator

(Representing Katie Caljean, President & CEO, Maryland Center for History & Culture)

Jennifer Chrzanowski, Acting Director, Academy Art Museum

Sarah J. Hall, Director, Washington County Museum of Fine Arts

Jenn Harr, Head of Collections Management

(Representing Gina Borromeo & Michelle R. Brown, Interim Co-Directors, The Walters Art Museum)

Cecilia M. McCormick, President, Maryland Institute College of Art

Jackie O'Regan, Curator of Cultural Properties, Johns Hopkins University

(Representing Fred Bronstein, Dean, The Peabody Institute)

Caitlin Perry-Vogelhut, Registrar, Database Administration and Exhibitions Department Head

(Representing, Asma Naeem Director, The Baltimore Museum of Art)

Public Members

Philip Cantelon CEO, History Associates, Inc.

Diane Hutchins, Government Relations Specialist

Sasha Lourie, Associate Curator, Office of Senate Curator, U.S. Capitol

Julie Madden, Former Board Member, Maryland Citizens for the Arts

Susan Perrin, Susan Perrin Art Consulting

Joseph Ruzicka, Department of the Treasury

David Terry, Assistant Professor, Morgan State University

MSA Staff

Elaine Rice Bachmann
Christopher Kintzel
Robin Gower

Opening Remarks, Chairman, Mark B. Letzer.

- Welcome

Minutes of Previous Meeting:

Proposed Action by the Commission: motion to approve minutes of the June 10, 2024 meeting

Staff Highlights Since The Last Meeting:

- Attended Exhibition, *Keeping the Culture: The Last Twenty-Five Years* at Morgan State University, James E. Lewis Museum of Art
- Collaborating with the Maryland Thoroughbred Racetrack Operating Authority on Pimlico Racetrack (MTROA) Inventory
- Assistance of SERVE Program members

State Archivist's Report, Elaine Rice Bachmann

- Maryland 250 Commission
- Updates on A Monument to Honor Black Patriots in the Revolutionary War

Director's Report, Christopher J. Kintzel

- Old Treasury Building Upcoming Exhibits
- Wayfinding on State House Grounds
- Government House Public Rooms
 - Conservation of *Pier Mirror*, MSA SC 1545-3244
 - Updates to tour manual for Government House

Proposed Action by the Commission: motion to affirm/approve new accession(s) into the state-owned art collection.

Works of Art Acquired by Curatorial Discretion

- *Jellyfish*, MSA SC 1545-3582

- *Executive Desk*, (9 drawers), MSA SC 1545-3583
- *Poppies* (Print 9/20), Simmie Knox MSA SC 1545-3584

Works of Art Acquired by Commission on Artistic Property Review:

- 1858 House of Delegates Desk, Gould & Glanville (Baltimore, MD)

Curator's Report, Robin Gower

- Temporary Exhibits in State House
 - 250th Anniversary of the *Peggy Stewart*
 - Lafayette's 1824 Visit Bicentennial
- Frederick Douglass in Annapolis research collaboration with the Banneker-Douglass-Tubman Museum
- Working with Special Collections to update the Miller Building Exhibit Cases

Current Outgoing Loans:

- *Card table* owned by Charles Carroll of Carrollton [MSA SC 1454-3504] to Historic Annapolis William Paca House for "We Hold These Truths: Maryland's Signers and the Declaration of Independence"
 - September 16, 2024 - September 9, 2027
- *Iron Strong Box* [MSA SC 1545-0910] to Historic Annapolis, 99 Main Street for "Annapolis: An American Story"
 - November 24, 2024 - November 24, 2025
- Baldwin Concert Grand Piano [MSA SC 1545-0601] to the Peabody Institute
 - October 11, 2024 - October 30, 2026
- *Founding of Maryland* [MSA SC 1545-2551] & *One Who Can Read* [MSA SC 4680-10-0037] to Washington County Museum of Fine Arts
 - October 26, 2023-October 26, 2025

Old Business

- Review of Collections Management Policy

- Ad hoc participation in the Black Patriot monument planning with members of the Maryland Public Art Commission (Maryland State Arts Council)

New Business

-

Next Meeting: At the call of the Chairman



Commission on Artistic Property Spring 2025 Meeting

Agenda

Maryland State House, May 21, 2025

Old House of Delegates Chamber

10:30 AM-12:30 PM

Attendees

Mark B. Letzer, Chairman

Ex officio members:

Catherine Rogers Arthur, Vice President of Collections & Chief Curator

(Representing Katie Caljean, President & CEO, Maryland Center for History & Culture)

Jenn Harr, Head of Collections Management (Representing Kate Burgin, Director, The Walters Art Museum)

Cecilia M. McCormick, President, Maryland Institute College of Art

Jackie O'Regan, Curator of Cultural Properties, Johns Hopkins University

(Representing Fred Bronstein, Dean, The Peabody Institute)

Caitlin Perry-Vogelhut, Registrar, Database Administration and Exhibitions Department Head

(Representing, Asma Naeem Director, The Baltimore Museum of Art)

Public Members:

Philip Cantelon CEO, History Associates, Inc.

Diane Hutchins, Government Relations Specialist

Julie Madden, Former Board Member, Maryland Citizens for the Arts

Joseph Ruzicka, Department of the Treasury

David Terry, Assistant Professor, Morgan State University

Special Guest:

Gina Borromeo, The Walters Art Museum, *Senior Curator of Ancient Art & Curatorial Affairs*

MSA Staff:

Elaine Rice Bachmann, State Archivist
Christopher Kintzel, Director
Robin Gower, Curator

Opening Remarks, Chairman, Mark B. Letzer.

- Welcome
- Acknowledgement of Phil Cantelon’s service to the commission

Minutes of Previous Meeting:

Proposed Action by the Commission: motion to approve minutes of the December 04, 2024 meeting

Staff Highlights Since The Last Meeting:

- 12/15/2024- Elaine, Chris & Robin attended a special concert in the Old House of Delegates Chamber - Lafayette’s 200th Anniversary Farewell Tour of USA.
- 04/18/2025 Elaine attended the MD 250th - Two Lights Celebration at the State House; Elaine and Mark Letzer attended the rededication of the Brick Church exhibit at Historic St. Mary’s City.
- 04/25/2025 Elaine, Chris & Robin had a special curatorial tour of Evergreen Mansion

State Archivist’s Report, Elaine Rice Bachmann

- Maryland 250 Commission
- Updates on A Monument to Honor Black Patriots in the Revolutionary War
- Pimlico Racetrack

Director’s Report, Christopher J. Kintzel

- Guide Training

- USS *Maryland* Silver Service - Future Catalogue
- State House Grounds
- Government House Public Rooms
 - Updates to tour manual for Government House

Works of Art Acquired by Curatorial Discretion

- *Miniature Replicas John Shaw Desk and Chair*

Works of Art Acquired by Commission on Artistic Property Review:

- None

Proposed Action by the Commission: motion to affirm/approve new accession(s) into the state-owned art collection.

Curator's Report, Robin Gower

- Old Treasury Building Upcoming Exhibit
- Miller Senate Building Exhibit Updates

Current Outgoing Loans:

- *Card table* owned by Charles Carroll of Carrollton [MSA SC 1454-3504] to Historic Annapolis William Paca House for “We Hold These Truths: Maryland’s Signers and the Declaration of Independence”
 - September 16, 2024 - September 9, 2027
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- *Founding of Maryland* [MSA SC 1545-2551] & *One Who Can Read* [MSA SC 4680-10-0037] to Washington County Museum of Fine Arts
 - October 26, 2023-October 26, 2025

Old Business

- Ad hoc participation in the Black Patriot monument planning with members of the Maryland Public Art Commission (Maryland State Arts Council)

New Business

-

Next Meeting: At the call of the Chairman