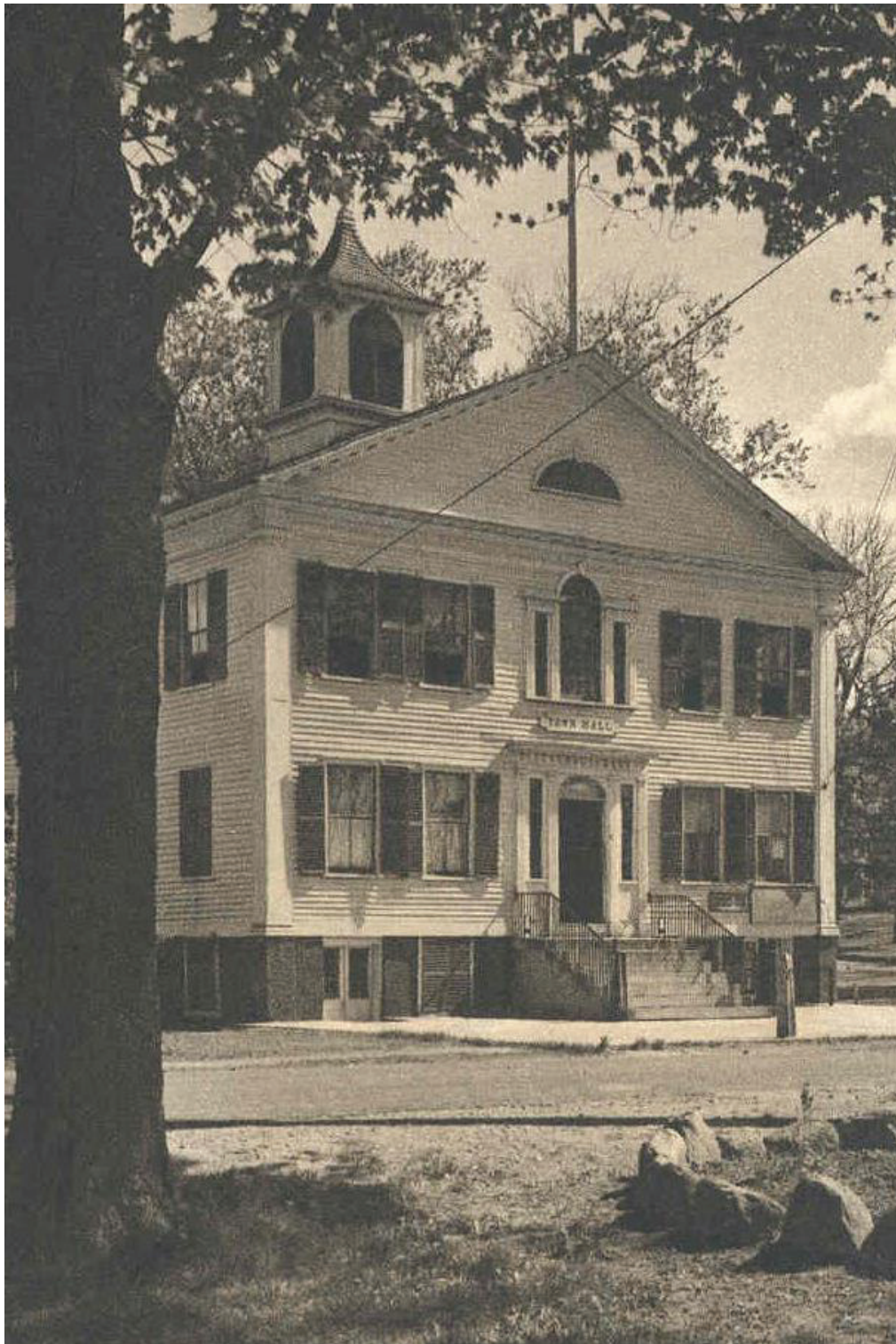


Preserving the Past, Protecting the Future



HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

2003 ANNUAL REPORT

PUBLIC RECORDS ADMINISTRATOR
Eunice G. DiBella, CRM

STATE ARCHIVIST
Dr. Mark H. Jones

STATE LIBRARY BOARD
Ann Clark, Chair
Dr. Mollie Keller, Vice-Chair
Honorable Joseph P. Flynn
Robert D. Harris, Jr.
Honorable Francis X. Hennessy
Joy Hostage
Larry Kibner
E. Frederick Petersen
Dr. Betty Sternberg
Edwin E. Williams

LIBRARY ADMINISTRATIVE STAFF
Kendall F. Wiggan, State Librarian
Richard Kingston, Director, Administrative Services
Lynne Newell, Director, Division of Information Services
Sharon Brettschneider, Director, Division of Library Development
Eunice G. DiBella, Public Records Administrator
Dean Nelson, Director, Museum of Connecticut History



Connecticut State Library
Hartford, Connecticut
September 2003

Front Cover

Brooklyn Town Hall, 1935, RG 056, Connecticut Tercentenary Commission, 1929 - 1936, Commission Scrapbooks of Local Activities, Vol. I, Ansonia - Franklin, Connecticut State Library/State Archives.

Historic Documents Preservation Grant Program 2003 Legislative Report

I. Description of Grants

a. Goals and Objectives

A straightforward grant program for both the applicants and the administrators remained the Public Records Administrator's top priority for the grant program's second year. In order to increase the towns' options, the program added preservation microfilming and land and vital records index re-creation as project categories. It also included as an eligible expense for a preservation-microfilming grant, the purchase of a microfilm reader or reader/printer to conduct quality control tests.

The next priority was to increase the grant amount available to the towns. The Historic Documents Preservation Account's positive financial status allowed the State Library to double the maximum for each of the three population tiers to \$5,000 for a small town, \$10,000 for a medium town and \$15,000 for a large town. In addition, the State Library, after consulting with the advisory committee, permanently set aside \$100,000 towards disaster recovery emergency grants and \$150,000 for future competitive grants.

Finally, the grant staff and advisory committee worked to increase town participation to one hundred per cent participation. This effort resulted in thirty-two more towns applying than in the first year.

b. Grant Awards

In fiscal year 2003, the State Library awarded grants in July and December of 2002. One hundred sixty-four towns applied and received grants totaling \$1,026,825.00

1. July 2002 awards

Municipality	Category	Grant Amount
Andover	Paper Conservation	\$5,000.00
Ansonia	Index Re-creation	\$5,000.00
Avon	Index Re-creation	\$5,000.00
Barkhamsted	Index Re-creation	\$5,000.00
Berlin	Index Re-creation	\$5,000.00
Bethel	Index Re-creation	\$5,000.00
Bethlehem	Paper Conservation	\$5,000.00
Bolton	Paper Conservation	\$5,000.00
Bozrah	Preservation Microfilming	\$5,000.00
Branford	Paper Conservation	\$10,000.00
Bristol	Paper Conservation	\$10,000.00

Brookfield	Paper Conservation	\$5,000.00
Burlington	Paper Conservation	\$5,000.00
Canaan	Paper Conservation	\$5,000.00
Canton	Paper Conservation	\$5,000.00
Cheshire	Index Re-creation	\$10,000.00
Chester	Paper Conservation	\$5,000.00
Clinton	Paper Conservation	\$5,000.00
Colchester	Paper Conservation	\$5,000.00
Columbia	Paper Conservation	\$5,000.00
Cornwall	Paper Conservation	\$2,500.00
Coventry	Paper Conservation	\$5,000.00
Darien	Paper Conservation	\$5,000.00
East Hampton	Paper Conservation	\$1,127.00
East Hartford	Paper Conservation	\$10,000.00
East Haven	Preservation Microfilming	\$10,000.00
East Lyme	Index Re-creation	\$5,000.00
East Windsor	Index Re-creation	\$5,000.00
Easton	Index Re-creation	\$5,000.00
Ellington	Index Re-creation	\$5,000.00
Enfield	Paper Conservation	\$10,000.00
Farmington	Paper Conservation	\$5,000.00
Franklin	Paper Conservation	\$5,000.00
Glastonbury	Index Re-creation	\$10,000.00
Goshen	Paper Conservation	\$5,000.00
Granby	Index Re-creation	\$5,000.00
Greenwich	Index Re-creation	\$10,000.00
Griswold	Paper Conservation	\$5,000.00
Groton	Preservation Microfilming	\$10,000.00
Guilford	Paper Conservation	\$5,000.00
Hamden	Index Re-creation	\$10,000.00
Hartford	Index Re-creation	\$15,000.00
Hartland	Preservation Microfilming	\$5,000.00
Harwinton	Paper Conservation	\$5,000.00
Hebron	Preservation Survey	\$3,128.00
Kent	Paper Conservation	\$5,000.00
Killingworth	Paper Conservation	\$5,000.00
Lisbon	Paper Conservation	\$5,000.00
Litchfield	Paper Conservation	\$5,000.00
Lyme	Index Re-creation	\$5,000.00
Madison	Index Re-creation	\$5,000.00
Manchester	Paper Conservation	\$10,000.00
Mansfield	Preservation Microfilming	\$5,000.00
Marlborough	Paper Conservation	\$5,000.00
Meriden	Preservation Microfilming	\$10,000.00
Middlebury	Paper Conservation	\$5,000.00
Middlefield	Paper Conservation	\$5,000.00
Middletown	Paper Conservation	\$10,000.00
Milford	Preservation Microfilming	\$7,500.00

Montville	Paper Conservation	\$5,000.00
Morris	Paper Conservation	\$5,000.00
New Britain	Index Re-creation	\$10,000.00
New Fairfield	Paper Conservation	\$5,000.00
New Hartford	Paper Conservation	\$5,000.00
New London	Paper Conservation	\$10,000.00
New Milford	Paper Conservation	\$10,000.00
Newtown	Preservation Microfilming	\$10,000.00
North Branford	Preservation Microfilming	\$5,000.00
North Canaan	Paper Conservation	\$5,000.00
North Stonington	Preservation Microfilming	\$5,000.00
Norwalk	Paper Conservation	\$10,000.00
Norwich	Paper Conservation	\$10,000.00
Old Saybrook	Preservation Microfilming	\$5,000.00
Orange	Paper Conservation	\$5,000.00
Oxford	Index Re-creation	\$5,000.00
Plainville	Paper Conservation	\$5,000.00
Prospect	Index Re-creation	\$5,000.00
Redding	Paper Conservation	\$5,000.00
Ridgefield	Preservation Microfilming	\$5,000.00
Rocky Hill	Paper Conservation	\$5,000.00
Salem	Paper Conservation	\$5,000.00
Seymour	Paper Conservation	\$5,000.00
Sharon	Index Re-creation	\$5,000.00
Shelton	Paper Conservation	\$10,000.00
Sherman	Paper Conservation	\$5,000.00
South Windsor	Paper Conservation	\$5,000.00
Southbury	Preservation Survey	\$5,000.00
Southington	Preservation Microfilming	\$10,000.00
Sprague	Paper Conservation	\$5,000.00
Stafford	Paper Conservation	\$5,000.00
Stonington	Paper Conservation	\$5,000.00
Stratford	Paper Conservation	\$10,000.00
Thomaston	Paper Conservation	\$5,000.00
Tolland	Paper Conservation	\$5,000.00
Torrington	Paper Conservation	\$10,000.00
Vernon	Paper Conservation	\$10,000.00
Wallingford	Paper Conservation	\$10,000.00
Washington	Paper Conservation	\$5,000.00
Waterbury	Paper Conservation	\$15,000.00
Waterford	Paper Conservation	\$5,000.00
Watertown	Paper Conservation	\$5,000.00
Westbrook	Paper Conservation	\$5,000.00
Weston	Index Re-creation	\$5,000.00
Westport	Index Re-creation	\$10,000.00
Wethersfield	Index Re-creation	\$10,000.00
Willington	Paper Conservation	\$5,000.00
Wilton	Paper Conservation	\$5,000.00

Windsor	Preservation Microfilming	\$10,000.00
Wolcott	Preservation Microfilming	<u>\$5,000.00</u>
Total		\$699,255.00

2. December 2002 awards

Municipality	Category	Grant Amount
Ashford	Paper Conservation	\$5,000.00
Beacon Falls	Paper Conservation	\$5,000.00
Bethany	Preservation Microfilming	\$5,000.00
Bloomfield	Paper Conservation	\$5,000.00
Bridgewater	Paper Conservation	\$5,000.00
Brooklyn	Preservation Microfilming	\$5,000.00
Canterbury	Paper Conservation	\$5,000.00
Chaplin	Paper Conservation	\$5,000.00
Colebrook	Paper Conservation	\$5,000.00
Cromwell	Paper Conservation	\$5,000.00
Danbury	Paper Conservation	\$10,000.00
Deep River	Paper Conservation	\$5,000.00
Derby	Paper Conservation	\$5,000.00
Durham	Paper Conservation	\$5,000.00
East Granby	Index Re-creation	\$5,000.00
East Haddam	Paper Conservation	\$5,000.00
Eastford	Paper Conservation	\$5,000.00
Essex	Paper Conservation	\$5,000.00
Fairfield	Paper Conservation	\$10,000.00
Haddam	Paper Conservation	\$5,000.00
Hampton	Paper Conservation	\$5,000.00
Killingly	Preservation Microfilming	\$5,000.00
Lebanon	Paper Conservation	\$5,000.00
Ledyard	Index Re-creation	\$5,000.00
Monroe	Paper Conservation	\$5,000.00
Naugatuck	Paper Conservation	\$10,000.00
New Haven	Index Re-creation	\$15,000.00
Newington	Paper Conservation	\$10,000.00
Norfolk	Paper Conservation	\$5,000.00
North Haven	Paper Conservation	\$5,000.00
Old Lyme	Paper Conservation	\$5,000.00
Plainfield	Paper Conservation	\$5,000.00
Pomfret	Preservation Microfilming	\$5,000.00
Portland	Paper Conservation	\$5,000.00
Putnam	Paper Conservation	\$5,000.00
Roxbury	Paper Conservation	\$5,000.00
Salisbury	Paper Conservation	\$5,000.00
Scotland	Paper Conservation	\$5,000.00

Simsbury	Paper Conservation	\$5,000.00
Somers	Paper Conservation	\$5,000.00
Stamford	Paper Conservation	\$15,000.00
Sterling	Preservation Microfilming	\$5,000.00
Suffield	Paper Conservation	\$5,000.00
Trumbull	Paper Conservation	\$10,000.00
Union	Paper Conservation	\$4,270.00
Voluntown	Paper Conservation	\$5,000.00
Warren	Paper Conservation	\$5,000.00
West Hartford	Paper Conservation	\$10,000.00
West Haven	Index Re-creation	\$10,000.00
Winchester	Paper Conservation	\$5,000.00
Windham	Paper Conservation	\$5,000.00
Windsor Locks	Paper Conservation	\$5,000.00
Woodbridge	Index Re-creation	\$5,000.00
Woodbury	Preservation Survey	\$5,000.00
Woodstock	Paper Conservation	\$3,300.00
Total		\$327,570.00

3. Advisory Committee

The following individuals currently serve as members of the Historical Records Preservation Grant Program Advisory Committee:

Barbara L. Breor, Town Clerk Goshen
Jane Cullinane, Preservation Librarian
Eunice G. DiBella, Public Records Administrator
Joan E. Gerdsen, Town Clerk Mansfield
Sandra R. Hutton, Town Clerk Middletown
Mary Louise Jensen, Building Consultant
Dr. Mark H. Jones, State Archivist
Richard Kingston, Director Administrative Services
Cynthia C. Ladwig, Town Clerk Stonington
Karen L. Marsden, Town Clerk Clinton
Joyce P. Mascena, Town Clerk Glastonbury
Sheila Mosman, Grants Manager
Catherine S. Nurmi, Town Clerk Sterling
Therese Pac, Town Clerk Bristol
Patricia H. Strauss, Town Clerk Westport
Lisa A. Valenti, Town Clerk North Branford
Kendall F. Wiggin, State Librarian

The following served as members of the Historical Records Preservation Grant Program Advisory Committee but resigned during the year. We thank them for their service:

Edward J. Friedeberg, Town Clerk Glastonbury
Barbara Tarbox, Town Clerk Groton

II. State Library Expenditures

a. Program development

During the past twelve months, the Public Records Administrator and the program staff, LeAnn Johnson, Public Records Program Grant Specialist, and Lizette Pelletier, part-time Archival Consultant, continued to refine policies and procedures for the program.

The State Library continued to publicize the grant program. Graphic design firm, Cummings and Good, which created a poster for the program last year, used the same image to create a brochure and a set of bookmarks. The State Library distributed them to town halls, libraries and historical societies across the state as well as selected archival organizations across the nation. To date, the original poster has received awards from the Ad Club of Connecticut and from the Connecticut Art Directors Club.

The State Library also distributed a number of resource items to aid the town clerks. Each town received an Emergency Response and Salvage Wheel produced by the National Endowment for the Humanities (NEH) at the Town Clerks Conference in October. This tool identifies potential hazards and lists what corrective actions the town clerk should take in the event of a disaster. The town clerks also received a Care & Handling Guidelines for Public Records and Archives poster published by the Vermont Historical Records Advisory Board for posting in their vaults.

b. Training and Workshops

The program continued its ongoing series of workshops. The Public Records Administrator contracted with two nationally recognized experts to serve as instructors for the workshops offered this year. Stevan P. Layne, CPP, CIPM, a nationally recognized leader in security management for libraries and public institutions, emergency preparedness, loss prevention, and workplace violence prevention, presented *Keeping Your Town Hall Safe and Protecting Your Records*, on October 22, 2002. Dr. Mark Langemo, CRM, FAI, Professor Emeritus in the College of Business and Public Administration at the University of North Dakota (UND), with over 35 years of experience presented *Establishing and Managing Successful Records Management Programs*, on June 11, 2003. Both received very positive reviews from the participants.

The grant program staff attended the Town Clerk Associations' 2002 Fall Conference and 2003 Spring Conference where they provided grant writing assistance to the Town Clerks. The Public Records Administrator and the Public Records Program Grant Specialist also attended a series of Town Clerk Association county meetings to discuss the grant program and its procedures.

c. State Library Records Preservation

The State Library, under the direction of the State Archivist, continued a number of preservation initiatives including editing of the "Connecticut State Records," volumes 18 and 19, which will include the 1818 Constitutional Convention and the debates over its ratification.

The State Library used money from its portion of the fund as matching money for a cooperative grant with the University of Connecticut, the Connecticut Historical Society, and the library at the Mystic Marine Museum to digitize records for a Connecticut History On-Line website. Among the State Library records selected to be digitized for inclusion were WWI veterans' surveys and a photo collection of one-room schoolhouses across the state.

The state budget crisis affected the State Library's ability to preserve the local government records in its collection as directed by statutes. Barbara Austen, Local Government Records Archivist, had not completed her six month working test period and was terminated, even though the grant funds paid for her position. The Assistant State Archivist, Bruce Stark, received a lay-off and bumped to another unit within the Library. Fortunately, the State Library was able to transfer funding for that position from the general fund to the preservation account and return him to the archives where he will assume responsibility for processing the local government records.

Prior to being laid-off, the Local Government Archivist completed processing Glastonbury town records. However, the finding aid was not completed. The goal was to make it available to the town clerk's office, the local library and historical society as well as posting it on the web in a PDF format. The Assistant State Archivist intends to follow the former Local Government Records Archivist's work plan and complete the guide.

The State Library also produced the *Guide to the State Archives*, 4th edition. The last edition was issued 21 years ago. The guide will also be available on the web and will lead to greater use and awareness of the State Archives' local government records and the importance of these records and the rest of its collections.

State Library staff from the Archives and Preservation units began work on preserving the 1934 Fairchild aerial survey of Connecticut. This historically significant collection of photographs shows the state as it was prior to the 1938 hurricane, which dramatically altered the state's landscape and its communities. The Department of Transportation compiled the 10,500 original photographs into large

composites called mosaics. The staff is working with the map librarian from UConn to scan the mosaics and identify the placement of the individual images prior to making them available on the Internet. Because the mosaics do not have the fine resolution available on the original photos, the next step is to create new negatives from the 10,5000 originals and then a new set of use copies. The long-term goal is to scan the original photographs.

Financial Statement

Month of Receipts	FY 2001	FY 2002	FY2003
Jul	0.00	135,900.00	190,582.00
Aug	74,681.00	126,676.00	144,362.00
Sept	97,154.00	158,002.00	170,881.00
Oct	117,928.00	122,012.00	135,567.00
Nov	130,930.00	132,028.00	180,535.00
Dec	114,231.00	134,515.80	185,871.00
Jan	104,404.00	159,907.20	205,939.00
Feb	107,672.00	154,902.00	174,326.00
Mar	105,754.00	146,977.00	176,404.00
Apr	109,585.00	140,900.00	203,775.00
May	115,271.00	200,484.00	203,881.00
June	146,945.00	168,199.00	203,180.00
Annual Total	1,224,555.00	1,780,503.00	2,175,303.00

	FY2001	FY2002	FY2003	TOTAL
Revenue from Towns	1,224,555.00	1,780,503.00	2,175,303.00	5,180,361.00
Interest Earned	15,766.52	41,143.58	41,754.25	98,664.35
Total Receipts	<u>1,240,321.52</u>	<u>1,821,646.58</u>	<u>2,217,057.25</u>	5,279,025.35
Grant Round #1 (104 towns)		332,179.00		
Grant Round #2 (28 towns)		92,531.00		
Grant Round #1 (109 towns)			698,330.07	
Grant Round #2 (55 towns)			327,570.00	
Total Grants Awarded		<u>424,710.00</u>	<u>1,025,900.07</u>	1,450,610.07
Grant Set asides				
Disaster Recovery				100,000.00
Future Competitive				150,000.00
				250,000.00
CSL Operating Expenses	15,728.88	114,759.17	290,547.20	421,035.25
Current Balance				3,157,380.03

FY 2004 Anticipated

Grant Round #1 (132 towns)	
Approved but not issued	1,098,300.00
CSL Project Set asides	
1934 Fairchild Aerial Survey Conservation	500,000.00
Records of the State of Connecticut, Vol. 17	<u>10,000.00</u>
	510,000.00
CSL Operating Expenses	340,000.00
Remaining Balance	1,209,080.03

d. Local Projects

The dollar of the recording fee retained at the town level has had a significant impact for the towns. Many continue to use their funds for preservation work started prior to the grants program or to supplement their grant awards. Some town clerks, however, have used the money to address other concerns such as reformatting records from paper to electronic media with a microfilm backup or purchasing equipment and supplies to improve records management within the office. Likewise some towns are funding projects to improve intellectual access to their vital records, minutes, land records, maps, and town code and charter through indexing projects. As a result, many towns required new storage equipment for the new media or to meet revised archival and records management standards. A number of towns purchased new security cabinets for their confidential records as required by statute. Finally a number of towns used their funds for additional staff training and continuing education.

A few towns did not spend any funds because the town clerk had recently assumed the position or the town was engaged in the planning process to determine the most efficient use of the town funds, or was saving for a large future project after a sufficient amount accumulated in the town's account. Some of the smallest towns only record a few hundred transactions each year compared to thousands of transactions by the larger towns and cities.

Indicative of the deteriorating fiscal situation at the town level, six towns reported difficulty in accessing funds through their local finance board as opposed to one last year. The Public Records Administrator is working with the town clerks to resolve the problem.

III. Findings and Recommendations

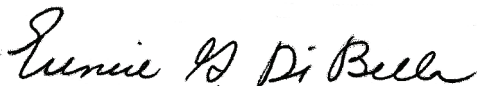
The grant program continues to evolve as the town clerks become more comfortable with the process and the program staff resolves problems as they occur. The staff continues to aim for a straightforward, yet comprehensive program. As the program enters its third year of grants, accommodations must be made for training new town clerks as the result of retirements, resignations or replacement.

The Public Records Administrator expanded the targeted grants to increase project options as well as create a strong foundation for records management and preservation. This effort will continue for the FY 2004 grant year. The ongoing strength of the real estate market allowed a modest increase in the maximum grant level for each population tier for the third grant year. However, most town clerk staffs and vendors appear to have reached their maximum workload capacity. The staff is moving forward to develop a competitive grants process that will provide larger amounts of money for cooperative efforts among towns or between institutions responsible for local records or that serve as pilot projects for innovative records management or preservation techniques. Implementation depends heavily on the State Library's ability to hire and maintain the staff levels necessary for administering this more complicated aspect of the program.

Historically low interest rates spawned a significant increase in mortgage refinancing over the past year. This unusually high level of activity generated a substantial increase in filings that in turn resulted in significant increases in the fund. It is doubtful that this level of activity will be maintained in the future. Several more years are needed before an average yearly revenue level can be determined. In response to possible fluctuations in revenue, the staff has recommended that maintaining a fund balance will insure that grant levels can be maintained and that there will be funds for competitive grants in the coming years.

Staff will continue to develop additional educational programs such as workshops and training sessions. With more grant options and additional staff available to assist the towns, this office believes it will soon reach the goal of 100% participation by Connecticut's towns and municipalities.

Respectfully submitted,



Eunice G. DiBella, CRM
Public Records Administrator