

Preserving the Past, Protecting the Future



HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

2004 ANNUAL REPORT

PUBLIC RECORDS ADMINISTRATOR
Eunice G. DiBella, CRM

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Connecticut State Library
Hartford, Connecticut
January 1, 2005

Front Cover

Milford Town Office Building, ca. 1937, PG 170, Connecticut Development Commission,
"Milford." Connecticut State Archives.

Historic Documents Preservation Grant Program FY2004 Legislative Report

I. Description of Grants

a. Goals and Objectives

The Public Records Administrator's top priority for the third year of the Historic Documents Preservation Grant Program continued to be the maintenance of a straightforward application and review process while at the same time increasing the grantees' options for addressing their specific needs.

To that end, the staff streamlined some parts of the application and reporting forms. In addition, the revised guidelines added records management surveys and up-grading archival storage equipment as eligible projects. These activities help to preserve historical and permanent documents through better management, storage and handling of all records.

Another program priority was to increase the number of applicants and therefore the number of grants awarded. The staff's efforts resulted in a record number of 165 grants awarded. As a result, all 169 town have received at least one grant through the program.

A third priority for the fiscal year was to increase the grant amounts available to the towns in order to meet the requirement that the program distribute the majority of its funds back to the towns. The Historic Documents Preservation Account's positive financial status, due to the continued real estate re-financing boom, allowed the State Library to increase the maximum amount available for each population tier by \$2,000. During FY2004 small towns could receive up to \$7,000, a medium town or city, \$12,000 and \$17,000 for a large town or city. In addition, the State Library, after consulting with the advisory committee, permanently set aside an additional \$150,000 for future competitive grants bringing the total amount to \$300,000.

b. Grant Awards

In fiscal year 2004, the State Library awarded grants in July and December of 2003 as required by statute. One hundred sixty-five towns applied for and received grants totaling \$1,374,300.00.

1. July 2003 awards

Municipality	Category	Grant Amount
Ansonia	Archival Storage Equipment	\$7,000.00
Ashford	Archival Storage Equipment	\$7,000.00

Avon	Index Re-creation	\$7,000.00
Barkhamsted	Index Re-creation	\$7,000.00
Berlin	Preservation Survey & Microfilming	\$7,000.00
Bethany	Paper Conservation & Archival Storage Equipment	\$7,000.00
Bethel	Index Re-creation	\$7,000.00
Bloomfield	Index Re-creation	\$7,000.00
Bolton	Paper Conservation	\$7,000.00
Bozrah	Archival Storage Equipment	\$7,000.00
Branford	Archival Storage Equipment	\$12,000.00
Bristol	Paper Conservation	\$12,000.00
Brookfield	Records Management Survey	\$7,000.00
Brooklyn	Index Re-creation	\$7,000.00
Burlington	Paper Conservation	\$7,000.00
Canaan	Archival Storage Equipment	\$7,000.00
Canterbury	Archival Storage Equipment	\$7,000.00
Canton	Archival Storage Equipment & Paper Conservation	\$7,000.00
Cheshire	Index Re-creation & Preservation Microfilming	\$12,000.00
Clinton	Paper Conservation	\$7,000.00
Colchester	Paper Conservation & Archival Storage Equipment	\$7,000.00
Columbia	Paper Conservation	\$7,000.00
Cornwall	Paper Conservation & Archival Storage Equipment	\$7,000.00
Cromwell	Paper Conservation	\$7,000.00
Danbury	Paper Conservation	\$12,000.00
Darien	Preservation Microfilming	\$7,000.00
Durham	Preservation Survey & Preservation Microfilming	\$7,000.00
East Granby	Index Re-creation	\$7,000.00
East Haddam	Index Re-creation	\$7,000.00
East Hampton	Paper Conservation & Archival Storage Equipment	\$7,000.00
East Hartford	Archival Storage Equipment & Paper Conservation	\$12,000.00
East Haven	Preservation Microfilming & Paper Conservation	\$12,000.00
East Lyme	Index Re-creation & Paper Conservation	\$7,000.00
East Windsor	Index Re-creation & Archival Storage Equipment	\$7,000.00
Easton	Index Re-creation	\$7,000.00
Ellington	Paper Conservation & Archival Storage Equipment	\$7,000.00
Enfield	Paper Conservation & Archival Storage Equipment	\$12,000.00
Essex	Paper Conservation	\$7,000.00
Farmington	Paper Conservation	\$7,000.00
Franklin	Archival Storage Equipment & Paper Conservation	\$7,000.00
Glastonbury	Preservation Microfilming	\$12,000.00
Goshen	Paper Conservation & Archival Storage Equipment	\$7,000.00
Greenwich	Index Re-creation	\$12,000.00
Griswold	Archival Storage Equipment	\$7,000.00

Groton	Records Management Survey	\$12,000.00
Guilford	Paper Conservation & Archival Storage Equipment	\$7,000.00
Haddam	Index Re-creation & Preservation Microfilming	\$7,000.00
Hamden	Index Re-creation	\$12,000.00
Hartford	Paper Conservation & Archival Storage Equipment	\$17,000.00
Hartland	Paper Conservation	\$7,000.00
Harwinton	Archival Storage Equipment	\$7,000.00
Hebron	Archival Storage Equipment & Paper Conservation	\$7,000.00
Kent	Paper Conservation	\$7,000.00
Killingly	Index Re-creation	\$7,000.00
Killingworth	Archival Storage Equipment	\$7,000.00
Ledyard	Preservation Survey & Archival Storage Equipment	\$6,300.00
Lisbon	Index Re-creation	\$7,000.00
Litchfield	Paper Conservation	\$7,000.00
Lyme	Paper Conservation	\$7,000.00
Madison	Paper Conservation	\$7,000.00
Manchester	Paper Conservation & Archival Storage Equipment	\$12,000.00
Mansfield	Paper Conservation	\$7,000.00
Marlborough	Archival Storage Equipment	\$7,000.00
Meriden	Paper Conservation & Archival Storage Equipment	\$12,000.00
Middlebury	Archival Storage Equipment	\$7,000.00
Middlefield	Archival Storage Equipment & Preservation Microfilming	\$7,000.00
Middletown	Paper Conservation	\$12,000.00
Milford	Paper Conservation	\$12,000.00
Monroe	Preservation Microfilming & Archival Storage Equipment	\$7,000.00
Montville	Paper Conservation & Archival Storage Equipment	\$7,000.00
Morris	Paper Conservation	\$7,000.00
New Fairfield	Paper Conservation	\$7,000.00
New Hartford	Index Re-creation	\$7,000.00
New Milford	Paper Conservation	\$12,000.00
Newington	Archival Storage Equipment	\$12,000.00
Newtown	Archival Storage Equipment & Paper Conservation	\$12,000.00
Norfolk	Archival Storage Equipment	\$7,000.00
North Branford	Preservation Microfilming	\$7,000.00
North Canaan	Paper Conservation	\$7,000.00
North Stonington	Paper Conservation	\$7,000.00
Norwich	Paper Conservation	\$12,000.00
Old Saybrook	Paper Conservation	\$7,000.00
Orange	Paper Conservation	\$7,000.00
Oxford	Paper Conservation & Archival Storage Equipment	\$7,000.00
Plainfield	Paper Conservation	\$7,000.00

Plainville	Paper Conservation	\$7,000.00
Plymouth	Paper Conservation & Archival Storage Equipment	\$7,000.00
Preston	Archival Storage Equipment & Paper Conservation	\$7,000.00
Prospect	Index Re-creation	\$7,000.00
Redding	Paper Conservation & Archival Storage Equipment	\$7,000.00
Ridgefield	Paper Conservation & Archival Storage Equipment	\$7,000.00
Rocky Hill	Paper Conservation	\$7,000.00
Salem	Preservation Microfilming & Archival Storage Equipment	\$7,000.00
Salisbury	Paper Conservation & Archival Storage Equipment	\$7,000.00
Seymour	Paper Conservation	\$7,000.00
Sharon	Paper Conservation	\$7,000.00
Shelton	Paper Conservation & Archival Storage Equipment	\$12,000.00
Sherman	Paper Conservation	\$7,000.00
Simsbury	Records Management Survey	\$7,000.00
Somers	Paper Conservation & Preservation Microfilming	\$7,000.00
South Windsor	Paper Conservation	\$7,000.00
Southbury	Preservation Microfilming	\$7,000.00
Southington	Preservation Microfilming	\$12,000.00
Sprague	Paper Conservation & Archival Storage Equipment	\$7,000.00
Stafford	Paper Conservation	\$7,000.00
Stamford	Paper Conservation	\$17,000.00
Sterling	Archival Storage Equipment	\$7,000.00
Stonington	Archival Storage Equipment	\$7,000.00
Stratford	Paper Conservation & Archival Storage Equipment	\$12,000.00
Thomaston	Paper Conservation	\$7,000.00
Thompson	Archival Storage Equipment	\$7,000.00
Tolland	Paper Conservation	\$7,000.00
Torrington	Paper Conservation	\$12,000.00
Vernon	Index Re-creation	\$12,000.00
Voluntown	Archival Storage Equipment	\$7,000.00
Wallingford	Paper Conservation	\$12,000.00
Warren	Paper Conservation	\$7,000.00
Waterbury	Paper Conservation	\$17,000.00
Waterford	Paper Conservation	\$7,000.00
Watertown	Archival Storage Equipment	\$7,000.00
West Hartford	Archival Storage Equipment	\$12,000.00
Westbrook	Paper Conservation	\$7,000.00
Weston	Index Re-creation	\$7,000.00
Westport	Archival Storage Equipment	\$12,000.00
Wethersfield	Paper Conservation & Archival Storage Equipment	\$12,000.00
Willington	Paper Conservation	\$7,000.00

Wilton	Paper Conservation	\$7,000.00
Winchester	Paper Conservation	\$7,000.00
Windham	Paper Conservation	\$7,000.00
Windsor	Paper Conservation	\$12,000.00
Windsor Locks	Paper Conservation	\$7,000.00
Woodstock	Preservation Microfilming	\$7,000.00
Total		\$1,098,300.00

2. December 2003 awards

Municipality	Category	Grant Amount
Andover	Paper Conservation	\$7,000.00
Beacon Falls	Paper Conservation & Archival Storage Equipment	\$7,000.00
Bethlehem	Paper Conservation	\$7,000.00
Bridgewater	Paper Conservation	\$7,000.00
Chaplin	Archival Storage Equipment & Paper Conservation	\$7,000.00
Chester	Archival Storage Equipment & Paper Conservation	\$7,000.00
Colebrook	Paper Conservation	\$7,000.00
Coventry	Paper Conservation	\$7,000.00
Deep River	Preservation Microfilming & Archival Storage Equipment	\$7,000.00
Derby	Paper Conservation & Preservation Microfilming	\$7,000.00
Eastford	Paper Conservation & Archival Storage Equipment	\$7,000.00
Fairfield	Archival Storage Equipment	\$12,000.00
Granby	Archival Storage Equipment & Paper Conservation	\$7,000.00
Hampton	Archival Storage Equipment & Paper Conservation	\$7,000.00
Lebanon	Archival Storage Equipment	\$7,000.00
Naugatuck	Paper Conservation & Preservation Microfilming	\$12,000.00
New Britain	Index Re-creation & Paper Conservation	\$12,000.00
New Haven	Paper Conservation	\$17,000.00
New London	Paper Conservation	\$12,000.00
North Haven	Preservation Microfilming	\$7,000.00
Norwalk	Preservation Microfilming	\$12,000.00
Pomfret	Preservation Microfilming & Archival Storage Equipment	\$7,000.00
Putnam	Paper Conservation	\$7,000.00
Roxbury	Paper Conservation & Archival Storage Equipment	\$7,000.00
Scotland	Archival Storage Equipment & Paper Conservation	\$7,000.00
Suffield	Paper Conservation	\$7,000.00
Trumbull	Paper Conservation	\$12,000.00
Union	Archival Storage Equipment & Paper Conservation	\$7,000.00
Washington	Paper Conservation & Archival Storage Equipment	\$7,000.00

West Haven	Archival Storage Equipment	\$12,000.00
Wolcott	Paper Conservation	\$7,000.00
Woodbridge	Index Re-creation	\$7,000.00
Woodbury	Records Management Survey	\$7,000.00
Total		\$276,000.00

II. Administrative Activities

a. Program development

During the fiscal year, 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 guidelines for FY2004 added two additional eligible projects. The staff used recommendations from completed preservation surveys to identify equipment and supplies that would be useful to the town clerks for maintaining the storage environment or improving records handling.

In addition to increasing the number of eligible grant projects, the staff also began working with the Center for Public Policy and Social Research at Central Connecticut State University to analyze the grant distribution process. At the request of some towns, the State Librarian wanted to determine whether the current system was fair or if there was more equitable method of distributing the funds that took into consideration other factors besides population. The Center staff submitted an initial proposal, which the State Librarian, Public Records Administrator and the grant staff are reviewing.

b. Town Clerk Training

During the past fiscal year, the program continued to develop grants training for the town clerks. "Effective Grant Writing for Connecticut Town Clerks," as part of the Advanced Town Clerk School in November 2004, provided a legislative history of the grant program, planning for a grant application, developing a mock grant and evaluating an application.

The staff also began designing a grant training program for use at county level meetings of the Town Clerks Association. The original PowerPoint presentation was created for the Town Clerks' school in April 2004. The goal is to begin offering a regular schedule of training after release of the FY2006 grant guidelines.

c. Program Personnel

The grant staff remained static at one full-time staff member and one part-time consultant. The program also had access to the services of the State Archive's general worker on an as needed basis. The State Librarian and the Public Records Administrator initiated the process of hiring a full time Field Archivist to work with

the town clerks on preservation of their local records as well as assisting in developing grant projects.

d. Advisory Committee

The following individuals served as members of the Historical Records Preservation Grant Program Advisory Committee during FY2004:

Barbara L. Breor, Town Clerk Goshen
Jane Cullinane, Preservation Librarian
Eunice G. DiBella, Public Records Administrator
Joan E. Gerdson, 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

III. Financial Statement

Month of Receipts	FY 2001	FY 2002	FY2003	FY2004
Jul	0.00	135,900.00	190,582.00	253,035.00
Aug	74,681.00	126,676.00	144,362.00	213,453.00
Sept	97,154.00	158,002.00	170,881.00	232,487.00
Oct	117,928.00	122,012.00	135,567.00	253,768.00
Nov	130,930.00	132,028.00	180,535.00	197,729.00
Dec	114,231.00	134,515.80	185,871.00	185,304.00
Jan	104,404.00	159,907.20	205,939.00	179,125.00
Feb	107,672.00	154,902.00	174,326.00	178,071.00
Mar	105,754.00	146,977.00	176,404.00	139,696.00
Apr	109,585.00	140,900.00	203,775.00	176,127.00
May	115,271.00	200,484.00	203,881.00	160,784.00
June	146,945.00	168,199.00	203,180.00	163,793.00
Annual Total	1,224,555.00	1,780,503.00	2,175,303.00	2,333,372.00

	FY2001	FY2002	FY2003	FY2004	TOTAL
Revenue from Towns	\$ 1,224,555.00	\$ 780,503.00	\$ 2,175,303.00	\$ 2,333,372.00	\$ 7,513,733.00
Interest Earned	\$ 15,766.52	\$ 41,143.58	\$ 41,754.25	\$ 37,498.49	\$ 136,162.84
Total Receipts	\$ 1,240,321.52	\$ 1,821,646.58	\$ 2,217,057.25	\$ 2,370,870.49	\$ 7,649,895.84

Grant Cycle #1 (105 towns)	\$ 332,179.00
Grant Cycle #2 (29 towns)	\$ 92,341.00
Grant Cycle #1 (109 towns)	\$ 694,455.00
Grant Cycle #2 (55 towns)	\$ 312,470.00

Grant Cycle #1 (132 towns)					\$ 1,089,916.00 ¹
Grant Cycle #2 (33 towns)					\$ 276,000.00
Total Grants Awarded					\$ 2,797,631.00
Grant Set Asides					
Disaster Recovery				\$ 100,000.00	
Future Competitive				\$ 300,000.00	
					\$ 400,000.00
CSL Operating Expenses	\$	15,728.88	\$	114,759.17	\$ 290,547.20
	\$		\$	424,418.97	\$ 845,454.22
Current Balance					\$ 3,606,810.62
FY2005 Anticipated					
Grant Round #1 (106 towns)					\$ 916,156.00
Grant Round #2 (46 towns)					\$ 352,000.00
					\$ 1,268,156.00
CSL Operating Expenses					\$ 1,206,055.00
Remaining Balance					\$ 1,132,599.82

¹ Amount adjusted for unexpended grant funds returned.

IV. Local Projects

The dollar recording fee retained at the town level continues to have 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, 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 funded 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. Finally a number of towns used their funds for additional staff training and continuing education.

The most important aspect of the local fund has been to free the town clerks from the municipal budgetary process. The town clerks believe that their offices often get shortchanged in the budget process because other departments are often considered a higher priority. The local historic preservation fund allows the town to make improvements that benefit future records and preserve older records without being tied to budgets and political climates. They are able to address needs with fewer restraints than in past years, especially small but important things that normally would have been constantly put off due to lack of funds.

V. Findings and Recommendations

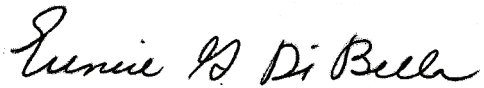
The grant program continues to evolve as the town clerks become more comfortable with the process and the program staff resolves problems as they occur. In addition, as the staff becomes aware of appropriate expenditure and potential projects, the program will grow as well.

The Public Records Administrator again 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 FY2005 grant year. The ongoing strength of the real estate market allowed another modest increase in the maximum grant level for each population tier for the fourth grant year. However, most town clerk staffs and vendors appear to have reached their maximum workload capacity. The staff continues to plan for a competitive grant process that will provide larger amounts of money for cooperative efforts. 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 continued to spawn a significant increase in mortgage refinancing over the first half of the past fiscal year. This high level of activity generated a substantial increase in filings that in turn resulted in significant increases in the fund. The number of filings leveled off in the third quarter and dropped significantly in the fourth quarter. Therefore, the staff continues to recommend that maintaining a fund balance will ensure that grant levels can be sustained and that there will be funds for competitive grants in the coming years.

Finally, the staff will complete its work on 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,

A handwritten signature in cursive script that reads "Eunice G. DiBella".

Eunice G. DiBella, CRM
Public Records Administrator