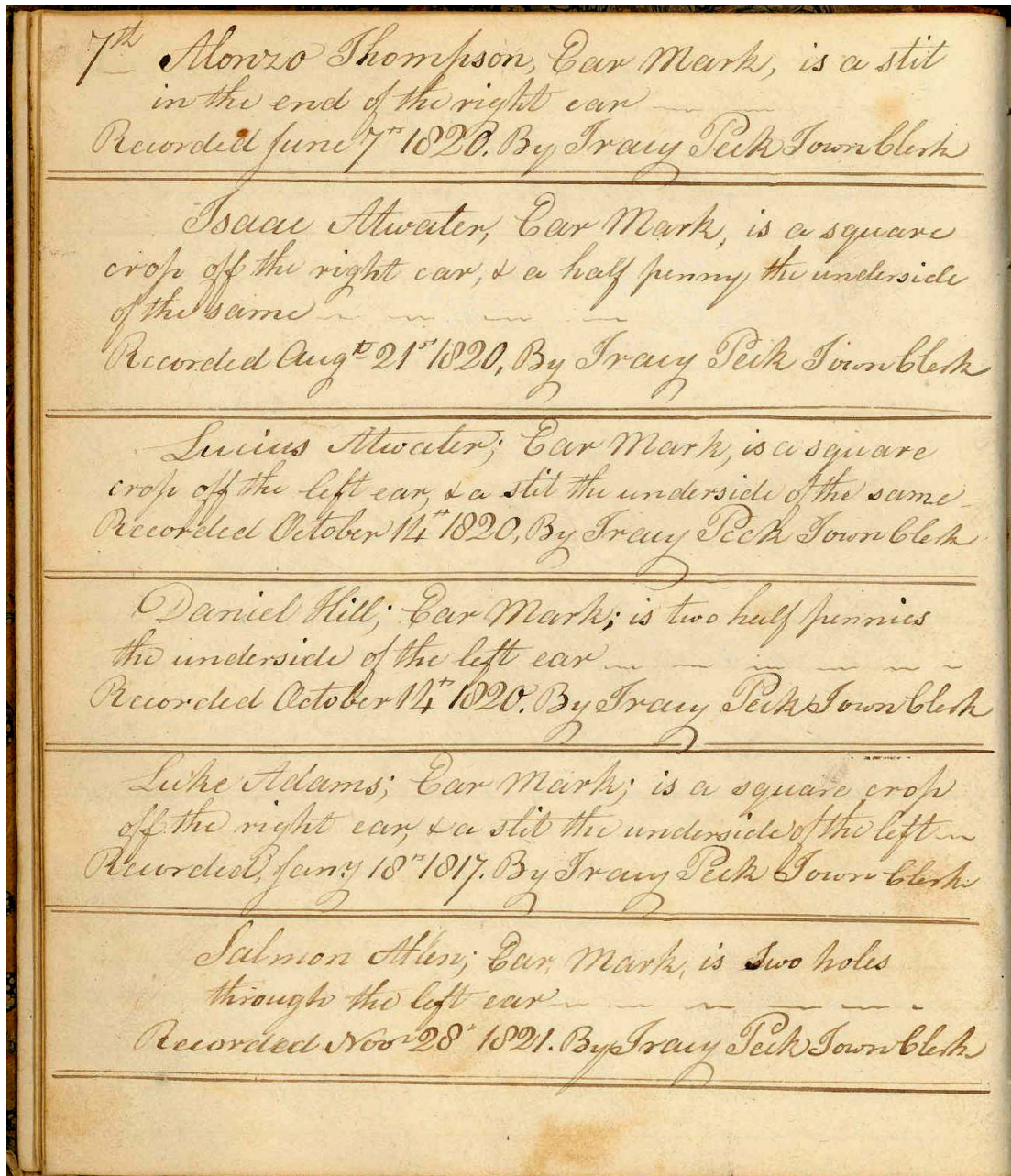


## Preserving the Past, Protecting the Future



### HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

### 2010 ANNUAL REPORT

# CONNECTICUT STATE LIBRARY

## STATE LIBRARIAN

Kendall F. Wiggin

## PUBLIC RECORDS ADMINISTRATOR

LeAnn Power, CRM

## STATE ARCHIVIST

Dr. Mark H. Jones

## HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

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## Front Cover

Registered earmarks for the town of Bristol, May 24, 1817 - June 1, 1837, *Bristol Earmarks*, p 7. Office of the Town Clerk

# Historic Documents Preservation Grant Program FY2010 Legislative Report

## I. Description of Grants

### a) Goals and Objectives

The primary objective of the Historic Documents Preservation Grant Program has been to provide financial assistance to Connecticut's 169 towns and cities for the preservation and management of public records. The program provides a targeted grant to each town that applies for an eligible project. The program has also funded competitive grants that allow a small number of towns to pursue larger projects than is possible with the targeted grants. However, the current fiscal situation has resulted in the temporary suspension of the competitive grant component.

The program offers a wide variety of eligible projects. Over the past ten years, based on planning surveys and needs assessment reports, also funded through the grant program, the Office of the Public Records Administrator expanded the types of projects eligible for funding beyond the initial emphasis on preservation and conservation of land records. Consequently, many more types of public records throughout town halls have been preserved and made more accessible to citizens across the state.

### b) Grant Awards

The Office of the Public Records Administrator awarded 94 targeted grants for a total of \$615,000 during FY2010. While this is a dramatic reduction in the number and amount awarded from previous years, it is because only targeted grants were awarded in cycle 1. No competitive grants were awarded for FY2010.

In May 2009, the legislature passed Senate Bill 1167, "An Act Concerning a State Deficit Mitigation Plan for the Fiscal Year ending June 30, 2009." As a result of this bill, \$900,000 was "swept" from the Historic Documents Preservation Fund which left the fund with a balance of less than \$400,000 available for FY2010 grants.

The State Library was in the process of evaluating 8 competitive grant applications and 86 targeted applications totaling \$919,341 which was received by the April 30<sup>th</sup> application deadline for FY2010 cycle 1. The Public Records Administrator, in consultation with the State Librarian and the agency's chief fiscal officer, determined that future fund revenues would not be sufficient to allow the library to pay the grants for those applicants as well as the additional cycle 2 applications expected by the September 30<sup>th</sup> deadline. The chief fiscal officer was reasonably certain that there would be sufficient funds to cover the cycle 1 targeted grants, but not the competitive grants.

As a result, the towns were notified that the competitive grants and all cycle 2 grants were cancelled. The competitive applicants were given the option to submit a cycle 1 targeted grant proposal in place of the original competitive applications. Some towns applied for a downsized project based on their proposed competitive grant. The

remaining towns applied for other eligible projects. The program will not offer competitive grants until sufficient funds are available.

## July 2009 Awards - Cycle 1

### a. Targeted Grants

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Andover	Organization & Indexing; Storage & Facilities	\$5,000
Avon	Organization & Indexing	\$5,000
Barkhamsted	Organization & Indexing; Preservation/Conservation	\$5,000
Berlin	Preservation/Conservation	\$5,000
Bethany	Organization & Indexing; Storage & Facilities	\$5,000
Bethel	Organization & Indexing; Preservation/Conservation	\$5,000
Bethlehem	Organization & Indexing	\$5,000
Bolton	Inventory & Planning	\$5,000
Branford	Organization & Indexing; Storage & Facilities	\$10,000
Bridgewater	Organization & Indexing	\$5,000
Bristol	Storage & Facilities	\$10,000
Brookfield	Preservation/Conservation	\$5,000
Burlington	Organization & Indexing	\$5,000
Canaan	Organization & Indexing	\$5,000
Chaplin	Inventory & Planning ; Preservation/Conservation	\$5,000
Cheshire	Preservation/Conservation; Storage & Facilities	\$10,000
Clinton	Organization & Indexing	\$5,000
Colchester	Preservation/Conservation	\$5,000
Colebrook	Organization & Indexing	\$5,000
Columbia	Organization & Indexing; Preservation/Conservation	\$5,000
Cornwall	Organization & Indexing; Preservation/Conservation	\$5,000
Cromwell	Preservation/Conservation	\$5,000
Durham	Organization & Indexing	\$5,000
East Granby	Organization & Indexing	\$5,000
East Hampton	Preservation/Conservation	\$5,000
East Hartford	Organization & Indexing; Preservation/Conservation	\$10,000
East Haven	Preservation/Conservation	\$10,000
Enfield	Preservation/Conservation	\$10,000
Farmington	Program Development; Storage & Facilities	\$5,000
Franklin	Organization & Indexing; Preservation/Conservation	\$5,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Glastonbury	Organization & Indexing	\$10,000
Granby	Preservation/Conservation; Storage & Facilities	\$5,000
Greenwich	Organization & Indexing	\$10,000
Griswold	Organization & Indexing; Storage & Facilities	\$5,000
Groton	Organization & Indexing; Preservation/Conservation	\$10,000
Hamden	Preservation/Conservation	\$10,000
Hartford	Program Development	\$15,000
Killingworth	Storage & Facilities	\$5,000
Lisbon	Organization & Indexing	\$5,000
Litchfield	Preservation/Conservation	\$5,000
Madison	Inventory & Planning	\$5,000
Mansfield	Preservation/Conservation; Program Development	\$5,000
Marlborough	Preservation/Conservation; Program Development	\$5,000
Meriden	Preservation/Conservation; Storage & Facilities	\$10,000
Middlebury	Storage & Facilities	\$5,000
Middlefield	Organization & Indexing	\$5,000
Milford	Organization & Indexing	\$10,000
Montville	Organization & Indexing	\$5,000
Morris	Organization & Indexing	\$5,000
New Britain	Organization & Indexing	\$10,000
New Fairfield	Organization & Indexing; Preservation/Conservation	\$5,000
New London	Organization & Indexing	\$10,000
Newington	Organization & Indexing	\$10,000
Norfolk	Organization & Indexing	\$5,000
North Branford	Preservation/Conservation; Storage & Facilities	\$5,000
North Canaan	Preservation/Conservation; Storage & Facilities	\$5,000
North Stonington	Organization & Indexing	\$5,000
Norwich	Organization & Indexing; Storage & Facilities	\$10,000
Orange	Preservation/Conservation	\$5,000
Plainfield	Organization & Indexing	\$5,000
Plainville	Preservation/Conservation	\$5,000
Rocky Hill	Preservation/Conservation	\$5,000
Roxbury	Organization & Indexing	\$5,000
Salisbury	Preservation/Conservation	\$5,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Scotland	Organization & Indexing	\$5,000
Seymour	Organization & Indexing	\$5,000
Shelton	Preservation/Conservation	\$10,000
Sherman	Preservation/Conservation; Program Development; Storage & Facilities	\$5,000
Somers	Preservation/Conservation; Storage & Facilities	\$5,000
South Windsor	Organization & Indexing	\$5,000
Sprague	Preservation/Conservation	\$5,000
Stafford	Organization & Indexing	\$5,000
Stamford	Organization & Indexing	\$15,000
Stonington	Organization & Indexing	\$5,000
Thompson	Organization & Indexing	\$5,000
Torrington	Organization & Indexing	\$10,000
Trumbull	Preservation/Conservation	\$10,000
Wallingford	Preservation/Conservation	\$10,000
Warren	Organization & Indexing	\$5,000
Washington	Preservation/Conservation; Storage & Facilities	\$5,000
Waterbury	Program Development; Storage & Facilities	\$15,000
Waterford	Preservation/Conservation	\$5,000
Watertown	Preservation/Conservation	\$5,000
West Hartford	Organization & Indexing	\$10,000
Weston	Organization & Indexing; Preservation/Conservation	\$5,000
Wethersfield	Program Development; Storage & Facilities	\$10,000
Willington	Organization & Indexing; Preservation/Conservation	\$5,000
Wilton	Preservation/Conservation	\$5,000
Winchester	Preservation/Conservation	\$5,000
Windham	Preservation/Conservation	\$5,000
Windsor	Inventory & Planning; Organization & Indexing	\$10,000
Wolcott	Preservation/Conservation	\$5,000
Woodbury	Organization & Indexing	\$5,000
Woodstock	Organization & Indexing	\$5,000
<b>Total</b>		<b>\$615,000</b>

## **b. Competitive Grants**

No grants were awarded due to insufficient funds.

### **December 2009 Awards – Cycle 2**

No grants were awarded due to insufficient funds.

## **II. Administrative Activities**

### **a) Program Development**

Prior to the fund sweep, the staff proposed no changes to the program scope or funding areas for FY2010. Continuing declines in revenue due to the recession led to the first reduction in grant award levels since the start of the program in 2001. Targeted grant amounts were reduced from \$7,000 to \$5,000 for small towns (less than 25,000 in population), \$12,000 to \$10,000 for medium towns (population of between 25,000 and 99,000) and \$17,000 to \$15,000 for large towns (population of 100,000 or more). In addition, the amount available for the competitive grants was reduced \$500,000 to \$250,000, though the funding for competitive grants was later suspended. The amount for disaster recovery grants remained at \$10,000, but would be dependent upon the availability of funds at the time of the application.

### **b) Public Outreach**

Public Records staff presented an exhibit at the Connecticut Town Clerks Association Legislative Reception on April 15, 2010 promoting the Historic Documents Preservation Program. The reception was held in the Old Judiciary Room at the State Capitol. The exhibit included reproductions of significant archival items uncovered during competitive grant projects funded by the program, and a slide show documenting the program's impact on the towns, utilizing photographs and quotes from final grant reports submitted by town clerks.

Staff presented the exhibit again on May 3rd in the Legislative Office Building concourse. Senator Gary LeBeau, a number of legislative staff members, and members of the general public stopped to talk with staff members about the documents on display and the Historic Documents Preservation Program. The exhibit was on display in the Museum of Connecticut History through the end of May.

### **c) Town Clerk Training**

The program sponsored the 11th in a series of workshops for town clerks on "Microfilm & Digital Imaging Projects: What You Really Need to Know" on December 4, 2009 in conjunction with the Connecticut Certified Municipal Clerk Institute. The goal of the workshop was to assist Town Clerks who are responsible for overseeing many reformatting projects including microfilm projects to ensure the security of the town's

permanent records and digitization projects to improve users' access to these records. The workshop presented an overview of current technologies and included guidance on choosing among three common project options – microfilming, digitization and paper conservation – with the intention of providing the most benefit with limited funding. The instructor was Donia Conn, Workshop Program and Reference Coordinator for the Northeast Document Conservation Center in Andover, Massachusetts.

**d) Advisory Committee**

The following individuals served as members of the Historic Documents Preservation Program Advisory Committee during FY2010:

Nancy Bray, Colchester Town Clerk  
Jane Cullinane, Preservation Librarian  
Mary Louise Jensen, Building Consultant  
Dr. Mark H. Jones, State Archivist  
Joyce P. Mascena, Glastonbury Town Clerk  
Therese Pac, Bristol Town Clerk  
Carla Pomprowicz, Hebron Town Clerk  
LeAnn Power, Public Records Administrator  
Joseph Quartiero, Torrington Town Clerk  
Virginia Salisbury, Southbury Town Clerk  
Mark Smith, Fiscal Administrator  
Antoinette Spinelli, Waterbury Town Clerk  
Patricia H. Strauss, Westport Town Clerk  
Louisa Trakas, Plainfield Town Clerk  
Lisa A. Valenti, North Branford Town Clerk  
Sandi Wieleba, East Hampton Town Clerk  
Kendall F. Wiggin, State Librarian

**III. Financial Statement**

**Historic Documents Preservation Fund**

FY2010 receipts	\$1,216,978
FY2010 interest accrued	<u>\$2,676</u>
	\$1,219,654
FY2009 Balance carried forward	<u>\$470,991</u>
	\$1,690,645
Unexpended FY2009 grant funds returned	<u>\$6,653</u>
<b>Total</b>	<b>\$1,697,298</b>
Grants awarded	
<i>Targeted (Cycle 1 only)</i>	\$615,000
<i>Competitive</i>	N/A
<i>Disaster Recovery</i>	<u>\$0</u>
<b>Total Grants Awarded</b>	<b>\$615,000</b>
FY2010 operating expenses	<u>\$291,831</u>
	\$906,831
<b>Year End Balance</b>	<b>\$790,467</b>

**IV. Local Projects**

CGS §7-34a(d) clarifies that one third of the amount paid for fees shall be retained by the town clerk and used for the preservation and management of historic records. The town clerk’s revenue from this fee is to be kept in a separate account to support this work or to supplement grant awards. The town clerk utilizes the funds for projects such as reformatting records from paper to electronic media with a microfilm backup; purchasing equipment and supplies to improve internal records management; improving intellectual access to the town’s vital records, minutes, land records, maps, town code and charter through indexing projects; and purchasing additional storage equipment for the new media or to meet revised archival and records management standards. During FY2010, the Office of the Public Records Administrator did not see any increase in the number of requests from town clerks asking for assistance in situations where money collected from the fee became a part of the town’s operating budget. However, as the recession continues to endure, there will likely be more instances where towns attempt to take these funds to fill budgetary gaps.

**V. Findings and Recommendations**

During FY2010 the cumulative amount awarded under the grant program surpassed \$10 million. From FY2002 through FY2010, 1,459 grants have been awarded for a total of

\$10,606,901. This includes 1,278 targeted grants (\$9,441,552), 4 disaster recovery grants (\$18,675) and 28 competitive grants (\$1,146,674). As a result of improved records management functions in the towns, the Office of the Public Records Administrator has seen a dramatic increase in the number of disposal requests for records past their retention period. As towns eliminate unnecessary records, they become more efficient and provide better services to their citizens.

There was a brief upturn in the housing market during the fall and winter months due to the \$8,000 tax credit for first-time home buyers and the \$6,500 tax credit for repeat home buyers which had a positive effect on the final revenue totals for FY2010. However, monthly revenues dropped again after the program expired. The final quarter saw reductions of approximately 10 percent as compared with same quarter of the previous fiscal year.

The State Librarian and the Public Records Administrator determined that the continued decline in fund revenues required another reduction for the FY2011 grant levels. The funding levels were reduced to \$3,000, 6,000 and \$9,000. Given the low balance, competitive grants were suspended for another fiscal year.

Once the economy recovers, the State Librarian will recommend to the State Library Board that consideration be given to requesting an increase in the filing fee which has remained at \$3.00 since the program began in 2001. An increase in the fee would provide needed funds to support digitization efforts at the municipal level as well as at the State Library.

The Historic Documents Preservation Grant Program is such a beneficial program to the citizens of the State of Connecticut. Even in difficult economic times, we look forward to the continued success of the grant program.

Respectfully submitted,

A handwritten signature in cursive script that reads "LeAnn B. Power".

LeAnn Power, CRM  
Public Records Administrator