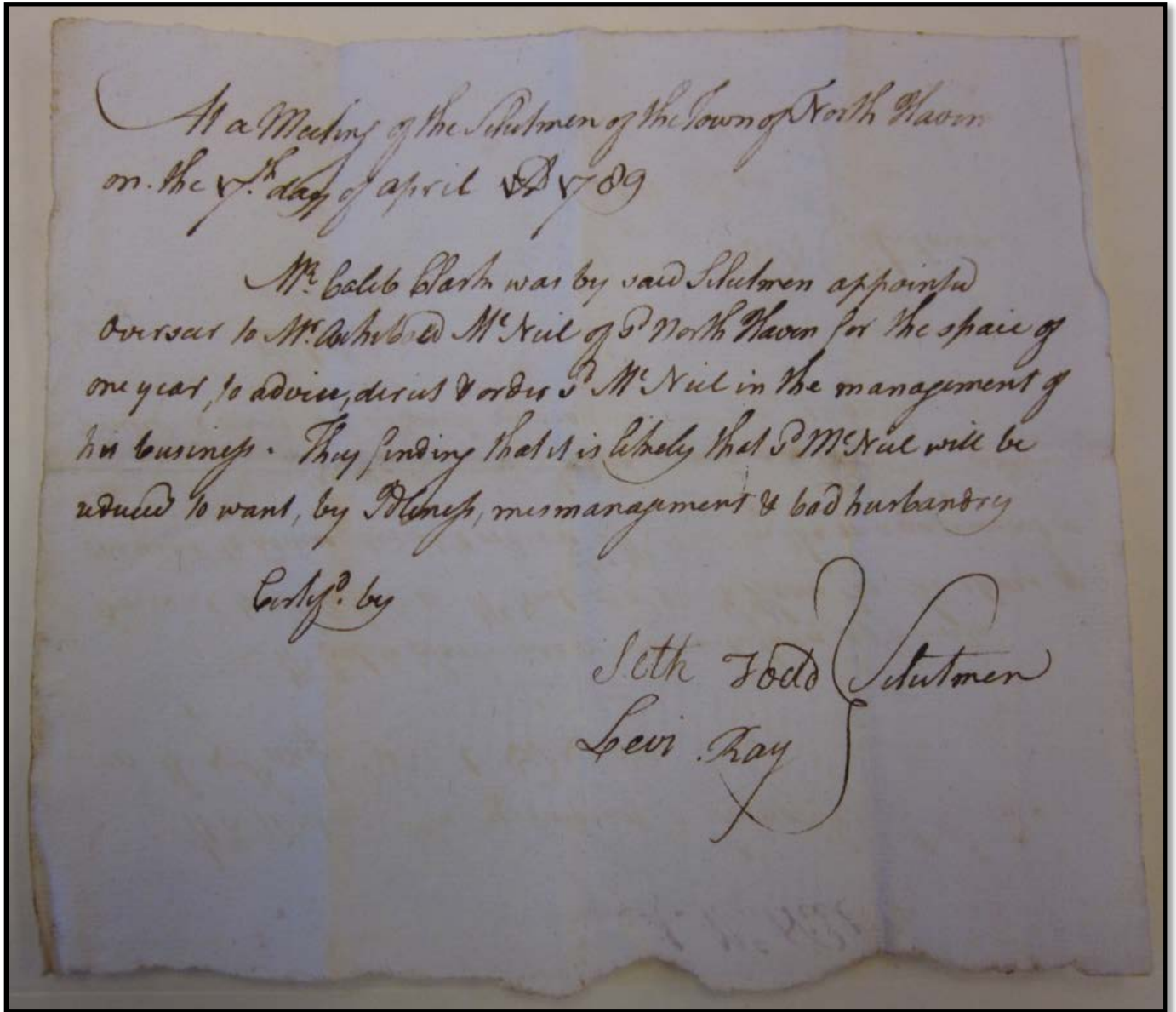


# Preserving the Past, Protecting the Future



## HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

### 2015 ANNUAL REPORT

January 1, 2016

# CONNECTICUT STATE LIBRARY

## STATE LIBRARIAN

Kendall F. Wiggin

## PUBLIC RECORDS ADMINISTRATOR

LeAnn Power, CRM

## STATE ARCHIVIST

Lizette Pelletier

## HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

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## Front Cover

Appointment of an Overseer at a Meeting of the Selectman of the Town of North Haven on the 7th day of April 1789. *Records*. Office of the Town Clerk. North Haven, CT.

Image courtesy of Peter Bartucca, *Document Management Systems*.

# Historic Documents Preservation Grant Program FY2015 Legislative Report

## I. Description of Grants

### a) Goals and Objectives

The primary objective of the Historic Documents Preservation Grant Program is to provide financial assistance to Connecticut's 169 towns and cities for the preservation and management of municipal public records. The program provides funding for eligible projects each year through a targeted grant to every town that submits an application. It also provides disaster recovery grants, dependent upon the availability of funds at the time of the application. In the past, the program has offered competitive grants that allowed a small number of towns to pursue larger projects than possible with the targeted grants. However, as the program relies on revenue generated by filing fees from real estate recordings, there has been sufficient funding only for targeted grants and disaster recovery grants in recent years.

The targeted grant program funds a wide variety of eligible projects. The Office of the Public Records Administrator has identified needs and expanded the types of projects eligible for funding beyond the initial emphasis on preservation and conservation of land records. The program currently funds projects in the areas of Inventory and Planning, Organization and Indexing, Program Development, Storage and Facilities, and Preservation/Conservation. Over the past fourteen years, the grant awards have allowed towns to complete a wide range of projects resulting in significant improvements to the preservation and management of municipal records.

### b) Grant Awards

In FY2015, the Office of the Public Records Administrator awarded targeted grants to 163 towns for a total of \$942,500. There were 129 Cycle 1 awards totaling \$744,000 and 34 Cycle 2 awards totaling \$198,500.

Grants were awarded in the amounts of \$5,000 for small towns (population less than 25,000), \$7,500 for medium towns (population between 25,000 and 99,999) and \$10,500 for large towns (population of 100,000 or more).

These grants supported 102 *Organization and Indexing* projects totaling \$419,511; 121 *Preservation/Conservation* projects totaling \$355,112; 33 *Storage and Facilities* projects totaling \$137,648; and 7 *Program Development* projects totaling \$30,230.

In addition, the Office of the Public Records Administrator awarded a disaster recovery grant to one town in the amount of \$4,850.

## **Cycle 1 Awards (July 2014)**

### **Targeted Grants**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Andover	Storage and Facilities	\$5,000.00
Ansonia	Program Development	\$5,000.00
Ashford	Organization and Indexing	\$5,000.00
Avon	Organization and Indexing	\$5,000.00
Barkhamsted	Organization and Indexing	\$5,000.00
Beacon Falls	Organization and Indexing	\$5,000.00
Berlin	Preservation/Conservation	\$5,000.00
Bethel	Organization and Indexing	\$5,000.00
Bethlehem	Organization and Indexing	\$5,000.00
Bloomfield	Organization and Indexing	\$5,000.00
Bolton	Organization and Indexing; Storage and Facilities	\$5,000.00
Branford	Organization and Indexing	\$7,500.00
Bridgewater	Preservation/Conservation	\$5,000.00
Brookfield	Organization and Indexing	\$5,000.00
Brooklyn	Organization and Indexing	\$5,000.00
Burlington	Preservation/Conservation; Storage and Facilities	\$5,000.00
Canaan	Preservation/Conservation	\$5,000.00
Canton	Organization and Indexing	\$5,000.00
Cheshire	Organization and Indexing	\$7,500.00
Chester	Organization and Indexing; Preservation/Conservation	\$5,000.00
Colchester	Preservation/Conservation	\$5,000.00
Columbia	Preservation/Conservation	\$5,000.00
Cornwall	Preservation/Conservation	\$5,000.00
Coventry	Storage and Facilities	\$5,000.00
Cromwell	Organization and Indexing	\$5,000.00
Darien	Organization and Indexing	\$5,000.00
Deep River	Organization and Indexing	\$5,000.00
Durham	Preservation/Conservation; Storage and Facilities	\$5,000.00
East Granby	Preservation/Conservation	\$5,000.00
East Haddam	Organization and Indexing	\$5,000.00
East Hampton	Storage and Facilities	\$5,000.00
East Hartford	Organization and Indexing	\$7,500.00
East Haven	Preservation/Conservation	\$7,500.00
East Lyme	Organization and Indexing	\$5,000.00
East Windsor	Organization and Indexing; Storage and Facilities	\$5,000.00

Easton	Organization and Indexing; Preservation/Conservation	\$5,000.00
Ellington	Preservation/Conservation	\$5,000.00
Enfield	Disaster Recovery; Preservation/Conservation	\$7,500.00
Essex	Organization and Indexing	\$5,000.00
Fairfield	Preservation/Conservation	\$7,500.00
Farmington	Preservation/Conservation; Program Development	\$7,500.00
Franklin	Organization and Indexing; Preservation/Conservation	\$5,000.00
Glastonbury	Preservation/Conservation	\$7,500.00
Goshen	Organization and Indexing	\$5,000.00
Granby	Preservation/Conservation	\$5,000.00
Greenwich	Organization and Indexing	\$7,500.00
Griswold	Organization and Indexing; Preservation/Conservation	\$5,000.00
Groton	Preservation/Conservation	\$7,500.00
Guilford	Organization and Indexing	\$5,000.00
Haddam	Organization and Indexing; Preservation/Conservation	\$5,000.00
Hamden	Preservation/Conservation	\$7,500.00
Hartford	Organization and Indexing	\$10,500.00
Killingly	Storage and Facilities	\$5,000.00
Killingworth	Organization and Indexing; Preservation/Conservation	\$5,000.00
Lebanon	Preservation/Conservation	\$5,000.00
Ledyard	Preservation/Conservation; Storage and Facilities	\$5,000.00
Lisbon	Organization and Indexing	\$5,000.00
Litchfield	Preservation/Conservation; Storage and Facilities	\$5,000.00
Lyme	Preservation/Conservation; Program Development	\$5,000.00
Madison	Organization and Indexing	\$5,000.00
Manchester	Storage and Facilities	\$7,500.00
Mansfield	Organization and Indexing	\$7,500.00
Marlborough	Organization and Indexing	\$5,000.00
Meriden	Preservation/Conservation; Storage and Facilities	\$7,500.00
Middlebury	Organization and Indexing	\$5,000.00
Milford	Organization and Indexing	\$7,500.00
Monroe	Organization and Indexing	\$5,000.00
Montville	Storage and Facilities	\$5,000.00
Morris	Preservation/Conservation; Storage and Facilities	\$5,000.00
New Britain	Organization and Indexing	\$7,500.00
New Fairfield	Organization and Indexing; Preservation/Conservation	\$5,000.00
New Hartford	Preservation/Conservation	\$5,000.00
Newington	Organization and Indexing; Storage and Facilities	\$7,500.00

Newtown	Preservation/Conservation	\$7,500.00
Norfolk	Organization and Indexing; Preservation/Conservation	\$5,000.00
North Branford	Organization and Indexing; Storage and Facilities	\$5,000.00
North Canaan	Preservation/Conservation	\$5,000.00
North Haven	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$5,000.00
Norwalk	Preservation/Conservation	\$7,500.00
Norwich	Organization and Indexing	\$7,500.00
Old Lyme	Preservation/Conservation	\$5,000.00
Orange	Organization and Indexing	\$5,000.00
Oxford	Organization and Indexing	\$5,000.00
Plainville	Organization and Indexing	\$5,000.00
Portland	Organization and Indexing	\$5,000.00
Preston	Preservation/Conservation; Storage and Facilities	\$5,000.00
Putnam	Organization and Indexing	\$5,000.00
Redding	Preservation/Conservation	\$5,000.00
Rocky Hill	Preservation/Conservation	\$5,000.00
Roxbury	Organization and Indexing	\$5,000.00
Salem	Program Development; Storage and Facilities	\$5,000.00
Salisbury	Organization and Indexing	\$5,000.00
Seymour	Organization and Indexing	\$5,000.00
Shelton	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$7,500.00
Sherman	Preservation/Conservation	\$5,000.00
Somers	Preservation/Conservation; Storage and Facilities	\$5,000.00
South Windsor	Preservation/Conservation	\$7,500.00
Southbury	Organization and Indexing	\$5,000.00
Southington	Preservation/Conservation	\$7,500.00
Sprague	Organization and Indexing; Preservation/Conservation	\$5,000.00
Stamford	Preservation/Conservation	\$10,500.00
Sterling	Organization and Indexing	\$5,000.00
Stonington	Preservation/Conservation	\$5,000.00
Stratford	Organization and Indexing; Preservation/Conservation	\$7,500.00
Suffield	Preservation/Conservation; Program Development	\$5,000.00
Thomaston	Preservation/Conservation	\$5,000.00
Tolland	Organization and Indexing	\$5,000.00
Torrington	Organization and Indexing	\$7,500.00
Vernon	Preservation/Conservation	\$7,500.00
Voluntown	Organization and Indexing	\$5,000.00
Wallingford	Preservation/Conservation; Storage and Facilities	\$7,500.00

Warren	Organization and Indexing	\$5,000.00
Washington	Organization and Indexing; Preservation/Conservation	\$5,000.00
Waterbury	Preservation/Conservation	\$10,500.00
Waterford	Storage and Facilities	\$5,000.00
Watertown	Preservation/Conservation	\$5,000.00
West Hartford	Storage and Facilities	\$7,500.00
West Haven	Organization and Indexing	\$7,500.00
Westbrook	Preservation/Conservation	\$5,000.00
Weston	Preservation/Conservation	\$5,000.00
Westport	Organization and Indexing	\$7,500.00
Wethersfield	Program Development	\$7,500.00
Willington	Preservation/Conservation	\$5,000.00
Wilton	Preservation/Conservation	\$5,000.00
Winchester	Storage and Facilities	\$5,000.00
Windham	Preservation/Conservation	\$7,500.00
Windsor	Preservation/Conservation	\$7,500.00
Wolcott	Preservation/Conservation	\$5,000.00
Woodbridge	Organization and Indexing	\$5,000.00
<b>Total</b>		<b>744,000.00</b>

### Disaster Recovery Grants

Municipality	Category	Amount
Enfield	Disaster Recovery	\$4,850.15
<b>Total</b>		<b>\$4,850.15</b>

### Cycle 2 Awards (December 2014)

#### Targeted Grants

Municipality	Category	Amount
Bethany	Preservation/Conservation	\$5,000.00
Bridgeport	Organization and Indexing	\$10,500.00
Bristol	Organization and Indexing	\$7,500.00
Chaplin	Organization and Indexing; Preservation/Conservation; Program Development	\$5,000.00
Clinton	Storage and Facilities	\$5,000.00
Colebrook	Organization and Indexing	\$5,000.00

Danbury	Storage and Facilities	\$7,500.00
Derby	Organization and Indexing	\$5,000.00
Eastford	Organization and Indexing; Preservation/Conservation	\$5,000.00
Hampton	Preservation/Conservation; Storage and Facilities	\$5,000.00
Hartland	Organization and Indexing	\$5,000.00
Harwinton	Organization and Indexing	\$5,000.00
Hebron	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$5,000.00
Kent	Organization and Indexing	\$5,000.00
Middlefield	Organization and Indexing; Preservation/Conservation	\$5,000.00
Middletown	Preservation/Conservation	\$7,500.00
Naugatuck	Organization and Indexing; Storage and Facilities	\$7,500.00
New Canaan	Preservation/Conservation; Storage and Facilities	\$5,000.00
New Haven	Organization and Indexing	\$10,500.00
New London	Organization and Indexing; Preservation/Conservation	\$7,500.00
New Milford	Preservation/Conservation	\$7,500.00
North Stonington	Organization and Indexing	\$5,000.00
Plainfield	Preservation/Conservation	\$5,000.00
Plymouth	Organization and Indexing	\$5,000.00
Prospect	Organization and Indexing	\$5,000.00
Ridgefield	Preservation/Conservation	\$5,000.00
Sharon	Preservation/Conservation	\$5,000.00
Simsbury	Organization and Indexing; Preservation/Conservation	\$5,000.00
Stafford	Preservation/Conservation	\$5,000.00
Thompson	Organization and Indexing; Storage and Facilities	\$5,000.00
Trumbull	Organization and Indexing	\$7,500.00
Union	Organization and Indexing	\$5,000.00
Woodbury	Storage and Facilities	\$5,000.00
Woodstock	Organization and Indexing	\$5,000.00
<b>Total</b>		<b>198,500.00</b>

## **II. Administrative Activities**

### **a) Program Development**

Staff meets with the program's Advisory Committee three times each year. For FY2015, no changes were made to the program's scope or areas of funding. Based on account balances and projected revenues, it was determined that the FY2015 grant award levels could be increased by \$1,000 in each size category compared to the FY2014 award levels.

Targeted grant awards for FY2015 were set at \$5,000, \$7,500 and \$10,500 for small, medium and large towns, respectively. Disaster recovery grants remained set at \$10,000, subject to the availability of funds at the time of application. Competitive grants were not offered due to insufficient funding.

### **b) Advisory Committee Membership**

The following individuals served as members of the Historic Documents Preservation Program Advisory Committee during FY2015:

Jane Cullinane, Preservation Librarian

Joyce P. Mascena, Glastonbury Town Clerk

Debra L. McKeon, Colebrook Town Clerk (resigned April 2015)

Richard McQuaid, Norwalk Town Clerk (appointed April 2015)

Therese Pac, Bristol Town Clerk

Carla Pomprowicz, Hebron Town Clerk

LeAnn Power, Public Records Administrator

Patricia A. Riley, Ledyard Town Clerk (appointed August 2014)

Virginia Salisbury, Southbury Town Clerk

Mark Smith, Fiscal Administrator

Antoinette Spinelli, Waterbury Town Clerk

Patricia H. Strauss, Westport Town Clerk

Joanne Tiedmann, Warren Town Clerk (appointed April 2015)

Louisa Trakas, Plainfield Town Clerk

Lisa A. Valenti, North Branford Town Clerk

Sandi Wieleba, East Hampton Town Clerk

Kendall F. Wiggin, State Librarian

**c) Municipal Training**

The State Library provides training opportunities for town clerks and other municipal officials regarding records preservation and management. In FY2015, staff presented five records management training sessions for municipal officials and staffed an information table at two municipal clerk conferences.

In partnership with the Department of Administrative Services Learning Center, staff presented a one day workshop concerning the identification and protection of critical operating records necessary for emergency response/disaster recovery and the preservation of culturally and historically significant records. The workshop falls within a multi-day training that is part of the national Intergovernmental Preparedness for Essential Records project developed by the Council of State Archivists with funding from FEMA. Due to the constraints of limited staffing in both agencies, the State Library plans to incorporate some of this material into its general municipal training sessions for the future.

**III. Financial Statement**

**Historic Documents Preservation Account**

<b>Beginning Balance as of July 1, 2014</b>	<b>\$1,463,046</b>
<b>Receipts:</b>	
<b>FY2015 Receipts</b>	<b>\$814,425</b>
<b>FY2015 Interest Earned</b>	<b>\$1,664</b>
	<b><u>\$816,089</u></b>
<b>Total Available Funds</b>	<b><u><u>\$2,279,135</u></u></b>
<b>Expenditures:</b>	
<b>Grants Awarded</b>	<b>\$947,350</b>
<b>Returned Grant Funds</b>	<b>-\$34</b>
	<b><u>\$947,316</u></b>
<b>CSL Operating Expenses</b>	<b>\$288,881</b>
<b>Total Expenditures</b>	<b><u>\$1,236,198</u></b>
<b>Year End Balance as of June 30, 2015</b>	<b>\$1,042,937</b>

#### **IV. Local Fund Projects**

CGS §7-34a(d) specifies that one third of the program's \$3 land recording fee shall be retained by the town clerk and used for the preservation and management of historic records. Town clerks are able to use these funds for a variety of projects, including but not limited to scanning projects that improve online access to records while helping to preserve the originals; microfilming projects that ensure that essential town records are protected with off-site backup copies in the event of loss of the originals; conservation projects to preserve the towns' earliest historic records; and the purchase of records storage equipment, software or hardware. In addition, the funds may be used for broader projects to evaluate and improve their municipal records management, preservation or disaster preparedness programs. The funds may also be used for staff training and continuing education in the areas of records management and preservation.

This local fund allows town clerks to preserve records and improve records management practices in a manner that will have benefits far into the future, without being tied to current budgets and political climates. On occasion, clerks have had difficulties accessing these local funds, especially in tight economic times when fiscal officers may attempt to transfer the receipts to the town's general funds. In these circumstances, the Office of the Public Records Administrator works with the town clerk to educate the municipal officials regarding the statutory requirements for the use of these funds.

#### **V. Findings and Recommendations**

As the Historic Documents Preservation Account is funded through recording fees, it is directly impacted by changes in the real estate market. In FY2015, account revenues continued to decline as the towns received fewer land recordings. FY2015 account revenues decreased by 16% in comparison to FY2014.

In addition, the account continues to be impacted by the legislative change to recording fees for Documents with Nominees adopted in July 2013. Under Public Act 13-184, fees for these documents were increased and a new distribution model was established. This distribution model excluded the Historic Documents Preservation account, although funds continued to be credited to the Community Investment account, another program similarly funded through land recording fees by statute. As a result of this legislative change, from July 2013 through June 2015, the Historic Documents Preservation Program did not receive over \$301,860 in recording fees that previously would have been credited to its account.

The State Librarian has recommended that the program's two dollar portion of the recording fee on Documents with Nominees be credited to the Historic Documents Preservation account to keep the fund whole. This correction was proposed during the 2014 and 2015 legislative sessions. The funding has not yet been restored. The State Librarian plans to propose this correction again in the upcoming legislative session.

To improve clarity and efficiency in the reporting process, the State Librarian will also propose that the information required under CGS Sections 11-8k(c) and 11-8m(b) be submitted in a single annual report rather than two separate annual reports per year. In addition, he will propose that regulations not be mandated for the program, as the statutes that govern the program are already quite specific. The agency has been guided by the statutes in implementing and administering the program. Program priorities are reviewed with the Advisory Committee and published annually in the Grant Guidelines.

The Historic Documents Preservation Grant Program continues to prove a beneficial program for the citizens of the State of Connecticut. Since its inception, the grant program has returned over \$14 million in grants back to Connecticut's towns and cities. With these grants, municipalities are ensuring the long term preservation of their historic and essential records. In addition, through improved records management practices, municipalities are increasing efficiencies, reducing costs, and providing enhanced public services. The preservation and management of municipal records such as land records, maps, minutes and vital records, remains an essential function of municipal government as these records protect and document the ongoing rights and interests of individuals and entities.

Respectfully submitted,

A handwritten signature in cursive script that reads "LeAnn B. Power". The signature is written in black ink and is positioned above the typed name and title.

LeAnn Power, CRM  
Public Records Administrator