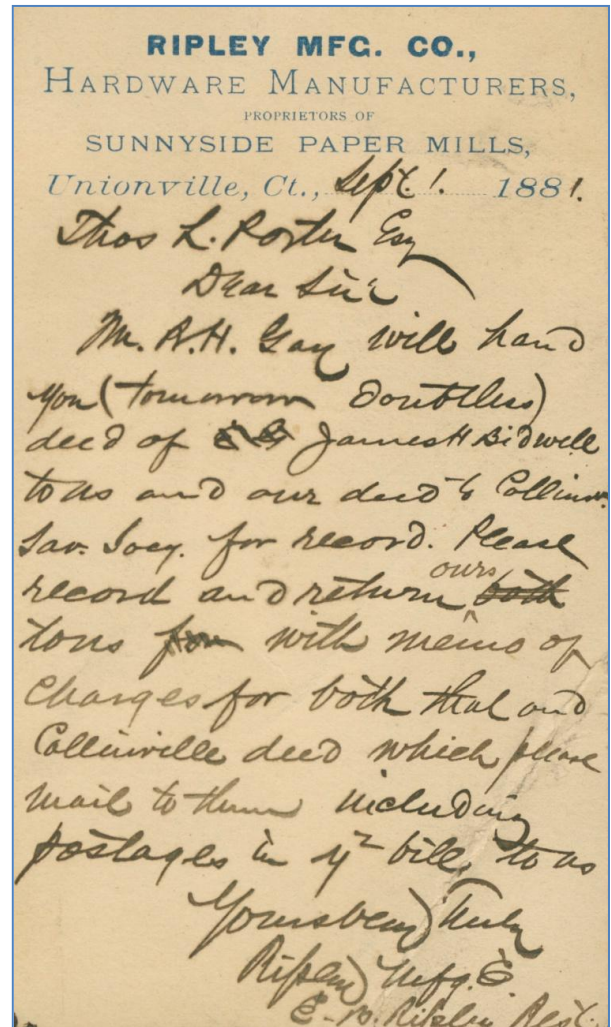
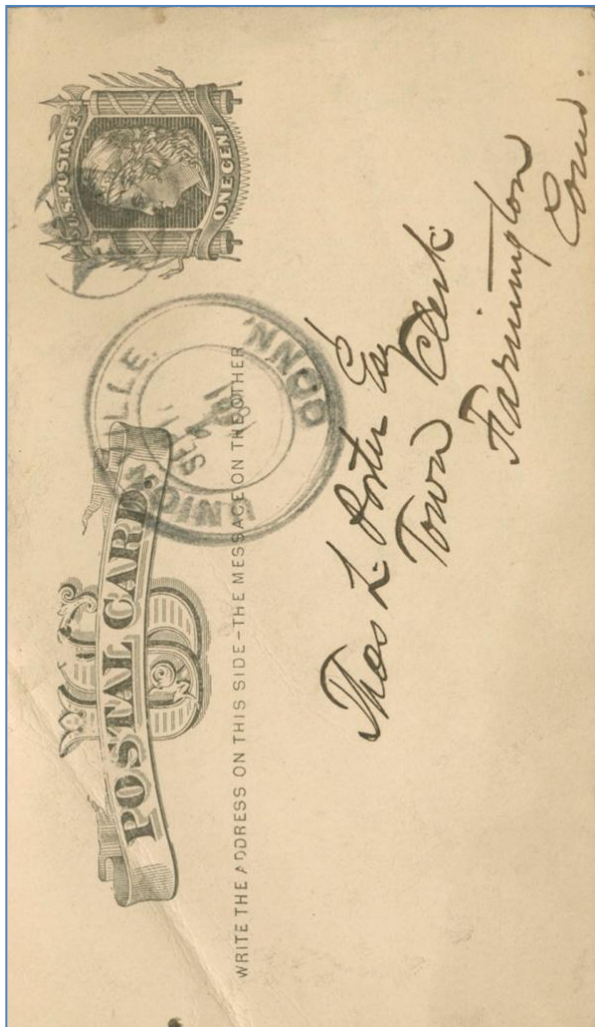


**HISTORIC DOCUMENTS PRESERVATION PROGRAM**  
**PRESERVING THE PAST, PROTECTING THE FUTURE**

**Annual Report on the  
Historic Documents Preservation Grant Program**

**FY 2018**



# CONNECTICUT STATE LIBRARY

## STATE LIBRARIAN

Kendall F. Wiggin

## PUBLIC RECORDS ADMINISTRATOR

LeAnn Burbank, CRM

## HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

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## Front Cover

Postcard, 1881, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records

Issued in accordance with Conn. Gen. Stat. §11-8m(b)

**Annual Report to the  
Joint Standing Committee on Government Administration  
on the Historic Documents Preservation Grant Program**

**I. Historic Documents Preservation Program**

The Historic Documents Preservation Program supports the preservation and management of local government records throughout Connecticut. This program was established under Public Act No. 00-146, *An Act Concerning Real Estate Filings and the Preservation of Historic Documents* and is codified in Connecticut General Statutes (CGS) §11-8i through §11-8n, effective July 1, 2000.

The program is funded through a fee on land recordings pursuant to CGS §7-34a. Through November 2017, municipalities collected a \$3 land recording fee for records preservation and management, retaining \$1 for the town clerk fund and remitting \$2 for deposit to the program account.

The fee was increased under Public Act No. 17-2, *An Act Concerning the State Budget for the Biennium Ending June 30, 2019, Making Appropriations Therefor, Authorizing and Adjusting Bonds of the State and Implementing Provisions of the Budget*. Effective December 1, 2017, municipalities began collecting a \$6 fee for records preservation and management and an additional \$4 fee for deposit to the state's General Fund. From the \$6 fee, municipalities retain \$2 for the town clerk fund and remit \$4 for deposit to the program account.

Thirty per cent of the program account is allocated for "(1) the preservation and management of historic documents maintained by the State Library, and (2) the expenses of administering the historic documents preservation grant program" [CGS §11-8k(c)]. As required under CGS §11-8k(c), a separate annual report is submitted each year to describe the activities carried out by the State Library with these allocated funds.

Seventy per cent of the account is allocated for municipal grant awards "to enhance or improve the preservation and management of historic documents" [CGS §11-8l(d)]. As required under CGS §11-8m(b), this annual report describes the municipal grant awards and provides a summary of the State Library's activities and its recommendations concerning the grant program.

## II. Municipal Grant Awards

The primary intent of the program is to provide financial assistance to Connecticut's 169 towns and cities to improve the preservation and management of public records. The grant program allows funding to be pooled and distributed, ensuring that every municipality has the resources to carry out a significant records project each year.

The program provides a targeted grant to every municipality that submits an application for an eligible project. The program also offers records disaster recovery grants dependent upon the availability of funds at the time of application.

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 early emphasis on preservation and conservation of land records. The program currently funds projects in the areas of Preservation/Conservation, Organization and Indexing, Storage and Facilities, Program Development, and Inventory and Planning.

In FY 2018, the State Library awarded targeted grants to 153 municipalities totaling \$666,500, comprised of 122 Cycle 1 awards totaling \$539,500 and 31 Cycle 2 awards totaling \$127,000.

Grants were awarded in the amounts of \$4,000 for small towns (population less than 25,000); \$5,000 for medium towns (population between 25,000 and 99,999); and \$7,500 for large towns (population of 100,000 or more).

With these grants, municipalities have completed many valuable records projects, including preserving early town records; scanning records to provide for electronic public access; microfilming records to ensure long term security; purchasing records storage equipment, software and hardware; and improving the organization and management of their public records.

### A. Cycle 1 Targeted Grant Awards (July 2017)

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Ansonia	Organization and Indexing	\$4,000.00
Ashford	Organization and Indexing	\$4,000.00
Avon	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
Barkhamsted	Preservation/Conservation	\$4,000.00

Beacon Falls	Organization and Indexing	\$4,000.00
Berlin	Preservation/Conservation	\$4,000.00
Bethel	Preservation/Conservation Storage and Facilities	\$4,000.00
Bloomfield	Organization and Indexing	\$4,000.00
Bolton	Preservation/Conservation	\$4,000.00
Branford	Preservation/Conservation	\$5,000.00
Bridgeport	Organization and Indexing	\$7,500.00
Bristol	Organization and Indexing	\$5,000.00
Brookfield	Organization and Indexing	\$4,000.00
Burlington	Organization and Indexing Preservation/Conservation	\$4,000.00
Canaan	Organization and Indexing Preservation/Conservation	\$4,000.00
Canterbury	Preservation/Conservation	\$4,000.00
Canton	Preservation/Conservation	\$4,000.00
Chaplin	Organization and Indexing	\$4,000.00
Cheshire	Organization and Indexing	\$5,000.00
Chester	Preservation/Conservation	\$4,000.00
Colchester	Organization and Indexing	\$4,000.00
Columbia	Organization and Indexing	\$4,000.00
Cornwall	Organization and Indexing Preservation/Conservation	\$4,000.00
Coventry	Preservation/Conservation	\$4,000.00
Cromwell	Preservation/Conservation	\$4,000.00
Danbury	Organization and Indexing	\$5,000.00
Darien	Preservation/Conservation	\$4,000.00
Deep River	Organization and Indexing	\$4,000.00
Derby	Organization and Indexing	\$4,000.00
Durham	Preservation/Conservation	\$4,000.00
East Granby	Organization and Indexing	\$4,000.00
East Haddam	Preservation/Conservation	\$4,000.00
East Hampton	Preservation/Conservation	\$4,000.00
East Hartford	Organization and Indexing	\$5,000.00
East Haven	Preservation/Conservation	\$5,000.00
East Lyme	Preservation/Conservation	\$4,000.00
East Windsor	Inventory and Planning	\$4,000.00
Easton	Preservation/Conservation	\$4,000.00
Enfield	Organization and Indexing Storage and Facilities	\$5,000.00
Farmington	Inventory and Planning	\$5,000.00
Glastonbury	Preservation/Conservation	\$5,000.00
Granby	Organization and Indexing	\$4,000.00

Greenwich	Organization and Indexing	\$5,000.00
Griswold	Preservation/Conservation	\$4,000.00
Groton	Preservation/Conservation	\$5,000.00
Guilford	Preservation/Conservation	\$4,000.00
Haddam	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
Hartford	Organization and Indexing	\$7,500.00
Hartland	Organization and Indexing	\$4,000.00
Harwinton	Preservation/Conservation	\$4,000.00
Hebron	Storage and Facilities	\$4,000.00
Killingly	Organization and Indexing	\$4,000.00
Killingworth	Storage and Facilities	\$4,000.00
Lebanon	Preservation/Conservation	\$4,000.00
Ledyard	Storage and Facilities	\$4,000.00
Lisbon	Storage and Facilities	\$4,000.00
Litchfield	Preservation/Conservation	\$4,000.00
Lyme	Organization and Indexing	\$4,000.00
Madison	Organization and Indexing	\$4,000.00
Manchester	Preservation/Conservation	\$5,000.00
Mansfield	Organization and Indexing	\$5,000.00
Marlborough	Organization and Indexing	\$4,000.00
Meriden	Preservation/Conservation	\$5,000.00
Middlebury	Organization and Indexing	\$4,000.00
Middletown	Preservation/Conservation	\$5,000.00
Milford	Organization and Indexing	\$5,000.00
Montville	Preservation/Conservation	\$4,000.00
Naugatuck	Organization and Indexing	\$5,000.00
New Britain	Storage and Facilities	\$5,000.00
New Hartford	Preservation/Conservation	\$4,000.00
New Haven	Organization and Indexing	\$7,500.00
New London	Preservation/Conservation	\$5,000.00
New Milford	Preservation/Conservation	\$5,000.00
Newington	Organization and Indexing	\$5,000.00
	Preservation/Conservation	
Newtown	Preservation/Conservation	\$5,000.00
North Canaan	Organization and Indexing	\$4,000.00
North Haven	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
Norwich	Organization and Indexing	\$5,000.00
Old Lyme	Preservation/Conservation	\$4,000.00
Orange	Preservation/Conservation	\$4,000.00
Oxford	Organization and Indexing	\$4,000.00
Plainfield	Preservation/Conservation	\$4,000.00

Plainville	Preservation/Conservation	\$4,000.00
Portland	Organization and Indexing	\$4,000.00
Preston	Organization and Indexing	\$4,000.00
Prospect	Organization and Indexing	\$4,000.00
Redding	Preservation/Conservation	\$4,000.00
Rocky Hill	Preservation/Conservation	\$4,000.00
Salem	Preservation/Conservation	\$4,000.00
Salisbury	Organization and Indexing	\$4,000.00
Scotland	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
Seymour	Organization and Indexing	\$4,000.00
Shelton	Preservation/Conservation	\$5,000.00
Sherman	Organization and Indexing	\$4,000.00
Somers	Preservation/Conservation	\$4,000.00
Southbury	Organization and Indexing	\$4,000.00
Southington	Organization and Indexing	\$5,000.00
Stamford	Preservation/Conservation	\$7,500.00
Stonington	Storage and Facilities	\$4,000.00
Stratford	Preservation/Conservation	\$5,000.00
Suffield	Organization and Indexing	\$4,000.00
Thompson	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
Tolland	Organization and Indexing	\$4,000.00
Torrington	Organization and Indexing	\$5,000.00
Union	Preservation/Conservation	\$4,000.00
Vernon	Preservation/Conservation	\$5,000.00
Voluntown	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
Wallingford	Preservation/Conservation	\$5,000.00
Warren	Organization and Indexing	\$4,000.00
	Storage and Facilities	
Waterbury	Preservation/Conservation	\$7,500.00
Waterford	Preservation/Conservation	\$4,000.00
Watertown	Preservation/Conservation	\$4,000.00
West Hartford	Organization and Indexing	\$5,000.00
	Preservation/Conservation	
Westbrook	Preservation/Conservation	\$4,000.00
Westport	Organization and Indexing	\$5,000.00
Wethersfield	Inventory and Planning	\$5,000.00
Willington	Preservation/Conservation	\$4,000.00
Winchester	Organization and Indexing	\$4,000.00
Windham	Organization and Indexing	\$5,000.00
Windsor	Preservation/Conservation	\$5,000.00

Wolcott	Preservation/Conservation	\$4,000.00
Woodbridge	Inventory and Planning	\$4,000.00
<b>CYCLE 1 TOTAL</b>		<b>\$539,500</b>

**B. Cycle 2 Targeted Grant Awards (December 2017)**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Andover	Organization and Indexing	\$4,000.00
Bethany	Storage and Facilities	\$4,000.00
Bethlehem	Preservation/Conservation	\$4,000.00
Bridgewater	Preservation/Conservation	\$4,000.00
Clinton	Preservation/Conservation	\$4,000.00
Colebrook	Preservation/Conservation	\$4,000.00
Eastford	Organization and Indexing	\$4,000.00
Ellington	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
Essex	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
Fairfield	Preservation/Conservation	\$5,000.00
Goshen	Preservation/Conservation	\$4,000.00
Hampton	Organization and Indexing	\$4,000.00
Kent	Organization and Indexing	\$4,000.00
Middlefield	Preservation/Conservation	\$4,000.00
Monroe	Storage and Facilities	\$4,000.00
Morris	Organization and Indexing	\$4,000.00
New Fairfield	Preservation/Conservation	\$4,000.00
North Branford	Preservation/Conservation	\$4,000.00
North Stonington	Organization and Indexing	\$4,000.00
Old Saybrook	Preservation/Conservation	\$4,000.00
Roxbury	Preservation/Conservation	\$4,000.00
Sharon	Preservation/Conservation	\$4,000.00
Simsbury	Storage and Facilities	\$4,000.00
Stafford	Preservation/Conservation	\$4,000.00
Thomaston	Preservation/Conservation	\$4,000.00
Trumbull	Organization and Indexing	\$5,000.00
West Haven	Organization and Indexing	\$5,000.00
Weston	Organization and Indexing	\$4,000.00
Wilton	Preservation/Conservation	\$4,000.00
Woodbury	Organization and Indexing	\$4,000.00
Woodstock	Storage and Facilities	\$4,000.00
<b>CYCLE 2 TOTAL</b>		<b>\$127,000</b>

### III. Grant Program Administration

The program is administered by the Office of the Public Records Administrator. The staff meets three times each year with the program's Advisory Committee, which includes town clerks representing small, medium and large municipalities and all geographic regions of the state.

Current and projected account balances are reviewed each year at the fall meeting of the Advisory Committee in order to set the grant award levels for the upcoming grant year. Based on this fiscal evaluation, it was determined that FY 2018 grant award levels should remain at the same levels as established for the prior grant year.

As stated in Section II, FY 2018 grant award levels were set at \$4,000 for small towns, \$5,000 for medium towns, and \$7,500 for large towns. Disaster recovery grants remained set at \$10,000, subject to the availability of funds at the time of application.

The following individuals served as members of the Advisory Committee for the Historic Documents Preservation Program during FY 2018:

Mark Bernacki, Town Clerk, New Britain  
LeAnn Burbank, Public Records Administrator  
Jane Cullinane, Preservation Librarian, State Library  
Joyce Mascena, Town Clerk, Glastonbury  
Richard McQuaid, Town Clerk, Norwalk  
Therese Pac, Town Clerk, Bristol  
Lizette Pelletier, State Archivist, State Library  
Carla Pomprowicz, Town Clerk, Hebron  
Patricia Riley, Town Clerk, Ledyard  
Antoinette Spinelli, Town Clerk, Waterbury  
Joanne Tiedmann, Town Clerk, Warren  
Louisa Trakas, Town Clerk, Plainfield  
Sharon Uricchio, Town Clerk, Clinton  
Lisa Valenti, Town Clerk, North Branford  
Doris Vieira, Fiscal Administrative Manager  
Elizabeth Waters, Town Clerk, Bolton  
Sandi Wieleba, Town Clerk, Rocky Hill  
Kendall Wiggin, State Librarian

#### **IV. Locally Funded Projects**

As described in Section 1, a portion of the program's land recording fee is retained directly by the town clerk office in each town and used for the preservation and management of historic documents, pursuant to CGS §7-34a(d). The available funding varies significantly from town to town based on the market activity and land recordings within each town. Town clerks use these funds for a variety of records preservation and management projects as well as staff training and continuing education. These local funds allow town clerks to address both immediate and long-term records management needs when budgetary constraints might otherwise limit these important and ongoing efforts.

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

As the program is funded through a land recording fee, revenues are directly impacted by changes in the real estate market. In FY 2018, the number of recording fees submitted decreased by about 4% compared to the prior year. Due to the fee change effective December 1, 2017, however, program revenues increased by 42% in FY 2018.

The account continues to be impacted by the legislative change to recording fees for Documents with Nominees adopted in July 2013. Under Public Act No. 13-184, fees were increased for these documents and a new distribution model was established. This distribution model excluded the historic documents preservation account, even though funds continued to be credited to the community investment account, an account that is similarly funded through land recording fees by statute. As a result of this legislative change, from July 2013 through June 2018, the Historic Documents Preservation Program did not receive \$911,136 in recording fees that previously would have been credited to its account.

The State Librarian recommended that the program's 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 but did not move forward.

The Library has maintained a fiscally conservative approach to the fund. During FY 2018, the Library continued to award municipal grants; accession and preserve local government archival records; support the publication of the *Public Records of the State of Connecticut*

and other significant records projects; provide records training and outreach to municipalities; and support professional development in archives and records management.

The preservation and management of public records is an essential function of municipal government. Public records, including land records, maps, minutes and vital records, serve to protect and document the ongoing rights and interests of individuals and entities throughout the State of Connecticut.

Since its establishment, the Historic Documents Preservation Program has distributed over \$16 million in grants to municipalities. These grants support towns in preserving public records while also increasing efficiencies, reducing costs, and improving their public services, including online access to records. The Historic Documents Preservation Program continues to provide significant benefits to the citizens of Connecticut by providing support and funding for municipal records management and preservation programs.

## VI. Financial Statement: Historic Documents Preservation Account – FY 2018

<b>Beginning Balance as of July 1, 2017</b>	<b>\$</b>	<b>969,807</b>
Revenue	\$	1,208,241
Interest Earned	\$	12,383
<b>Total Receipts</b>	<b>\$</b>	<b>1,220,624</b>
<b>Total Available Funds</b>	<b>\$</b>	<b>2,190,431</b>
Grants Awarded	\$	660,221
CSL Operating Expenses	\$	339,462
<b>Total Expenditures</b>	<b>\$</b>	<b>999,683</b>
<b>Year End Balance as of June 30, 2018</b>	<b>\$</b>	<b>1,190,748</b>
<b>Reserved for Grants</b>	<b>\$</b>	<b>871,381</b>
<b>Reserved for Administrative Expenses</b>	<b>\$</b>	<b>319,367</b>