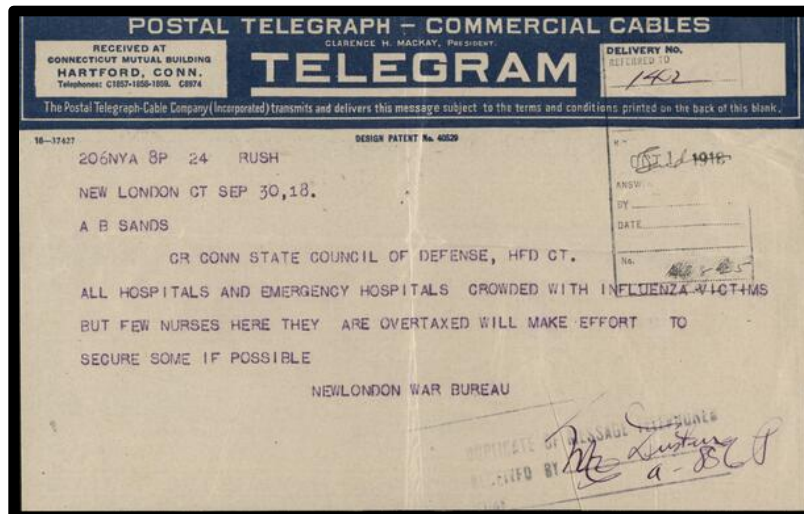


HISTORIC DOCUMENTS PRESERVATION PROGRAM

PRESERVING THE PAST, PROTECTING THE FUTURE

Annual Report on the Historic Documents Preservation Grant Program FY 2020



Connecticut State Library
 Hartford, Connecticut
 January 1, 2021

CONNECTICUT STATE LIBRARY

STATE LIBRARIAN

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Classified File P111.1 Nurses for Spanish Influenza Epidemic, 1918-1919, Connecticut State Library, State Archives, RG 030, Connecticut State Council of Defense Records, 1917-1919, Council of Defense Classified File, 1917-1919. Permanent Link: <http://hdl.handle.net/11134/30002:719503444>

Reference File, Posters - Influenza, 1918-1919, Connecticut State Library, State Archives, RG 030, Connecticut State Council of Defense Records, 1917-1919, Council of Defense Reference File, 1917-1919. Permanent Link: <http://hdl.handle.net/11134/30002:719509410>

From *Pandemics and Epidemics in Connecticut, 1918-2016*, a digital collection that makes available documents and images found in the State Archives collection that illustrate Connecticut's response to public health threats in the recent past.

Permanent Link at the *Connecticut Digital Archive* [CTDA]:

<http://hdl.handle.net/11134/30002:Pandemics>

**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. The 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 as codified in 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*. 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," pursuant to 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," pursuant to 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 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 significant records projects each year.

The program provides a targeted grant to every municipality that applies 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 and Conservation, Organization and Indexing, Storage and Facilities, Inventory and Planning, and Program Development.

In FY 2020, the State Library awarded targeted grants to 150 municipalities totaling \$942,000, comprised of 118 Cycle 1 awards totaling \$752,000 and 32 Cycle 2 awards totaling \$190,000. In addition, a disaster recovery grant was awarded to one municipality in the amount of \$1,000 for the restoration of water-damaged essential records.

Targeted grants were awarded in the amounts of \$5,500 for small towns (population less than 20,000); \$7,500 for medium towns (population between 20,000 and 69,999); and \$10,500 for large towns (population of 70,000 or more).

With these grants, municipalities have completed many valuable records projects, including preserving early town records; scanning records to improve 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

Municipality	Category	Amount
Andover	Storage and Facilities	\$5,500.00
Ansonia	Preservation/Conservation	\$5,500.00
Ashford	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Avon	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Barkhamsted	Organization and Indexing	\$5,500.00
Beacon Falls	Organization and Indexing	\$5,500.00
Bethany	Organization and Indexing	\$5,500.00
Bethel	Organization and Indexing	\$5,500.00
Bloomfield	Preservation/Conservation	\$7,500.00
Bolton	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Branford	Storage and Facilities	\$7,500.00
Bridgewater	Preservation/Conservation	\$5,500.00
Bristol	Organization and Indexing	\$7,500.00
Brookfield	Preservation/Conservation	\$5,500.00
Burlington	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Canaan	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Canton	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Chaplin	Storage and Facilities	\$5,500.00
Cheshire	Organization and Indexing	\$7,500.00
Colchester	Preservation/Conservation	\$5,500.00
Columbia	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Cornwall	Preservation/Conservation	\$5,500.00
Coventry	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Cromwell	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Danbury	Organization and Indexing	\$10,500.00
	Preservation/Conservation	
Darien	Preservation/Conservation	\$7,500.00
Deep River	Organization and Indexing	\$5,500.00
	Storage and Facilities	
Derby	Organization and Indexing	\$5,500.00
Durham	Storage and Facilities	\$5,500.00
East Granby	Organization and Indexing	\$5,500.00
East Hampton	Preservation/Conservation	\$5,500.00

East Haven	Preservation/Conservation	\$7,500.00
East Lyme	Organization and Indexing	\$5,500.00
East Windsor	Program Development	\$5,500.00
Eastford	Organization and Indexing	\$5,500.00
Easton	Organization and Indexing	\$5,500.00
Ellington	Preservation/Conservation Storage and Facilities	\$5,500.00
Enfield	Organization and Indexing	\$7,500.00
Farmington	Program Development	\$7,500.00
Franklin	Preservation/Conservation	\$5,500.00
Glastonbury	Preservation/Conservation	\$7,500.00
Greenwich	Organization and Indexing	\$7,500.00
Griswold	Preservation/Conservation	\$5,500.00
Groton	Preservation/Conservation	\$7,500.00
Guilford	Preservation/Conservation	\$7,500.00
Haddam	Organization and Indexing Preservation/Conservation	\$5,500.00
Hampton	Storage and Facilities	\$5,500.00
Hartford	Inventory and Planning Organization and Indexing	\$10,500.00
Hartland	Organization and Indexing Preservation/Conservation	\$5,500.00
Hebron	Preservation/Conservation Storage and Facilities	\$5,500.00
Killingly	Organization and Indexing	\$5,500.00
Killingworth	Preservation/Conservation Storage and Facilities	\$5,500.00
Lebanon	Organization and Indexing	\$5,500.00
Ledyard	Preservation/Conservation	\$5,500.00
Lisbon	Organization and Indexing	\$5,500.00
Litchfield	Preservation/Conservation Storage and Facilities	\$5,500.00
Lyme	Organization and Indexing Preservation/Conservation	\$5,500.00
Madison	Organization and Indexing	\$5,500.00
Manchester	Preservation/Conservation	\$7,500.00
Mansfield	Organization and Indexing	\$7,500.00
Marlborough	Organization and Indexing	\$5,500.00
Meriden	Preservation/Conservation	\$7,500.00
Middlebury	Organization and Indexing	\$5,500.00
Middlefield	Organization and Indexing	\$5,500.00
Milford	Preservation/Conservation	\$7,500.00
Montville	Preservation/Conservation	\$5,500.00
Naugatuck	Organization and Indexing	\$7,500.00

New Britain	Organization and Indexing Storage and Facilities	\$10,500.00
New Hartford	Storage and Facilities	\$5,500.00
New Haven	Organization and Indexing	\$10,500.00
New Milford	Preservation/Conservation	\$7,500.00
North Canaan	Preservation/Conservation	\$5,500.00
North Haven	Organization and Indexing	\$7,500.00
North Stonington	Organization and Indexing	\$5,500.00
Norwalk	Preservation/Conservation	\$10,500.00
Norwich	Organization and Indexing	\$7,500.00
Old Lyme	Organization and Indexing	\$5,500.00
Orange	Preservation/Conservation	\$5,500.00
Plainfield	Preservation/Conservation	\$5,500.00
Plainville	Storage and Facilities	\$5,500.00
Pomfret	Preservation/Conservation	\$5,500.00
Portland	Organization and Indexing	\$5,500.00
Redding	Preservation/Conservation	\$5,500.00
Ridgefield	Organization and Indexing	\$7,500.00
Rocky Hill	Organization and Indexing	\$7,500.00
Salem	Organization and Indexing	\$5,500.00
Salisbury	Preservation/Conservation Storage and Facilities	\$5,500.00
Scotland	Organization and Indexing Preservation/Conservation	\$5,500.00
Seymour	Storage and Facilities	\$5,500.00
Sharon	Organization and Indexing	\$5,500.00
Shelton	Organization and Indexing Preservation/Conservation	\$7,500.00
Sherman	Organization and Indexing	\$5,500.00
Simsbury	Organization and Indexing	\$7,500.00
Southington	Organization and Indexing	\$7,500.00
Stamford	Inventory and Planning Preservation/Conservation	\$10,500.00
Sterling	Preservation/Conservation	\$5,500.00
Stonington	Preservation/Conservation	\$5,500.00
Stratford	Organization and Indexing	\$7,500.00
Suffield	Organization and Indexing Preservation/Conservation	\$5,500.00
Thompson	Preservation/Conservation	\$5,500.00
Tolland	Organization and Indexing	\$5,500.00
Torrington	Organization and Indexing Preservation/Conservation	\$7,500.00
Union	Organization and Indexing Preservation/Conservation Storage and Facilities	\$5,500.00

Vernon	Preservation/Conservation	\$7,500.00
Voluntown	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Wallingford	Organization and Indexing	\$7,500.00
Warren	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Waterbury	Preservation/Conservation	\$10,500.00
Watertown	Preservation/Conservation	\$7,500.00
West Hartford	Organization and Indexing	\$7,500.00
	Preservation/Conservation	
	Storage and Facilities	
Weston	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Wethersfield	Preservation/Conservation	\$7,500.00
	Program Development	
Wilton	Organization and Indexing	\$5,500.00
Winchester	Organization and Indexing	\$5,500.00
Windham	Organization and Indexing	\$7,500.00
	Preservation/Conservation	
Windsor	Preservation/Conservation	\$7,500.00
Wolcott	Organization and Indexing	\$5,500.00
Woodstock	Storage and Facilities	\$5,500.00
CYCLE 1 TOTAL		\$752,000.00

B. Cycle 2 Targeted Grant Awards

Municipality	Category	Amount
Berlin	Organization and Indexing	\$5,500.00
Bethlehem	Storage and Facilities	\$5,500.00
Bozrah	Preservation/Conservation	\$5,500.00
Chester	Preservation/Conservation	\$5,500.00
Clinton	Storage and Facilities	\$5,500.00
Colebrook	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
East Haddam	Preservation/Conservation	\$5,500.00
East Hartford	Organization and Indexing	\$7,500.00
Essex	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Fairfield	Preservation/Conservation	\$7,500.00
Goshen	Preservation/Conservation	\$5,500.00
Granby	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Hamden	Organization and Indexing	\$7,500.00
Harwinton	Organization and Indexing	\$5,500.00

Kent	Storage and Facilities	\$5,500.00
Monroe	Organization and Indexing	\$5,500.00
Morris	Organization and Indexing	\$5,500.00
New Fairfield	Organization and Indexing	\$5,500.00
	Storage and Facilities	
Newington	Organization and Indexing	\$7,500.00
	Preservation/Conservation	
Newtown	Preservation/Conservation	\$7,500.00
	Storage and Facilities	
North Branford	Organization and Indexing	\$5,500.00
Plymouth	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Putnam	Organization and Indexing	\$5,500.00
Somers	Preservation/Conservation	\$5,500.00
South Windsor	Organization and Indexing	\$7,500.00
Southbury	Preservation/Conservation	\$5,500.00
Sprague	Preservation/Conservation	\$5,500.00
	Storage and Facilities	
Waterford	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Westport	Organization and Indexing	\$7,500.00
Willington	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
Woodbridge	Preservation/Conservation	\$5,500.00
Woodbury	Organization and Indexing	\$5,500.00
	Preservation/Conservation	
CYCLE 2 TOTAL		\$190,000.00

C. Disaster Recovery Grant Awards

Municipality	Category	Amount
Vernon	Disaster Recovery	\$1,000.00
DISASTER RECOVERY TOTAL		\$1,000.00

III. Grant Program Administration

The program is administered through the Office of the Public Records Administrator. Library staff typically meet 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.

Grant funding levels are set by the State Librarian in consultation with the Fiscal Manager. The Fiscal Manager evaluates account revenues and expenditures and sets a year-end projection to determine the available funding for the upcoming grant year. For the FY 2020 grant year, the Library determined that grant awards could be increased by \$1,000 from the FY 2019 awards previously set at \$4,500, \$6,500 and \$9,500 for small, medium and large towns respectively.

FY 2020 grant award levels were set at \$5,500 for small towns, \$7,500 for medium towns, and \$10,500 for large towns.

Disaster recovery grants remained set at up to \$10,000, subject to the availability of funds, with a provision for approval of an amount over \$10,000 should circumstances warrant.

In March 2020, in response to the evolving situation with COVID-19 and the impacts on both town and vendor operations, the Library took steps to shift deadlines where possible. For the FY 2020 grants, the grant program administrator worked with the Office of the Attorney General on procedures to amend the legal contracts already in place between each town and the Library. For towns that required an extension, the June 2020 completion and September 2020 final reporting deadlines were extended by 90 days.

In addition, Cycle 1 deadlines for the FY 2021 grant year were extended by 90 days for all towns, including the April 2020 application and June 2020 award deadlines. As the program statutes specify certain deadlines, these changes as well as those for the FY 2020 grants were made possible in part by the Governor's Executive Order 7M, Section 3, *Authority to Extend Statutory and Regulatory Administrative Deadlines by 90 Days*.

Kathy Makover, Field Archivist, administers the grant program for the State Library.

The following individuals served as members of the Advisory Committee for the Historic Documents Preservation Program during FY 2020:

Lisa Arpin, Town Clerk, Branford

Mark Bernacki, Town Clerk, New Britain

LeAnn Burbank, Public Records Administrator, State Library
Frank Calvi, Fiscal Administrative Manager, State Library
Heather George, Town Clerk, Sterling
Joyce Mascena, Town Clerk, Glastonbury
Richard McQuaid, Town Clerk, Norwalk
Therese Pac, Town Clerk, Bristol
Lizette Pelletier, State Archivist, State Library
Anna Posniak, Town Clerk, Windsor
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
Elizabeth Waters, Town Clerk, Bolton
Sandi Wieleba, Town Clerk, Rocky Hill
Kendall Wiggin, State Librarian

For FY 2020, Allen Ramsey, Assistant State Archivist, served as recorder.

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 related 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 2020, there was a 7% decrease in revenues compared to the prior year.

In July 2013, account revenues were impacted by a legislative change to recording fees for Documents with Nominees. Under Public Act No. 13-184, fees were increased for these recordings and the program account was not included under the new distribution model. While nominee recordings have generally averaged at 17% of total recordings, this percentage began trending higher to average at 32% in the last three months of FY 2020. From July 2013 through June 2020, the Historic Documents Preservation Program did not receive \$1,611,240 in recording fees that previously would have been credited to its account.

During the 2014 and 2015 legislative sessions, the State Librarian recommended that the program's portion of the recording fee on Documents with Nominees be credited to the program account to keep the fund whole. The proposed corrections did not move forward.

During the 2017 legislative session, however, the legislature approved a significant increase in funding for the program. Under Public Act 17-2, the land recording fee that funds the program account was doubled, increasing from \$2 per recording to \$4 per recording. Towns began collecting these increased fees for deposit to the account effective December 1, 2017.

The Library has maintained a fiscally conservative approach to the fund. During FY 2020, the Library continued to award municipal grants; accede 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 \$18 million in grants to municipalities. These grants support towns in preserving public records while also increasing efficiencies; reducing costs; and improving public services, including providing electronic access to land records and other public records, a service that has become even more critical during the COVID-19 pandemic.

The Historic Documents Preservation Program continues to provide significant benefits to the citizens of Connecticut by providing outreach, support and funding for municipal records management and preservation programs.

VI. Financial Statement: Historic Documents Preservation Account – FY 2020

Beginning Balance as of July 1, 2019	\$	1,388,987
Revenue	\$	1,464,656
Interest Earned	\$	19,025
Total Receipts	\$	1,483,681
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Total Available Funds	\$	2,872,668
Grants Awarded	\$	937,412
CSL Operating Expenses	\$	630,259
Total Expenditures	\$	1,567,672
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Year End Balance as of June 30, 2020	\$	1,304,996
Reserved for Grants	\$	1,073,455
Reserved for Administrative Expenses	\$	231,541