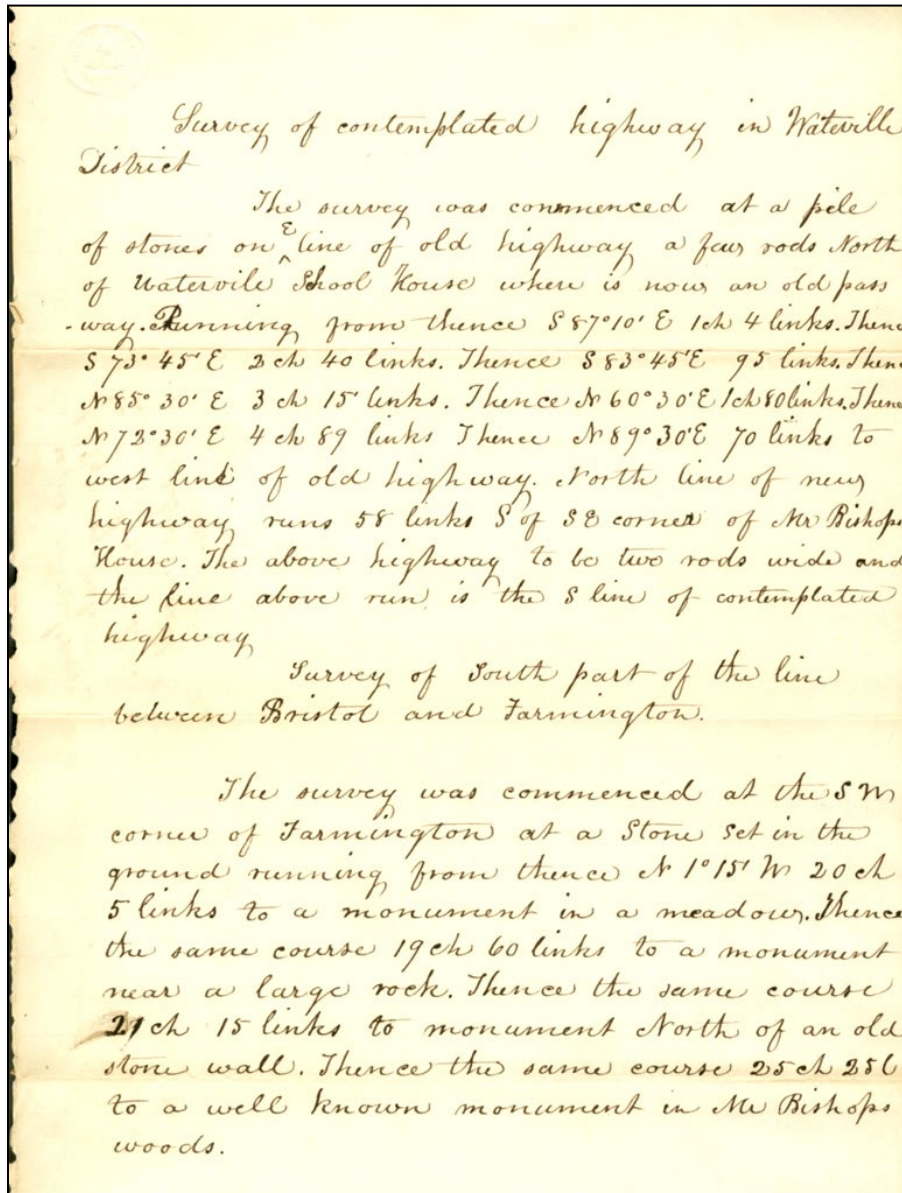


HISTORIC DOCUMENTS PRESERVATION PROGRAM
PRESERVING THE PAST, PROTECTING THE FUTURE

**Annual Report on the
Historic Documents Preservation Grant Program
FY 2019**



CONNECTICUT STATE LIBRARY

STATE LIBRARIAN

Kendall F. Wiggin

PUBLIC RECORDS ADMINISTRATOR

LeAnn Burbank, CRM

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Front Cover

Survey, 1841, 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. 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 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 2019, the State Library awarded targeted grants to 154 municipalities totaling \$811,000, comprised of 122 Cycle 1 awards totaling \$657,000 and 32 Cycle 2 awards totaling \$154,000.

Grants were awarded in the amounts of \$4,500 for small towns (population less than 25,000); \$6,500 for medium towns (population between 25,000 and 99,999); and \$9,500 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.

In FY 2019, the program also awarded a total of \$24,732 in disaster recovery grants to two municipalities. These grants helped to defray the recovery costs for permanent retention records damaged by water or mold.

A. Cycle 1 Targeted Grant Awards (July 2018)

Municipality	Category	Amount
Avon	Preservation/Conservation Storage and Facilities	\$4,500.00
Barkhamsted	Organization and Indexing Preservation/Conservation	\$4,500.00
Beacon Falls	Organization and Indexing	\$4,500.00
Bethany	Organization and Indexing	\$4,500.00
Bethel	Preservation/Conservation	\$4,500.00
Bethlehem	Preservation/Conservation	\$4,500.00
Bloomfield	Preservation/Conservation	\$6,500.00
Bolton	Preservation/Conservation Storage and Facilities	\$4,500.00
Bozrah	Organization and Indexing	\$4,500.00
Branford	Preservation/Conservation	\$6,500.00
Bridgewater	Preservation/Conservation	\$4,500.00
Bristol	Organization and Indexing	\$6,500.00
Brookfield	Organization and Indexing	\$4,500.00
Burlington	Preservation/Conservation Storage and Facilities	\$4,500.00
Canaan	Preservation/Conservation	\$4,500.00
Canton	Preservation/Conservation Storage and Facilities	\$4,500.00
Chaplin	Organization and Indexing	\$4,500.00
Cheshire	Organization and Indexing	\$6,500.00
Chester	Preservation/Conservation	\$4,500.00
Colchester	Organization and Indexing	\$4,500.00
Colebrook	Preservation/Conservation	\$4,500.00
Columbia	Organization and Indexing	\$4,500.00
Cornwall	Organization and Indexing Preservation/Conservation	\$4,500.00
Cromwell	Preservation/Conservation	\$4,500.00
Danbury	Preservation/Conservation Program Development	\$9,500.00
Darien	Storage and Facilities	\$6,500.00
Deep River	Organization and Indexing	\$4,500.00
Durham	Organization and Indexing Preservation/Conservation	\$4,500.00
East Granby	Organization and Indexing	\$4,500.00
East Haddam	Preservation/Conservation	\$4,500.00
East Haven	Preservation/Conservation	\$6,500.00
East Lyme	Preservation/Conservation	\$4,500.00

East Windsor	Program Development	\$4,500.00
Eastford	Organization and Indexing	\$4,500.00
Easton	Preservation/Conservation	\$4,500.00
Enfield	Organization and Indexing	\$6,500.00
Farmington	Organization and Indexing	\$6,500.00
	Program Development	
Franklin	Organization and Indexing	\$4,500.00
Glastonbury	Preservation/Conservation	\$6,500.00
Granby	Organization and Indexing	\$4,500.00
Greenwich	Organization and Indexing	\$6,500.00
Griswold	Preservation/Conservation	\$4,500.00
Groton	Preservation/Conservation	\$6,500.00
Guilford	Preservation/Conservation	\$6,500.00
Haddam	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
Hamden	Preservation/Conservation	\$6,500.00
Hartford	Organization and Indexing	\$9,500.00
Hartland	Organization and Indexing	\$4,500.00
Hebron	Storage and Facilities	\$4,500.00
Killingly	Organization and Indexing	\$4,500.00
Killingworth	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
Ledyard	Preservation/Conservation	\$4,500.00
Lisbon	Preservation/Conservation	\$4,500.00
Litchfield	Preservation/Conservation	\$4,500.00
Lyme	Organization and Indexing	\$4,500.00
Madison	Organization and Indexing	\$4,500.00
Manchester	Preservation/Conservation	\$6,500.00
Mansfield	Organization and Indexing	\$6,500.00
	Preservation/Conservation	
Marlborough	Organization and Indexing	\$4,500.00
Meriden	Preservation/Conservation	\$6,500.00
Middlebury	Organization and Indexing	\$4,500.00
Middlefield	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
Middletown	Preservation/Conservation	\$6,500.00
Milford	Organization and Indexing	\$6,500.00
Montville	Organization and Indexing	\$4,500.00
Naugatuck	Organization and Indexing	\$6,500.00
New Britain	Storage and Facilities	\$9,500.00
New Hartford	Organization and Indexing	\$4,500.00
	Preservation/Conservation	

New London	Preservation/Conservation	\$6,500.00
New Milford	Preservation/Conservation	\$6,500.00
Newington	Preservation/Conservation	\$6,500.00
Newtown	Preservation/Conservation	\$6,500.00
North Branford	Organization and Indexing	\$4,500.00
North Haven	Organization and Indexing	\$6,500.00
	Preservation/Conservation	
North Stonington	Organization and Indexing	\$4,500.00
Norwalk	Preservation/Conservation	\$9,500.00
Norwich	Organization and Indexing	\$6,500.00
Old Lyme	Storage and Facilities	\$4,500.00
Orange	Preservation/Conservation	\$4,500.00
Oxford	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
Plainfield	Preservation/Conservation	\$4,500.00
Plainville	Preservation/Conservation	\$4,500.00
Pomfret	Inventory and Planning	\$4,500.00
	Preservation/Conservation	
Portland	Organization and Indexing	\$4,500.00
Prospect	Organization and Indexing	\$4,500.00
Redding	Preservation/Conservation	\$4,500.00
Ridgefield	Organization and Indexing	\$6,500.00
	Storage and Facilities	
Rocky Hill	Preservation/Conservation	\$6,500.00
Salem	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
Salisbury	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
Scotland	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
Seymour	Storage and Facilities	\$4,500.00
Shelton	Organization and Indexing	\$6,500.00
	Preservation/Conservation	
Sherman	Organization and Indexing	\$4,500.00
South Windsor	Organization and Indexing	\$6,500.00
Southbury	Storage and Facilities	\$4,500.00
Southington	Organization and Indexing	\$6,500.00
Sprague	Organization and Indexing	\$4,500.00
Stamford	Organization and Indexing	\$9,500.00
	Preservation/Conservation	
	Storage and Facilities	
Stonington	Storage and Facilities	\$4,500.00

Stratford	Organization and Indexing	\$6,500.00
Thompson	Preservation/Conservation	\$4,500.00
Tolland	Preservation/Conservation	\$4,500.00
Torrington	Organization and Indexing	\$6,500.00
	Storage and Facilities	
Trumbull	Organization and Indexing	\$6,500.00
Vernon	Preservation/Conservation	\$6,500.00
Voluntown	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
Wallingford	Preservation/Conservation	\$6,500.00
Warren	Organization and Indexing	\$4,500.00
	Preservation/Conservation	
	Storage and Facilities	
Washington	Preservation/Conservation	\$4,500.00
Waterbury	Organization and Indexing	\$9,500.00
	Preservation/Conservation	
Waterford	Preservation/Conservation	\$4,500.00
Watertown	Preservation/Conservation	\$6,500.00
West Hartford	Preservation/Conservation	\$6,500.00
Weston	Preservation/Conservation	\$4,500.00
Wethersfield	Preservation/Conservation	\$6,500.00
	Program Development	
	Storage and Facilities	
Wilton	Organization and Indexing	\$4,500.00
Winchester	Organization and Indexing	\$4,500.00
Windham	Preservation/Conservation	\$6,500.00
Windsor	Preservation/Conservation	\$6,500.00
Wolcott	Organization and Indexing	\$4,500.00
Woodbridge	Preservation/Conservation	\$4,500.00
CYCLE 1 TOTAL		\$657,000

B. Cycle 2 Targeted Grant Awards (December 2018)

Municipality	Category	Amount
Andover	Organization and Indexing	\$4,500.00
Ansonia	Preservation/Conservation	\$4,500.00
Ashford	Organization and Indexing	\$4,500.00
	Storage and Facilities	
Berlin	Preservation/Conservation	\$4,500.00
Canterbury	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
Coventry	Preservation/Conservation	\$4,500.00

Derby	Organization and Indexing	\$4,500.00
East Hampton	Preservation/Conservation	\$4,500.00
East Hartford	Organization and Indexing	\$6,500.00
Ellington	Storage and Facilities	\$4,500.00
Essex	Organization and Indexing	\$4,500.00
Fairfield	Preservation/Conservation	\$6,500.00
Goshen	Preservation/Conservation	\$4,500.00
Hampton	Organization and Indexing	\$4,500.00
Harwinton	Preservation/Conservation	\$4,500.00
Kent	Organization and Indexing	\$4,500.00
Lebanon	Preservation/Conservation	\$4,500.00
Morris	Organization and Indexing	\$4,500.00
New Canaan	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
New Fairfield	Organization and Indexing	\$4,500.00
	Storage and Facilities	
Norfolk	Preservation/Conservation	\$4,500.00
Roxbury	Organization and Indexing	\$4,500.00
Sharon	Preservation/Conservation	\$4,500.00
Simsbury	Preservation/Conservation	\$6,500.00
	Storage and Facilities	
Stafford	Preservation/Conservation	\$4,500.00
Suffield	Organization and Indexing	\$4,500.00
Thomaston	Preservation/Conservation	\$4,500.00
West Haven	Organization and Indexing	\$6,500.00
	Preservation/Conservation	
	Storage and Facilities	
Westbrook	Preservation/Conservation	\$4,500.00
Westport	Organization and Indexing	\$6,500.00
Willington	Preservation/Conservation	\$4,500.00
	Storage and Facilities	
Woodbury	Organization and Indexing	\$4,500.00
CYCLE 2 TOTAL		\$154,000

C. Disaster Recovery Grant Awards

Municipality	Category	Amount
Bristol	Disaster Recovery	\$20,000.00
Willington	Disaster Recovery	\$4,732.17
DISASTER RECOVERY TOTAL		\$24,732

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 2019 grant award levels could be increased from the FY 2018 levels which had been set at \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

FY 2019 grant award levels were set at \$4,500 for small towns, \$6,500 for medium towns, and \$9,500 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 addition, the committee adjusted the town population cutoffs for the Small, Medium and Large categories, allowing several towns to move up to the next category and become eligible for larger grant awards.

The base population for the Medium category was changed from 25,000 to 20,000; and for the Large category from 100,000 to 70,000. With this change, three towns moved from the Medium to Large category; and 7 towns from the Small to Medium category. As previously established, town population sizes are determined by the latest published US Census Figures, currently the 2010 Census.

The following individuals served as members of the Advisory Committee for the Historic Documents Preservation Program during FY 2019:

Mark Bernacki, Town Clerk, New Britain
LeAnn Burbank, Public Records Administrator, State Library
Frank Calvi, Fiscal Administrative Manager, State Library
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
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
Elizabeth Waters, Town Clerk, Bolton
Sandi Wieleba, Town Clerk, Rocky Hill
Kendall Wiggin, State Librarian

For FY 2019, 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 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 2019, the number of recording fees submitted decreased by about 5% compared to the prior year. However, as a result of the fee change effective December 1, 2017, described in Section I of this report, program revenues increased by 30% compared to the prior year.

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 2019, the Historic Documents Preservation Program did not receive \$1,206,396 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 2019, 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 2019

Beginning Balance as of July 1, 2018	\$ 1,217,161
Revenue	\$ 1,570,869
Interest Earned	\$ 26,031
Total Receipts	\$ 1,596,900
Total Available Funds	\$ 2,814,061
Grants Awarded	\$ 831,647
CSL Operating Expenses	\$ 590,419
Total Expenditures	\$ 1,422,065
Year End Balance as of June 30, 2019	\$ 1,391,996
Reserved for Grants	\$ 1,138,196
Reserved for Administrative Expenses	\$ 253,800