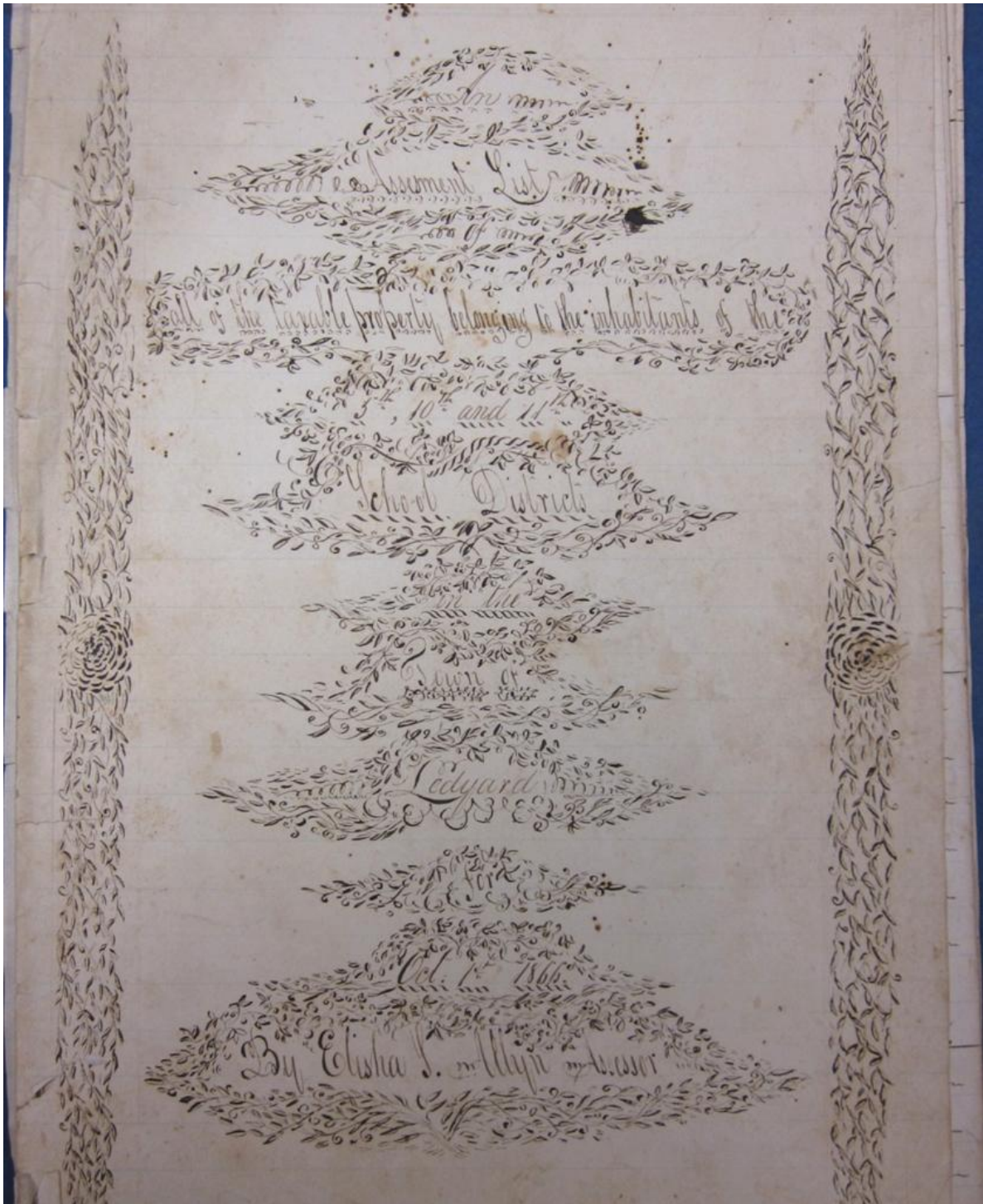


Preserving the Past, Protecting the Future



HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

2014 ANNUAL REPORT

January 1, 2015

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Front Cover

An Assessment List of all of the taxable property belonging to the inhabitants of the 5th, 10th and 11th School Districts in the Town of Ledyard for October 1st, 1866. By Elisha S. Allyn Assessor. *Records*. Office of the Town Clerk. Ledyard, CT.

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

Historic Documents Preservation Grant Program FY2014 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 offers disaster recovery grants, dependent upon the availability of funds at the time of the application. In the past, the program also 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 for only 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 thirteen 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 FY2014, the Office of the Public Records Administrator awarded targeted grants to 144 towns for a total of \$690,500. There were 114 Cycle 1 awards and 30 Cycle 2 awards. Grants were awarded in the amounts of \$4,000 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). These grants supported 97 *Organization and Indexing* projects totaling \$382,448; 73 *Preservation/Conservation* projects totaling \$189,721; 23 *Storage and Facilities* projects totaling \$91,231; 6 *Program Development* projects totaling \$22,600; and 2 *Inventory and Planning* projects totaling \$4,500.

There were no requests for disaster recovery grants in FY2014.

Cycle 1 Awards (July 2013)

Targeted Grants

Municipality	Category	Amount
Andover	Storage and Facilities	\$4,000.00
Ashford	Organization and Indexing	\$4,000.00
Avon	Preservation/Conservation	\$4,000.00
Barkhamsted	Organization and Indexing	\$4,000.00
Berlin	Preservation/Conservation	\$4,000.00
Bethel	Organization and Indexing	\$4,000.00
Bethlehem	Organization and Indexing	\$4,000.00
Bloomfield	Organization and Indexing	\$4,000.00
Bolton	Organization and Indexing	\$4,000.00
Bozrah	Organization and Indexing	\$4,000.00
Branford	Organization and Indexing	\$6,500.00
Bristol	Organization and Indexing	\$6,500.00
Brookfield	Organization and Indexing	\$4,000.00
Burlington	Organization and Indexing	\$4,000.00
Canaan	Organization and Indexing	\$4,000.00
Canton	Storage and Facilities	\$4,000.00
Cheshire	Organization and Indexing	\$6,500.00
Chester	Organization and Indexing; Preservation/Conservation	\$4,000.00
Colchester	Storage and Facilities	\$4,000.00
Colebrook	Organization and Indexing	\$4,000.00
Columbia	Storage and Facilities	\$4,000.00
Cornwall	Preservation/Conservation	\$4,000.00
Coventry	Organization and Indexing	\$4,000.00
Cromwell	Organization and Indexing	\$4,000.00
Darien	Organization and Indexing	\$4,000.00
Deep River	Preservation/Conservation	\$4,000.00
Durham	Preservation/Conservation; Storage and Facilities	\$4,000.00
East Granby	Organization and Indexing; Preservation/Conservation	\$4,000.00
East Haddam	Preservation/Conservation	\$4,000.00
East Hampton	Storage and Facilities	\$4,000.00
East Hartford	Organization and Indexing	\$6,500.00
East Haven	Preservation/Conservation	\$6,500.00
East Lyme	Organization and Indexing; Preservation/Conservation	\$4,000.00
East Windsor	Organization and Indexing	\$4,000.00
Ellington	Storage and Facilities	\$4,000.00
Enfield	Preservation/Conservation	\$6,500.00
Fairfield	Preservation/Conservation; Storage and Facilities	\$6,500.00
Farmington	Program Development	\$6,500.00

Glastonbury	Preservation/Conservation	\$6,500.00
Granby	Organization and Indexing	\$4,000.00
Greenwich	Organization and Indexing	\$6,500.00
Griswold	Organization and Indexing	\$4,000.00
Groton	Storage and Facilities	\$6,500.00
Guilford	Organization and Indexing	\$4,000.00
Haddam	Preservation/Conservation	\$4,000.00
Hamden	Storage and Facilities	\$6,500.00
Hartford	Organization and Indexing	\$9,500.00
Hartland	Organization and Indexing	\$4,000.00
Harwinton	Organization and Indexing	\$4,000.00
Killingly	Preservation/Conservation	\$4,000.00
Killingworth	Organization and Indexing	\$4,000.00
Lebanon	Organization and Indexing	\$4,000.00
Ledyard	Organization and Indexing	\$4,000.00
Lisbon	Organization and Indexing	\$4,000.00
Litchfield	Preservation/Conservation; Storage and Facilities	\$4,000.00
Lyme	Program Development	\$4,000.00
Madison	Organization and Indexing	\$4,000.00
Manchester	Storage and Facilities	\$6,500.00
Mansfield	Organization and Indexing	\$6,500.00
Marlborough	Organization and Indexing	\$4,000.00
Middlebury	Organization and Indexing	\$4,000.00
Middletown	Inventory and Planning; Organization and Indexing; Preservation/Conservation; Program Development; Storage and Facilities	\$6,500.00
Milford	Organization and Indexing	\$6,500.00
Monroe	Preservation/Conservation	\$4,000.00
Montville	Storage and Facilities	\$4,000.00
Morris	Organization and Indexing	\$4,000.00
New Britain	Organization and Indexing; Preservation/Conservation	\$6,500.00
New Fairfield	Organization and Indexing; Preservation/Conservation	\$4,000.00
New Hartford	Preservation/Conservation	\$4,000.00
New Haven	Organization and Indexing	\$9,500.00
Newington	Organization and Indexing	\$6,500.00
Newtown	Storage and Facilities	\$6,500.00
Norfolk	Organization and Indexing; Preservation/Conservation	\$4,000.00
North Haven	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$4,000.00
Norwich	Organization and Indexing	\$6,500.00
Old Lyme	Organization and Indexing	\$4,000.00
Orange	Organization and Indexing	\$4,000.00
Oxford	Organization and Indexing	\$4,000.00

Plainville	Organization and Indexing	\$4,000.00
Portland	Organization and Indexing	\$4,000.00
Putnam	Organization and Indexing	\$4,000.00
Redding	Organization and Indexing	\$4,000.00
Rocky Hill	Preservation/Conservation	\$4,000.00
Roxbury	Organization and Indexing	\$4,000.00
Salem	Organization and Indexing; Preservation/Conservation	\$4,000.00
Salisbury	Organization and Indexing	\$4,000.00
Scotland	Preservation/Conservation	\$4,000.00
Seymour	Organization and Indexing	\$4,000.00
Shelton	Organization and Indexing; Preservation/Conservation	\$6,500.00
Sherman	Preservation/Conservation	\$4,000.00
Simsbury	Organization and Indexing	\$4,000.00
South Windsor	Organization and Indexing	\$6,500.00
Southbury	Organization and Indexing	\$4,000.00
Southington	Organization and Indexing	\$6,500.00
Stamford	Preservation/Conservation	\$9,500.00
Tolland	Organization and Indexing	\$4,000.00
Torrington	Organization and Indexing	\$6,500.00
Vernon	Preservation/Conservation	\$6,500.00
Voluntown	Organization and Indexing	\$4,000.00
Wallingford	Organization and Indexing	\$6,500.00
Warren	Preservation/Conservation; Storage and Facilities	\$4,000.00
Washington	Organization and Indexing	\$4,000.00
Waterbury	Preservation/Conservation	\$9,500.00
Watertown	Preservation/Conservation	\$4,000.00
West Hartford	Organization and Indexing; Preservation/Conservation	\$6,500.00
West Haven	Organization and Indexing	\$6,500.00
Westbrook	Organization and Indexing	\$4,000.00
Westport	Organization and Indexing	\$6,500.00
Wethersfield	Program Development	\$6,500.00
Wilton	Preservation/Conservation	\$4,000.00
Winchester	Preservation/Conservation	\$4,000.00
Windsor	Preservation/Conservation; Program Development	\$6,500.00
Wolcott	Preservation/Conservation	\$4,000.00
Woodbridge	Organization and Indexing	\$4,000.00
Total		\$555,500.00

Cycle 2 Awards (December 2013)

Targeted Grants

Municipality	Category	Amount
Beacon Falls	Program Development	\$4,000.00
Bethany	Preservation/Conservation	\$4,000.00
Chaplin	Organization and Indexing; Preservation/Conservation	\$4,000.00
Derby	Inventory and Planning; Preservation/Conservation	\$4,000.00
Eastford	Organization and Indexing; Preservation/Conservation	\$4,000.00
Easton	Preservation/Conservation	\$4,000.00
Franklin	Organization and Indexing	\$4,000.00
Goshen	Preservation/Conservation	\$4,000.00
Hampton	Organization and Indexing	\$4,000.00
Hebron	Organization and Indexing; Preservation/Conservation	\$4,000.00
Meriden	Preservation/Conservation	\$6,500.00
Middlefield	Preservation/Conservation; Storage and Facilities	\$4,000.00
Naugatuck	Storage and Facilities	\$6,500.00
New London	Organization and Indexing	\$6,500.00
New Milford	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$6,500.00
North Branford	Organization and Indexing	\$4,000.00
North Stonington	Organization and Indexing	\$4,000.00
Plainfield	Organization and Indexing	\$4,000.00
Plymouth	Preservation/Conservation	\$4,000.00
Sharon	Preservation/Conservation	\$4,000.00
Sprague	Organization and Indexing	\$4,000.00
Stafford	Preservation/Conservation	\$4,000.00
Stonington	Preservation/Conservation	\$4,000.00
Thomaston	Organization and Indexing	\$4,000.00
Thompson	Preservation/Conservation	\$4,000.00
Trumbull	Organization and Indexing	\$6,500.00
Union	Organization and Indexing	\$4,000.00
Windham	Storage and Facilities	\$6,500.00
Woodbury	Preservation/Conservation	\$4,000.00
Woodstock	Organization and Indexing; Preservation/Conservation	\$4,000.00
Total		\$135,000.00

II. Administrative Activities

a) Program Development

No changes were proposed to the program scope or areas of funding for FY2014. Based on account balances and projected revenues, it was determined that the grant award amounts should remain at the same levels as in the prior year. Targeted grant awards for FY2014 were set at \$4,000, \$6,500 and \$9,500 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 again suspended due to insufficient funding.

b) Town Clerk Training

The State Library continues to provide training opportunities for town clerks and other municipal officials regarding records preservation and management. In FY2014, staff presented seven records management training sessions for municipal officials, including two statewide presentations sponsored by the Connecticut Conference of Municipalities.

In partnership with the Department of Administrative Services Learning Center, staff presented two workshops concerning the identification and protection of critical operating records necessary for emergency response and disaster recovery. These workshops also addressed the preservation of culturally and historically significant records in the event of a disaster. This training was part of the nationwide Intergovernmental Preparedness for Essential Records project funded by FEMA through the Council of State Archivists. The State Library plans to continue to make this training available annually to state and municipal officials.

c) Advisory Committee Membership

The following individuals served as members of the Historic Documents Preservation Program Advisory Committee during FY2014:

Paul E. Baran, State Archivist (until January 2014)
Nancy Bray, Colchester Town Clerk (until May 2014)
Jane Cullinane, Preservation Librarian
Joyce P. Mascena, Glastonbury Town Clerk
Debra L. McKeon, Colebrook Town Clerk
Therese Pac, Bristol Town Clerk
Carla Pomprowicz, Hebron Town Clerk
LeAnn Power, Public Records Administrator
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 Account

Beginning Balance as of July 1, 2013	\$1,518,190
Receipts:	
FY2014 Receipts	\$974,409
FY2014 Interest Earned	\$1,977
Total Receipts	<u>\$976,386</u>
Total Available Funds	<u><u>\$2,494,576</u></u>
Expenditures:	
Grants Awarded	\$690,500
CSL Operating Expenses	\$341,030
Total Expenditures	<u><u>\$1,031,530</u></u>
Year End Balance as of June 30, 2014	\$1,463,046

IV. Local Projects

CGS §7-34a(d) states 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 shelving. These projects involve many types of town records, including but not limited to land records and maps, council minutes, vital records and the code and charter. Town clerks may also use the funds to support staff training and continuing education in the area of records management.

This local fund allows towns to improve records management practices in a manner that will have benefits far into the future, and to preserve older records, without being tied to

budgets and political climates. Even the smallest towns now have the means to improve records services to their citizens.

On occasion, town clerks have had difficulties accessing these local funds, especially in tight economic times when fiscal officers or finance boards may attempt to use them to supplement 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 program's statutory requirements for the use of these funds.

V. Findings and Recommendations

The Historic Documents Preservation Grant Program is a beneficial program for the citizens of the State of Connecticut. Even in difficult economic times, the program continues to assist municipalities in making significant progress in preserving, maintaining, and providing access to their most valuable records.

Since its inception, the grant program has returned over \$13 million in grants back to Connecticut's municipalities. From FY2002 through FY2014, 1,903 grants have been awarded for a total of \$13,233,401. This includes 1,871 targeted grants (\$12,068,052), 28 competitive grants (\$1,146,674) and 4 disaster recovery grants (\$18,675). The towns have used these grants to make significant improvements to their records preservation and management practices. Through scanning, microfilming, conservation, program development and other records projects, towns are improving the public's access to municipal records while ensuring that these records will remain available for future generations. These grants allow towns to reduce costs, become more efficient and provide better services to their citizens.

After evaluating the account balance and projected revenues prior to the November 2013 meeting of the Advisory Committee, the State Librarian, Fiscal Administrative Manager and Public Records Administrator determined that the grant award levels could be raised for the upcoming FY2015 grant year. This proposal was presented with the understanding that reductions might again prove necessary for the following grant year. In consultation with the Advisory Committee members, grant award levels were set at \$5,000, \$7,500 and \$10,500 for FY2015 targeted grants. Disaster Recovery grants will continue to be offered in the amount of \$10,000, subject to the availability of funding at the time of application.

As a result of measures adopted in the 2013 legislative session regarding the fees for recording documents with nominees, the Historic Documents Preservation Account has experienced an average 15% decrease in monthly revenue since July 2013. Public Act 13-184, codified under CGS Section 49-10(h), increased the recording fees for documents with nominees and set new distribution requirements for those fees. Rather than maintaining the existing distribution requirement for the program's two dollar fee, the revenue from this fee was redirected to the state's General Fund. In the 2014 session, the State Librarian proposed legislation to restore this funding to the Historic Documents Preservation Account

but it did not move forward. The State Librarian plans to resubmit this proposal in the 2015 session.

In addition, the State Librarian will propose that the information required under CGS Sections 11-8k(c) and 11-8m(b) be submitted in one annual report rather than two annual reports, to simplify the reporting process and improve efficiencies.

The State Librarian also plans to propose that regulations not be mandated for the program, as the statutes governing the program are already quite specific. Grant guidelines are published each year and the agency would continue to rely on the statutes in administering the program.

In FY2014, total account revenues decreased 25% from the previous year due in large part to the impact of Public Act 13-184, in addition to a decrease in land recordings. A continuing decline in program revenue will impact the towns as grant award levels are set each year based on the available balance in the account. Further decline will also impact the ability of the State Library to support its records initiatives and meet its administrative expenses. It is hoped that the funding changes made under Public Act 13-184 will be reversed in the 2015 legislative session, allowing the program to once again be funded as originally intended under Public Act 00-146.

Respectfully submitted,

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

LeAnn Power, CRM
Public Records Administrator