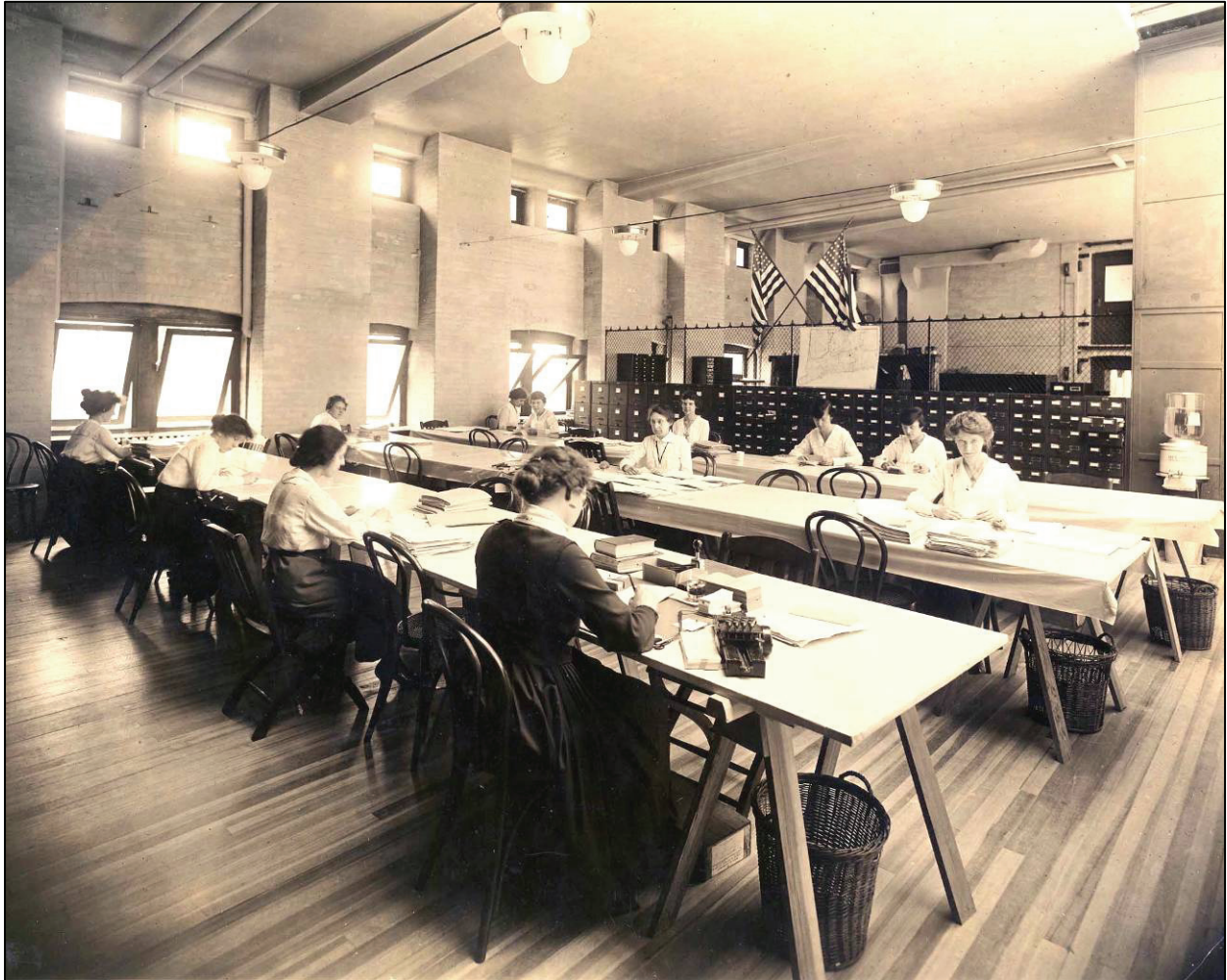


**Annual Report to Joint Standing Committee on
Government Administration on the Preservation
Activities of the Connecticut State Library**



**HISTORIC DOCUMENTS PRESERVATION
GRANT PROGRAM**

2005 ANNUAL REPORT

PUBLIC RECORDS ADMINISTRATOR
Eunice G. DiBella, CRM

STATE ARCHIVIST
Dr. Mark H. Jones

STATE LIBRARY BOARD
Mollie Keller, Ph.D., Chair
Robert D. Harris, Jr., Vice-Chair
John Barry
Daphne Anderson Deeds
Judge Joseph P. Flynn
Judge Francis X. Hennessy
Allen Hoffman
Joy Hostage
Larry Kibner
Fran Rabinowitz

LIBRARY ADMINISTRATIVE STAFF
Kendall F. Wiggan, State Librarian
Richard Kingston, Director, Administrative Services
Lynne Newell, Director, Division of Information Services
Sharon Brettschneider, Director, Division of Library Development
Eunice G. DiBella, Public Records Administrator
Dean Nelson, Director, Museum of Connecticut History



Connecticut State Library
Hartford, Connecticut
September 1, 2005

Front Cover

War Records Department, Military Census, ca. 1917, Connecticut State Library and Supreme Court Building,
PG 220, Connecticut State Library Collection, 1909-1976.

**Annual Report to the
Joint Standing Committee on Government Administration
on the Preservation Activities of the
Connecticut State Library
with its Portion of the Historical Documents Preservation Fund**

I. Preservation and Management of CSL Historic Documents

Summary Statement: The Connecticut State Library made significant advances in the preservation of many segments of its collection and improved access to those records during the past fiscal year.

A. Preservation Projects

1. *1934 Fairchild Aerial Survey Photographs:* During FY 2005, preservation work began on this historically significant collection, the first aerial survey of an entire state. The specifications went out for bid and on October 22, 2004, a contract was awarded to Chicago Albumen Works (CAW). The contract requires the vendor to scan the approximately 9,000 aerial photographs, make new negatives from the scans and, from that, make new prints. With funds from the Historic Documents Preservation Account, the State Library hired a durational Librarian on October 15, 2004, to work with the vendor, prepare batches for shipment and to perform quality control steps that ensure the highest quality results. Currently, he has completed the quality control steps on 2,001 sets of photographs and scans. The librarian divided the collection into five batches to be closed to public use on a rotating basis. The initial group of photographs went to the vendor in November 2004. The original photographs are housed in appropriate envelopes and boxes and stored at the Van Block facility and the negatives are stored in the vault at the State Records Center in Rocky Hill. The new prints are available for use by researchers in the Archives Secured Reading Area. There are some duplicate original photographs, which are being re-housed in new envelopes and will be stored with the original photographs at the Van Block facility. The Preservation staff cut silicone release paper to size and placed it between each mosaic aerial photograph to inhibit the oozing adhesive from the masking tape borders.
2. *Judicial Records Project:* The National Historic Publications and Records Commission (NHPRC) grant project to process New London and Litchfield Court records was completed during FY 2005. The Project Archivist completed a general finding aid for Litchfield County as well as a specialized guide for records concerning minority groups and for "Papers by Subject." She also completed work on the databases for cases involving African Americans and Native Americans in each county. The Assistant State Archivist, serving as the Project Director and compensated from the preservation fund, completed a general finding aid for New London County and three specialized guides for records concerning African Americans, Native Americans and for "Papers by Subject." The project uncovered many interesting cases that had not been available to researchers prior to this project. The records have begun to attract the attention of researchers. Researchers are able to

access the finding aids. The Assistant State Archivist submitted the final report to NHPRC in March.

The State Library hired a consultant from the Northeast Document Conservation Center (NEDCC) to examine the Library's court records collections. The consultant made recommendations for future conservation and preservation options for the records.

3. *State Government Records*: In order to address the access and preservation issues raised by the sudden transfer of gubernatorial records from the Rowland Administration following the former governor's resignation in July 2004, the State Library hired a Government Archivist in January 2005. The current governor's staff has developed a good working relationship with the State Archivist and has transferred a significant amount of gubernatorial records consisting of constituent correspondence including e-mail; videos and press clippings from the communications office; legal files; and records from the mansion. These files reveal the effects of changing technology on government records as e-mail and the Internet become more prominent. The Chief of Staff files will be transferred upon completion of any pending legal action.

The State Archivist has been in contact with the members of the Senate Impeachment Committee regarding transfer of the records to the State Library as required by statute. There are a number of technical and legal issues that the committee and the State Library need to address concerning this historically important collection of records.

4. *Local Records Project*: The Assistant State Archivist continued processing local government records for East Haddam. His work on the Judicial Records project has had an impact on the amount of local records processed this year. Town bills and receipts provide interesting information about the town before the advent of the published annual report.

5. *Other*:

- a. *Municipal vault regulations*: Fire Safety Consultant Nick Artim completed his recommendations for revising the regulations in June. The staff has begun preparing a draft for submittal to the Regulation Review Committee. The National Fire Protection Association (NFPA) is in the process of revising a number of its standards that may affect the proposed regulations.

- b. *State Records Center Vault Evaluation and Maintenance*. The State Library hired Ernest Conrad, PE and President of Landmark Facilities Group Inc., to evaluate conditions in the vault at State Records Center in Rocky Hill. He determined that the vault was constructed in the wrong part of the building and the HVAC system could not maintain the appropriate conditions for the vault. He recommended painting the vault with moisture retardant paint to help stabilize the environment. This was completed and the Records Center staff is currently monitoring the environmental conditions to assess the impact of this project, but initial observations are that the conditions have improved.

- c. *Probate Vault Relocation Project*: Upon completion of the court records project, the New Haven Court records were relocated from the Probate Vault, adjacent to the History and Genealogy Archives Reading Area, to the Main

Vault. In addition, probate records for Bridgeport, Hartford and New Haven districts were moved from 231 Capitol Avenue to the Van Block facility. This project was one of the largest re-boxing and relocation efforts at the State Library since the move of major archival collections to the Van Block facility in 2001. The former storage area in the Probate Vault at the 231 building was cleaned and will be converted to a map reading room.

- d. *Collection Development*: The State Archives secured copies of the records of the First Church of Christ & Ecclesiastical Society in Simsbury to enhance its church records collection.
- e. *Public Records of the State of Connecticut*: Progress continues toward the 2006 publication date for volumes concerning the Constitutional Convention of 1818.
- f. *State Publications Binding*. The Historic Documents Preservation Account continues to pay for the binding of state publications. The Preservation Office bound 870 state publications and rehoused nine state publications in phase-boxes during FY 2005.
- g. *State Purchasing Contract for Archival Supplies*: Grant program staff worked with State Procurement Services to include archival supplies in the Miscellaneous Library Supplies contract. Municipalities are also able to purchase archival supplies and equipment at a discount rate from 15% to 20% depending on the vendor through this contract.

B. *Preservation Supplies & Equipment*

1. *Van Block Environmental Monitoring Project*: The Connecticut State Library purchased environmental monitoring equipment for the off-site archival storage facility at 75 Van Block Avenue. Two Hobo data loggers are used to monitor and record the temperature, humidity and light levels within the building, and a data shuttle and software enable downloading and reporting of the information. Temperature, humidity and light levels have a direct impact on the longevity of archival documents, and data loggers ensure that these levels are monitored even during non-staffed periods such as evenings and weekends. This information is used to identify both immediate issues and long-term patterns, and to make appropriate corrections.
2. *1934 Fairchild Aerial Survey Photographs*: The Preservation Department purchased envelopes and boxes to house the original photographs as well as silicone release paper to interfile between the mosaic photographs.
3. *State Publications*: The Preservation Department also purchased phase boxes for nine publications.

C. *Professional Development*

1. *Workshops*: Preservation Librarian Jane Cullinane attended a five-day seminar on image permanence, "Preserving Photographs in a Digital World" August 21-25, 2004, sponsored by the Rochester Institute of Technology. The movement from traditional film to digital imaging will have a profound impact on archival preservation that the archival profession is just beginning to examine. She also attended the "School for Scanning," June 1-3, 2005, in Boston.

2. *Conferences:* The Public Records Administrator and Public Records Grant Program Specialist attended the annual Association of Records Managers and Administrators Conference at the Long Beach Convention Center in Long Beach, CA on October 3-6, 2004. The conference title was “Creative Solutions for Changing Times.” A majority of the sessions focused on managing the increasing number of electronic records.
 3. *Other:* Julia Schwartz, Government Documents Unit Head, attended a conference concerning the Library of Congress’ National Digital Information Preservation Program (NDIPP) in March 2005. Standards for the preservation of records that only exist in a digital format are a concern for both librarians and archivists.
- D. *Town Clerk Training:* The Public Records Administrator continued to offer educational programs to Connecticut towns. On June 14, 2005 a workshop was held on “Winning Strategies for Successful Municipal Records Management Programs.” The Historic Documents Preservation Account funded the workshop. Dr. Mark Langemo, CRM, FAI, Professor Emeritus in the College of Business and Public Administration at the University of North Dakota, spoke at this workshop.
- E. *Other:* Bruce Stark, Assistant State Archivist, made a presentation on court records at a conference on the Underground Railroad at the Harriet Beecher Stowe Center in April 2005.

II. Administrative Expenses for the Historic Documents Preservation Grant Program.

Personnel Costs

Regular and Durational Staff \$431,500

Other Expenses

Advisory Committee and Workshop Expenses	\$2,983
Book Purchases	\$545
Contractual Support and Educational Services	\$78,034
Equipment Lease and Rental	\$403
Equipment Maintenance and Repairs	\$1,056
Equipment Purchases	\$5,126
General Office Supplies	\$2,819
IT Data Service	\$12,999
Membership Dues	\$14,000
Motor Vehicle Expenses	\$4,459
Moving Expenses	\$800
Photographic Services and Supplies	\$4,416
Postage, Freight & Cartage	\$1,075
Preservation of 1924 Aerial Survey Prints	\$127,459
Preservation Supplies	\$16,363
Printing and Binding of State Documents	\$11,344
Subscriptions	\$2,426
Travel	\$10,023
Van Block Facility Internet & Telephone Services	\$13,903
Van Block Facility Maintenance Service & Supplies	\$576
Van Block Facility Security	\$38,745
Visual Media Services (Microfilming)	\$3,402
	<hr/>
	\$352,958

Capital - Equipment

Capital - IT Hardware Purchase/Installations \$901

Total - Administration

\$785,358

Grants to Towns & Cities

153 Grant Awards \$1,273,156

Combined Expenses

\$2,058,514