

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



**HISTORIC DOCUMENTS PRESERVATION
GRANT PROGRAM**

2006 ANNUAL REPORT

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Connecticut State Library
Hartford, Connecticut
September 1, 2006

Front Cover
Photostat Department, ca. 1920, Interior Views,
PG 220, Connecticut State Library Collection, 1909-2002.

**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with its Portion of the Historical Documents Preservation Fund**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 preserving many segments of its collection and improving access to historically significant records during the past fiscal year. One of the most significant accomplishments was the completion of the project to conserve the 1934 Fairchild Aerial Survey Photographs. This collection is historically significant as Connecticut was the first state to complete a statewide aerial survey. It also documents the Connecticut landscape before it was profoundly altered by the devastating Hurricane of 1938. Connecticut was the first state to make available the statewide mosaic of an historical aerial photographic survey on the Worldwide Web using these records. Progress was also made in the acquisition and processing of records from the executive, legislative and judicial branches of state government as well as local government records. The program also continued its work in related areas of training and professional development.

A. Preservation Projects

1. *1934 Fairchild Aerial Survey Photographs:* Phase 1 of the project to make new negatives, new copy prints and scanned images of the 1934 aerial photographs of Connecticut is complete. Sets of negatives and copy prints for all 8,750 photographs have been created and inspected for quality. The copy prints are now available for public use. The negatives are stored in the State Library's climate-controlled vault in Rocky Hill and the original photographs are stored at the Van Block facility.

Work is progressing on Phase 2, to make the scanned images available to the public. The first step, to find the latitude and longitude of the center of each photograph, is about 80 per cent complete. This time-consuming work is crucial to making the photographs available online. The next challenge will be to determine the best course to take for online access when the potential online users have computer capacities ranging from dial-up to high-speed. The State Library is exploring Geographic Information Systems software. GIS software is what drives the popular maps on services such as *Google™* and *MapQuest®*.

2. *State Government Records*

- a. *Former Governor John G. Rowland:* 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.
- b. *House Committee of Inquiry on Impeachment:* The committee began transferring its records to the State Archives as required by statute. An electronic copy of redacted documents is available from the Law and Legislative Reference Unit. The original records remain unprocessed.

3. *New London County Court Records Project:* Work on the New London County Court Records is reaching an end. The records have all been processed and arranged, mostly by summer workers and non-professional staff. About 15 more boxes have to be examined to correct errors; take notes on major subjects represented for the finding aid; and to list all cases involving people of color from New London County. Once these tasks are completed then final work can be undertaken to complete the finding aids. The number of court cases identified involving people of color exceeds 1,200.
4. *Local Records Project:* The Assistant State Archivist has almost completed processing Preston Town records. The papers placed in series have been organized into ten series, generally chronologically by subject within each series. The subjects include treasurer bills, poor relief correspondence, justice of the peace writs, election records, and school records.
5. *Preservation Supplies & Equipment:* The Preservation Department purchased a light box for viewing images created during the 1934 Fairchild Aerial Survey Project. It also purchased emergency response supplies for dealing with potential disasters such as flooding. The materials included clothesline for hanging wet pictures, fans to improve air circulation for drying materials, non-latex rubber gloves for handling contaminated materials, and a disposable camera for documenting damage and the recovery effort. In the area of general preservation, the State Library obtained materials needed to test cellulose acetate microfilm for vinegar syndrome, which will destroy this type of microfilm. It also purchased materials, such as folder stock, Melinex® sleeves and folders and cleaning materials for the preservation of broadsides and maps.
6. *Other*
 - a. *Municipal Vault Regulations:* The National Fire Protection Association (NFPA) is in the process of revising a number of its standards that may affect the proposed regulations. As a result, the revisions to the existing regulations were put on hold until the new standards are issued and the staff has had the opportunity to review them.
 - b. *State Records Center Vault Evaluation and Maintenance:* Consultant Ernest Conrad, PE and President of Landmark Facilities Group Inc., recommended that the State Library seal the vault walls at the State Records Center with moisture retardant paint to help stabilize the environment. The Records Center staff has been monitoring the environmental conditions during the past year to assess the impact of this project. Their observations are that the conditions have improved.
 - c. *Public Records of the State of Connecticut:* Work continues on the camera ready copies of volumes 18 and 19 of the *Public Records of the State of Connecticut*. Volume 19 is especially important as it will contain the proceedings of the State Constitutional Convention of 1818 and the hitherto unknown debate on the proposed constitution in the General Assembly. The projected delivery date for the camera ready copies is March 2007.
 - d. *State Publications Binding:* The Historic Documents Preservation Account continues to pay for the binding of state publications. The Preservation Office bound 753 state publications during FY 2006.
 - e. *Preservation Photocopying:* Using the original typescript volumes and pages of the index to the "Connecticut Archives," Acme Bookbinding made 62 preservation copies to replace the deteriorating Photostats that patrons have been using for the last 60 years. This collection of colonial and early state government records and manuscripts is heavily used by researchers. The new copies are positive images rather than the reverse images on the Photostats making the

indexes much easier to use. In addition, the new volumes include information not previously available in a bound format. Although the process added five new volumes to the set, they are smaller in size and much easier to handle. The new images are stored in a digital format, which, in the future, may be able to allow researchers to access the information on the State Library's website.

B. Professional Development

1. *Workshops:* State Library staff attended a number of professional meetings paid for by the fund. The grant staff attended the monthly meetings of the local Hartford/Springfield ARMA chapter. Subjects covered included disaster preparedness and developing a records management program. Preservation staff attended Arc View training concerning software used with the aerial photographs project.
2. *Conferences:* The Public Records Grant Program Specialist and the Field Archivist attended the annual Association of Records Managers and Administrators Conference at the Navy Pier Festival Hall in Chicago, IL on October 3-6, 2004. The conference title was "Focusing on the Business and Technology of Managing Records and Information." Major topics included "The Business of RIM," (Records and Information Management); "Legal/Compliance Issues;" and "Information Technology and Management."

Public Records Administrator Eunice DiBella, City of Bridgeport Archivist and Chair of the State Library Board Mollie Keller and State Archivist Mark Jones attended a joint meeting of the National Association of Government Archivists and Records Administrators (NAGARA) and Council of State Archivists (COSA) in Richmond, VA from July 20-23, 2005. Attendees included employees and officials from the National Archives, state archivists and records managers and persons in charge of local government records programs. The featured speaker was the head of the National Archives, Archivist of the United States Dr. Allen Weinstein. He promised to consult more with state archives and to support a national initiative to fund preservation of historical records at the state and local levels. The Public Records Administrator invited Dr. Weinstein to Hartford to visit the State Library during his tour of State Archives around the country, so that he can see the important records that it holds, and learn about the archives and records management programs in Connecticut.

C. Town Clerk Training

1. The Public Records Administrator, the State Archivist, and support staff from the State Archives and the grants program provided two half day sessions of competitive grant training to town officials from eligible towns on January 12 & 19, 2006. Forty-five individuals attended the sessions held at the Van Block facility. The attendees included eligible towns as well as those clerks and officials seeking information on the program even though they were not eligible to apply in the first year.
2. The Public Records Administrator presented the program's eighth educational program for Connecticut Town Clerks. On June 8, 2006, a workshop was held on "From Theory to Reality: Strategies and Tips for Putting Preservation Principles into Action." The Historic Documents Preservation Account funded the workshop. Lori Foley, Field Services Director, New England Document Conservation Center; Jane Cullinane, Preservation Librarian, CSL; and Patricia Ford, Coordinator of Environmental Services, Image Permanence Institute, Rochester Institute of

Technology, were the presenters at this workshop. Eighty-one individuals associated with preserving town and municipal records attended.

II. Administrative Expenses for the Historic Documents Preservation Grant Program

Personnel Costs

Personal Services and Employee Benefits	\$587,311.00
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Other Expenses

Advisory Committee & Workshops	\$7,064.00
Books Purchases	\$819.00
Educational Services	\$66,263.00
Equipment Lease and Rental	\$1,829.00
Equipment Maintenance and Repairs	\$268.00
Equipment Purchases	\$5,109.00
General Office Supplies	\$1,677.00
IT Data Service (NELINET)	\$13,060.00
Motor Vehicle Expenses	\$4,653.00
Moving Expenses	\$1,630.00
Photographic Services	\$3,866.00
Preservation of 1934 Aerial Survey Prints	\$382,124.00
Preservation Photocopying	\$15,809.00
Preservation Supplies	\$9,784.00
Printing and Binding of State Documents	\$7,510.00
Records Destruction Services	\$6,150.00
Shipping & Postage	\$399.00
Software Licenses	\$260.00
Subscriptions	\$1,859.00
Travel Expenses	\$10,248.00
Van Block Internet & Telephone Service	\$7,788.00
Van Block Repairs & Maintenance	\$96.00
Van Block Security	\$39,990.00
Visual Media Services (Microfilm reproduction)	\$856.00

Administration Total	\$1,176,421.00
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153 Grants-Awarded	\$1,293,861.00
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Total Expenditures FY2006	\$2,470,282.00
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