

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



HISTORIC DOCUMENTS PRESERVATION PROGRAM

2007 ANNUAL REPORT

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Connecticut State Library
Hartford, Connecticut
September 1, 2007

Front Cover

State Librarian George S. Godard (on the right) and staff, ca. 1920,
PG 500, Individual Family Portraits, ca. 1860-1975, Box 5.

**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with its Portion of the Historical Documents Preservation Fund**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. 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:* Work was completed on Phase 2, to make the scanned images available to the public. 8,736 photographs have been loaded into the State Library Digital Collections. Additional content was added such as instructions and information for persons who are not familiar with Geographic Information Systems (GIS) or with the way image management software works. These persons are the chief users of the collection. The Library announced the online version with a poster in the exhibits marking "GIS Day" on November 15th at the Legislative Office Building.
2. *1938 post Hurricane and 1965 aerial photograph:* Aerial Photographs Project Librarian John Lenehan scanned and mounted 132 oblique aerial photographs taken after the 1938 Hurricane. The State Library received approximately 3,200 digital images of 1965 aerial photographs from the Department of Environmental Protection and, in an ongoing project, mounted approximately 779 on the State Library's Digital Collections site at <http://cslib.cdmhost.com/> by the end of the fiscal year.
3. *Gubernatorial Records*
 - a. Summer worker Lyn Pelletier processed 58 cubic feet of former Governor John G. Rowland's scheduling files, 6 cubic feet of his Legal Counsel's backup for bills, and 2 cubic feet of index cards for boards and commissions appointments, circa 1970-1979. Storekeeper Todd Gabriel reboxed 10 cubic feet of Governor Rowland's constituent correspondence.
 - b. The Archives staff recently processed 78 cubic feet of former Governor Lowell P. Weicker's records including constituent correspondence, press files, legal office files, invitations and official statements.

4. *Local Records Project:*

- a. The Assistant State Archivist Bruce Stark completed processing the Preston Town Records, 1750-1938. They included twenty-three boxes and fifty-five volumes divided into ten different series. The largest quantity of material was administrative records, primarily records of the town treasurer. Treasurer bills and poor relief correspondence are especially valuable for those interested in documenting the lives of those at the bottom of society, the elderly, orphans, and people of color. The collection also contains a substantial body of court, land, school, and tax records.
- b. The Town of Montville donated a collection of Montville-Mohegan Records, 1976-1994, which holds copies of documents submitted by the Mohegan Tribe of Indians to the Bureau of Indian Affairs, Department of the Interior in the tribe's successful effort to gain federal acknowledgment. The bulk of the material consists of copies of primary and secondary source documents gathered by the Mohegans and its major opponent, the State of Connecticut, designed to demonstrate that the Tribe did or did not meet federal guidelines for acknowledgment.
- c. The Assistant State Archivist completed processing six boxes of records of the Town of Lyme, 1781-1910 most of which the Archives recently accessioned. They are divided into eight series primarily bills sent to and paid by the town treasurer. These records document town administrative expenses, plus the care of the poor and for roads and highways. The collection also contains a small quantity of court, vital, election, and tax records.
- d. The staff began work on the records of the Town of Lebanon. The bulk of the papers are from the first half of the nineteenth century. The finished collection will probably contain around 15 boxes, plus a number of volumes of tax abstracts.
- e. Storekeeper Todd Gabriel began a project to box town tax abstracts. He has completed Avon through Brookfield.
- f. Government Archivist Paul Baran inventoried a recent accession of Southington town and borough records. These records had sat unidentified in the basement of the Southington town hall for many years until a records management survey funded through the Historic Documents Preservation Grants brought them to the Town Clerk's attention. Because the town lacks the appropriate space for the proper care of its historical records, it turned them over to the custody of the State Library.

5. *Other*

- a. *Municipal Vault Regulations:* The National Fire Protection Association (NFPA) issued its revised standards. The staff is reviewing the standard to identify any changes that may affect how the regulations are updated.
- b. *Public Records of the State of Connecticut:* Work has been completed on the final stages 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 editor delivered the camera ready copies to the State Library the first week in July.
- c. *State Publications Binding:* The State Library uses commercial library binding services as part of its preservation effort. With funds from the Historic Documents Preservation

Account, 978 volumes were bound in FY2007. This includes publications of state agencies, hearings and proceedings of the legislature and Supreme Court records and briefs. When bound, these materials are more easily kept in proper order, they are less susceptible to being lost or stolen, and the binding meets an international standard for durability and ease of use.

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 electronic records retention, the new federal civil disclosure rules, and the cost/benefit analysis approach to developing a records management program.
2. *Conferences:*
 - a. Public Record Administrator Eunice DiBella attended a joint meeting of the Society of American Archivists (SAA), the National Association of Government Archivists and Records Administrators (NAGARA) and the Council of State Archivists (CoSA) on August 1- 5 in Washington DC. She participated on a panel on August 4 on handling the papers of public officials. Betsey Pittman, Archivist at the University of Connecticut, and State Library Chair Mollie Keller also participated on the panel. The session was broadcast live on C-Span.
 - b. On October 3, 2006, the Public Records Administrator, Public Records Grant Program Specialist LeAnn Power and Field Archivist Kathy Makover attended the Connecticut Conference of Municipalities Convention and Exposition in Cromwell, CT. Grant staff set up a booth of pamphlets and material from the Connecticut State Library and the Historic Document Preservation Program. The booth was a part of the municipal showcase "Celebrating and Capturing Milestones." The Public Records Administrator gave a short presentation regarding the Historic Documents Preservation Grant Program.
 - c. The Public Records Administrator and the Public Records Grant Program Specialist attended the annual ARMA International Conference in San Antonio, TX on October 21-26, 2006. The topic of the conference was "Showcasing the Business and Technology of Managing Records and Information".
 - d. The grant staff and the Public Records Administrator attended the 2007 Spring Conference of the Town Clerks' Association at the Hartford Downtown Marriott on April 26, 2007. Grant staff spoke with vendors involved in the Historic Document Preservation grant program.

C. Town Clerk Training

- a. The Public Records Administrator and the grant staff, together with Preservation Librarian Jane Cullinane and the State Archivist, presented information on the grant program, records management and the preservation of historic documents at the Town Clerks School on December 7 at the Institute of Technology and Business Development [ITBD] center in New Britain.
- b. The Public Records Administrator, the State Archivist, and staff from the State Archives and the grant program provided two half day sessions of competitive grant training to town officials from eligible towns on January 11 & 18 at the Van Block facility. This year's training sessions included both targeted and competitive grants due to changes in

the application procedures for FY2008 grants. Sixty-six people attended including assistant clerks and town grant personnel.

- c. The Public Records Administrator presented the program's ninth educational program for Connecticut Town Clerks. The session, "In Case of Emergency: Preventing and Preparing for Records Disasters," was held on June 7th at the Keeney Center in Old Wethersfield. Sixty three individuals attended. Lori Foley from the Northeast Document Conservation Center presented a session on Emergency Preparedness. Topics included minimizing the risk factors for records disasters. The presentation also included dPlan™ which is an on-line tool for developing a disaster plan. Alan Zygmunt, Program Coordinator, Public Fire & Life Safety Program with the Connecticut Fire Academy, spoke about fire safety and prevention.

II. Administrative Expenses for the Historic Documents Preservation Grant Program

Personnel Costs

Regular and Durational Staff	\$ 638,062
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Program Administrative Costs

Advisory Committee and Workshop	\$ 4,856
Book and Document Purchases	\$ 1,517
Educational Services (non-workshop)	\$ 29,729
Equipment Lease and Rental	\$ 1,368
Equipment Maintenance and Repairs	\$ 890
General Office Supplies	\$ 4,044
IT Data Services	\$ 13,680
IT Equipment/ Software and Supplies	\$ 1,590
Membership Dues	\$ 2,250
Microfilming	\$ 4,826
Motor Vehicle Expenses	\$ 4,898
Photographic Services	\$ 5,066
Preservation of 1934 Aerials	\$ 48,218
Preservation Supplies	\$ 5,902
Printing & Binding of State Documents	\$ 10,648
Records Destruction Services	\$ 6,452
Regular Postage	\$ 588
Staff Travel and Training	\$ 12,397
Subscriptions	\$ 13,695
Van Block Facility Internet & Telephone Services	\$ 864
Van Block Facility Maintenance Supplies	\$ 29
Van Block Facility Security	\$ 38,970

Administrative Total	\$ 851,524
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139 Targeted Grants	\$ 1,138,000
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9 Competitive Grants	\$ 337,670
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Total Grants Awarded	\$ 1,475,670
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<i>Unexpended Grant Funds Returned</i>	<i>\$ -2,841</i>
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Grants Total	\$ 1,472,829
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Program Total	\$ 2,324,353
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