

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



**HISTORIC DOCUMENTS PRESERVATION PROGRAM**

**2008 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  
Daphne Anderson Deeds  
Linda Anderson  
John Barry  
Eileen DeMayo  
Judge Francis X. Hennessy  
Allen Hoffman  
Joy Hostage  
Scott Hughes  
Judge William J. Lavery  
Barbara Westwater

LIBRARY ADMINISTRATIVE STAFF  
Kendall F. Wiggin, 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, 2008

**Front Cover**

First State Library Bindery – Mary Harnet & Mr. Widden, 1925,  
PG 220, Connecticut State Library Collection, 1909-2002  
Interior Views, Box 4.

**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with its Portion of the Historical Documents Preservation Fund**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 important records during the past fiscal year. One major accomplishment was the publication of volumes 18 & 19 of the *Public Records of the State of Connecticut*. These two volumes cover one of the most important periods in the state's history when the first major political shift occurred after the creation of the United States. Political and religious reformers took control of the legislature and the governorship from the Connecticut Federalist party during 1816 and 1817. They convened the first constitutional convention in Connecticut in 1818 in part to replace the Fundamental Orders of 1639 with a constitution that more resembled the U.S. Constitution including a Declaration of Rights that limited the state's role in religion. In addition, the State Archives has received a significant number of local government records for preservation that were found during grant projects funded by Historic Documents Preservation Fund. They have been processed and made available for research. The program staff also continued its work in related areas of training and professional development.

The past fiscal year saw a dramatic reduction in the revenue received by the State Library for the Historic Document Preservation Program due to the decline in the number of real estate filings. This has a significant impact on the amount available for preservation activities. The State Library anticipates that this trend will continue in the foreseeable future as there has been an even greater decline in the number of filings for the first two months of this fiscal year. As a result, preservation projects such as the editing and publication of the next volumes of the *Public Records of the State of Connecticut* and digitization of important historical records have been curtailed pending a reversal in this trend.

*A. Preservation Projects*

*1. Local Records Project:*

- a. Accessions: As a result of the Historic Documents Preservation Program, a number of towns have transferred records to State Archives Unit within the Library to ensure their preservation. The State Archives received the following items this year: Town of Stonington Tax abstracts, 1920-1963, 45 volumes (RG 062:137); Town of Griswold Tax abstracts, 1864-1980, 196 volumes (RG 062:058); Town of Stafford Tax abstracts, 1913-1979, 68 volumes (RG 062:134); Town of Sharon Town records, 1800-1958, 20 cubic feet (RG 062:125); Town of East Haddam Rate book, 1911, 1 item (RG 062:041); Town of Mansfield Aerial photographs, 1950, 58 items (RG 062:078); Town of Sherman Old age assistance rate books, 1936-1944; Real property rate books, 1912-1937, 1944-1961; Personal tax rate books, 1925-1934; 2 cubic feet (RG 062:127)
- b. Tax abstract boxing project: The State Archives boxed tax abstracts for 53 towns totaling 517 boxes.

- c. Finding aids: The State Archives encoded 265 finding aids for town and state records using the Encoded Archival Description format and published them on its website, making them accessible through online search engines such as Google.
2. *Public Records of the State of Connecticut*: In October, the Connecticut State Library published volumes eighteen and nineteen of the Public Records of the State of Connecticut. Volume 18, 1816-1817, covers the last session of the General Assembly under the Charter of 1662. This session called for a state constitutional convention. Volume 19 covers the convention and ratification debate. Copies of both volumes were distributed at no cost to public and academic and selected special libraries. The volumes are also available for purchase from the State Library.
3. *State Publications Binding*: 993 volumes were bound using materials and methods that meet the international standard for durability and flexibility, including the Hearings and Proceedings of the Legislature, the Records and Briefs of the Connecticut Supreme Court and publications of State Agencies.

#### 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 Connecticut Chapter of the Association of Record Managers and Administrators (ARMA). Subjects covered included mitigating water and humidity risks to records, creating records retention schedules and making records management relevant to employees.
2. *Conferences*:
  - a. State Archivist Mark Jones and Public Records Archivist Lizette Pelletier attended a joint meeting of the National Association of Government Archivists and Records Administrators (NAGARA) and the Council of State Archivists (CoSA) on July 18-21 in Kansas City, MO. The State Archivist chaired a session on records access and privacy laws. Other sessions included disaster preparedness and business recovery; local government records programs, eRecording of land records, legislative update on efforts to create a national grant program for the preservation of historical records, and fee-based programs for local government records.
  - b. Public Records Administrator Eunice DiBella and Field Archivist Kathy Makover attended the Town Clerk's Fall Conference in Westbrook, CT September 20, 2007. They spoke with town clerks and grant vendors about the Historic Documents Preservation Program.
  - c. The Public Records Administrator attended the annual meeting of ARMA International on October 7-10, 2007, in Baltimore, Maryland.
  - d. Public Records Grant Program Specialist LeAnn Power was part of a four member panel discussion on the topic of "Case Studies in Records Management" for the Connecticut Chapter of ARMA at the Rocky Hill Marriott on March 18, 2008. She spoke on the grant projects funded by the Historic Documents Preservation Grant Program.
  - e. The Public Records Administrator, the Public Records Grant Program Specialist and the Field Archivist attended the annual Town Clerk's Spring Conference held at the Trumbull

Marriott on April 24, 2008. They spoke with town clerks and vendors that work on Historic Documents Preservation Program grant projects.

- f. The Public Records Administrator hosted a tour of the State Library and Museum for the Connecticut Chapter of ARMA on June 3, 2008. State Library staff introduced their respective unit of the Library and its role.

3. *Town Clerk Training:*

- a. The Office of the Public Records Administrator and State Archives held two half day grant training workshops for Connecticut Town Clerks on January 10 and 15, 2008. Topics covered included a review of targeted and competitive grant application and contract procedures, administrative requirements, selecting and designing a competitive grant project, the evaluation review process, and the competitive application forms. Forty-five individuals participated in the workshop.
- b. The Public Records Administrator, the Public Records Grant Program Specialist and the Field Archivist attended the New Town Clerk Training offered by the Connecticut Town Clerks Association at the Legislative Office Building on January 25, 2008. Eunice DiBella spoke on records retention and LeAnn Power reviewed the Historic Documents Preservation Program for the newly elected or appointed town clerks.

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

### Personnel Costs

Regular and Durational Staff	\$	542,146
------------------------------	----	---------

### Program Administrative Costs

Advisory Committee and Workshop	\$	2,991
Book and Document Purchases	\$	1,151
Equipment Lease and Rental	\$	1,215
Equipment Maintenance and Repairs	\$	360
Educational Services (non-workshop)	\$	1,762
General Office Supplies	\$	767
IT Data Services	\$	43,300
Membership Dues	\$	2,500
Motor Vehicle Expenses	\$	4,186
Printing & Binding of State Documents	\$	27,516
Photographic Services	\$	4,178
Postage	\$	447
Preservation Supplies	\$	7,571
Record Destruction Services	\$	932
Staff Travel and Training	\$	5,174
Subscriptions	\$	1,693
Van Block Facility Maintenance Supplies	\$	482
Van Block Facility Security	\$	39,105
<i>Program Administrative Total</i>	\$	<i>145,329</i>

<b>Administrative Total</b>	<b>\$</b>	<b>687,475</b>
-----------------------------	-----------	----------------

139 Targeted Grants	\$	1,138,000
---------------------	----	-----------

9 Competitive Grants	\$	379,847
----------------------	----	---------

<b>Total Grants Awarded</b>	<b>\$</b>	<b>1,517,847</b>
-----------------------------	-----------	------------------

<i>Unexpended Grant Funds Returned</i>	\$	<i>-14,627</i>
--	----	----------------

<b>Grants Total</b>	<b>\$</b>	<b>1,503,220</b>
---------------------	-----------	------------------

<b>Program Total</b>	<b>\$</b>	<b>2,190,695</b>
----------------------	-----------	------------------