

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



**HISTORIC DOCUMENTS PRESERVATION PROGRAM**

**2009 ANNUAL REPORT**

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Connecticut State Library  
Hartford, Connecticut  
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**Front Cover**

Front of the State Library and Supreme Court Building during construction of the building as viewed from the Capitol, September, 1909. The hundredth anniversary of the corner stone being laid was May 25, 2009.  
RG 60, Commission to Make Repairs to Capitol and to Procure Site for New Building for State Officials, 1904-1914.

Exterior Views, Box 6, #42.

**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with its Portion of the Historical Documents Preservation Fund**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:* Fiscal Year 2009 saw a dramatic reduction in the revenue received by the State Library for the Historic Documents Preservation Program due to the continuing decline in the number of real estate filings. This had a significant impact on the amount of funds available for preservation activities. While the number of filings for the first month of Fiscal Year 2010 rose compared to the same month of the previous year after twenty-six months of decline, the State Library cannot say with any certainty that the downward trend has been reversed. As a result, the State Library has drastically reduced administrative expenses and suspended most 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, until the administrative portion of the fund returns to a healthier state. In addition, the Retirement Incentive Program had a profound effect on the Historic Documents Preservation Program with the retirement of the Public Records Administrator who has administered the program since its inception and the Assistant State Archivist who had responsibility for processing town records in the State Library's collection.

*A. Preservation Projects*

*1. Local Records Projects:*

- a. **Accessions:** As a result of the Historic Documents Preservation Program, a number of towns have transferred records to the State Archives Unit within the Library to ensure the preservation of these records. The records were identified during projects funded by grants from the Historic Documents Preservation Fund. The State Archives received the following items this year: Town of Southbury records, 1795-1993, 2.5 cubic feet (RG 062:130); Town of Waterbury air raid shelter survey, 1941-1942, .75 cubic feet (RG 062:151); Town of East Hartford records, 1827-1977, 123 cubic feet (RG 062:043).
- b. Assistant State Archivist Bruce Stark processed Town of Pomfret records, 1753-1932 (RG 062:112).

*2. Access to Historical Records:*

- a. The State Archives updated the finding aids for the towns mentioned above. The finding aids are published on the State Library website, making the records accessible through online search engines such as Google.
- b. The fund supports the security system including a security guard at the off-site facility which houses a significant portion of the State Archives collection. It also funds a commercial grade van for transporting the materials to the main State Library building where researchers use the records.

3. *State Publications Binding:* Due to the fiscal situation of the fund, the State Library significantly curtailed binding of the Hearings and Proceedings of the Legislature, the Records and Briefs of the Connecticut Supreme Court and publications of State Agencies. The small amount of book binding completed during the fiscal year was paid for through other resources.

## *B. Grant Administration*

1. The grant staff received 151 grant applications during FY2009. During the review process, the staff worked with the town clerks to answer questions, resolve problems and assist first time applicants through the process. The Office of the Public Records Administrator awarded 10 competitive grants, 1 disaster recovery grant and 140 target grants for a total of \$1,595,327.

## *C. Professional Development*

1. *Workshops:* Due to travel restrictions and less funds available, the State Library staff was unable to attend as many professional meetings as in past years. The grant staff attended some monthly meetings of the Connecticut Chapter of the Association of Record Managers and Administrators (ARMA). Subjects covered included e-discovery and its impact on records management, and managing electronic records including accessibility and proper destruction.
2. *Conferences:*
  - a. During July 21-26, 2008, Public Records Archivist Lizette Pelletier represented Connecticut at a planning seminar on Intergovernmental Preparedness for Essential Records [IPER] in Atlanta, GA funded by a FEMA grant on disaster preparedness and continuity of operations for government agencies. The seminar, attended by teams of state records and archives administrators, state chief information officers and emergency management directors, began the process of developing records-related emergency preparedness training tailored to state and local governments. The IPER summit was followed by a joint meeting of the National Association of Government Archivists and Records Administrators (NAGARA) and the Council of State Archivists (CoSA). The conference sessions included local government records programs, scanning of public records, the National Archives electronic records preservation project and a legislative update on efforts to create a national grant program for the preservation of historical records. The fund paid for the NAGARA conference registration fee and all other expenses were paid for by the FEMA grant.
  - b. Public Records Administrator Eunice DiBella, Public Records Grant Program Specialist LeAnn Power and Field Archivist Kathy Makover attended the Town Clerk's Fall Conference on September 18, 2008 in Westbrook, CT. They spoke with town clerks and grant vendors about the Historic Documents Preservation Program.
  - c. As part of the preparation for the IPER training program, Public Records Archivist Lizette Pelletier hosted four 90 minute sessions of a Vital Records training webinar given by the National Archives and Records Administration on December 3, 10, 17, and 24, 2008. Participants included other staff from the Office of the Public Records Administrator, Preservation Librarian Jane Cullinane from the State Library, Anthony Dembeck from the Department of Emergency Management and Homeland Security and Peggy Zabawar from the Department of Administrative Services.
  - d. The Public Records Administrator and the Field Archivist attended the annual Town Clerk's Spring Conference held in Windsor, CT on April 23, 2009. They spoke with town clerks and vendors that work on Historic Documents Preservation Program grant projects.
3. *Town Clerk Training:*
  - a. The Office of the Public Records Administrator and State Archives held one half day grant training workshop for Connecticut Town Clerks on January 14, 2009. 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. Thirty-one individuals representing 26 towns participated in the workshop.

- b. The staff from the Office Public Records Administrator, State Archives and Preservation Office taught the records management module for the Town Clerks School at the CCSU ITBD Center in New Britain on May 12, 2009. Topics included principles of records management, land record filing requirements, electronic records management and the Historic Documents Preservation Program for newly elected or appointed town clerks.

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

<b>Personnel Costs</b>	<b>\$ 385,057.27</b>
<b>Program Administrative Costs</b>	
Advisory Committee and Workshop	\$ 535.05
Equipment Lease and Rental	\$ 365.00
Equipment Maintenance and Repairs	\$ 237.19
IT Data Services	\$ 90.00
Motor Vehicle Expenses	\$ 4,169.00
Photographic Services	\$ 197.90
Van Block Facility Security	\$ 31,415.39
Van Block Facility Maintenance	\$ 507.75
<i>Program Administrative Total</i>	<i>\$ 37,517.28</i>
<b>FY 2009 Administrative Total</b>	<b>\$ 422,574.55</b>
1 Disaster Recovery Grant	\$ 1,170.00
10 Competitive Grants	\$ 429,157.00
140 Targeted Grants	\$ 1,165,000.00
<b>Total Grants Awarded</b>	<b>\$ 1,595,327.00</b>
Unexpended Grant Funds Returned	\$ - 5,239.00
<b>FY2009 Grants Total</b>	<b>\$ 1,590,088.00</b>