

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



HISTORIC DOCUMENTS PRESERVATION PROGRAM
2010 ANNUAL REPORT



Connecticut State Library
Hartford, Connecticut
September 1, 2010

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Front Cover

Law reading area in the main reading room of the newly completed Connecticut State Library building, c. 1910.
Reproduced from *Report of the State Librarian to the Governor for the two years ended September 30, 1910.*
(Hartford: Connecticut State Library, 1910), 6-7.

**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with its Portion of the Historical Documents Preservation Fund**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 2010 saw a slight increase in the revenue received by the State Library from real estate filings for the Historic Documents Preservation Program (CGS § 11-8i through § 11-8n). It is not clear whether this signals the end of the decline in the number of real estate filings as a significant number of the filings were the result of the \$8,000 Home Buyer Tax Credit. The number of filings for the first month of Fiscal Year 2011 fell by 26% compared to the same month of the previous year. As a result, the State Library continues to reduce its grant program administrative expenses wherever possible. Most preservation projects remain suspended except for accessioning local government records, preliminary editing work for the publication of the next volume of the *Public Records of the State of Connecticut* and some limited binding of legislative hearings and other significant state publications.

A. Preservation Projects

1. Local Records Projects:

- a. **Accessions:** The State Archives staff has been working with the Probate Court Administrator and his staff to begin acquisition of historical records from the consolidating probate districts. These consist of record books and estate paper files that will be invaluable to genealogists and social historians.

The State Archives acquired probate records from the following courts in FY2010:

Brookfield Probate Court, Probate files, 1851-1976, 5.5 cubic feet and record books, 13 volumes, 1857-1947 (RG 004:018)

New Milford Probate Court, Record books, 1804-1894, 12 volumes (RG 004:096)

Tolland Probate Court, Record books, 1830-1920, 15 volumes (RG 004:142)

- b. The Assistant State Archivist processed records from the Town of Sharon, 1760-1976, 39 cubic feet (RG 062: 125).

2. Access to Historical Records:

Finding aids are published on the State Library website, making the records accessible through online search engines such as Google.

3. State Publications Binding:

The State Library bound 175 volumes of legislative hearings and other high priority state publications.

B. Grant Administration

As a result of Senate Bill No. 1167, *An Act Concerning a State Deficit Mitigation Plan for the Fiscal Year Ending June 30, 2009*, \$900,000 was transferred from the historic documents preservation account to the General Fund for the fiscal year ending June 30, 2009. Because of this loss in funding, no competitive grants or cycle 2 targeted grants were awarded in FY2010. Cycle 1 targeted grant contracts were processed on a funds available basis. The grant staff received 103 grant applications during FY2010. Nine towns that applied for competitive grants were allowed to substitute targeted grant applications. The Office of the Public Records Administrator awarded targeted grants totaling \$615,000 to 94 municipalities. In addition, the staff determined that it was necessary to drastically reduce the targeted grant funding levels and not offer competitive grants for FY2011.

C. Professional Development

1. Workshops:

Due to travel restrictions and reduced funding, 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 Records Managers and Administrators (ARMA). Subjects covered included e-discovery and its impact on records management; vital operating records and business continuity planning; imaging technologies and the newly adopted *Generally Accepted Recordkeeping Principals* (GARP).

2. Conferences:

- a. During August 2009, Public Records Archivist Lizette Pelletier represented Connecticut at a joint meeting of the Society of American Archivists (SAA) 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.
- b. Public Records Administrator LeAnn Power and Field Archivist Kathy Makover attended the Town Clerks Fall Conference on September 24 and 25, 2009 in Westbrook. They spoke with town clerks and grant vendors about the Historic Documents Preservation Program and other issues related to town clerk records.
- c. Public Records staff attended the Connecticut Town Clerks Association spring conference on April 22 and 23, 2010 in Waterbury, meeting with town clerks and vendors. They displayed an exhibit and slide show on the history of the Historic Documents Preservation Program. On April 23rd, Public Records Administrator LeAnn Power participated in a panel discussion entitled "Access Today and Tomorrow" regarding the many facets of access to public records.

D. Town Clerk Training:

On December 4, 2009 the Historic Documents Preservation Program presented the eleventh in a series of workshops for town clerks, "Microfilm & Digital Imaging Projects: What You Really Need to Know." The full-day workshop, presented by Donia Conn of the Northeast Document Conservation Center, was held in conjunction with the Connecticut Certified Municipal Clerk Institute at Central Connecticut State University in New Britain. The workshop received positive evaluations from the town clerks.

II. Administrative Expenses for the Historic Documents Preservation Grant Program

<i>Personnel Costs</i>	\$	251,851
<i>Program Administrative Costs</i>		
Educational Services and Contractual Support	\$	6,940
Motor Vehicle Expenses	\$	4,561
Supplies	\$	532
State Publication Binding Services	\$	1,382
Van Block Facility Security	\$	26,397
Van Block Facility Maintenance	\$	547
<i>Program Administrative Total</i>	\$	40,349
FY 2010 Administrative Total	\$	292,200
<i>Grants Awarded</i>		
94 Targeted Grants	\$	615,000
Unexpended Grant Funds Returned	\$	- 6,653
FY2010 Grants Total	\$	608,347