

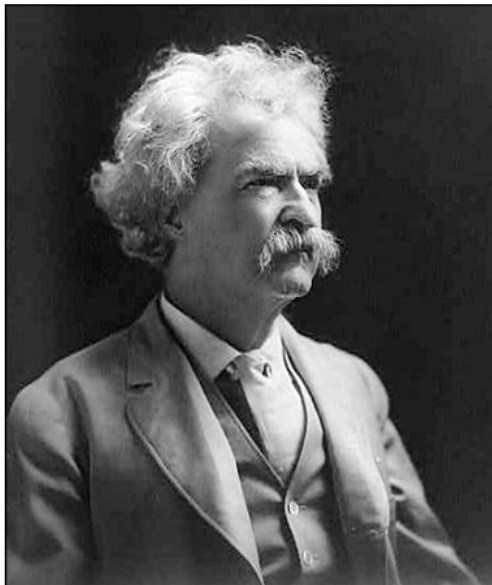
# Annual Report to the Joint Standing Committee on Government Administration on the Preservation Activities of the Connecticut State Library

## HISTORIC DOCUMENTS PRESERVATION PROGRAM 2012 ANNUAL REPORT



I, SAMUEL L. CLEMENS, of the town of Redding,  
County of Fairfield, State of Connecticut, do hereby make,  
ordain, publish and declare this my last will and tes-  
tament, hereby revoking all other wills and codicils by  
me at any time heretofore made.

ARTICLE FIRST.



ARTICLE SEVENTH.

As I have expressed to my daughter, Clara Langdon  
Clemens, and to my associate, Albert Bigelow Paine, my  
ideas and desires regarding the administration of my lit-  
erary productions, and as they are especially familiar  
with my wishes in that respect, I request that my exec-  
utors and trustees above named confer and advise with my  
said daughter Clara Langdon Clemens, and the said Albert  
Bigelow Paine, as to all matters relating in any way to the  
control, management and disposition of my literary produc-  
tions, published and unpublished, and all my literary  
articles and memoranda of every kind and description, and  
generally as to all matters which pertain to copyrights  
and such other literary property as I may leave at the time  
of my decease. The foregoing suggestion as to consulta-  
tion is, however, made subject to my contract dated July  
24th, 1909, with Albert Bigelow Paine for the preparation  
of my letters for publication, and in full recognition

thereof, and subject also to the contract dated August  
27th, 1906, made by and between the said Albert Bigelow  
Paine and Harper & Brothers, as I have appointed the said  
Albert Bigelow Paine as my biographer, and have ratified  
and approved his said contract relating to the publication  
thereof.

IN WITNESS WHEREOF, I have hereunto subscribed my  
name and affixed my seal this seventeenth day of August,  
in the year of our Lord One thousand nine hundred and nine.

*Samuel L. Clemens*

# CONNECTICUT STATE LIBRARY

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Kendall F. Wiggin

## PUBLIC RECORDS ADMINISTRATOR

LeAnn Power, CRM

## STATE ARCHIVIST

Dr. Mark H. Jones

## HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

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Lizette Pelletier

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## Front Cover

Selected pages of the probated will of Samuel L. Clemens, 1909. Connecticut State Library. State Archives. RG 004:117, Redding Probate Court Records.

**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 2012 saw a slight increase in the revenue received by the State Library from real estate recording fees for the Historic Documents Preservation Program authorized under Connecticut General Statutes § 11-8i through § 11-8n. FY 2012 began with a decrease in revenue of nearly 10%. Beginning in February, however, the number of filings began to increase over the same month of the previous year and revenues ended the year flat. As a result, most preservation projects remain suspended except for accessioning local government records and preliminary editing work for the publication of the next volume of the *Public Records of the State of Connecticut*. In addition, the State Library continues to minimize its grant program administrative expenses wherever possible.

*A. Preservation Projects*

1. Local Records Projects:

*Accessions:* As a result of the Historic Documents Preservation Program, some towns have chosen to transfer records to the State Archives Unit within the Library to ensure their preservation. The State Archives received the following items this year:

East Haven military discharge and separation papers, 1898-1956, bulk 1917-1956, 1 folder

Salisbury ledger book, 1810-1813, 1874-1877, 1 volume

Waterford military discharge and separation papers, 1861-1985, bulk 1917-1985, 23 volumes; certificates of attachment, 1854-1930, 3 volumes

The State Archives acquired 217 record books and 394 cubic feet of files from 25 probate courts in FY2012:

Bristol Probate Court record books, 1927-1970, 8 volumes

Brooklyn Probate Court files, circa 1934-1976, 9 cubic feet

Burlington Probate Court files, 1897-1973, 2 cubic feet

Chaplin Probate Court record books, 1850-1950, 8 volumes

Cheshire Probate Court record books, 1924-1972, 40 volumes

East Haddam Probate Court files, 1905-1981, 25 cubic feet, and wills, 1826-2009, 4 cubic feet

East Hampton (Chatham) Probate Court files, 1882-1976, 24 cubic feet

Farmington Probate Court files, 1870-1987, 4 cubic feet

Hampton Probate Court record books, 1836-1988, 10 volumes

Harwinton Probate Court wills, circa 1830-2010, 2 cubic feet

Hebron Probate Court files, 1848-1998, bulk 1898-1975, 9 cubic feet  
Lebanon Probate Court record books, 1826-1943, 17 volumes  
Litchfield Probate Court wills, circa 1830-2010, 14 cubic feet  
Naugatuck Probate Court files, 1905-2005, bulk 1905-1979, 36 cubic feet  
Oxford Probate Court record books, 1847-1981, 13 volumes  
Plainville Probate Court record books, 1910-1974, 4 volumes  
Plymouth Probate Court record books, 1833-1974, 31 volumes  
Pomfret Probate Court files, circa 1936-1976, 27 cubic feet  
Redding Probate Court record books, 1827-1948, 17 volumes; Samuel L. Clemens will and trust accounts, 1906-1963, and Mark Twain Foundation trust accounts 1986-1997, 1 cubic foot  
Portland Probate Court files, 1824-1982, 29 cubic feet, and wills, 2 cubic feet  
Southington Probate Court record books, 1918-1973, 45 volumes  
Stamford Probate Court files, 1937-1954, 196 cubic feet  
Washington Probate Court record books, 1832-1965, 16 volumes  
Windham Probate Court files, 1894-1925, 10 cubic feet  
Windsor Probate Court record books, 1855-1948, 36 volumes  
Woodbury Probate Court record books, 1940-1972, 3 volumes

2. Access to Historical Records:

Library Aide Damon Munz and Storekeeper Todd Gabriel began processing of Farmington town records. To date, they have unfolded and flattened 3.5 cubic feet.

The Library Aide also spent much time on the WPA Art Inventory project and helping to shift boxes for the construction of the new section of compact shelving in the State Library's Van Block Facility.

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

*B. Grant Administration*

The Office of the Public Records Administrator awarded targeted grants totaling \$635,500 to 148 municipalities. There were enough funds available to allow the program to raise the grant award level for small towns by \$500 over the previous grant year. However, there was not sufficient funding available for the program to offer competitive grants for a second year.

*C. Professional Development*

Due to the lack of available funding as well as the additional workload created when the Public Records Archivist who worked with the state agencies resigned to take another position in April, the State Library staff was unable to attend many professional meetings or workshops. Public Records Administrator LeAnn Power attended some monthly meetings of the Connecticut Chapter of the Association of Records Managers and Administrators (ARMA). Public Records Archivist Lizette Pelletier and Field Archivist Kathy Makover participated in webinars held by the Council of State Archivists regarding a number of records management topics. Assistant State Archivist Paul Baran and Government Records Archivist Allen Ramsey attended a *Digital Repositories* workshop

and the Government Records Archivist also attended an *Appraisal of Electronic Records* workshop. Both workshops were sponsored by the Society of American Archivists.

*D. Professional Outreach:*

1. The Public Records Administrator and Field Archivist attended the fall conference of the Town Clerks Association on September 15, 2011 in Westbrook. The Public Records Administrator gave an update on the revisions to the election retention schedule, eRecording regulations and fee changes to foreclosed property registration documents. In addition, they staffed a table in the state agency section, providing information on records management, grant project development, disaster planning and upcoming training opportunities.
2. Public Records staff attended the spring conference of the Connecticut Town Clerks Association on April 12 and 13, 2012 in Norwalk. They staffed an information table for the grant program and records management issues on Thursday. The Public Records Administrator and State Librarian Ken Wiggin spoke at a workshop for town clerks on electronic recording on Friday.

*E. Town Clerk Training:*

Due to the lack of available funding as well as Public Records staff involvement in a number of high priority projects, the Historic Documents Preservation Program was unable to present its annual workshop for town clerks this fiscal year. Staff projects included but were not limited to revisions to the municipal records retention schedules for elections records, public safety records, and taxation and assessment records; the drafting of regulations for the electronic recording of land records; and the State Librarian's workgroup on preservation and authentication of electronic records. Staff also presented 7 records management training sessions for all municipal employees on a variety of topics, including management of e-mail, police records, tax collection and assessment records, library records, and general records retention.

In lieu of the annual workshop, town clerks were able to attend two courses on disaster planning and preparedness through the nation-wide Intergovernmental Preparedness for Essential Records [IPER] project funded by FEMA through the Council of State Archives. State Library staff worked with the Department of Administrative Services' Learning Center staff concerning the identification and protection of critical operating records necessary for emergency response and disaster recovery. The training, designed for both state and municipal employees, also focused on the preservation of culturally and historically significant records in the event of a disaster. The State Library hopes to continue to make this training available annually to state and municipal officials.

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

<i>Personnel Costs</i>	\$	257,257
<i>Program Administrative Costs</i>		
Educational Services and Contractual Support	\$	21,957
Fees and Permits	\$	135
Photographic Services	\$	93
Supplies	\$	1,279
Van Block Facility Security	\$	33,273
Van Block Facility Maintenance	\$	<u>493</u>
<i>Program Administrative Total</i>	\$	57,230
<b>FY 2012 Administrative Total</b>	<b>\$</b>	<b>314,487</b>
<i>Grants Awarded</i>		
149 Targeted Grants	\$	635,500
Unexpended Grant Funds Returned	\$	<u>- 9,248</u>
	\$	626,252
<b>FY 2012 Grants Total</b>	<b>\$</b>	<b>626,252</b>