

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



HISTORIC DOCUMENTS PRESERVATION PROGRAM 2013 ANNUAL REPORT



Connecticut State Library
Hartford, Connecticut
September 1, 2013

CONNECTICUT STATE LIBRARY

STATE LIBRARIAN
Kendall F. Wiggin

PUBLIC RECORDS ADMINISTRATOR
LeAnn Power, CRM

STATE ARCHIVIST
Paul Baran

HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF
Kathy Makover
Lizette Pelletier

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Front Cover

U.S. Volunteers Selectmen's Returns of 1861, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records, series "military 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 Historic Documents Preservation Fund**

I. Preservation and Management of Historic Documents

Summary Statement:

Fiscal Year 2013 saw an 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. Although FY 2013 began and ended with a decrease in monthly revenue from the previous year, the year overall saw an increase of nearly 15%. As a result, the State Library was able to provide some modest financial support towards a cooperative effort for electronic records preservation. It continued the accessioning, preservation and management of local government records; the administration of the municipal grant program; its records training and outreach programs for municipalities; and professional staff development. It also continued to support the editing work required for the publication of the next volume of the *Public Records of the State of Connecticut*.

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:

Beacon Falls land records and indexes, 1952-1986, 43 volumes; old age assistance tax rate books, 1936-1946, 12 volumes; rate books, 1932-1948, 17 volumes, justice court records, 1935-1939, .5 cubic feet

Bridgeport general assistance files, 1917-1997, bulk 1938-1966, 303 cubic feet; 13 log books

Hamden general assistance files, 1935-1978 and budget expenditure, 1936-1948, 12 cubic feet; First Selectman's Connecticut Child Study and Treatment Home file, 1955-1962, 1 file

New Britain annual reports of corporations, 1887-1965, 20 volumes; Liens, 1882-1969, 64 volumes

North Haven rate book, 1936, 1 item; Old age assistance tax enrollment and collections books, 1937, 1939, 2 items

Windham and Willimantic tax abstracts, 1833-1944, 147 volumes; Sexton reports, 1938-2012, 2 cubic feet

Wilton voter registrations, 1944-1972; military discharge papers, 1942-1966, .5 cubic feet

The State Archives acquired 96 record books and 33 cubic feet of files from 10 probate courts in FY 2013:

- Andover Probate Court record books, 1849-1941, 18 volumes
- Darien Probate Court bond record books, 1925-1949, 6 volumes
- Cornwall Probate Court wills, 1845-2007, 4 cubic feet
- Groton Probate Court files, 1865-1975, 12 cubic feet
- Hebron Probate Court record books, 1784-1862, 22 volumes
- Manchester Probate Court record books, 1850-1972, 50 volumes
- Norfolk Probate Court files, 1827-1839, 1899-1971, 13 cubic feet
- Stafford Probate Court marriage waivers, 1956-1979, .25 cubic feet
- Thomaston Probate Court wills, 1949-2009, 3 cubic feet
- Westbrook Probate Court wills, 1930-1976, 1 cubic foot

2. Access to Historical Records:

Assistant State Archivist Paul Baran and Library Aide Damon Munz continued processing Farmington town records. An additional 5 cubic feet have been unfolded and flattened. A total of 7.5 cubic feet of records have been placed in archival folders.

The Library Aide also spent much time encoding finding aids in Encoded Archival Description (EAD) so that they may be published on the web. Finding aids to historical records are published on the State Library website, making the records accessible through online search engines such as Google.

3. Connecticut Digital Archives:

The State Library and the Dodd Research Center at the University of Connecticut have begun work on establishing the Connecticut Digital Archives (CTDA). The CTDA will offer preservation oriented digital repository services for UCONN, the State Library, state agencies, local governments and not-for-profit educational and cultural organizations based in the state of Connecticut.

4. *Public Records of the State of Connecticut*:

The project to edit volume 20 of the *Public Records of the State of Connecticut* came to a successful conclusion with its publication. Volume 20 covers the years 1819-1820, the years immediately following the ratification of the Constitution of 1818, and contains material on tax and fiscal reform, the Panic and depression of 1819-1822, the Missouri controversy, major changes in the poor law and funding for the common schools, and a switch from legislative appointment to popular choice of electors for U.S. president and vice president. Printed copies were sent to all public libraries and academic libraries in the state. The volume will also be available electronically on the State Library's website.

B. *Grant Administration*

The Office of the Public Records Administrator awarded targeted grants totaling \$727,500 to 152 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. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. However, there was not sufficient funding available for the program to offer competitive grants for a third year.

C. *Professional Development*

State Library staff were able to attend some professional meetings or workshops as a result of the somewhat increased funding and after filling a vacant position in the second half of the year. 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. Public Records Archivist Sara Cheeseman attended an *Appraisal of Electronic Records* workshop. Government Records Archivist Allen Ramsey attended an *Arrangement and Description of Electronic Records* workshop. Both workshops are part of the Digital Archives Specialist certification program developed by the Society of American Archivists.

D. *Professional Outreach and Training:*

1. The Public Records Administrator, Public Records Archivist and Field Archivist attended the fall conference of the Town Clerks Association on September 13, 2012 in Westbrook. The Public Records Archivist staffed an information table to provide clerks with information related to disaster recovery, electronic recording, and the grant program. The Public Records Administrator and Field Archivist spoke with vendors who work on grant-funded projects and those that provide eRecording services. They also met with staff from the Department of Revenue Services to assist them in preparing to accept electronic conveyance tax forms and payments before electronic recording goes live in Connecticut.
2. Public Records staff attended the spring conference of the Connecticut Town Clerks Association on April 4 and 5, 2013 in Norwalk and staffed an information table. The Public Records Administrator and the Field Archivist met with eRecording and grant vendor representatives and assisted town clerks with questions; and the Public Records Administrator spoke during an eRecording presentation on April 4. The Public Records Administrator gave a presentation on storage facilities during a bus trip to tour a number of Iron Mountain facilities in Rosendale, NY, on April 5.
3. Staff provided 11 records management training sessions for municipal employees on a variety of topics, including management of e-mail, police records, election records, library records, and general records retention.
4. Town clerks and other municipal staff were again able to attend the Essential Records Course on disaster planning and preparedness through the nation-wide Intergovernmental Preparedness for Essential Records [IPER] project developed by FEMA in conjunction with the Council of State Archives. State Library staff again worked with the Department of Administrative Services' Learning Center staff to present the course on identifying and protecting critical operating records necessary for emergency response and disaster recovery. The training is designed for both state and municipal employees. The State Library staff will provide this course annually to state and municipal officials along with a companion course which focuses on the preservation of culturally and historically significant records in the event of a disaster.

II. Administrative Expenses for the Historic Documents Preservation Grant Program

<i>Personnel Costs</i>	\$	258,570
<i>Program Administrative Costs</i>		
Educational Services and Contractual Support	\$	26,793
Document Preservation Services	\$	17,355
Van / Equipment Lease	\$	5,130
Supplies	\$	973
Van Block Facility Security	\$	33,448
Van Block Facility Maintenance	\$	<u>4,702</u>
	\$	88,727
FY 2013 Administrative Total	\$	347,297
<i>Grants Awarded</i>		
152 Targeted Grants	\$	727,500
Unexpended Grant Funds Returned	\$	<u>- 2,271</u>
	\$	725,229
FY 2013 Grants Total	\$	725,229