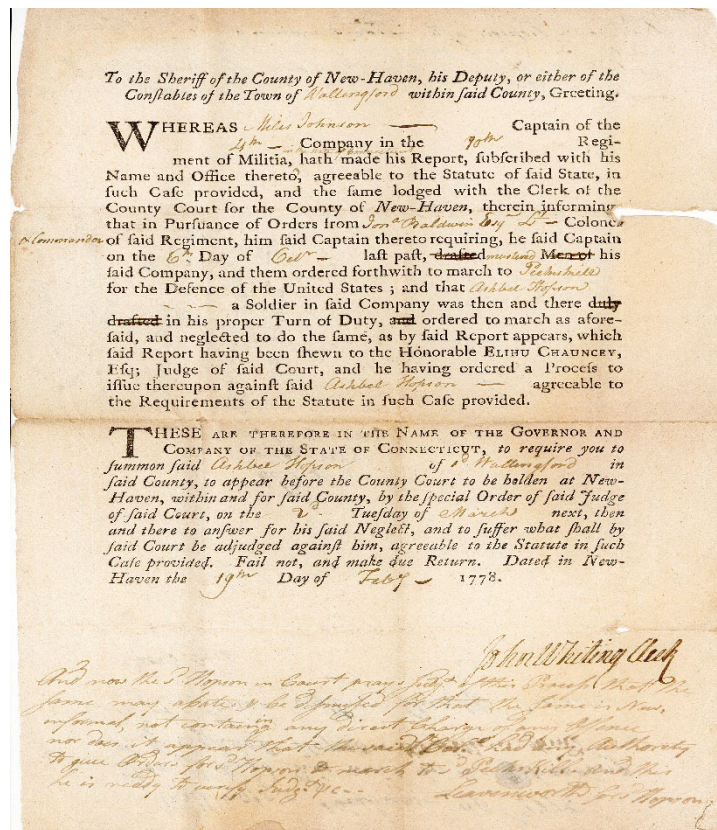


# HISTORIC DOCUMENTS PRESERVATION PROGRAM

## PRESERVING THE PAST, PROTECTING THE FUTURE

### Annual Report on the Preservation Activities of the Connecticut State Library

FY 2022



Connecticut State Library  
Hartford, Connecticut  
September 1, 2022

# CONNECTICUT STATE LIBRARY

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## Front Cover

Governor and Company vs. Ashbel Hopson, November 1779, Connecticut State Library, State Archives, RG 003, New Haven County, County Court records. Note: The State Archives received a two-year grant from the National Historical Publications and Records Commission (NHPRC) to enhance access to judicial records held in the State Archives from the New Haven County and Superior Courts, 1700-1855. Further information about the "Uncovering New Haven" project can be viewed online at, <https://libguides.ctstatelibrary.org/archives/uncoveringnewhaven>. Records for some cases are currently in the process of being digitized and will eventually be available for public viewing at the Connecticut Digital Archive (CTDA), <http://hdl.handle.net/11134/30002:RG003>.

*Issued in accordance with Conn. Gen. Stat. § 11-8k(c)2*

**Annual Report to the Joint Standing Committee on Government Administration  
On the Preservation Activities of the Connecticut State Library with  
Allocated Funds in the Historic Documents Preservation Account**

**I. Historic Documents Preservation Program**

The Historic Documents Preservation Program supports the preservation and management of government records throughout Connecticut. This program was established under Public Act No. 00-146, *An Act Concerning Real Estate Filings and the Preservation of Historic Documents* and codified in Connecticut General Statutes (CGS) §11-8i through §11-8n, effective July 1, 2000.

The program is funded through a fee on land recordings pursuant to CGS §7-34a. As originally established, municipalities collected a \$3 land recording fee for records preservation and management, retaining \$1 for the town clerk fund and remitting \$2 for deposit to the program account.

Effective July 15, 2013, a new distribution model was set for the land recording fee on Documents with Nominees, excluding this fee from distribution to the program account and significantly reducing revenues (Public Act No. 13-184). In the 2014 and 2015 legislative sessions, the State Library requested that the program's portion of the recording fee on Documents with Nominees be credited to the account to keep the fund whole. The proposals did not move forward.

During the 2017 session, however, the legislature approved a significant increase in funding for the program, doubling the land recordings fee that generates revenues for the account (Public Act No. 17-2). Effective December 1, 2017, municipalities began collecting a \$6 fee for records preservation and management and an additional \$4 fee for deposit to the state's General Fund. From the \$6 fee, municipalities retain \$2 for the town clerk fund and remit \$4 for deposit to the program account.

As the program is funded through a land recording fee, revenues are directly impacted by changes in the real estate market. In FY 2022, revenues increased by 6% as compared to the prior year. This rise was due in part to economic conditions related to the pandemic. A sudden decrease in recordings in the spring of FY 2020 was followed by exceptionally strong recording trends in FY 2021 and FY2022, likely reflecting higher volumes in both home sales and refinancing.

However, recording volumes for Documents with Nominees also increased during this time period due to greater utilization of the Mortgage Electronic Registration System (MERS). As described by MERSCORP Holdings, MERS is a “national electronic database that tracks changes in mortgage servicing rights and beneficial ownership interests in loans secured by residential real estate” and it serves as a nominee. Account revenues nevertheless increased in FY2022 due to the overall rise in recording volumes.

The State Library has maintained a fiscally conservative approach in its management of the account. During this period, the State Library awarded municipal grants; accessioned and preserved archival records; supported the publication of the *Public Records of the State of Connecticut* and other significant records projects; provided records training and outreach; and supported professional development in archives and records management.

Pursuant to statute, seventy percent of the funding is allocated for municipal grant awards “to enhance or improve the preservation and management of historic documents” [CGS §11-8l(d)]. A separate annual report is submitted each year to describe the municipal grant awards and provide a summary of the State Library’s activities and its recommendations concerning the grant program [CGS §11-8m(b)].

Thirty percent is allocated for “(1) the preservation and management of historic documents maintained by the State Library, and (2) the expenses of administering the historic documents preservation grant program” [CGS §11-8k(c)]. This annual report describes the activities carried out by the State Library with these allocated funds [CGS §11-8k(c)].

#### A. *Grant Program Administration*

The Historic Documents Preservation Grant Program is administered through the Office of the Public Records Administrator. In FY 2022, 151 municipalities were awarded targeted grants totaling \$949,500. Grants were awarded in the amounts of \$5,500, \$7,500, or \$10,500, for small, medium, and large towns, respectively. These grants supported significant improvements in the preservation and management of local government records across the state.

## B. *Government Records Preservation*

The State Archives contains more than 49,000 cubic feet of records documenting the evolution and implementation of state public policy, the rights and claims of citizens, and the history of Connecticut and its people.

In FY 2022, the Archives acquired 14 accessions totaling 274 cubic feet. Accessions included:

- **State Government Records:** Office of the Governor extradition files and waivers of extradition, 2013-2017; Department of Emergency Services and Public Protection Evidence receiving case files and Criminologists case files, 1944-2003; Office of the Chief Medical Examiner medical records, 1970-2015; Department of Economic and Community Development Enterprise Zone project files and planning records - International Business Development, 2004-2015; Department of Transportation microfilm cards and microfilm rolls, circa 1945-1991; and Department of Transportation planning map files and aerial photographs, circa 1920-2000.
- **Local Government Records:** Town of Chaplin maps and aerial photographs, 1965-2010; Town of North Canaan land records; Town of Pomfret records, 1799-1999; Town of Sharon voter registration cards, 1942-2018; Canton Probate Court record books, 1922-1957; Darien Probate Court files, 1963-1964; and Derby Probate Court wills, circa 1858-1976.
- **Manuscript Collections:** Congregational Church of Easton records, 1762-2021.

## C. *ArchivesSpace*

ArchivesSpace is an open-source web application designed to support core archives administrative functions. These functions include accessioning, describing, and arranging analog/digital content. The State Library maintains an annual subscription agreement with LYRASIS for ArchivesSpace hosting services, including cloud storage, technical support, and ongoing software updates. The ArchivesSpace application allows staff to provide more timely access to newly acquired records and enhanced reference services.

#### D. *Publication of the Public Records of the State of Connecticut*

Volume XXIII [1825-1826] of the *Public Records of the State of Connecticut* was published and made available through the State Library website. Every Connecticut public library, publicly funded college or university library, incorporated historical society, Judicial Department court library, and Connecticut State Documents Depository Library is eligible to receive one free copy of the volume.

Editor Douglas M. Arnold retired after 43 years with the project and 10 volumes. A new editor will need to be hired to continue the project as required by CGS Sec. 10a-111a(2). The State Library is responsible for funding the editing and printing per Special Act 85-67.

The *Public Records* series is an essential resource for scholars of Connecticut's history, town historians, legislators, lawyers, family historians, and genealogists. The core of the series is a transcription of the manuscript register of the acts, resolutions, and appointments made by the Connecticut's General Assembly, housed in the State Archives. Individual volumes contain supplementary documents relevant to the period under consideration. Editorial work includes an introduction, informational annotation, and a comprehensive index.

#### E. *Enterprise Content Management System*

The Enterprise Content Management (ECM) system is designed to improve electronic records management efficiencies for state agencies and allow the State Library to more effectively manage records retention, disposal, and accession procedures. The System utilizes the Atlas retention schedule database, FileNet repository, and IBM Enterprise Records (IER) module to automate the review and disposition of records. The IER module includes workflows for the destruction of records and for the transfer of archival records to the Connecticut Digital Archive (CTDA).

Public Records and Archives staff continued work on this project through the year in collaboration with the Department of Administrative Services, Bureau of Information Technology Solutions (DAS/BITS). Two agencies have moved to production with the IER module.

*F. Records Management Training and Outreach*

Public Records staff worked closely with state and local government officials to address records preservation and management issues, including records retention and disposition; disaster recovery; and vault storage. In FY 2022, the department presented two state agency records management training presentations for Records Management Liaison Officers, and 4 municipal records management training webinars in coordination with the Connecticut Conference of Municipalities, the Connecticut Town Clerks Association, Connecticut Town Clerk School, and the Connecticut Police Officer Standards and Training Council. Staff also attended the fall and spring conferences of the Connecticut Town Clerks Association, staffing an information table for the State Library and speaking with clerks and vendors regarding the grant program and other records management topics.

*G. Professional Development in Records Management and Archives*

The State Library maintains an annual membership in the Council of State Archivists (CoSA), which provides leadership that strengthens and supports state, territorial, and District of Columbia archives in their work to preserve and provide access to government records.

Public Records and Archives staff attended a variety of conferences and webinars on records management and preservation topics, including two full-day online forums presented by the National Association of Government Archives & Records Administrators (NAGARA). The Fall Forum addressed the challenges facing archivists concerning the appraisal and accessioning of large collections of electronic records including structured data and unstructured records. The Winter Forum focused on the role of records professionals in building strategies to manage information and reduce risks for organizations.

## II. Historic Documents Preservation Account Expenditures – FY 2022

Many of the administrative expenses for the grant program were significantly reduced this fiscal year as the State Librarian was able to fund them through the State Library’s Operating Expense budget line item as a one-time measure. These administrative expenses were for editorial services, professional development, leasing of a van used to transport archival records, and security services at our offsite archival storage facility. Moving these expenses was beneficial because it off-set increases in the personnel cost line item; recent union negotiations had resulted in pay increases for two employees whose salaries are paid out of Historic Document preservation funds.

Personnel Costs	\$ 547,086
Subscriptions – Archives	\$ <u>495</u>
	<b>\$ 547,581</b>
Grant Awards	<b>\$ 945,465</b>
<b>Total Expenditures</b>	<b>\$ <u><u>1,493,046</u></u></b>