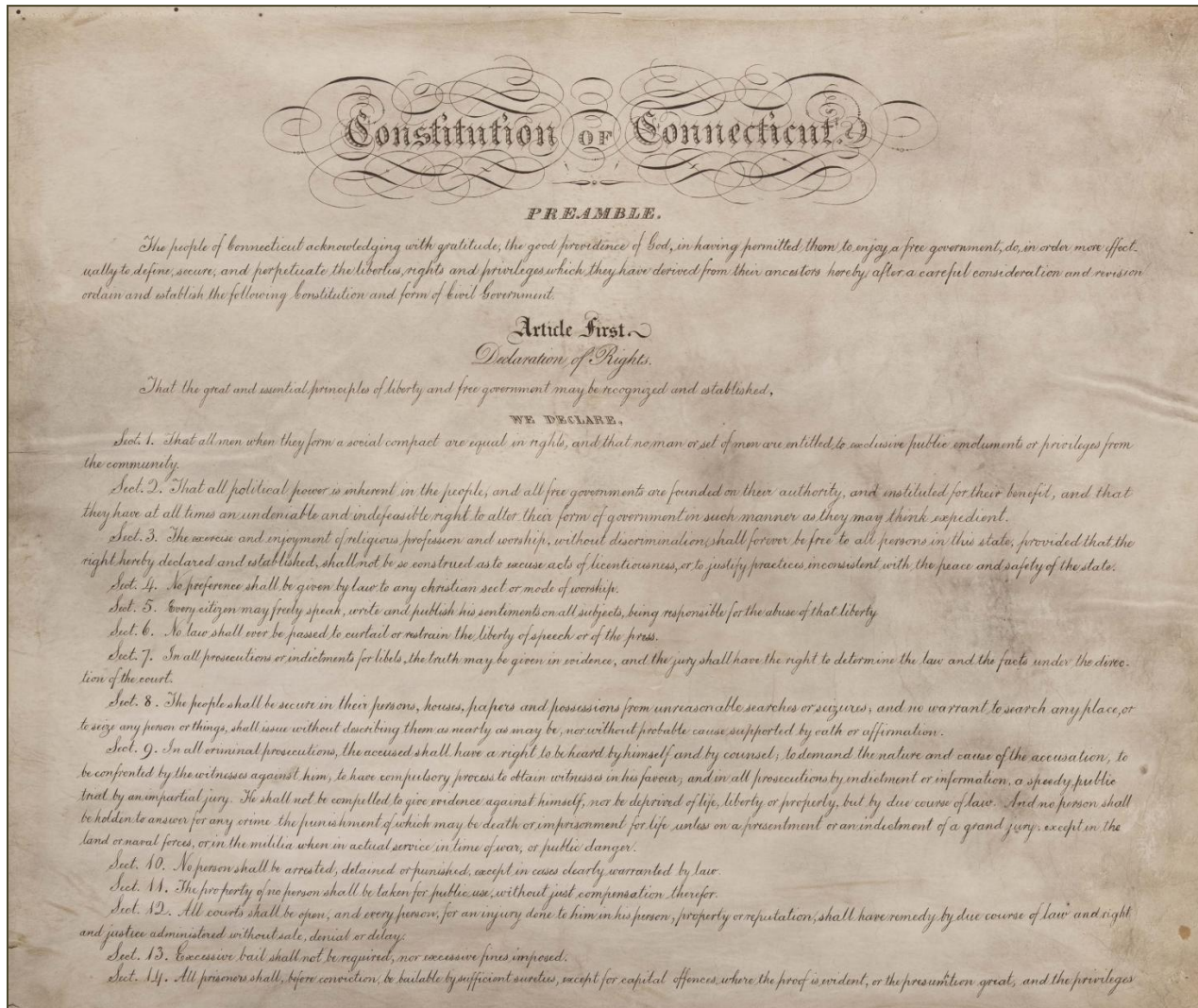


HISTORIC DOCUMENTS PRESERVATION PROGRAM

PRESERVING THE PAST, PROTECTING THE FUTURE

Annual Report on the Preservation Activities of the Connecticut State Library FY 2018



Connecticut State Library
Hartford, Connecticut
September 1, 2018

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Front Cover

The Constitution of 1818, Connecticut State Library, State Archives, RG 001, Early General Records of Connecticut.

This year is the 200th commemoration of the Constitution. The Constitution of 1818 can be viewed online at <http://hdl.handle.net/11134/30002:22194671> and is on display in Memorial Hall at the Connecticut State Library.

**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 local 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 is 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. Through November 2017, 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.

The fee was increased under Public Act No. 17-2, *An Act Concerning the State Budget for the Biennium Ending June 30, 2019, Making Appropriations Therefor, Authorizing and Adjusting Bonds of the State and Implementing Provisions of the Budget*. 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 2018, the number of recording fees submitted decreased by about 4% compared to the prior year. Due to the fee change effective December 1, 2017, however, program revenues increased by 42% in FY 2018.

The account continues to be impacted by the legislative change to recording fees for Documents with Nominees adopted in July 2013. Under Public Act No. 13-184, fees were increased for these documents and a new distribution model was established. This distribution model excluded the historic documents preservation account, even though funds continued to be credited to the community investment account, an account that is similarly funded through land recording fees by statute. As a result of this legislative change, from July 2013 through June 2018, the Historic Documents Preservation Program

did not receive \$911,136 in recording fees that previously would have been credited to its account.

The State Librarian recommended that the program's portion of the recording fee on Documents with Nominees be credited to the Historic Documents Preservation Account to keep the fund whole. This correction was proposed during the 2014 and 2015 legislative sessions but did not move forward.

The Library has maintained a fiscally conservative approach to the fund. During FY 2018, the Library awarded municipal grants; accessioned and preserved local government archival records; supported the publication of the *Public Records of the State of Connecticut* and other significant records projects; provided records training and outreach to municipalities; and supported professional development in archives and records management.

Seventy per cent of the account is allocated for municipal grant awards "to enhance or improve the preservation and management of historic documents" [CGS §11-8l(d)]. As required under CGS §11-8m(b), 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.

Thirty per cent of the program account 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)]. As required under CGS §11-8k(c), this annual report describes the activities carried out by the State Library with these allocated funds.

A. *Grant Program Administration*

The Historic Documents Preservation Grant Program is administered through the Office of the Public Records Administrator. In FY 2018, 153 municipalities were awarded targeted grants totaling \$666,500. Grants were awarded in the amounts of \$4,000, \$5,000 or \$7,500, for small, medium and large towns, respectively. These grants supported improvements in the preservation and management of local government records across the state. As stated above, a separate annual report is submitted each year regarding the municipal grant program.

B. *Local Government Records Preservation*

In part as a result of the Historic Documents Preservation Program, some municipalities and probate court districts have chosen to transfer historical records to the State Archives Unit within the Connecticut State Library to ensure their continued preservation.

In FY 2018, the State Archives accessioned the following municipal records:

- Ellington land records, circa 1779-1943, 16 cubic feet
- Enfield EMD QA reports, 2006-2008, .75 cubic feet
- Glastonbury aerial maps, circa 1950-1959, 1 compact disc
- Hamden aerial photographs, 1989-1989, .5 cubic feet, and property record cards, 1955-1965, 3.75 cubic feet
- Norwalk tax abstracts, 1812-1814, 1 cubic foot
- Old Saybrook records, circa 1924-1957, 2 cubic feet
- Plainville tax abstracts, 1869-1989, 122 volumes
- Sharon school records, circa 1923-1971, 1999, 2.5 cubic feet, and voter registration cards, circa 1942-2002, bulk 1942-1972, 1.5 cubic feet
- Sherman, Assessor field cards, 1969-2008, 14 cubic feet
- Suffield list of jurors, 1940-1950, .25 cubic feet
- Windsor records, 1886-1991, 48.25 cubic feet, and town manager records, 1963-2016, 4 cubic feet

In addition, the State Archives accessioned the following probate court records:

- Southington Probate Court wills, 1934-1975, 13 cubic feet

C. *Publication of the Public Records of the State of Connecticut*

Editorial work continued on Volume XXII of the *Public Records of the State of Connecticut*, which will cover the legislative session years of 1823 and 1824. The editorial work on the volume was completed in June 2018 with publication expected in early fall. 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.

D. Electronic Records Management: Enterprise Content Management System

The State Library continued to collaborate with the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) on a project to enhance the state's Enterprise Content Management (ECM) environment. The ECM system will enable state agencies to more effectively and efficiently store and manage electronic records, including records with archival value. In addition, it will enable the State Library to improve efficiencies in records retention, disposal and accession procedures.

E. Recovery of Water-Damaged Records

Approximately 49.5 cubic feet of archival records held by the State Archives were damaged by a significant water leak in October 2017 and required recovery. Records affected included the Secretary of the State Articles of Incorporations, Voluntary Associations, 1837-1945; New Haven Superior Court Criminal Case Files, 1900-1945; and Fairfield County Coroners records, circa 1968-1977. Staff members were able to treat and rebox approximately half of the records onsite. The remaining 25 cubic feet required treatment by Belfor USA, a records disaster recovery vendor on state contract. These records were freeze dried in order to safely remove the water from the paper; reboxed in their original order; and relabeled. The records were returned to the State Archives in January 2018.

F. Return of Alienated Documents to the State Archives

Through the efforts of the State Archives and State Police, five New London County Court Overseer documents related to the Pequot tribe were returned to the State Archives. The documents were found to be up for auction on eBay in April 2016. The sale was brought to the attention of the State Archives but the staff was unable to stop the sale prior to its close. A report was filed with the Connecticut State Police. A detective located the purchaser and was able to deliver the documents to the State Archives in April 2017. The Library reimbursed the purchase cost because the purchaser was unaware at the time of the sale that the items had been removed from the State Library. The State Archivist shared information about the sale and recovery of the documents with the Office of the Attorney General and the Council of State Archivists.

G. *Legislative Transcripts*

Each year the Library receives verbatim transcripts of the House and Senate proceedings as well as verbatim and submitted testimony from the committees of the Connecticut General Assembly. The Bill Room staff compiles, paginates, & indexes this material. Prior to being bound, the material is microfilmed for preservation purposes and converted to digital format. Using the digital version, staff compiles legislative history files corresponding with each act number. The files are posted on the State Library website for public access.

H. *State Constitutional Documents*

The State's constitutional documents including the Fundamental Orders of 1639, 1818 Constitution, and 1965 Constitution are exhibited in the State Library's Museum of Connecticut History. The exhibit case glass became scratched and foggy over time due to the acrylic coating, making it difficult to view and read the documents. It was therefore replaced with laminated safety glass. As the documents needed to be removed from the cases for the work to be completed, the State Library used this opportunity to obtain high resolution digital images of the documents. The images are now available for the public to view in the Digital Collections on the State Library website.

I. *Access to Historical Documents*

The State Library has partnered with Ancestry.com to scan and make available thousands of historical documents held in the State Archives. To provide residents of the state with free access to this content, the State Library subscribes to EZProxy, a proxy service that authenticates users as Connecticut residents.

J. *Remembering World War One Project*

The State Library took a lead in the state's World War One commemorative activities with the *Remembering World War One: Sharing History/Preserving Memories* program, a statewide collaborative project to create a community generated archive of WWI stories. The State Library, in partnership with libraries, museums, and community organizations, held Digitization Day events throughout the state to record and digitize the WWI collections of Connecticut's citizens. To date, more than 450 profiles of soldiers have been created and over 4,000 objects have been digitized.

K. Connecticut History Day Program

The State Library contributed support for Connecticut History Day, a program for students in grades 6 through 12 that encourages exploration of local, state, national, and world history. Archivists and researchers spoke at the History Day Kick-Off Workshop, discussing the value of using original resources to develop and enhance Connecticut History Day projects and encouraging students to explore topics using records held by the state's many cultural heritage institutions. Curriculum materials were provided for the annual History Day Kick-Off Workshop and the outreach workshops conducted at various middle and high schools.

L. Connecticut Collections Project

The State Library contributed support for the development of Connecticut Collections (CTCo), a project of Connecticut League of History Organizations. Connecticut Collections is an open-source, online resource tool that allows history and heritage organizations to manage their collections and provide public access online, building awareness of Connecticut history and heritage. In addition, the organizations are able to preserve their digital collections and associated metadata in the Connecticut Digital Archive (CTDA), ensuring that these collections are safeguarded for future generations.

M. Municipal Records Management Training and Outreach

Staff in the Office of the Public Records Administrator worked with municipal officials throughout the year to address issues related to records preservation and management, including records retention and disposition; disaster recovery; and records vault construction.

Staff presented training for town clerks; and 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 topics.

N. 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.

State Archivist Lizette Pelletier attended the joint meeting of the National Association of Government Archivists and Records Administrators (NAGARA) and the Council of State Archivists (CoSA) in July 2017, representing the Connecticut State Historical Records Advisory Board as its Coordinator. Assistant State Archivist Allen Ramsey also attended the joint meeting.

Field Archivist Kathy Makover, Assistant State Archivist Allen Ramsey and Government Records Archivist Damon Munz attended the Annual Conference of the International Foundation for Cultural Property Protection (IFCPP) in September 2017 at Yale University in New Haven. Conference sessions addressed fire protection and security topics specific to archival records and special library collections.

Government Records Archivist Damon Munz attended an online program, *Preservation 101: Preservation Basics for Paper and Media Collections* offered through the Northeast Document Conservation Center. The three month course provides grounding in the theory and practice of preserving library and archival collections.

Public Records and State Archives staff attended webinars throughout the year covering a variety of records management and archives topics. These webinars included, for example, *Social Media: the Records Management Challenge* and *Creating a Big Bucket Retention Schedule: A Case Study*.

II. Historic Documents Preservation Account Expenditures – FY 2018

Personnel Costs	\$	195,344
Editorial Services	\$	29,874
Consultant Services	\$	34,125
Imaging Services	\$	3,764
Data Services	\$	12,133
Records Recovery Services	\$	5,289
Minor Equipment	\$	3,086
Archival Supplies	\$	3,228
Professional Dues	\$	5,599
Professional Development	\$	710
Travel	\$	3,599
Van Lease - Archives	\$	5,213
Premises - Archives	\$	45,924
Account Correction (FY 2017)	\$	<u>(8,429)</u>
	\$	339,459
Grants Awarded	\$	<u>660,221</u>
	\$	660,221
Total Expenditures	\$	<u><u>999,680</u></u>