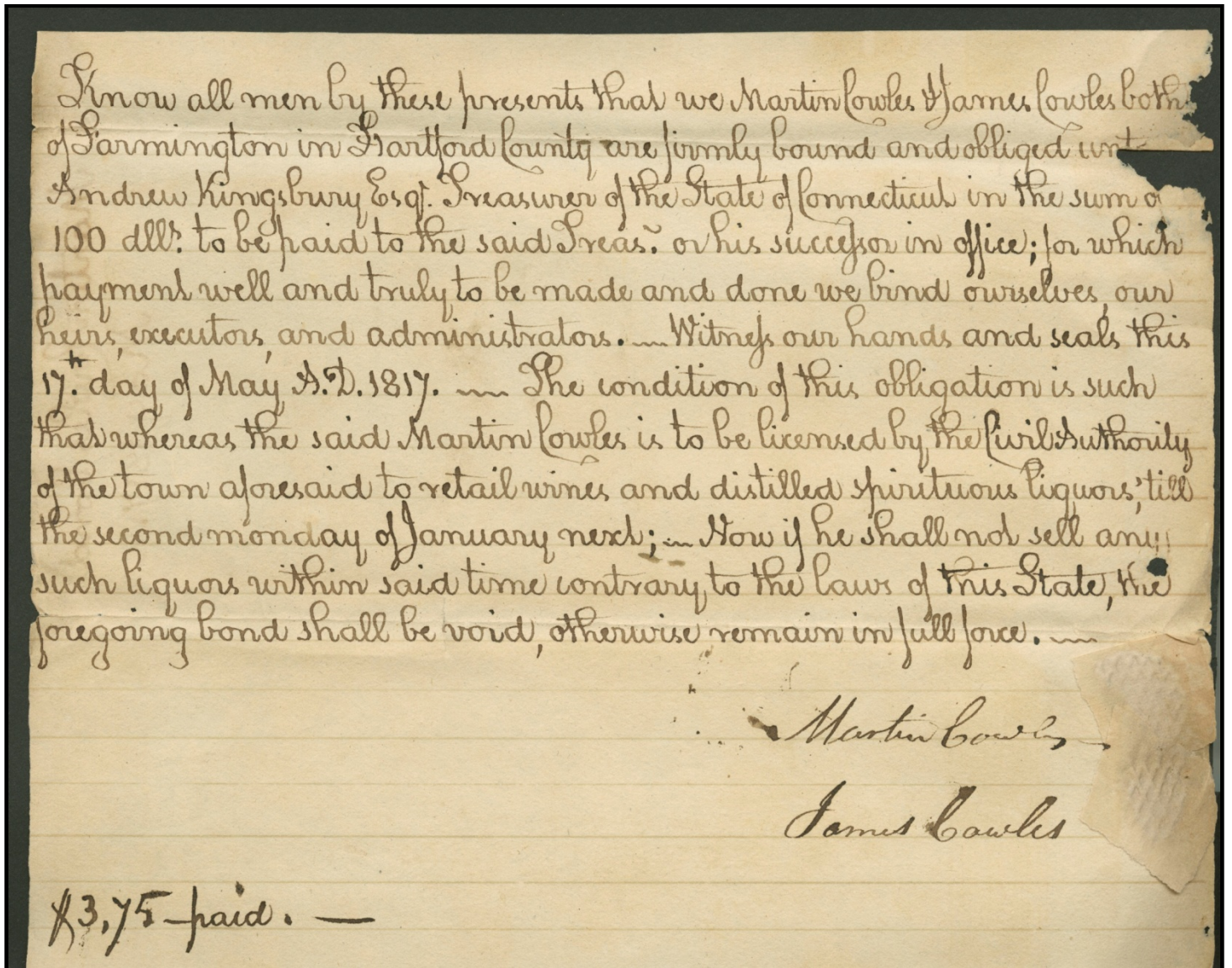


**HISTORIC DOCUMENTS PRESERVATION PROGRAM**  
**PRESERVING THE PAST, PROTECTING THE FUTURE**

**Annual Report on the  
Preservation Activities of the Connecticut State Library  
FY 2019**



# **CONNECTICUT STATE LIBRARY**

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## **Front Cover**

Bond, 1817, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records

*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 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 2019, the number of recording fees submitted decreased by about 5% compared to the prior year. Due to the fee change effective December 1, 2017, however, program revenues increased by 30% compared to the prior year.

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 2019, the Historic Documents Preservation Program

did not receive \$1,206,396 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 2019, the 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.

Seventy percent 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 percent 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 2019, 154 municipalities were awarded targeted grants totaling \$811,000. Grants were awarded in the amounts of \$4,500, \$6,500 or \$9,500, for small, medium and large towns, respectively. These grants supported improvements in the preservation and management of local government records across the state.

In FY 2019, the program also awarded a total of \$24,732 in disaster recovery grants to two municipalities. These grants helped to defray the recovery costs for permanent retention records damaged by water or mold.

As stated above, a separate annual report is submitted each year regarding the municipal grant program.

#### B. *Government Records Preservation*

In FY 2019, the State Archives acquired 40 accessions totaling 1,244 cubic feet, bringing the total quantity of records in the Archives to 47,938 cubic feet.

Accessions included:

- Governor Dannel P. Malloy records, 2010-2019; Lt. Governor Nancy Wyman records, 2010-2019; General Assembly papers, 2013-2017, including original bills, Public Acts, Special Acts, and Resolutions; Superior Court records, circa 1793-1819; Secretary of the State, Elections Division mass mailing files, 1987-1998; Secretary of the State records, 1949-1956; Office of the Attorney General, Special Litigation records, 2000-2010; State Police Troop D arrest log books, 2002-2006; Soldiers', Sailors' and Marines' Fund veteran files, 1920-1989; Connecticut Civil War Commemoration Commission records, 2009-2015; Insurance Department, Legal Division records, 1986-2014; Department of Energy and Environmental Protection, Bureau of Natural Resources records, 1900-2007; Office of Higher Education, Academic Affairs records, circa 1944-2019;
- Town of Branford land records, 1648-1974; Town of Brookfield grantor and grantee records, 1841-1961; Town of Cromwell records, 1851-1972; Town of East Granby school registers, 1937-1952; Town of East Hartford records, circa 1750-1941; Town of Mansfield school registers, 1909-1970; Town of New Haven school records, 1853-1983; Town of Plainville land records, 1901-1931; Town of Pomfret records, 1767-1914; Town of Wallingford records, 1993-2010; Town of Woodbury school records, 1904-1969; Greenwich Probate District general index to dockets and docket of deceased estates, 1853-2002;
- General Federation of Women's Clubs of Connecticut administrative files, 2016-2018; David Arthur Gibbs Collection of Hosford-Gibbs Family Papers, circa 1748-1980; Arthur (Art) E. Johnson Collection, 1991-2009; Edward and Judith Lowe Hartford Circus Fire Collection, 1944-2017.

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

Volume XXII (1823-1824) 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.

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. Work has continued on the system and public portal and a limited launch is planned for the fall of 2019.

#### *E. Archiving of Digital Content*

The State Library preserves HTML-based files using a service provided by Archive-IT. This subscription service provides tools and archival storage space. It enables the Library to archive websites and other digital content. By harvesting state agency websites, the Library is able to provide historical snapshots of the State of Connecticut website. In addition, the service allows the Library to archive digital content created by state offices, including the Office of the Governor.

#### *F. Review of Archival Records Delivered on Hard Drives*

To follow best archival practices, the State Library acquired a Forensic Recovery Evidence Device (FRED) to take images of files delivered on hard drives. Using this device, the State Archives is able review the contents of a hard drive without opening or inadvertently changing any files. The files designated for permanent retention are then moved to another location for processing.

### G. *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 Library subscribes to EZProxy, a proxy service that authenticates users as Connecticut residents.

### H. *Remembering World War One Project*

The State Library continued its work with the *Remembering World War One: Sharing History/Preserving Memories* program. This project is a statewide collaborative effort 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.

### I. *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.

### J. *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 Society of American Archivists (SAA), National Association of Government Archivists and Records Administrators (NAGARA), and the Council of State Archivists (CoSA) in July 2018, representing the Connecticut State Historical Records Advisory Board as its Coordinator. Assistant State

Archivist Allen Ramsey and Government Records Archivist Damon Munz also attended the joint meeting.

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, *Digital Preservation Practices: Best Formats* and *Blockchain Technology for Records Managers*.



## II. Historic Documents Preservation Account Expenditures – FY 2019

Personnel Costs	\$	324,988
Consultant Services	\$	133,125
Editorial Services	\$	33,409
Online Information Services	\$	12,000
Data Services	\$	12,240
Data Processing Equipment	\$	11,549
Archival Supplies	\$	780
General Honoraria	\$	1,226
Travel	\$	3,751
Professional Dues	\$	500
Moving Services - Archives	\$	838
Van Lease - Archives	\$	5,850
Premises - Archives	\$	51,104
Account Correction (FY 2018)	\$	(941)
	\$	<u>590,419</u>
Grant Awards	\$	<b>831,647</b>
<b>Total Expenditures</b>	\$	<u><u>1,422,066</u></u>