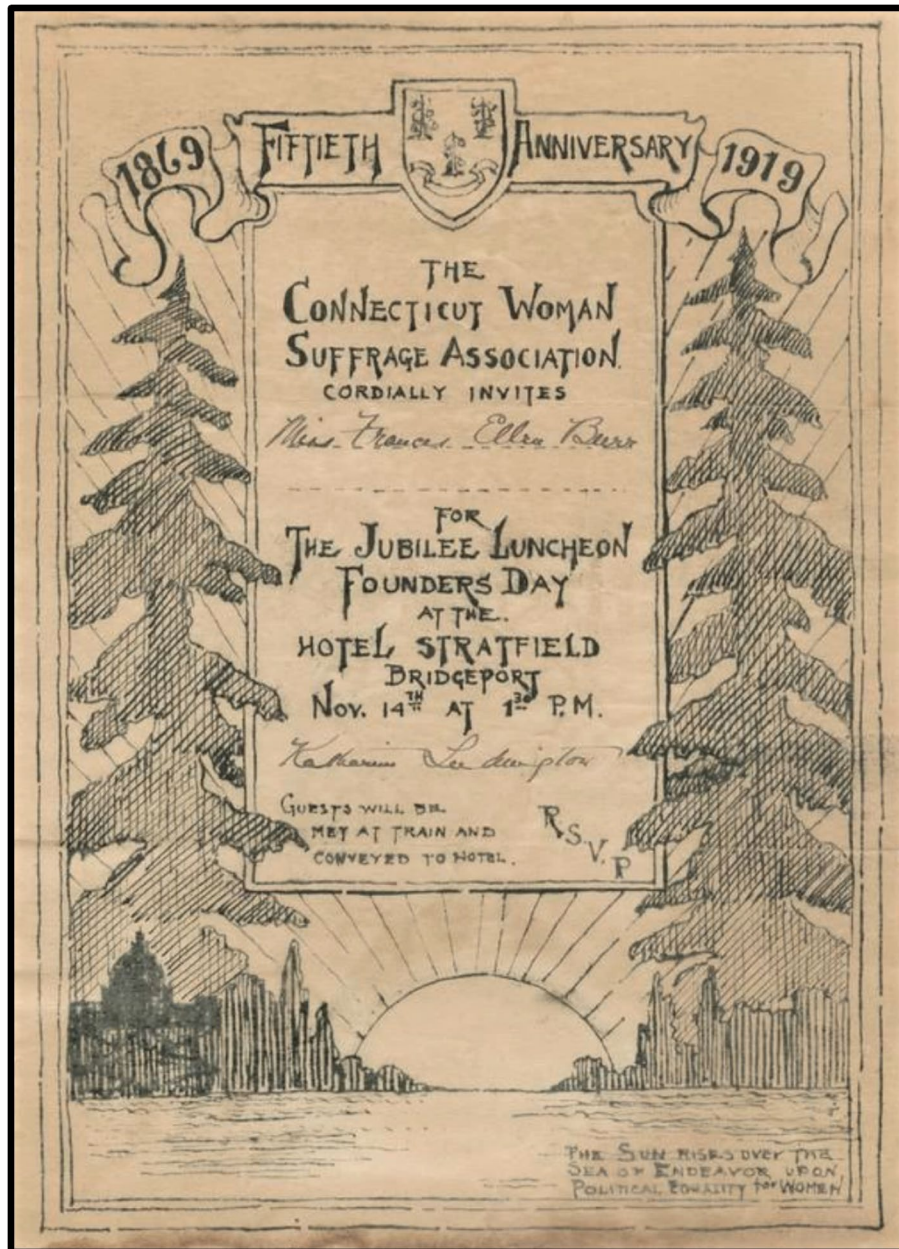


HISTORIC DOCUMENTS PRESERVATION PROGRAM

PRESERVING THE PAST, PROTECTING THE FUTURE

Annual Report on the
Preservation Activities of the Connecticut State Library

FY 2020



Connecticut State Library
Hartford, Connecticut
September 1, 2020

CONNECTICUT STATE LIBRARY

INTERIM STATE LIBRARIAN

Maureen Sullivan

PUBLIC RECORDS ADMINISTRATOR

LeAnn Burbank, CRM

HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

Kathy Makover

STATE LIBRARY BOARD

Mary Etter, Chair

Sandra Ruoff, Vice-Chair

John N. Barry

Justice Steven Ecker

Melissa Wlodarczyk Hickey

Alison Clemens

Judge Henry Cohn

Robert D. Harris, Jr.

Allen Hoffman

Front Cover

Invitation to a 50th Anniversary Luncheon, 1919, Connecticut State Library, State Archives, RG 101, Connecticut Woman Suffrage Association records. Note: Most of the records in the Connecticut Woman Suffrage Association collection can be viewed online in the Connecticut Digital Archive (CTDA) at <https://ctdigitalarchive.org/>

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 2020, there was a 7% decrease in revenues as compared to the prior year.

In addition, 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 2020,

the Historic Documents Preservation Program did not receive \$1,611,240 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 2020, 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 2020, 150 municipalities were awarded targeted grants totaling \$942,000. Grants were awarded in the amounts of \$5,500, \$7,500 or \$10,500, for small, medium and large towns, respectively. The program also awarded one Disaster Recovery Grant to a municipality in the amount of \$1,000 for the restoration of water-damaged essential records. These grants supported improvements in the preservation and management of local government records across the state.

In consultation with the Office of the Attorney General, and in accordance with the

Governor's Executive Order 7M, staff took steps in March to allow towns to extend their contract deadlines for project completion and final reports by 90 days due to the evolving situation with COVID-19 restrictions.

As noted above, per statutory requirements, a separate annual report is submitted each year regarding the municipal grant program.

B. *Government Records Preservation*

In FY 2020, the State Archives acquired 26 accessions totaling 234 cubic feet, bringing the total quantity of records in the Archives to 49,012 cubic feet. Acquisitions were temporarily halted in mid-March due to COVID-19 restrictions, with exceptions for emergency situations.

Accessions included:

- Office of the Attorney General records, 1864-2016; Office of the Attorney General press releases, 1991-2018; Office of the State Comptroller, Fiscal Policy Services records, circa 1860-2019; Office of the State Treasurer, state land deed records, circa 1919-1995; Department of Administrative Services, Employees' Review Board records, 1956-2004; Department of Economic and Community Development, Department of Community Affairs records, 1925-1983; Department of Transportation aerial photograph mosaics, 1934; Department of Public Safety, Division of Emergency Management and Homeland Security records, circa 1952-2012; Department of Mental Health and Addiction Services, Connecticut Mental Health Center master patient index card files, circa 1960-1999.
- Town of Darien building permits, 1937-2008; Town of Stratford records, 1842-1964; Town of Windsor Locks property records cards, 1979-2010.
- Allan L. Dexter papers, 1917-1918; Connecticut River Valley Flood Control Commission records, circa 1950-1959; New London Second Congregational Church records, 1835-2018.

C. *ArchivesSpace*

The State Library entered into an annual subscription agreement with LYRASIS for ArchivesSpace hosting services, including the migration of existing data, cloud

storage, technical support and ongoing software updates. ArchivesSpace is an open source web application designed to support core archives administrative functions. These functions include accessioning, describing and arranging analog and digital content. This system allows staff to provide more timely access to newly acquired records and enhanced reference services.

D. *Archives Month Events*

The State Archives celebrated Archives Month during the month of October with several events in conjunction with the Connecticut State Historical Records Advisory Board (CT SHRAB). The CT SHRAB developed a poster on preserving digital family records which was published as the centerfold of the fall issue of *Connecticut Explored* magazine. A session on the same topic was presented as part of the Third Thursday series at the State Library. Archives staff distributed posters and information on electronic records preservation on October 10, designated as Electronic Records Day (10.10) by the Council of State Archivists (CoSA).

E. *Public Records of the State of Connecticut*

Volume XXIII (1825-1826) of the *Public Records of the State of Connecticut* moved into the final stages of production, with publication expected in early 2021. The editor completed substantial work on the introduction and annotated footnotes for 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.

F. *Electronic Records Management: Enterprise Content Management System*

The State Library continued its collaboration 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. As work progresses, the ECM system will enable state agencies to store and manage electronic records more effectively, including records with archival value. In addition, it will enable the State Library to improve efficiencies in records retention, disposal and accession procedures.

The public portal went live in a limited launch in September. Work continued to improve user experience and nearly all state agencies are now represented in the public portal.

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. Preservation of 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.

I. Records Management Training and Outreach

Staff in the Office of the Public Records Administrator worked with state and local government agencies 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 other municipal officials, including two training sessions presented for the first time in webinar format. Staff also attended the fall conference 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.

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) and the Council of State Archivists (CoSA) in August 2019, 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. Digital Records Archivist Barbara Austen attended the National Association of Government Archives and Records Administrators (NAGARA) meeting in July 2019.

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, *Online Systems for Maintaining and Managing Record Schedules; Management of Records Exported from Microsoft Outlook Accounts; How Cultural Competency Promotes Diversity and Inclusion in Your Archives; Equal Access for Every Ability; The Integrity of the Historic Record; Social Media Preservation; Preventing and Responding to Mold in Book and Paper Collections; Mitigating COVID-19 for Paper Based Collections; and COVID-19 and Collections Care.*

II. Historic Documents Preservation Account Expenditures – FY 2020

Personnel Costs	\$	477,268
Consultant Services	\$	32,738
Editorial Services	\$	25,927
Data Services	\$	11,062
Subscriptions - Archives	\$	10,595
Printing - Archives	\$	1,125
Imaging Services	\$	5,068
Archival Supplies	\$	1,980
Disaster Recovery Supplies		1,859
Professional Development	\$	2,585
Professional Dues	\$	500
Van Lease – Archives	\$	7,142
Premises – Archives	\$	52,411
	\$	<u>630,260</u>
Grant Awards	\$	937,412
Total Expenditures	\$	<u><u>1,567,672</u></u>