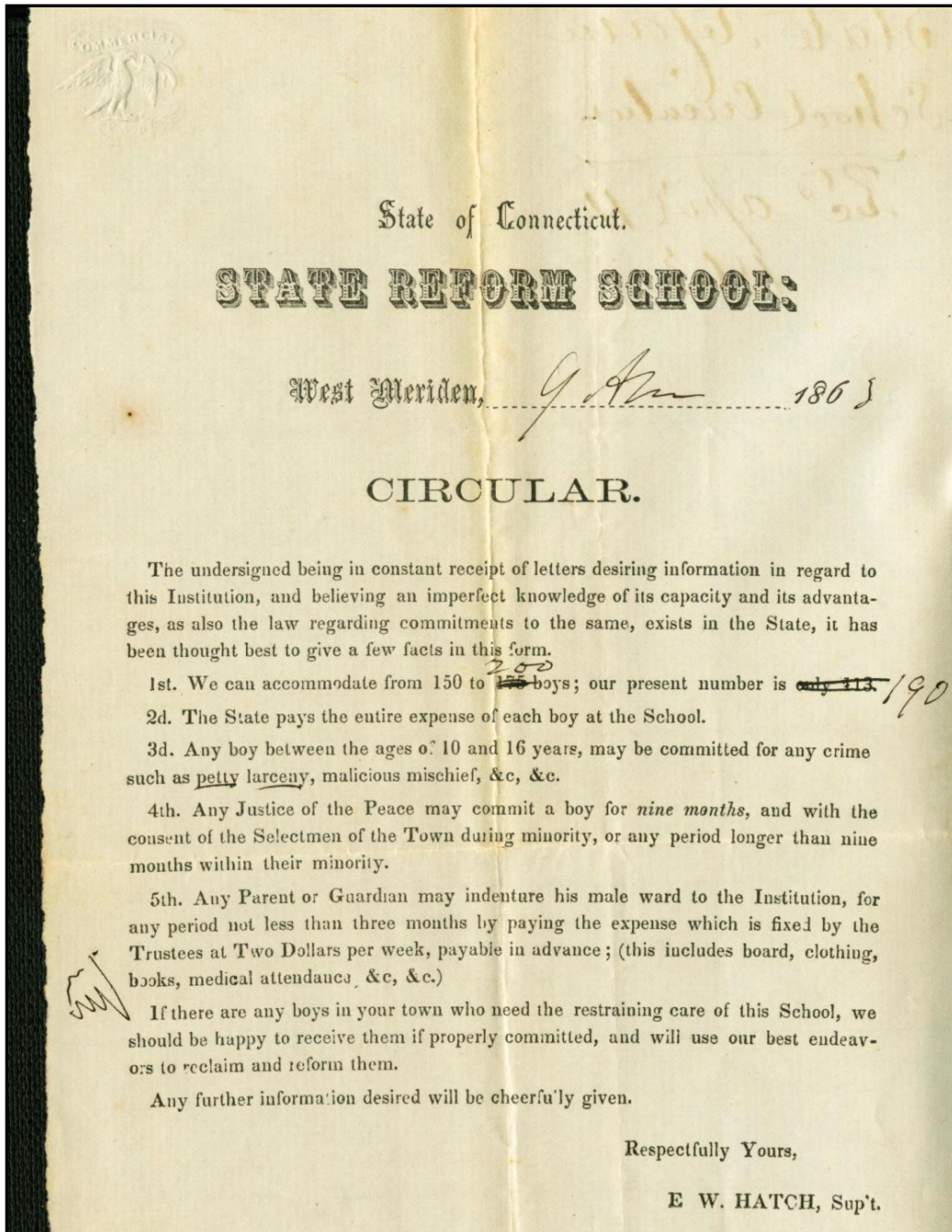


HISTORIC DOCUMENTS PRESERVATION PROGRAM
Annual Report on the
Preservation Activities of the Connecticut State Library
FY 2016



Connecticut State Library
Hartford, Connecticut
September 1, 2016

CONNECTICUT STATE LIBRARY

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Front Cover

State Reform School Circular, 1863, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records, series "poor relief records"

**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 historic documents in Connecticut. The program's account is funded through a two dollar fee on land recordings, as established under *Connecticut General Statutes* §11-8i through §11-8n and §7-34a. Pursuant to the statutes, seventy per cent of the account is allocated for municipal grant awards, and the Annual Report submitted in January each year reports on these grant awards. Thirty per cent of the 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." This Annual Report, which is submitted in September each year, describes the activities carried out by the State Library with these allocated funds.

As the program's account is funded through a fee on land recordings, revenues are directly impacted by changes in the real estate market. In FY 2016, there was a 6.78% increase in revenues as compared to the prior year. This increase, however, followed a 16% decrease in revenues in FY 2015.

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 13-184, fees for these documents were increased 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 2016, the Historic Documents Preservation Program did not receive \$476,724 in recording fees that previously would have been credited to its account.

The State Librarian has recommended that the program's two dollar 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. To date, the funding has not been restored.

The Library has maintained a fiscally conservative approach to the fund. During FY 2016, the Library continued to administer the municipal grant program; accession, preserve and manage local government archival records; support the editorial work required for publication of the *Public Records of the State of Connecticut*; provide records training and outreach to municipalities; and support professional staff development in archives and records management.

A. *Grant Program Administration*

The Historic Documents Preservation Grant Program is administered through the Office of the Public Records Administrator. In FY 2016, 154 municipalities were awarded targeted grants totaling \$516,500. Grants were awarded in the amounts of \$3,000, \$4,000 or \$6,500 for small, medium and large towns, respectively. These grants supported improvements in the preservation and management of local government records across the state.

B. *Local Government Records Preservation*

In part as a result of the Historic Documents Preservation Program, some municipalities have chosen to transfer historical records to the State Archives Unit within the Connecticut State Library to ensure their continued preservation. The State Archives processes and maintains approximately 82% of its records in the Van Block Facility. The remaining 18% are maintained in the State Library's main building.

1. Records Accessions:

In FY 2016, the State Archives accessioned the following municipal records:

- Beacon Falls administrative records, 1957-1959, 1 folder
- Hartland school records, 1937-1969, 2 cubic feet
- New London records, 1856-1998, 132 volumes
- Westbrook rate books, 1939-1963, 23 volumes

In addition, the State Archives accessioned 66 record books and 77 cubic feet of files and wills from five probate courts:

- Berlin Probate Court wills, 1937-1975, 3 cubic feet
- Branford Probate Court record books and bonds, 1850-1927, 30 volumes
- Newtown Probate Court records, 1820-1972; record books, 1820-1921, 33 volumes and files, 1822-1972, 59 cubic feet
- Guilford Probate Court wills, 1899-1976, 13 cubic feet
- Madison Probate Court wills, 1949-1976, 2 cubic feet

2. Records Processing:

In FY 2016, State Archives staff continued processing Farmington town records dating from the 18th and 19th centuries. An additional 7.5 cubic feet were unfolded and flattened. A total of 33.5 cubic feet of records have been placed in archival folders. Records processing supports both ongoing preservation and improved access to historical records for researchers, genealogists and historians.

C. *Access to Historical Resources*

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

D. *Public Records of the State of Connecticut*

Editorial work for Volume XXI of the *Public Records of the State of Connecticut* was completed and the volume was published in November 2015. It covers the Connecticut legislative session years of 1821 and 1822.

This volume shows a return to more routine legislative activity after the upheavals surrounding the Constitutional Convention of 1818 as the Federalist Party faded from influence and the Republican Party became the dominant party. The General Assembly sessions of 1821 and 1822 witnessed many significant developments: the compilation of a new state legal code; militia reorganization; the reduction of the state's Congressional delegation from seven to six; and the ending of a tax exemption on the property of clergymen. Reduction of public spending at the state level continued to be a central theme, as the state reduced programs, cut salaries and transferred expenditures to the towns.

E. *Municipal Records Training and Outreach*

Staff in the Office of the Public Records Administrator presented three records management training sessions for municipal employees on a variety of topics, including records retention and disposition and the management of police records.

The State Library has continued to partner with the Connecticut Council of Municipalities (CCM) to provide regional records management training workshops as part of the CCM Leadership Workshop series. This workshop continues to be well attended and received.

Staff attended the fall and spring conferences held by the Town Clerks Association, staffing an information table for the State Library. Staff provided resources and assistance to town clerks and spoke with vendors working on grant-funded projects or involved in land recording and eRecording within the towns.

The State Archivist presented a session on archival arrangement and public records laws to the Town Historians Conference held at the Connecticut Historical Society in October 2015.

F. *Professional Development in Archives and Records Management*

Public Records Administrator LeAnn Power, Field Archivist Kathy Makover and Public Records Analyst Kristen Gurciullo attended the annual Freedom of Information Conference in April 2015.

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 2015, representing the Connecticut State Historical Records Advisory Board as its Coordinator.

Assistant State Archivist Allen Ramsey also attended the joint meeting and a pre-joint meeting workshop on the CoSA State Electronic Records Initiative [SERI].

The State Library maintains an annual membership in the Council of State Archivists [CoSA], which provides support for the administration and management of the State Historical Records Advisory Board and access to training programs and online resources.

II. Historic Documents Preservation Account Expenditures – FY 2016

<i>Personnel Costs</i>	\$ 207,732
<i>Other Expenses</i>	
Editorial Services	\$ 14,837
Membership Dues	\$ 2,800
Professional Development	\$ 1,886
Authentication Services	\$ 10,000
Archival supplies	\$ 1,729
Cargo Van Lease (State Archives)	\$ 1,820
Van Block Facility Security	\$ 47,016
Van Block Facility Maintenance	\$ 519
Records Destruction Services	\$ 1,567
	<u>\$ 82,174</u>
	<u><u>\$ 289,906</u></u>
<i>Grants Awarded</i>	
164 Targeted Grants	\$ 516,500
Unexpended Grant Funds Returned	\$ - 2,404
	<u>\$ 514,096</u>
 Total Expenditures	 <u><u>\$ 804,002</u></u>