



At a Glance

DEBORAH SCHANDER, State Librarian

Established: 1854

Statutory authority: CGS Chapter 188

Central office: 231 Capitol Avenue, Hartford, CT 06106

Number of employees: 81 (all funds, as of 6/30/22)

Recurring operating expenses: \$9,011,296

Organizational structure:

Office of the State Librarian (including: Outreach Services; Special Projects; Fiscal Services; Support Services)

Access Services

Collection Services

Discovery & Delivery Services

Library Development (including: Library for the Blind and Physically Handicapped)

Museum of Connecticut History

Public Records

State Archives

Mission

The mission of the Connecticut State Library is to preserve and make accessible Connecticut's history and heritage and to advance the development of library services statewide.

Statutory Responsibility

The twelve-member State Library Board has responsibility for:

- The supervision of the State Library by a State Librarian
- Planning for state-wide library service, other than for school libraries
- Maximum state participation in federal aid for public libraries
- Establishing standards for principal public libraries
- Appointing an advisory council for library planning and development
- Instituting and conducting programs of state-wide library service
- Maintaining the state's principal law library
- Maintaining a library service for the blind and other persons with disabilities

- Planning and developing the Connecticut Digital Library
- Providing construction grants to public libraries
- Creating and maintaining the official state archives
- Programs for library development and reader services
- Operating the Raymond E. Baldwin Museum of Connecticut History and Heritage

The State Library Board consists of the Chief Justice of the Supreme Court or designee; the Chief Court Administrator or designee; the Commissioner of Education or designee; five members who are appointed by the Governor, one of whom shall be an experienced librarian, one of whom shall be an experienced archivist and one of whom shall be an experienced museum professional; and one member each appointed by the president pro tempore of the Senate, the minority leader of the Senate, the speaker of the House of Representatives and the minority leader of the House.

Under the direction of the State Library Board, the State Librarian is responsible for administering, coordinating, and supervising the State Library; administering the Federal Library program; developing and directing a public records management program.

The State Library Board approves rules and regulations for the state publications depository library system, the retention, destruction, and transfer of documents; the borrowIT CT programs (formerly Connecticutcard); and statewide library programs.

Public Service

The State Library provides a variety of library, information, archival, public records, museum, and administrative services to the citizens of Connecticut, as well as the employees and officials of all three branches of State government. Students, researchers, public libraries, and town governments throughout the state are also served by the State Library. In addition, the State Library directs a program of statewide library development and administers the federal Library Services and Technology Act state grant.

In 2011, the Department of Administrative Services' Small Agency Resource Team (SMART) became responsible for the State Library's Human Resources needs and most of its business office operations.

Access Services

Maintains and provides access to:

- Comprehensive collections of Connecticut and United States government publications dating from the late 1700s to the present. These collections, numbering well over a million and a half pieces, support the State Library's roles as the Regional Federal Depository for Connecticut and Rhode Island and as the Connecticut State Documents repository.
- A comprehensive collection of current and retrospective versions of legal, legislative, and public policy resources. The collection includes print as well as digital subscriptions to statutes and case reports for all 50 U.S. states and federal jurisdictions, a broad range of legal treatises, law periodicals, and finding aids on topics relevant to state government

interests including the archives of Connecticut General Assembly documents, indexes to legislative bills, House and Senate proceedings, public hearings, and compilations of legislative histories for Connecticut Public and Special Acts.

- A comprehensive collection of materials on the history of Connecticut and its people. Resources include an extensive collection of local histories and genealogies with particular emphasis on Connecticut and New England, most Connecticut town vital records, land records, probate records from the 1600s to the early 1900s, church records from hundreds of Connecticut churches, transcriptions of family Bible records and cemetery inscriptions, abstracts of newspaper notices of marriages and deaths, military records, the Federal census records for Connecticut, 1790-1930, comprehensive and retrospective collections of Connecticut atlases and maps (including Sanborn Fire Insurance Atlases), city directories, and the most comprehensive collection of Connecticut newspapers from colonial times to the present.

Collection Services

Responsible for administering the Library Materials budget and its acquisitions; collection development; documents processing; monograph and serial processing; preservation; digitization; and electronic resource acquisition. The Preservation Office provides in-house repair, treatment, and custom protective enclosures to preserve the State Library's collections.

Discovery & Delivery Services

Responsible for cataloging and metadata creation for the State Library's collections and managing the library's integrated library system.

Division of Library Development

The Division provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to their community.

- *deliverIT CT* (formerly *Connecticar*) provides a delivery service to more than 200 public and academic libraries in Connecticut, transporting books and other items for patrons, and providing support for statewide resource sharing.
- *borrowIT CT* (formerly *Connecticard*) is a statewide reciprocal borrowing program allowing Connecticut citizens to use their hometown library cards in any public library in Connecticut. The Division administers the program including grants that partially reimburse libraries for non-resident use.
- *Consulting and Training Services* support the local library's ability to provide high quality library services that are responsive to the needs of their communities.
- *research IT CT* (formerly *iCONN*) provides all students, faculty, and residents in Connecticut with online access to essential library and information resources. Through researchIT CT, a core level of information resources including a statewide catalog and interlibrary loan system is available to every citizen in the state. In addition, specialized research information is available to college students and faculty.
- *The Middletown Library Service Center* provides collection support, a technology training lab, consulting, and training and professional development materials for Connecticut library staff.
- *Public Library Grants* provide basic support for public libraries in Connecticut.

- *The Public Library Construction* program provides grants for public library construction projects to improve library facilities to meet their communities' changing needs.
- *Statistical Data* on public libraries is compiled annually and published online. The Division submits statistical data to the Federal-State Cooperative System for Public Library Data and compiles and reports statistical and narrative data on the State Library agency to the Institute of Museum and Library Services.
- *Federal Support for Libraries* from the Institute of Museum and Library Services is administered through the Division. The Division also coordinates and approves E-Rate Technology Planning for public libraries.
- The *Library for the Blind and Physically Handicapped* (LBPH) is a network library of the Library of Congress, National Library Service for the Blind and Physically Handicapped. The service provides a free mail loan of recorded and braille books and magazines and necessary playback equipment to eligible state residents unable to read conventional print because of a visual or physical disability.

Museum of Connecticut History

The Museum is located in the Connecticut State Library and Supreme Court Building. The Museum consists of Memorial Hall, a magnificently restored beaux-arts style gallery, and three adjoining exhibit areas. On permanent display are portraits of Connecticut Governors as well as historic documents, including the State's original 1662 Royal Charter, the 1639 Fundamental Orders, and the 1818 and 1964 State Constitutions. The primary focus of the Museum's collection is Connecticut's government, military, and industrial history. Permanent and changing exhibits trace the growth of the state and its role in the development of the nation from the Colonial era to the present.

Office of the Public Records Administrator

The Office of the Public Records Administrator is responsible for designing and implementing a records management program for all state agencies within the executive department and the towns, cities, boroughs, districts, and other political subdivisions of the state. The office establishes records retention schedules and records management guidelines; publishes regulations regarding the construction of vaults, the filing of permanent land maps in the towns, and the electronic recording of land records; and monitors the annual examination of land record indexes. The office administers the State Records Center, which provides state agencies with off-site storage of inactive records at no charge. It also inspects and approves public records storage facilities and municipal vaults. The office administers the Historic Documents Preservation Program, which assists municipalities in improving the preservation and management of their historic records. The office carries out a program to identify and preserve essential records necessary for disaster response and recovery of normal business operations by the state and its political subdivisions. By statute, the Public Records Administrator and the State Archivist must approve the disposition of all public records prior to their destruction or transfer.

State Archives

While the State Library has served as the official State Archives since the passage of PA 09-175 in 1909, it began acquiring historical records from the three branches of State government as early as 1855 under the first State Librarian J. Hammond Trumbull. Today, the State Archives includes more than 49,000 cubic feet of records from state and local governments, private

organizations, and individuals. These records document the evolution of state public policy and its implementation, the rights and claims of citizens, and the history of Connecticut and its people. The State Archivist assists the Public Records Administrator in developing records management guidelines, regulations, and records retention schedules for state agencies and local governments. By statute, the State Archivist must review all records retention schedules issued by the Public Records Administrator and records disposal authorizations submitted to the Public Records Administrator to determine if the records have historical value.

Improvements/Achievements 2021-2022

Access Services

Reference Questions at a Glance

- 2,699 In person
- 4,621 Telephone or chat
- 3,901 Email, mail, or inmate correspondence
- 11,221 Total reference questions

In response to the pandemic and resulting patron expectations impacting in-person visits to the library, Access Services responded by enhancing research support with resources available beyond the building via routinely-updated research guides and remotely-accessible databases such as FastCase, HeinOnline, and HeritageQuest. Although the ability for patrons to visit in person remains vital, engagement via chat/email/phone continues to increase.

New & Enhanced Online Resources

- Index to University of Connecticut Cooperative Extension Service Publications, 1955-1991: A collection of publications and pamphlets produced by the University of Connecticut Cooperative Extension Service. These publications cover a range of topics from agriculture to home economics.
- Index to Wooden Nutmeg 1923-1947: An index to a collection of publications about Connecticut forestry, forest fires, conservation and general fire warden news items.
- Public Utility Commission Docket Index 1901-1976: The Public Utilities Commission (PUC) dockets contain information about railways, street railways, and buses. The indexes are arranged by location.
- Over 1,300 original Family Bible records, Family Registers and other unique historical manuscripts have been added to the Connecticut Digital Archives (CTDA) as a new collection: [Special Genealogical Files \(RG 074:054\)](#) To make these files easier to use, the State Library staff has created a finding aid that can search by each individual family name as well: [Special Genealogy Files](#).
- A new database of Revolutionary War Pension Applications Index covers pension applications made from 1820 to the 1850s and found in our State Court records collection. This online database may be found at: <https://ctstatelibrary.org/revolutionary-war-pension-applications-index/>.
- Working with FamilySearch, the State Library has been able to unlock hundreds of thousands of previously microfilmed images that have been digitized and made available via their online [FamilySearch Catalog](#). These historical Connecticut records are made available online for free to anyone who wishes to access them. The State Library has also

partnered with FamilySearch to scan and make available new additional materials held by the State Library and State Archives.

Law and Legislative Reference/Bill Room

- 61,000 new records were added to the *Index to Historical Bills & Acts*: <https://ctstlibrarydata.org/>. The dataset includes basic information about Connecticut bills and acts introduced between 1913 and 1982. It is searchable by year or date range, bill or act number, keyword, or phrase. Subject search capabilities, direct links to bill files, and links to legislative history are being tested in preparation to go live in the next few months.
- 2,102 pieces of legislation were indexed during the 2022 regular legislative session using a new version of the indexing application produced by the General Assembly's IT staff.
- Nearly 125,000 transcript pages received from the Connecticut General Assembly were indexed. These pages included transcripts from 2021 and 2022.
- All 2021 Legislative Histories for Public Acts have been compiled and uploaded to CTDA.

Division of Library Development (DLD)

Transformation for Libraries: The Futures School

The Connecticut State Library was awarded \$310,000, grant #RE-250063-OLS-21, by the Institute of Museum and Library Services (IMLS) through the Laura Bush 21st Century Librarian Program to support Transformation for Libraries: The Futures School. The CT State Library is partnering with Kedge Futures School to provide Strategic Foresight training to 300 public, academic, school, and special librarians. Strategic foresight is a framework that creates multiple future scenarios, envisioning outcomes and evaluating current and pending strategies to support decision making and action in the present against a suite of possible futures. To date, DLD has completed 6 of 10 Futures School Cohorts and has 370 Futures School graduates across the country representing all types of libraries and library staff.

All CT Reads

All CT Reads is a year-long initiative to promote lifelong reading, learning, and connection that uses a rotating community committee structure to select one main book title and three shortlist book titles each calendar year for three age groups: children (ages 8-12), teens (ages 13-18), and adults. In addition to the books, All CT Reads provides a supported programmatic structure built around the titles with room for individuality and creativity. All CT Reads is modeled on the All Iowa Reads project presented by the Iowa Center for the Book and the State Library of Iowa. All CT Reads is a partnership with the Connecticut Library Consortium, CT Humanities Center for the Book, the CT Association of School Librarians, and others.

CT Pages - Take a page from another library's book!

Currently under development, CT Pages is a new platform for sharing community engagement success stories by libraries, for libraries. With an open form for submissions, CT Pages is a short monthly video series of 15-20-minute interviews with CT libraries about their projects.

Hartford Healthcare

DLD established a new partnership with Hartford Healthcare (HHC) to ensure that health services and health information are accessible to all - addressing the healthcare and health literacy needs of the communities we serve. Currently, HHC is setting up COVID-19 mobile vaccination dates at CT libraries and conducting virtual or in-person COVID-19 vaccine information sessions with HHC providers.

No Child Left Inside

DLD partnered with the Department of Energy and Environmental Protection and its outreach initiative called No Child Left Inside. DLD staff attended outdoor events at various state parks to share information about the state summer reading program, library resources, All CT Reads, and the State Library for the Blind.

Growing Equitable Library Services (GELS)

GELS is a workshop series that strives to provide libraries with the training they need to become trauma informed, strength based, anti-racist, and socially- and emotionally-conscious community hubs. Within the GELS series, DLD staff provides training on libraries and homelessness in collaboration with the CT Coalition to End Homelessness (CCEH), town equity reports in collaboration with Data Haven, accessibility training with Melissa Marshall – a CT attorney and disability rights activist, and more.

State Annual Report New Fact Flyers and Workshops

DLD collaborated to provide CT libraries with a new resource to tell their story: a refreshed and expanded set of CT Fact Flyers built from the State Annual Report. In addition to the three new Fact Flyer versions – At A Glance, Children and YA, and COVID-19 Pandemic – DLD hosted three 30-minute workshops on how to customize the Microsoft Publisher fact flyers for each library. In addition, DLD staff members holds weekly office hours for libraries to drop-in and ask questions on the data or the flyers.

Social Media

DLD continues to increase coordination across all three of its social media platforms – [Facebook](#), [Twitter](#), [Instagram](#) – using key messages and announcements, and striving for enhancements to graphic design, content, and overall output with an eye towards engagement.

Statewide Library Services

- eGO CT is the statewide eBook platform. In FY22, the platform migrated to a new app called the Palace Project. Connecticut public library users can now access eAudio and eBook titles from their individual public library, using an all-in-one, intuitive, user-friendly mobile app for iOS and Android. As of June 30, 2022, 58 libraries have moved into production and are sharing content with their patrons and 166 libraries have been configured and tested in the Palace app.
 - A new project was launched for schools as part of the eGO CT program in FY22 with the goal of providing easier access for students to the Connecticut State Library ebook collection. The project is called eGO CT Community Share and is being accomplished in partnership with Baker and Taylor. There are 16 school sites that are actively participating in the program.

- researchIT CT is Connecticut’s research engine, providing all students, faculty, and residents in Connecticut with online access to essential library and information resources.
- requestIT CT is Connecticut’s Statewide Interlibrary Loan Service. Last year, libraries successfully lent 12,212 items through the system.
- findIT CT is Connecticut's Statewide Library Catalog. It contains the holdings of 331 libraries in Connecticut and nearly 25 million records.
- borrowIT CT is the statewide reciprocal borrowing program. In FY2022, 2,175,214 items were loaned by public libraries to residents of other towns. Lending increased compared to the previous year when most libraries in the state were closed to the public for weeks or months due to COVID-19. Total reimbursement to 166 participating libraries was \$703,638.
- deliverIT CT is the statewide delivery service. The service delivered more than 1.5 million items to over 200 participating public and academic libraries in FY2022.

Public Library Annual Report and Statistical Profile

After FY2021 ended, 177 public libraries submitted detailed data about their programs, services, collections, staff, and finances. This data was compiled and submitted to the Institute of Museum and Library Services for inclusion in the national Public Library Survey and added locally into a Statistical Profile to show the collective impact of libraries in our state. Connecticut’s libraries are becoming more equitable, as the number of libraries charging no fines for books and DVDs doubled in a year, and the number of libraries that automatically renew materials (preventing the accrual of overdue fines) increased from 58 to 69.

Public Library Construction Grants

In FY2022, the State Library Board awarded eight public library construction grants totaling \$4,805,959 to Bloomfield Public Library, Prosser (\$1,000,000); Douglas Library of Hebron (\$232,666); Essex Library Association (\$73,293); New Britain Public Library (\$250,000); Silas Bronson Library (\$250,000); Southington Public Library (\$1,000,000); West Haven Public Library, Allingtown Branch (\$1,000,000); and Wheeler Library (\$1,000,000). Through Grant Information Sessions in the spring and fall, prospective applicants learned about the grant application and management process as well as state regulations for construction projects and the use of bond funds.

American Rescue Act Program (ARPA) Allocation

The Institute of Museums and Library Service (IMLS) awarded the State Library \$2,775,000 in ARPA funds to address digital inclusion and pandemic response. The State Library awarded \$1,900,000 in subgrants to principal public libraries, and more than 26% of this funding was used to improve public computer access, internet access, and expanded WiFi capabilities. An ARPA allocation of \$400,000 to support Digital Navigation Pilot Projects at four public libraries has yielded valuable and replicable experience for public libraries in the state. The pilot project coordinators and navigators have helped to anchor a new alliance launched by the State Library called CT Libraries & Partners for Digital Equity. The latter has assisted libraries advocating for digital navigation with a broad range of stakeholders.

Library for the Blind and Physically Handicapped (LBPH)

LBPH has been consolidated under the Division of Library Development to build on shared missions, established partnerships and programming, and outreach opportunities. The State Library, in conjunction with our partner, the Library of Congress, National Library Service for the Blind and Print Disabled (NLS), provides reading materials via mail order and digital download to more than 5,000 blind/print disabled and physically disabled patrons throughout Connecticut. Recent NLS service updates available to Connecticut patrons include braille e-readers, print braille-on-demand service, and quarterly patron programs. LBPH staff increased outreach efforts to potential and existing patrons and to organizations, including public libraries that work with the various constituencies served by LBPH.

Collection Services

Collection Statistics at a Glance

8,513	Items added to the general collection
5,181	Items added to the Federal Documents collection
2,255	Items added to the Connecticut Documents collection
418,821	Links to full text resources maintained in Alma/Primo, the library catalog
113	Databases on the LibGuides A-Z List
40,708	Virtual visits to databases on the LibGuides A-Z List
132	Interlibrary Loan lending requests filled from CSL collections
134	Interlibrary Loan borrowing requests filled to assist state agencies
76	Items circulated directly to patrons
1,677	CT State Library cards issued
470,516	Digital objects viewed in CTDA belonging to the State Library collections

Connecticut Documents

Connecticut state documents added to the collection during FY2022 totaled 1,692. CSL maintained the Connecticut State Document Depository Program by distributing 776 documents by U.S. Mail to 13 libraries, including the Library of Congress. Connecticut town documents added to the collection totaled 563.

Federal Documents

As the Regional Federal Depository Library for Connecticut and Rhode Island, CSL received and processed 5,181 tangible Federal documents during FY2022. Of these, 3,180 (61%) were paper and 2,001 (39%) were microfiche.

Electronic Resources

During FY2022, CSL received 40,708 virtual visits to our LibGuides A-Z List of Databases at <https://libguides.ctstatelibrary.org/az.php>, an average of 112 visits per day. The State Library offers 113 databases, of which 52 permit remote access 24/7 for CT State Library cardholders using OCLC Hosted EZproxy authentication. The top three databases most often consulted were *ProQuest's Hartford Courant (1764-1995)*, *Connecticut Death Records Index, 1897-2001*, and *Connecticut Marriage Records Index, 1897-2001*. In the library catalog, CSL maintains 418,821 links to full text resources including ebooks, ejournals, online newspapers and other continuing resources.

Digital Collections

The Preservation Office digitizes unique works from the library collections on request from patrons and staff and participates in statewide and national digital initiatives. Digitized collections are made publicly available and preserved for the long-term in the Connecticut Digital Archive (CTDA). Last year, 29,074 digital objects in the CTDA were visited at least once, and there were 470,516 total item views. The total item views represents a 61% increase over the previous year.

Recent special projects include:

- The Connecticut State Library was awarded a fifth two-year National Digital Newspaper Program grant from the National Endowment for the Humanities to digitize 100,000 pages of historic Connecticut newspapers and make them publicly available in the Library of Congress' Chronicling America database. The Connecticut Digital Newspaper Project (CDNP) Advisory Board selected ten titles for digitization, including four short runs of World War II-era newspapers (1941-1948), three weekly newspapers from eastern Connecticut (1857-1949), the Italian language newspaper *La Verita* (1926-1946), and the *New Haven Union* (1905-1920), which was co-founded by Augusta Lewis Troup, a suffragist, journalist, and labor activist.
- As a sourcing library for the American Prison Newspapers Collection, an open access collection of prison newspapers that is hosted and administered by the non-profit organization Reveal Digital, the Preservation Office digitized over 950 issues/16,000 pages from 11 prison newspaper titles, dating from 1897 to 1983. These publications were edited and published by incarcerated people in eight Connecticut carceral institutions. All issues are available in the CTDA.
- In support of the Office of the Secretary of the State's development of electionhistory.ct.gov, a database of Connecticut election results from 1787 to the present, the Preservation Office digitized 41 volumes of historical vote statements and provided over 5,800 images for use in the database. High-resolution images of selected vote statement volumes are available in the CTDA.
- The Preservation Office assisted the Enfield Public Library in adding 956 issues of the *Thompsonville Press*, 1941-1959, to the CTDA. We also migrated 1,898 issues of the *Evening Gazette* and *Daily Norwalk Gazette* and *Saturday's Norwalk Record* from CSL's former digital collection site CONTENTdm to the CTDA, concluding the migration of the *Newspapers of Connecticut* digital collection.
- A group of stakeholders from multiple State Library units, including the Preservation Office, Access Services, and the State Archives, as well as the Bureau of Information Technology Solutions (BITS), participated in a process to research and select two new overhead scanners, which will be installed in fall 2022 and expand the scope of future CSL digitization projects.

Discovery Services

Discovery Services Statistics at a Glance

18,320 Titles in all formats cataloged

9,913 Print monographs and serials cataloged

12,748 Federal documents in all formats cataloged

- 8,812 federal documents in electronic format cataloged
- 1,729 state documents in all formats cataloged
- 966 state documents in electronic format cataloged and archived
- 302 name authority records contributed to the Name Authority Cooperative Program (NACO)

Internet Archive

In October, Cataloging revived the Internet Archive electronic collection in Alma/Primo, CSL's cataloging system (Alma) and online catalog/discovery tool (Primo). The online versions of State Library print resources in this e-collection are readable and freely accessible scanned copies from Internet Archive.

Updating Retro-Link Associates Records

Staff developed a technique for importing Retro-Link Associates records into OCLC. These are records that were commercially keyboarded, but not entered in OCLC, from State Library shelflist cards as a retrospective conversion project in 1993. Updating these records to OCLC standard will accommodate the digitization of Connecticut State Documents and their ingestion into the Connecticut Digital Archive.

Daughters of the American Revolution (DAR)

Staff completed cataloging the State Library's copies of the DAR's annual report. This title began publication with the year ending in 1879 and comprises 79 annual reports from the State Library's collections, including "boundwith" Congressional Serial Set issues.

State University Press Titles at CT State Colleges and Universities (CSCU) Institutions

Staff completed a project to update State University Press publications incorrectly identified as Government Documents in Primo. 50,000 records from the CSCU combined catalogs were searched. This project benefits all CSCU institutions by removing the incorrect designations from Primo. Additionally, the project reinforces the State Library's custodial responsibility for works produced by federal and state governments. This project contributed to the collaborative experience strategic goals of the CSCU and improved the quality of the OCLC database.

Museum of Connecticut History

Highlights of recent acquisitions include:

- A low production number, Colt, hammerless shotgun. Donated by a family who have owned the gun since the late 1800s;
- A portable, Hartford made, Royal typewriter used in the Dexter Manufacturing Company headquarters in Windsor Locks;
- A large collection of photographic negatives that show a variety of former and current Connecticut factories, dating from the late 1800s up to the 1970s;
- A rare, 1950s Erector Toy set, complete with original box and instructions.

Office of the Public Records Administrator

Enterprise Content Management Project

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 the IBM Enterprise Records (IER) module to automate the review and disposition of records. Public Records staff are working on this project in collaboration with the State Archives and the Department of Administrative Services, Bureau of Information Technology Solutions (DAS BITS). Two state agencies have moved to production with the IER module, which enables destruction of records and for the transfer of archival records from FileNet to the Connecticut Digital Archive. Staff have continued to add and revise retention schedules within the Atlas database, update procedures, provide training for state agencies, and develop Atlas enhancements to improve user experience.

Retention Schedules

Staff continued work with state agencies to develop new or revised State Agency Specific Retention Schedules. Public Records issued six new or revised State Agency Specific Records Retention Schedules, one revised schedule to the State Agency General Schedules, and six new or revised series to the State Agency General Schedules.

Historic Documents Preservation Program

The Historic Documents Preservation Program supports records preservation and management in municipalities across the state and at the State Library. In FY2022, the program awarded \$949,500 in targeted grants to 151 municipalities, with funding levels set at \$5,500, \$7,500 or \$10,500, for small, medium and large towns, respectively. Since its establishment under Public Act No. 00-146, the program has awarded over \$19 million in municipal grants. These grants support a broad range of projects, including scanning paper records for improved preservation and access. Many municipalities have reported that because of ongoing grants from this program, they were well-prepared to provide electronic access to the land records when town halls were closed to the public during the pandemic. This ability to provide online access supported essential services for the recording of property transactions across the state.

Resource Updates

Staff implemented a new electronic process for records disposition authorization, including newly designed state and municipal disposition forms. The new forms are replacing the hard copy mail-in system for records disposals and the authorization process is now completed electronically.

Records Storage Facilities

Staff conducted an inspection of a records storage facility in New Jersey for state agency and municipal use and approved the facility for the storage of non-permanent State of Connecticut records.

Scan-Optics

Public Records and Archives staff began a partnership with Scan-Optics for continued discussion as public agencies take on new digital transformation initiatives.

Records Disposals; Examinations; and Certifications

In FY2022, 748 requests for the disposition of state agency records or scanned hard copies were reviewed and approved or denied. 1,739 requests for the disposition of municipal government records or scanned hard copies were reviewed and approved or denied. There were no requests for removal of personal data files. In FY2022, 132 certificates for the Examination of Indexes and Inspection of Land Records were received and processed for Calendar Year 2021. 7 certificates of Records Disposition for Information Systems Records were received and processed for Calendar Year 2022.

State Records Center Services

The State Records Center provides off-site inactive records storage for state agencies at no charge. Staff processed 2,043 reference requests from state agencies and re-filed or inter-filed 1,118 files/boxes. Staff accessioned 3,534 cubic feet of records. In addition, staff deaccessioned 6,906 cubic feet of records, leaving room for an additional 20,039 boxes. Currently the State Records Center stores 54,969 boxes of records.

State Archives

Accessions

The State Archives acquired 14 accessions totaling 274 cubic feet, bringing the total quantity of records in the Archives to 49,359 cubic feet. Accessions included: 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; Department of Transportation planning map files and aerial photographs, circa 1920-2000; Canton Probate Court record books, 1922-1957; Darien Probate Court files, 1963-1964; Derby Probate Court wills, circa 1858-1976; 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; and Congregational Church of Easton records, 1762-2021.

Federally Funded Court Records Project

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, County and Superior Courts, 1700-1855. The “Uncovering New Haven” project continues earlier grant-funded work to identify records related to historically marginalized communities, especially enslaved persons, free persons of color, and Indigenous persons. This project will produce finding aids for the records; a database of cases; a subject guide; and a blog. All cases related to these communities, as well as a selection of cases involving subjects of high research interest, are being rehousing according to archival best practices, digitized, and made accessible online at the Connecticut Digital Archive (CTDA) <https://ctdigitalarchive.org/islandora/search/New%20Haven%20County%20Court?type=edismax&cp=30002%3Acs1>. To date, staff have processed 72 cubic feet (144 boxes) of County Court files, 1700-1799; scanned 352 court cases (approximately 1,727 pages) for ingest into the

CTDA; and uncovered 168 cases involving individuals from historically marginalized communities. Project staff publicize discoveries via blog at <https://libguides.ctstatelibrary.org/archives/uncoveringnewhaven/blog>, as well as the State Library's Facebook, Twitter, and Instagram. During fiscal year 2022, 18 blog posts were published, and these were promoted on Facebook and Twitter. In addition, staff published 12 Instagram posts. The Facebook post on Benedict Arnold proved highly popular, reaching over 5,700 people. Uncovering New Haven project tweets were the State Library's top tweet for 3 months and top media tweet for 6 months during FY2022. In addition, staff gave presentations in various venues including the Archives and Records Custodians (ARC) Symposium at RootsTech 2022, an international genealogical conference, hosted by FamilySearch in March. The video can be viewed at <https://www.familysearch.org/rootstech/session/using-early-court-records-to-trace-connecticut-ancestry>.

The Public Records of the State of Connecticut

The State Library published Vol. XXIII covering the General Assembly sessions of 1825 and 1826. The volume was distributed for free upon request to all publicly financed state institutions of higher education, state law libraries, and public libraries. Other institutions and individuals may purchase the volume for \$45 plus \$5.00 for shipping and handling through the State Library website. 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). Per statute, the State Library is responsible for funding the editing and printing the publication.

Award of Merit

Each year, the Council of State Archivists and the National Historical Publications and Records Commission recognizes a State Historical Records Advisory Board (SHRAB) for its exemplary work. The Connecticut SHRAB, which is chaired by the State Archivist, was recognized for creative adaptation of its in-person workshops to online training during the pandemic, especially the hands-on digital scanning component successfully completed by 29 individuals.

New Digital Collections

The following digital collections have been processed and are now available through the Connecticut Digital Archive:

- Mystic Oral Day School Yearbooks, 1939-1979, can be viewed online at <http://hdl.handle.net/11134/30002:RG010-083Yearbook>
- Memoirs of Joseph A. Caples who was descended from an enslaved person in Lyme, Connecticut. This terrific source for local history and genealogy can be viewed online at http://hdl.handle.net/11134/30002:RG000_CaplesJoseph
- Works Progress Administration [WPA]-era church record surveys gathered from African American or Black churches can be viewed online at http://hdl.handle.net/11134/30002:RG033-031_AME_Churches
- 1934 Aerial photographs migrated from ContentDM can be viewed online at http://hdl.handle.net/11134/30002:RG089-011_1934Aerial

Information Reported as Required by State Statute

The State Library's most recent Affirmative Action Plan was approved by the Commission on Human Rights and Opportunities on June 9, 2021. The State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The State Library has undertaken numerous steps to effectuate equal opportunity in its hiring, promotions, training and other employment-related responsibilities, and in the provision of the programs and services that fall under the Department's authority. The agency did not knowingly do business with any bidder, contractor, sub-contractor, supplier of materials, or licensee who discriminates against members of any class protected under C.G.S. Sec. 4a-60 or 4a-60a.

Historic Records Account

The following report on the Historic Records Fund [Conn. Gen. Statutes 11-8k(c) and 11-8m(b)] was submitted to the General Assembly committee of cognizance:

"Annual Report to the Joint Standing Committee on Government Administration on the Preservation Activities of the Connecticut State Library (September)".