

# **Recommendations of the State Librarian Concerning the Digitization of Military Records**



Connecticut State Library  
Hartford, Connecticut

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# CT State Library

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# Recommendations of the State Librarian Concerning the Digitization of Military Records

## INTRODUCTION

Special Act No. 15-3, *AN ACT CONCERNING THE DIGITIZATION OF MILITARY RECORDS* calls for the establishment of a searchable electronic database for the purpose of providing public access to historic Connecticut military records. Under Special Act No. 15-3, the General Assembly commissioned a study by the State Librarian, in consultation with the Adjutant General to examine the establishment of said database which should include, but not be limited to, recommendations for (1) the types of historic documents to be included in such database, and (2) personal information that should be redacted from such historic documents. While not specifically called for in the text of the bill, the bill's title implies that digitization of the records is also desired.

The original bill from which this act evolved, SB 1016, stated that the "database shall be searchable by the surname of any such veteran and shall include military records from the Revolutionary War through the present within the State Librarian's possession." The bill defined "military records" to mean "(1) individual service records, including, but not limited to, dates of service, unit assignments and awards; and (2) records relating to the unit in which such individual served, including, but not limited to, after action reports and written narratives."

SB 1016 also sought the creation of a parallel database for veterans of the Connecticut National Guard from the Revolutionary War through World War II within the Military Department's possession. The definition of "military records" was the same as for the State Library. In addition, the Military Department was required to redact Social Security numbers; date of birth; home address; and any personally identifiable information from the records.

See [Annex A](#) for the text of the Act.

## STATUTORY AUTHORITY

This report is issued in accordance with Special Act 15-3. Pursuant to Sec. 11-2 of the *General Statutes of Connecticut* (CGS), the State Librarian is the administrative officer of the Connecticut State Library and shall administer the state's principal law library (CGS Sec. 11-1a), State Archives (CGS Sec. 11-1c), State Records Management Program (CGS Sec. 11-8a), and State Documents Depository Program (CGS Sec. 11-9c). In addition, CGS Sec. 2-11, Sec. 2-13, Sec. 2-23, Sec. 2-27, Sec. 2-49, Sec. 11-4a, and Sec. 11-4c require submission of certain records to the State Library. For over 150 years, the Connecticut State Library has collected, organized, and preserved Connecticut's records.

The Military Department's authority and responsibilities are contained in Title 27 of the General Statutes. The Department's principle public responsibility is to serve as the protector of citizens and their property in time of war, invasion, rebellion, riot or disaster. The Military Department is a dual-status agency with a federal and state mission and as such, maintains both federal and state military property, including military personnel records. It is the Governor's main source for ensuring public safety in a variety of

emergencies. The Military Department rests on the foundation of the citizen-soldier serving the community<sup>1</sup>

## CONSULTATION

The State Librarian and staff from the State Archives and Digital Imaging Office met with the Adjutant General and members of his support staff on January 4, 2015. This meeting provided the basis for a formal consultation “to examine the establishment of a searchable electronic Internet database for the purposes of providing public access to historic Connecticut military records.” (Special Public Act 15-3). The meeting consisted of each agency sharing information on the military records in its custody, issues related to public access to the records, and the investment of agency resources to scan and index the records to create the database. This report is the result of this meeting.

## OVERVIEW OF CONNECTICUT MILITARY RECORDS

### *State Library Holdings*

The State Archives currently holds over 42,000 cubic feet<sup>2</sup> (c.f.) of historical records. The collection includes records from more than 70 Connecticut state government departments, commissions, and offices, covering the colonial period to the present. Historical records from the three branches of State government document the evolution of state public policy and its implementation, the rights and claims of citizens, and the history of Connecticut and its people. In addition, there are files from many non-governmental institutions, organizations, and churches, as well as collections of tax lists and other official records from Connecticut towns. The bulk of the records are arranged by record groups based primarily by state agency or function.

State Archives staff has identified 15,453 c.f. of records within its collections dating from the colonial era to the 21st century that potentially meet the scope of records outlined in the original bill but not specified in the final act. [See [Annex B](#)]. The different types of records that document an individual's service go well beyond the standard enlistment and discharge papers, muster rolls and unit rosters to include but are not limited to correspondence, legislative bills and acts, bonus and bounty records (state and local), financial records including accounts and vouchers, local grand lists, courts martial records, census records, employment program records for returning veterans, photographs, draft board records, military tax records, and personal diaries and memoirs.

A significant portion of the military related records, 11,393 c.f., is unprocessed, meaning that there have been no steps taken beyond creating a minimal container listing to prepare the records for access and reference use by researchers. Some record groups have multiple accessions resulting in records being located in several non-sequential groupings across the collection. In addition, the State Library's military

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<sup>1</sup> <http://www.ct.gov/mil/cwp/view.asp?a=1345&q=257166>

<sup>2</sup> n. ~ 1. A volume of space that is approximately 12 × 12 × 12 inches. - 2. A measure used to indicate the quantity of materials, commonly used to describe the size of large collections. **Notes:** Because the surface of a standard file folder (10 × 12 inches) is roughly a square foot, a linear foot of files is roughly a cubic foot. A records center box, which measures approximately 10 × 12 × 16 inches, is generally counted as a cubic foot, even though it is slightly larger. Pearce-Moses, Richard. *A Glossary of Archival and Records*. Chicago, IL: Society of American Archivists, 2005.

records are housed in two separate locations; some are at the State Library on Capitol Avenue while others are at the State Library's off-site storage facility on Van Block Avenue in Hartford.

The largest group of unprocessed military records came to the State Archives in 1988 when it accessioned 558 c.f. of National Guard records from the Military Department during renovations to the State Armory in Hartford. These records are part of Record Group (RG) 013. Subsequent smaller accessions of records have been added since then including 68 c.f. of military orders from the Adjutant General's Office.

Access to State Archives collections is provided through the State Library's History and Genealogy (H&G) Unit. Researchers wishing to use original records must obtain an Archives Pass and follow special procedures for requesting and handling records. These procedures are available at <http://libguides.ctstatelibrary.org/hg/using-archival-records/rules>. The Archives/Secured Collections Research Area (ARA) is open Tuesday through Friday, from 10:00 a.m. to 4:15 p.m., and most Saturdays from 9:00 a.m. to 1:45 p.m. State Archives staff handles requests for access to restricted records as outlined below.

For FY2015, there were 2,832 archival items requested. Because most of the military related records are scattered throughout the collections, it is not possible to identify the exact number of requests for military records other than there were 78 requests for records from RG 013. During that same period, State Archives staff provided access to 3 restricted military records.

### *Military Department Holdings*

Because members of the Connecticut National Guard must also be members of the United States Armed Forces (the "dual status" of Guardsmen), the Military Department must bifurcate its recordkeeping into two systems: records maintained by the state (state records) and records maintained by the federal government (federal records). See [Annex C](#).

Since 1988, the department has utilized the respective services (Army or Air Force) federal information systems to record the service of National Guard members. Upon the discharge of a National Guard member, the service record is transferred to the National Archives and Records Administration [NARA], the national repository for federal veteran service records. Because S.A. 15-3 refers to historic "Connecticut military records," federal service records are not subject to this study.

Prior to 1988, the Military Department maintained a record of National Guard members' military service on a state form, MDCT Form 1-4, which is a 3 x 5 inch index card. It is the primary historical service record maintained by the Military Department. This set of records consists of seven filing cabinets containing approximately 210,000 cards. The Military Department ceased generating state service records in 1988.

The service information documented on the MDCT Form 1-4 includes enlistment date, discharge date, promotion dates, key assignments and personally identifying information. The personally identifying information includes date of birth, home of record and social security number. The United States Armed Forces initiated the practice of using social security numbers as a unique individual identifier in 1969. All MDCT Form 1-4 created during and after that year contain social security numbers, but many records prior to 1969 also contain social security numbers which were introduced in August 1935.

The Connecticut Military Department also maintains a library of permanent orders published by the Office of the Adjutant General that contain assignment orders, promotion orders, award orders and deployment orders. Most of these records are bound in volumes, arranged by year of publication. This record set consists of approximately 500,000 pages of orders dating back to the mid-1800s. These orders also contain personally identifiable information such as social security numbers, dates of birth and homes of record. Prior to 2001, National Guard military orders were published as batch orders, listing multiple service members on one record. These batch orders identify each listed member by name, rank and social security or service number.

The Military Department provides access to its state military records to members of the general public. The Military Department processes approximately 500 requests per year. This service is provided within existing personnel resources. The average processing time is approximately 5 business days from receipt of the request. The most common requests originate from (1) a former member (veteran) of the Connecticut National Guard, (2) the family member of a former service member, (3) genealogists, (4) veteran service organizations, (5) funeral homes and (6) historical researchers.

## **RESTRICTIONS TO ACCESS**

Due to a Guard members' status as a member of the United States Armed Forces under the authority of either Title 10 or Title 32 of the U.S. Code, federal law overrides state law for records (e.g., military personnel and medical files) created, received, maintained or otherwise required and controlled by federal authorities. Therefore, military personnel records are federal records maintained by the federal government and governed by the federal Freedom of Information Act (5 U.S.C. 552) and/or the Federal Privacy Act of 1974 (5 U.S.C. § 552a). As federal records, they are not subject to disclosure under the authority of the Connecticut Freedom of Information Act, which exempts federal military records (CGS § 1-210) ("*Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records ....*") (emphasis supplied).

Military personnel records of members of the Army National Guard are maintained under the same authorities and same system used for members of the Active Army and United States Army Reserves. The system is the "interactive Personnel Electronic Records Management System" ("iPERMS"). Records stored in iPERMS are subject to the Privacy Act (5 USC 552a). Requests for such records may be made under the auspices of the federal FOIA request pursuant to 5 USC § 552. Pursuant to Army Regulation 600-8-104, "Army Military Human Resource Records Management," (Paragraph 2-2), "Information and records contained in iPERMS are governed by the Privacy Act (1974) and the Army Privacy Act Program.

The federal FOIA governs the release of records by the federal government. Records contained in iPERMS are under the control of the Connecticut National Guard due to its status as an element of the United States Armed Forces, not in its state status as a component of the Connecticut Military Department. Unlawful access and/or disclosure of records maintained in iPERMS subjects a CTARNG member to the civil and criminal penalties of the Federal Privacy Act.

Records in the State Archives are open to the public unless otherwise closed or restricted from disclosure by state or federal statute or regulation or by donor agreement with the State Library. CGS §1-219 restricts most access to a veteran's military records for 75 years from the date the document is filed with

the public agency. In addition, exemptions listed under CGS § 1-210 and § 1-217 may require the redaction of certain information contained in or restrict access to certain records held by the State Archives. These restrictions would need to be evaluated on a case by case basis. The State Library's Statement on Access to Veteran's Military Records is located in [Annex D](#)

## **DIGITIZATION AND DATABASE CREATION**

In order for the records in the State Archives to be available in a digital format and accessible through a searchable online database, they would need to be properly scanned and indexed. Prior to scanning and indexing, the unprocessed records would need to be prepared as described below. Once archival processing was completed, digitization could begin on the entire 15,453 c.f. of military records and the necessary metadata gathered for creation of the database. Because digitization estimates are per item, the staff has calculated that there are 38,631,875 items within the 15,453 c.f. of State Archives records. [\[Annex E\]](#)

### *Preparing the Collections*

As noted above, military records include a variety of record types with a complexity of sizes and shapes. Approximately 50% of the records have been bound; most of the WWI and later records are loose and in folders. Prior to scanning and indexing the materials, project staff would have to handle each item as outlined in the digitization section below. In addition, unprocessed records would require some sorting, unfolding, re-folding, and re-boxing. The reader should note that this labor intensive process, while once the common method of archival processing, is no longer considered a best practice by archival professionals.

In order to make these materials most fully available to researchers, the following tasks would be necessary for records in the various State Archives Collections that are unprocessed or were only minimally processed for access under current best practices including:

- Reorganize all unprocessed accessions within a record group so that all similar record types (i.e. service records, enlistment papers, quartermaster records, etc.) are physically together.
- Unfold and flatten documents.
- Remove metal fasteners from documents.
- Remove non-archival materials such as duplicates and publications, when appropriate.
- Re-house documents into containers appropriate for archival preservation and storage.
- Identify records:
  - requiring conservation treatment.
  - requiring special handling, if scanned.
  - containing restricted information.
  - containing restricted personally identifiable information [PII].
- Create appropriate labels for each container following established State Archives practices.

- Update or create online finding aids using archival best practices and standards such as Encoded Archival Description (EAD) and Describing Archives: A Content Standard (DACS). Finding aids should include but not be limited to the following elements: container list, overview of the collection, administrative or biographical history, scope and content note, and index terms.

### *Digitization*

While not specifically called for in S.A. 15-3, the act's title implies that digitization of the records is desired, so the necessary staff, equipment and storage must be considered. Once the types of documents to be included in the database have been determined, digitization and indexing of records must be completed.

Digitization of historic records would need to be done following the federal standards laid out in the Federal Agency Digitization Guidelines Initiative<sup>3</sup>. Digitization to these standards allows for archival quality images that are suitable for preservation in the Connecticut Digital Archive (CTDA), a digital preservation repository maintained by the University of Connecticut Libraries. Access to all digital images and associated data would be provided through this repository.

Digitization alone will not be enough to provide useable access to the public. In order to make each image searchable and discoverable a minimum amount of indexing, or metadata creation, must be done. Even if the decision is made not to digitize each record, metadata will still be required for any database so all metadata costs will still apply.

The varied nature of the historic military records as well as the condition of many of the records held by the Connecticut State Library requires a range of equipment for digitization. The State Library currently has digitization equipment which supports its current digitization programs including four (4) Epson Expression 10000 XL flatbed scanners and one (1) Bookeye book scanner. However, the scope of the materials for this proposed project would require the purchase of additional flatbed scanners and an additional planetary or book scanner. Additional staff to operate digitization equipment would be required as well.

The costs associated with the digitization equipment are based on State Library findings as well as a calculator provided by the Digital Library Federation<sup>4</sup>. Estimates involving the book scanner are somewhat problematic because every scanner has different capabilities and outputs. Without having a specific model in mind an average number of pages per hour is being used. This average is based on the State Library's experience with the BookEye as well as calculations used in the aforementioned DLF calculator.

### *Indexing*

In order to create the required database, the records must be indexed regardless of whether or not images are digitized. This requires human interaction with each record to extract relevant data to enable the

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<sup>3</sup> "Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files." Federal Agencies Digitization Guidelines Initiative. August 24, 2010. Accessed December 4, 2015. [http://www.digitizationguidelines.gov/guidelines/FADGI\\_Still\\_Image-Tech\\_Guidelines\\_2010-08-24.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf).

<sup>4</sup> "Library Digitization Cost Calculator." Digital Library Federation Assessment Interest Group. Accessed January 14, 2016. <https://wiki.diglib.org/Assessment>. Beta calculator hosted at [http://statelibrarync.org/plstats/digitization\\_calculator.php](http://statelibrarync.org/plstats/digitization_calculator.php)

images to be searchable or to fill the electronic database. There are a number of fields (see list below) required to make any database or image functioning and useful. Creating enhanced metadata would increase the usability and relevancy of the information. While extremely time consuming and costly, a study undertaken by the North Carolina State Library showed that without metadata enhancements, the public was unable to find or use more than 90% of the images included in the study<sup>5</sup>.

Because of the broad expanse of time covered in the military records held by the Connecticut State Library detailed metadata will need to be extracted in order to provide users with meaningful search results. The recommended indexing data must be sufficient to distinguish Hartford Revolutionary War soldier John Doe from Hartford Civil War soldier John Doe. However, the broad range of record types, such as enlistment records, muster rolls, pay vouchers, etc., means not all records will contain the recommended indexing data. Therefore, each document will also require a close reading to ensure that all relevant data is extracted.

The time allocated for indexing each document takes into account condition and legibility. Most of the records are handwritten which increases the amount of time necessary for completing metadata. Optical Character Recognition (OCR) is usable only on typed or printed documents with legible fonts and good contrast. Additionally, OCR cannot read many of the typed materials from the last century due to the lack of contrast and clarity of the font resulting from poor paper quality.

The minimum required metadata fields to make the database and accompanying images most usable for the end user would be:

- Name
- Date
- Citation
- Type of document (muster roll, enlistment, pay voucher, etc...)

The recommended (enhanced) metadata fields would include those four fields as well as:

- Town
  - Birthplace
  - Place of enlistment
- Date
  - Birth date
  - Death date
  - Enlistment/Discharge/Service date(s)
- Service
  - Branch
  - Regiment
  - Company

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<sup>5</sup> Chapman, Joyce. "Evaluating the Effectiveness of Manual Metadata Enhancements for Digital Images." NCSU Libraries Intranet. May 1, 2011. [https://staff.lib.ncsu.edu/confluence/display/MNC/Evaluating the effectiveness of manual metadata enhancements for digital images](https://staff.lib.ncsu.edu/confluence/display/MNC/Evaluating+the+effectiveness+of+manual+metadata+enhancements+for+digital+images).

This metadata would be completed using a standard metadata schema such as MODS<sup>6</sup> or METS<sup>7</sup>. Industry standard vocabularies and thesauri would also be used to ensure the interoperability of the data with systems such as the Connecticut Digital Library, the Digital Public Library of America and the larger semantic web.

### *Storage*

Once created the digital images and the database would need to be stored. However, digitization and indexing of the records is only the beginning not the end of the process. Digital images need to be actively managed and preservation actions must occur in order for the digitized records to remain accessible to the public. Cloud storage services such as Microsoft One Drive, Dropbox or Amazon Web Services (AWS) do not provide the necessary management and preservation functionality. The Connecticut Digital Archive (CTDA), a partnership between the Connecticut State Library and University of Connecticut Libraries, is a dedicated digital repository that maintains, delivers, and preserves a wide-range of digital resources. Since the Fall of 2013, it has served educational and cultural institutions and state agencies in the State of Connecticut by hosting hardware and software infrastructure that supports digital repository services and functionalities for participating institutions; storing digital assets created and collected by CTDA participants; and providing services that support long-term preservation of and access to those digital assets<sup>8</sup>.

CTDA policies draw on existing international standards and best practices regarding digital repository development and digital collection stewardship, as well as local policies and practices related to the stewardship of digital assets. These include three of the guiding documents in the field of discovery, access, and digital preservation: Trusted Digital Repositories ISO 16363; Open Archival Information System Reference Model (OAIS) ISO 14721; and Digital Library Federation Aquifer Levels of Adoption for Shareable MODS<sup>9</sup>.

Digital Preservation, according to the Council of State Archivists (CoSA) Program for Electronic Records Training, Tools, and Standards (PERTTS) Portal Glossary, is a term that encompasses all of the activities, policies, strategies and actions required to ensure that the digital content designated for long-term preservation is maintained in usable formats, for as long as access to that content is needed or desired, and can be made available in meaningful ways to current and future users, for as long as necessary regardless of the challenges of media failure and technological change. Digital preservation goals include ensuring enduring usability, authenticity, discoverability, and accessibility of content over the very long term.<sup>10</sup> Therefore, any digitized military records must be stored at the CTDA to ensure that they remain accessible to the public well into the future.

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<sup>6</sup> "Metadata Object Description Schema: MODS (Library of Congress)." Metadata Object Description Schema: MODS (Library of Congress). Accessed December 4, 2015. <http://www.loc.gov/standards/mods/>.

<sup>7</sup> "Metadata Encoding and Transmission Standard (METS) Official Web Site." Metadata Encoding and Transmission Standard (METS) Official Web Site. Accessed December 4, 2015. <http://www.loc.gov/standards/mets/>.

<sup>8</sup> <http://ctdigitalarchive.org/about/>

<sup>9</sup> [http://ctdigitalarchive.org/files/2014/07/CTDA\\_Policies\\_20150422.pdf](http://ctdigitalarchive.org/files/2014/07/CTDA_Policies_20150422.pdf)

<sup>10</sup> <https://www.statearchivists.org/pertts/glossary/#D>

## REQUIRED RESOURCES

Processing, scanning and indexing this quantity of records requires a significant amount of resources. Estimated project costs based on the utilization statistics are outlined in [Annex F](#).

### *Equipment Costs*

Approximately 50% of the collection is flat manuscript type material requiring the use of a flatbed scanner such as an Epson Expression 11000XL. The other 50% consists of bound volumes and would require a book scanner such as a Zeutschel or BookEye. Statistics for both a flatbed scanner and book scanner can be found below.

As mentioned earlier, the Connecticut State Library's military records are housed in two separate locations. The amount of records that need to be digitized will require equipment to be purchased for each facility to ensure maximum work efficiency.

The recommended flatbed scanner would be an Epson Expression 11000XL, Photo Scanner. This scanner is able to handle originals up to 12 x 17 inches and has a built-in transparency unit for film scanning. It is reliable up to 100,000 scans after which time it may need to be repaired or replaced. The volume of work involved with this project would require multiple scanner purchases over the life of the project.

The recommended book scanner would be on the high-end spectrum and would include brands such as Zeutschel and Digital Transitions and would require a photographer or other digitization specialist to operate. The benefit of these higher end book scanners is the quality of the machinery and software, automation features, support and overall durability.

### *Storage Costs*

The last cost involved in the digitization process is for long-term storage and preservation of the digital images created. These costs are based on the Connecticut Digital Archive (CTDA) Pay Once/Store Forever (POSF) that is currently \$15.40/GB. These costs are calculated based on the average file size of a high-resolution tiff (50 MB).

### *Staffing Costs*

The project would also require that additional staff be hired for the archival processing and digitizing the records. The State Archives and Digital Imaging staff cannot assume any additional responsibilities given their current workloads. The Connecticut State Library has experienced a significant reduction in staffing levels and resources over the past 15 years. Full time staffing has decreased 27% and total staffing 13% during that time. Volunteers may have a role provided there is sufficient professional staff for oversight and quality control.

In order to process the various collections, it will require an average of 7 hours to complete 1 cubic foot of records due to the wide variety of formats, paper quality, and the extensive disorganization of unprocessed records. Dividing the work between 2 FTE positions, the project would take at least 19.5

years to process 11,393 c.f. of records.<sup>11</sup> Alternatively, the project could be narrowed to the 826 c.f. in RG 013 which would be completed in 1.5 to 3 years depending on staffing.<sup>12</sup>

The sheer volume of records that need to be digitized and indexed for this project will require more than 27,460,824 staff hours or 13,202 years (40hrs/week for 52wks/year) for three staff members. This project will require a staff of at least 200 full time metadata librarians more than 61 years to complete the needed metadata to create a full database. The salary estimates and cost breakdowns below represent the cost and time for this project to be completed by three positions only.

Total estimated cost of the project over the first 19.5 years would be a minimum of \$1.1 billion dollars. For the break out of these costs refer to [Annex F](#).

## EXISTING ONLINE RESOURCES

The National Park Service maintains a database of soldiers and sailors who served in the Civil War at <http://www.nps.gov/civilwar/search-soldiers.htm>. It is an index with only rudimentary information taken from the service records (including name, rank and unit in which they served) and the microfilm number located at the National Archives and Records Administration [NARA]. All records in the database have been transcribed from the original documents as written including alternate names and/or misspellings.

Ancestry.com has digitized some military records held by the State Archives. They have digitized the Military Census of 1917 (RG 029) and the Military Questionnaires 1919-1920 (RG 012). These records are searchable and available for free to Connecticut residents through Ancestry.<sup>13</sup> The State Library maintains an online database for the Military Questionnaires (no digital images) available here: <http://ctstatelibrary.org/ww1-veterans/>.

The State Library maintains online databases for Fitches Home for Soldiers records (RG 073) which relate to Civil War and Spanish American War veterans who died at the home, <http://ctstatelibrary.org/fitches-home-for-soldiers/>, and Noble Pension records (RG 069:050) which relate to Civil War and Spanish American War veterans, <http://ctstatelibrary.org/noble-pensions/>. General Noble and his daughter, Henrietta, of Bridgeport, Conn. acted as agents to assist applicants for United States pensions arising from service in the Revolution, the Civil War, and the Spanish-American War.

## CONCLUSIONS

Based on the time and cost estimates and the restrictions on access, the State Librarian and the Adjutant General agree that it is not cost effective to process, scan and index every military service related record in the State Archives or the Military Department. It would take many years and nearly \$1.2 billion to

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<sup>11</sup> Archives staff calculated that there is 11,393 c.f. total unprocessed military records x 7 hr/c.f. = 79,751 hours or 9,968 processing days (day = 8 hours) or 1,994 weeks (week = 5 days) using 2 FTE. 12 unprocessed record groups x 14 day average to research, create and/or revise, proof read and convert the collection finding aids to Hypertext Markup Language [HTML] for posting on the State Library's website equals 168 days which is an additional 0.65 year. [38.35 years +.65 year for finding aids= 39 years. Divide by 2 = 19.5]

<sup>12</sup> Total unprocessed RG 013 equals 826 cubic feet which would be 826 x 7 hr/c.f. = 5,782 hours or 722.75 days (day = 8 hours) or a little over 1.5 years with 2 FTE or just over 3 years with 1 FTE.

<sup>13</sup> Connecticut residents can access for free records held by the State Library and digitized by Ancestry.com by visiting our database index page and clicking on "Ancestry.com: CT State Library Collections", <http://libguides.ctstatelibrary.org/az.php>.

process, scan and index the military records in the State Archives Collections alone. Even narrowing the scope of the scanning and indexing specifically to the 826 c.f. of records in RG 013, the cost would be well over \$61 million dollars. The Connecticut Military Department could make its historical military records prior to 1918 available online without compromising personally identifiable information or risk identify theft. However, there is no additional benefit to making these records available online in comparison with the quick turnaround time the Military Department is currently able to provide to the general public as well as the current availability of the State Archives collections.

However, archival processing and description of RG 013 could be completed within a reasonable amount of time and cost to provide improved access allowing researchers to find and request the state military information from the State Archives. This effort would cost approximately \$303,928 dollars and require the hiring of 2 FTE staff to finish the archival processing project in 2 years. Digitization of RG 013 would add an additional cost above archival processing of a minimum of \$61,478,582 million dollars and require 2,583,360 staff hours.

Outsourcing this project to private vendors would not be a viable option as there would be little to no cost savings. Archival processing and description could not be contracted out. There are a number of scanning vendors on contract with the State who could produce scanned images that meet current standards. While this would eliminate the need to purchase and maintain scanning equipment, the special handling requirements of these valuable historical records would reduce any cost per item savings one might expect. Furthermore, private scanning vendors do not provide the level of metadata collection necessary for the level of indexing sought for the records.

## **RECOMMENDATIONS**

**That funds be found to carry out a program to improve access to the military records in the State Archives Record Group 013.**

**The program would involve:**

- The State Library completing archival processing and description of RG 013 materials according to professional archival best practices.
- Increasing access to the records by creating an EAD compliant online finding aid.
- The State Archives staff working with the appropriate Military Department staff to develop a searchable index of individuals, based on MDCT Form 1-4, who served with the Connecticut National Guard and were discharged from service 100 or more years ago to assist family members, researchers and genealogists to locate records within RG 013.

## ANNEX A

*Substitute Senate Bill No. 1016*

*Special Act No. 15-3*

***AN ACT CONCERNING THE DIGITIZATION OF MILITARY RECORDS.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (*Effective from passage*) The State Librarian, in consultation with the Adjutant General, shall conduct a study to examine the establishment of a searchable electronic Internet database for the purposes of providing public access to historic Connecticut military records. Such study shall include, but not be limited to, recommendations for (1) the types of historic documents to be included in such database, and (2) personal information that should be redacted from such historic documents. The State Librarian and Adjutant General shall report, in accordance with the provisions of section 11-4a of the general statutes, the findings of such study to the joint standing committee of the General Assembly having cognizance of matters relating to military and veterans' affairs on or before January 15, 2016.

Approved June 4, 2015

## ANNEX B

### Military Records at the State Archives

There is no one complete personnel file for each Connecticut veteran. Military records and service records are found in all of the following record groups (RG). (Note: this is not an exhaustive list of all records but the bulk of military records held by the State Archives):

#### **RG 000, Classified Archives, 1,884 cubic feet**

##### *Manuscript Card Catalog*

Including wars from Colonial era probably through Korea or Vietnam.

##### *Dorance Atwater Papers*

*Personal papers and other materials pertaining to Connecticut in World War I.*

Most are catalogued under "European War, 1914-1918".

#### **RG 001, Early General Records, especially Connecticut Archives, 1629-1820, 375 bound volumes, 66 boxes, and 55 index bound volumes**

#### **RG 002, General Assembly Papers, 1708-2012, 978.75 cubic feet**

#### **RG 003, Judicial Department, 1636-1991, 5,881 cubic feet**

#### **RG 005, Office of the Governor, 1630-2015, 3,613 cubic feet**

#### **RG 007, Office of the State Treasurer**

Veterans' Bonus Division, circa 1941-1979, 243.25 cubic feet

*Bonus records for World War I (created 1974); World War II; Korean War; and Vietnam War.*

Bonus records in general contain a processing check list, an application (with SSN's), discharge papers and often a certification from the town clerk of the town the veteran is from that the discharge record is an authentic copy.

#### **RG 008, Office of the State Comptroller, 1758-2002, 395 cubic feet**

A wide variety of financial records are found in Comptroller's Records, many of them from the Committee of the Pay Table during the Revolutionary War. They include accounts, bills, receipts, reports, vouchers, soldiers' notes, town accounts for supplies of soldiers' families, saltpeter certificates and accounts, and other papers. Other financial records covering the period from the 1780s to the early twentieth century include journals, waste books, receipt stubs for payment of soldiers and money loaned to the state, grand lists, Treasurers vouchers, Comptrollers vouchers, Civil War returns for soldiers' children and returns for family bounties, plus State Pauper Records, 1844-1920, financial records of the School for Imbeciles, 1913-1954, and Military Separation Allowances, 1916-1919.

#### **RG 012, Connecticut State Library**

*War Records Department, 1898-1988, 208 cubic feet*

In 1919, the Connecticut General Assembly mandated the establishment of the Department of War Records at the Connecticut State Library. The purpose and duty of this department was "... to collect, classify, index and install in the library all available material relating to Connecticut participation, public or private, in the world war and thus to establish a permanent and accessible record of its extent and character, such record to be as complete and comprehensive as possible and to cover not only the activities of the state, its subdivisions and agencies but also of

Connecticut agencies of the federal government, organizations of private persons and of those individuals who were direct participants in the great struggle, whether as soldiers, sailors, aviators or otherwise.”

*Military Service Questionnaires, 1919-1920*

Searchable and digital images of questionnaires are available through Ancestry.com and our online database (no digital images) available here: <http://ctstatelibrary.org/ww1-veterans/>

### **RG 013, Military Department, 1776-2006, 826 cubic feet**

The records of the Military Department consist primarily of materials documenting the history of Connecticut’s militia, national guard units, and the service of Connecticut volunteers during the Civil War. The records contain extensive materials documenting the work of the Adjutant General, 1792-1807, including general orders, resignations and discharges, correspondence, militia returns, pensions, and reports and rosters. RG 013 also holds records of Civil War volunteer regiments, courts martial, bounty and pension files, and fragmentary pre-Civil War records of militia regiments. The Civil War regimental records include enlistment papers, muster rolls, monthly returns, and muster out rolls. In addition, records exist for the First Company, Governor’s Foot Guard, and Connecticut’s Civil War “Colored” 29th, 30th, and 31st Regiments. Extensive documentation on various units of the Connecticut National Guard are included, consisting of records on specific regiments, the Connecticut Home Guard, and of artillery, naval, and air units. The bulk of the materials cover the period after 1820, although some records document the War of 1812 period.

### **RG 018, Civil Service Commission, 1913-1921, 18 cubic feet**

These materials were evidently held at one time by the War Records Department; they are related to the Military Census records (recruitment of nurses, etc.) and the Labor Department, Employment Service (placement of returned veterans).

### **RG 020, Department of Labor, 1902-2010, bulk 1902-1988**

Series 5. U.S. Employment Service, 1917-1919, 57.25 cubic feet

Pertaining to the efforts to find jobs for demobilized service people.

Recent accession not yet on finding aid:

Claims Examination Unit, Unemployment compensation for ex-service members records, 2010, 5 cubic feet. The records consist of claim forms (with SSN’s), response records, wage information, and DD Form 214.

### **RG 021:001, Connecticut Valley Hospital**

Soldiers, 1918-1929, Accession 2010-010, Box 2, Folders 18-20

### **RG 029, Military Census, 1917-1920, 220 cubic feet** *(Available through Ancestry.com)*

On February 6, 1917, Governor Marcus Holcomb addressed the General Assembly requesting that a law be passed directing him to undertake a state military census of materials and manpower “available for use in event of war.” The census required that all men 16 years and older fill out a questionnaire. Unofficially, the state intended to use the census in order to identify enemy aliens. On February 7, the initial machinery of the manpower census was set up. This separate bureau was transferred to the State Library, which functioned as a Historical Records Department of the Council of Defense. Eventually the Library oversaw an agricultural census and others of nurses, automobiles, and industry. This record group contains administrative files, schedules, questionnaires and forms, punched Hollereith cards, index card files, scrapbooks, tabulations of summaries, numerous photostated lists, clippings, and reference files.

### **RG 030, Council of Defense, 1917-1919, 181.5 cubic feet**

In April 1917, Governor Marcus Holcomb appointed an eleven-member council under an Emergency Act (Chapter 43, P. A. 1917) passed after the United States declared war on Germany and the Axis powers. The first meeting was held on May 8, 1917. Over time, the Council formed committees to deal with areas such as publicity, Americanization, fuel conservation, food supply, transportation, and military and naval affairs. The Council also formed a Woman's Division whose members sat on the council's committees. The Council coordinated, supported, and publicized the work of other war agencies at the state and federal levels. Gradually the committees acquired staffs of their own and an Executive Department headed by a director was formed. The Council was discontinued in March 1919. This large group contains records including administrative files, financial records, correspondence, subject files, and reference files of the council's executive department and several committees. Formats and types vary but include photographs, posters, newspapers, artifacts, lists, card files, lantern slides, copper and lead cuts and printing plates, sheet music, bulletins, mimeographed circulars, telegrams, and other paper materials.

### **RG 050, War Council, 1940-1945, 131.5 cubic feet**

*This was the World War II agency similar to the Council of Defense.*

After war broke out in Europe in 1939, the State created the State Defense Council, similar to the one during the First World War. It coordinated domestic mobilization through advisory committees of leading citizens, local councils and public officials, and agencies of the U.S. government. By 1943, this body was known as the War Council. It went out of business on October 1, 1945. Records include minutes, directives and circulars, general files, surveys, publications, and files (correspondence, memoranda, reports, subject files, and lists) documenting the work of sections dealing with protection services, an air raid network, air raid wardens, blackouts, bomb reconnaissance, communications, fire and plant protection, training, fuel, food, manpower, radio, film and statewide evacuation.

### **RG 062, Town and Borough Governments, 1728-1993, 46.5 cubic feet**

The below 31 of approximately 133 town and borough governments records held by the State Archives contain military records:

- RG 062:004, Town of Avon, 1830-1880
  - o Complaints, notices, military enrollments and other assorted records, 1879-1907, box 1
- RG 062:012, Town of Bolton, 1728-1925
  - o Town records, including incorporation papers, electors' certificates, indentures, military service records, school society records, orders to depart town, 1731-1856, box 1
- RG 062:022, Town of Canterbury
  - o Series 5. Military Records, 1841-1845
    - Certificates of military duty, 1841-1845, box 4, folder 16
- RG 062:023, Town of Canton, 1784-1940
  - o Record of military eligibility of male residents, including name, address, birthplace and date, business or occupation, property owner, etc., 1910-1916, box 7
  - o Military lists, including enrollment lists, 1886-1918, box 8
  - o Discharges, correspondence, bonus action, etc., 1844-1918, box 8
- RG 062:038, Town of Durham, 1733-1895
  - o Town records (Gift of Mrs. Carl Thomson Clarke, 1940) land records, legal records, correspondence regarding care of the poor, ecclesiastical records, school records, military records, election reports, freemen's certificates, overseers' appointment, accounts, 1733-1895, boxes 1-3
- RG 062:041, Town of East Haddam
  - o Series 5. Military Records, 1838-1891, boxes 28 and 29
    - Adjutant General, 1862-1890
    - Changes in Connecticut Volunteer Force, 1863-1865

- Correspondence, 1834-1896
  - Enlistments, 1861-1863
  - Enrollments, 1864-1886, undated
  - Forms, blank, undated
  - Papers, 1838-1869
  - Soldiers' families, 1861-1862
  - Surgeon General, 1862
  - Surgeon reports: exemptions
    - A-N, 1861-1862
    - P-W, 1862
  - Treasury Office: Military Commutation Tax, 1863-1891
- RG 062:043, Town of East Hartford
  - Series 4. Military Records, circa 1861-1922, box 1, folders 7-13, and box 7
    - Changes in the Connecticut Volunteer Force in the Field, 1865
    - Committee for the Relief of Drafted Men, 1863
    - Connecticut volunteers, Payments to, circa 1861-1865
    - Enlistment expenses, 1864
    - List of men with ages, circa 1864-1865
    - Military tax, circa 1861-1865
    - Soldiers with families receiving support, 1862-1863, undated
    - Military enrollments
      - 1902-1914, 1 volume
      - 1914-1919, 1 volume
      - 1919-1922, 1 volume
    - Military registrations, 1917, 1 volume
    - Soldiers and sailors discharges, 1923-1945, 1 volume
- RG 062:044, Town of East Haven
  - Military discharges, 1898-1956, bulk 1917-1956, 1 folder
- RG 062:047, Town of East Windsor
  - Series 3. Military Records, 1852-1883
    - Militia enrollments, 1869-1883, 2 volumes
    - Military enrollment records, 1852-1861, 2 volumes
- RG 062:052, Town of Farmington
  - Military Records, 1812-1894, .5 cubic feet
- RG 062:054, Town of Glastonbury
  - Series 6. Military Records, 1813-1895, box 12, folders 1-9
    - Certificates of service and leaves of absence, lists of enlisted men, 1813-1825, 1841, undated
    - Account for supplies, amounts due to individual soldiers, undated
    - List of volunteers, 1863
    - Form for listing children of deceased soldiers, circa 1895
    - Caroline Wright's war claim, 1892
- RG 062:064, Town of Hartford
  - Town Treasurers' military payment records including payments for militia service, Foot Guard and Horse Guard returns, vouchers for payment From Soldiers' Fund and Conscript Relief Fund, circa 1854-1879, boxes 1-3. Boxes 2-3 are restricted due to condition.
- RG 062:065, Town of Hartland

- Series 5. Military Records, 1779-1910, box 12, folders 23-28
    - Military enrollment list, 1882
    - Lists of men subject to military duty, 1897-1910
    - Printed materials, 1880-1898
    - Medical exemptions, 1862
    - Tax exemptions, 1779-1910
    - Miscellaneous papers, 1791-1864
- RG 062:071, Town of Lebanon
  - Series 5. Military Records, 1811-1856, box 8, folder 5
- RG 062:075, Town of Lyme
  - Series 5. Military Records, 1820-1871, box 4, folder 27
- RG 062:079, Town of Marlborough
  - Military records, 1874-1899, box 1
- RG 062:095, Town of New London
  - Muster rolls and certificates of military service, 1807-1844, box 3
- RG 062:102, Town of North Stonington
  - Military service certificates and records pertaining to support of soldiers' families, 1826-1865, box 1
- RG 062:112, Town of Pomfret
  - Series 5. Military Records, 1780-1855, boxes 7, 8, and 10
    - Correspondence, 1840-1855
    - Military duty, Certificates for
      - 1805-1809
      - 1812-1854, undated
      - Military returns, 1848-1849
    - Revolutionary War, 1780-1782
- RG 062:114, Town of Preston
  - Series 5. Military Records, 1809-1901, box 11, folders 10-20
    - Adjutant General, 1862-1864
    - Changes in Connecticut Volunteer Force, 1863-1865
    - Connecticut Volunteers, payments to, 1862
    - Correspondence, 1863-1865
    - Enlistment expenses, 1862-1865
    - Enlistments, 1865, undated
    - Papers, 1809-1892
    - Surgeon reports, exemptions, 1862-1901
- RG 062:122, Town of Salisbury
  - Military records [Gift of Samuel Tanenbaum], 1851-1865, box 1
- RG 062:125, Town of Sharon
  - Series 5. Military Records, 1812-1951, boxes 5 and 12
    - Children of deceased soldiers, Payments to, 1866-1884
    - Enrollment books
      - 1853-1870, 1 volume
        - Also includes: List of voters, 1853; Book in reverse: Attachments, 1854-1859.
      - 1881-1922, 2 volumes

- Enrollment of soldiers, circa 1861-1865
  - Families of volunteers, Payments to, 1864-1865
  - Papers, 1812-1887
  - Registration for World War I
    - Correspondence, 1917-1921
    - Lists of men, circa 1917-1918
    - Proclamation and circular letters, 1917
    - Registrar's oaths, 1917
    - Registration Board reports, 1917
    - Registration cards, How to answer questions on, undated
    - Regulations, 1917-1918
  - Selective Service
    - Certificates of registrars and report of Registration Board, 1940, undated
    - Correspondence, 1940, 1948-1951, undated
    - Men inducted, 1941-1944, undated
    - Papers, 1940, undated
    - Registration card receipts, undated
  - Veterans lists, 1948, undated
- RG 062:129, Town of Somers
    - Military service records, 1800-1914, box 1
    - World War I service records and honor roll, 1917-1919, box 1
  - RG 062:130, Town of Southbury
    - Military records, 1815-1832, 1936, 1993, box 4, folders 6-8
      - Errata : record of Connecticut men in the War of Rebellion, 1861-1865 ; Spanish-American War, Philippine Insurrection, China Relief Expedition: 1898-1904, 1936 January 1. A copy is available at [CSL call number StLib Conn Doc Ad44 ran suppl]
      - Roll of the 5th Company 13th Regiment Connecticut Militia, 1815-1832, 1 volume
      - Vietnam War list of casualties by town, 1993
  - RG 062:131, Town of Southington
    - Series 5. Military Records, 1869-1940, boxes 43, 47, and 48
      - Militia enrollments
        - 1869-1939, 1 volume
        - 1900-1911, 1 volume
      - Selective service registration index cards, circa 1940
      - Selective service registration lists, 1940 October 25, 1 folder
  - RG 062:142, Town of Tolland
    - Military service records, 1850-1864, box 15
  - RG 062:147, Town of Voluntown
    - Military tax accounts, 1851-1854, box 1
  - RG 062:152, Town of Waterford
    - Series 2. Military Records, 1861-1985, 12 bound volumes
      - Soldiers and Sailors Discharges, 1861-1934, 1 volume
      - Soldiers and Sailors Discharges, 1898-1985, 11 volumes
  - RG 062:159, Town of Wethersfield
    - Records of military service, including enlistments, bounty receipts and surgeon's reports, 1862-1898, box 7

- RG 062:163, Town of Windham
  - o Military exemptions, 1895-1912, 1 bundle, box 1
    - Includes notices, 1931.
  - o Miscellaneous documents, 1899, 1904, 1919-1928, 1965-1967, 1 bundle, box 1
    - Contains military and commercial business matters and lists of names.
- RG 062:169, Town of Woodstock
  - o Military enrollment lists, box 5

**RG 064, Pictorial Collections, 1837-2007, 141 cubic feet**

The below picture groups (PG) relate only to military service members and their service. These specific picture groups consist of a combined circa 20,638 or 141 cubic feet of daguerreotypes; tintypes, ambrotypes; cartes de visite; glass plate negatives; stereographs; drawings; negatives; black-and-white photographs; and color photographs. This does not include photographs found in other record groups (RG).

- Bradley Field World War II Activities, 1942-1945 (PG 048), .5 cubic feet  
Views of military life and training at the air base, the Sixth War Loan drive, redeployment, officers and medal presentations to families of servicemen. 217 photographs. Entire collection available in State Library Digital Collections, <http://ow.ly/VCyvm>.
- Brady Collection of Civil War Photographs, 1861-1865 (PG 085), 12.5 cubic feet  
Views of Military camp life, battlefields, fortifications, portraits of military officers and staff, Washington, D.C., Southern cities and the Lincoln assassination conspirators. Also, an additional collection of 650 Brady photos. circa 7,500 photographs, prints, glass negatives.
- Cartes de Visite, 1860-1885 (PG 850), 1.25 cubic feet  
Miniature portraits, description and travel views, genre topics and the Civil War. circa 1,200 cards.
- Civil War Collection, circa 1837-1907, undated (PG 080), 5.25 cubic feet  
Battle sites at Antietam and Gettysburg, campsites and forts, monuments, the South, Connecticut troops, Andersonville and Libby Prisons, portraits of military officers and noted people of the period. 450 photographs, prints, glass negatives.
- Connecticut Collection, circa 1875-1970 (PG 100), .5 cubic feet  
Topical Connecticut subjects not related to a specific location, including automobile accidents, farm scenes, flags, pollution, railroads, waterways and the "Old Leather Man." circa 150 pictures.
- Connecticut During World War II, 1941-1949 (PG 046), .5 cubic feet  
War products of local industry, Connecticut troops at military forts in the United States, Hartford Times and Hartford Courant press photos, 1940-1944; local honor rolls, observation posts, scrap metal campaign, U.S.O. activities, Maritime Service Officers School at New London and 1945 victory celebration in Hartford. circa 250 photographs.
- Connecticut State Government, Institutions and Parks, 1878-1973 (PG 200), 1.5 cubic feet  
Interior and exterior views of the Capitol Building, state health care and correctional institutions, state emblems, government buildings, state parks, Governor's Foot and Horse Guards. circa 350 photographs.
- Connecticut State Library Collection, 1909-1976 (PG 220), 10.5 cubic feet  
Interior and exterior views of the building, grounds, exhibits in Memorial Hall, ceremonies from the laying of the cornerstone in 1909 to the east wing addition open house and reception 60 years later. circa 1,000 photographs, drawings, negatives and slides.
- Cities and Towns Collection, Connecticut, circa 1885-1965 (PG 300), 4.25 cubic feet  
Buildings, monuments, parks, street scenes and industries in the state's towns and major cities. circa 1,000 photographs and prints.

- Daguerreotypes, Tintypes and Ambrotypes, circa 1850-1882 (PG 860), 1.25 cubic feet  
Portraits of Connecticut and Massachusetts people, Civil War soldiers. Two-thirds are unidentified. 124 pictures.
- Colt's Patent Fire Arms Manufacturing Company collection, circa 1864-1961 (PG 460), 5.5 cubic feet  
The collection consists primarily of photographs depicting company administrators and employees, the Colt's armory in Hartford and other Colt-related properties, events, promotional material, and firearms.
- Dudley Photograph Collection of Hartford during World War I, 1917-1919 (PG 034), 5.25 cubic feet  
Views of war-related activities in Hartford, 1917-1919, including introduction and embarkation of Connecticut soldiers, prominent Hartford citizens, military reviews and parades, Liberty Loan bond drives, Red Cross activities and armistice celebrations. Also negatives of Connecticut troops at the Mexican border, 1898. circa 1,000 negatives, 460 photos.
- General Assembly Portraits, Connecticut, 1861-1933 (PG 540), 32.25 cubic feet  
Individual and group portraits, albums and autographs of legislators and other state officials. circa 1,650 photographs.
- General Collection, undated (PG 001), 9.5 cubic feet  
Views of various modes of transportation (airplanes, ships, etc.), nature, manufactured articles, military insignia and uniforms, calendars, 19th century engravings of genre scenes, Currier and Ives prints and political cartoons. circa 500 pictures.
- Godard Collection, circa 1895-1910 (PG 385), 1 cubic foot  
Scenes of Hartford, the shore, other Connecticut places. Glass negatives to photos which appeared in *Connecticut Magazine* articles. Lantern slides of Civil War. Family photos. 157 glass negatives, 19 lantern slides, 118 photographs.
- Hartford Collection, circa 1885-1936 (PG 400), 2.5 cubic feet  
Aerial views, bridges, buildings, Charter Oak Tree, churches, hospitals, industries, statues, parades, parks, residences, schools and street scenes. circa 1,000 photographs, prints, drawings and negatives.
- Military Portraits, Connecticut, circa 1860-1959 (PG 570), 5.75 cubic feet  
Individual and group portraits of Civil War soldiers and veterans of the Connecticut Volunteer Infantry, the Connecticut National Guard, the Putnam Phalanx, New Haven Grays and World War II veterans. circa 600 photographs.
- Portraits, Connecticut Group, 1864-2007 (PG 560), 3.25 cubic feet  
Local and state officials, governors and their staffs, lawyers, Supreme Court judges, Hartford groups, members of local organizations. circa 600 photographs.
- Randall Photographic Survey of New Haven and Environs, 1880-1920 (PG 380), 15 cubic feet  
Street scenes, public buildings, houses, parks and events in the city. Also portraiture and photos used in *Connecticut Magazine*. 2,058 glass negatives, 1,435 photographs. A portion of this collection available in State Library Digital Collections.
- Rohrbach Photograph Collection of North Africa during World War II, 1942-1945 (PG 044), .25 cubic feet  
Street scenes in the cities of Oran, Kairouan, Casablanca, Tunis and Algiers. Several views of Naples, Italy at the end of the war. Photographed by Charles Rohrbach. 106 photographs.
- Stereographs, circa 1851-1927 (PG 810), 3 cubic feet  
Domestic scenes, sculpture, Harriet Beecher Stowe, nature scenes, Connecticut places and events, Hartford, Farmington, New Britain, Talcott Mountain, the Tarifville railroad disaster of 1878, United States and world description and travel, World War I.
- United States History Collection, undated (PG 060), 3.25 cubic feet  
Views of major events in American history; Colonial period, American Revolution, War with Mexico, 1848, Reconstruction and the Spanish-American War, 1898. Special items are negatives and photos of

Connecticut troops at military forts in the United States during the Spanish-American War. (The Civil War Collection forms Picture Group 080). circa 200 photographs and prints, 11 glass negatives.

- World War I Collection, 1914-1919 (PG 030), 14.75 cubic feet  
German war cartoons, American Press Association photos of events during the war, U.S. Signal Corps photos of American troops in France, Women's Naval Service photos of a women's training camp, etchings of shipbuilding at the U.S. Government Shipyard in Noank, Connecticut, a Hartford parade of Connecticut veterans, presentation of the colors to Governor Holcomb and Connecticut troops at Camp Devens, Massachusetts. 303 photographs and prints.
- World War II Collection, 1940-1945 (PG 040), 1.75 cubic feet  
Anti-Nazi cartoons, German concentration camp at Gardelegen, Japanese on Attu Island and returning servicemen. 130 photographs and prints.

#### **RG 069, Manuscript Collections, 1723-2013, 186.25 cubic feet**

- Blackman (Oliver and Theodore) Papers, 1801-1930, bulk 1862-1865 (RG 069:131), 1.75 cubic feet  
Oliver Blackman served in Company D of the 23rd Regiment Connecticut Volunteer Infantry from 1862-1863. Theodore Blackman enlisted in the Union Navy and served on several vessels from 1862-1865. Online finding aid: [http://ctstatelibrary.org/RG069\\_131.html](http://ctstatelibrary.org/RG069_131.html)
- Bouton Family Letters and Sermons, 1820-2009, bulk 1820-1865 (RG 069:154), 2 cubic feet  
John Benedict Bouton was a hatter and volunteer soldier in Company H of the 8th Regiment Connecticut Volunteer Infantry during the Civil War. Online finding aid: [http://ctstatelibrary.org/RG069\\_154.html](http://ctstatelibrary.org/RG069_154.html)
- Crocker (Edward H.) Records and Photographs, 1914-1938 (RG 069:002), 2.5 cubic feet  
Collected service records and photographs of Connecticut residents (mostly Hartford) in World War I.
- Davis (Fred Cady) Collection, 1723-1951 (RG 069:049), 17.75 cubic feet  
Represented in the collection are a number of relatives, associates and descendants of Deacon Daniel Davis (1768-1847) of Somers, Conn., including Amariah Kibbe (1780-1844) of Somers, and members of the Cady, Chapin, Harwood, Hurlburt and Stebbins families. Edwin C. Davis (1844-1917) was a Civil War soldier, Deputy Customs Collector at Darien, Georgia, and member of the Connecticut General Assembly. Account books, diaries, correspondence, memorabilia, pamphlets and children's books.
- Dresser (Wilfred) and Clare Plummer Dresser collection, 1898-1931 (RG 069:110), .25 cubic feet  
Annotated books, correspondence, certificate, photographs, and miscellaneous materials relating to Connecticut members of the American Expeditionary Forces (AEF) and veterans of other conflicts from that era as well as the Red Cross.
- Hamilton and Knapp Families Collection, 1746-1924 (RG 069:007), 2 cubic feet  
Family papers of the Hamilton and Knapp families of the Danbury, Conn. area, including deeds, sketch maps, correspondence, check stubs, school report cards and Civil War letters.
- Hand (Aaron) Family Letters, 1797-2011, bulk 1830-1875 (RG 069:157), .5 cubic feet  
Letters between various members of the Aaron Hand Family mostly regarding family matters. Includes an Aaron H. Hand letter to his son John B. Hand; John B. Hand military enrollment certificate, 1862-1863, box 1, folder 5. Online finding aid: [http://ctstatelibrary.org/RG069\\_157.html](http://ctstatelibrary.org/RG069_157.html)
- Hill (Billie) Political Memorabilia Collection, 1943-2013, bulk 1943-1988 (RG 069:165), 6 cubic feet  
Billie (Helen) Hill was a member of the Civil Air Patrol under the Commissioner of Aeronautics, personal secretary for Governor and Mrs. Chester Bowles, secretary for Secretary of the State Ella Grasso, Hartford office secretary for U.S. Senator Abe Ribicoff, and an employee with the Department on Aging. Billie's son Warrant Officer Thomas Arthur Hill was killed in action in Vietnam on June 9, 1969 and was awarded posthumously the Purple Heart, Bronze Star, and Air Medal. The collection includes Thomas's medal citations, honorable discharge, and two photographs of him; correspondence; photographs; political campaign materials such as hats, buttons, and stickers; publications; and newspaper clippings.

- Hofer (Carl and Herbert) Collection, 1917-1918 (RG 069:032), .5 cubic feet  
Correspondence between the Hofer brothers and their mother during their active duty in World War I.
- Holmes (Charles Edward Latimer) Papers, 1860-1884 (RG 069:021), 1.5 cubic feet  
Poems and other writings of Col. Holmes (1832-1884) on Civil War and patriotic themes, with a few business and personal papers and memorabilia.
- Hosford and Gibbs Family Papers, David Arthur Gibbs Collection of, circa 1688-1979 (RG 069:162), 12 cubic feet  
Chauncey Hosford War of 1812 Papers, 1813-1815, 101 documents  
During the War of 1812, Chauncey Hosford (1784-1855) enlisted as a first lieutenant in Capt. Elizur Warner's Company of the United States Infantry Thirty-seventh Regiment on April 30, 1813. His prior military service included a commission as ensign in the Third Company of the Fourteenth Regiment of Connecticut Militia as of April 28, 1810. The Thirty-seventh Regiment was stationed at Fort Griswold in New London. Included is correspondence, orders, weekly recruiting returns that list the names and towns of recruits, and receipts for recruiting expenses. Also included is a muster roll for Capt. Elizur Warner's Company. Entire collection available in State Library Digital Collections, <http://ow.ly/VCygt>.
- Judd (Edwin D.) Papers, 1861-1879 (RG 069:063), 38.75 cubic feet  
Major Edwin D. Judd was a Civil War military and Reconstruction paymaster, especially in Georgia and Texas. Letter books, 1863-1875, incoming letters, 1867-1878, vouchers, 1861-1879, accounts current, check stubs, property accounts, and bank books.
- Levalley (Benjamin Warren) Papers, 1862-1896 (RG 069:164), .25 cubic feet  
Benjamin Warren Levalley was a 2nd Lieutenant in Company H of the 22nd Regiment Connecticut Volunteer Infantry during the Civil War. In 1895-1896 he spent time with his cousin Joanna Remington recording gravestones of the Fenner family at the Remington farm in Rhode Island. The collection includes appointment letters, discharge from service paper, correspondence, and a printout of photographs. Online finding aid: [http://ctstatelibrary.org/RG069\\_164.html](http://ctstatelibrary.org/RG069_164.html)
- Magee (Richard) Diaries, 1863-1869 (RG 069:163), .25 cubic feet  
Richard (McGee) Magee was a volunteer soldier in Company K of the 17th Regiment Connecticut Volunteer Infantry during the Civil War. The collection includes five day-to-day diaries and an article describing his heroic actions at the siege of Fort Wagner and Sumter. Online finding aid: [http://ctstatelibrary.org/RG069\\_163.html](http://ctstatelibrary.org/RG069_163.html)
- McMahon (John J.) Papers, 1901-1954, bulk 1925-1926 (RG 069:148), 1.75 cubic feet  
John J. McMahon was born in Hartford on April 22, 1875. He served as a volunteer in the First Regiment Infantry Connecticut National Guard, the Spanish-American War, and retired as a Colonel from the Connecticut National Guard on November 23, 1931. He was an officer and member in the First Connecticut Volunteer Infantry Veteran Association, Spanish-American War - 1898 and the Department of Connecticut United Spanish War Veterans. McMahon was elected to the Hartford Board of Education from 1911-1916, elected City Alderman from Hartford's seventh ward from 1922-1926, and worked as an architect in Hartford from 1893-1958. Online finding aid: [http://ctstatelibrary.org/RG069\\_148.html](http://ctstatelibrary.org/RG069_148.html)
- Metcalf (Martin Van Buren) and Alvira Metcalf collection, circa 1840s-1862 (RG 069:114), .5 cubic feet  
Portrait, diaries and journals from the Civil War era, business invoices, family correspondence, clippings and miscellaneous items relating to the Metcalf family.
- Morgan (Andrew M.) Civil War Papers, 1861-1871 (RG 069:081), .75 cubic feet  
Andrew M. Morgan of Stonington, Conn. was an officer in the 8th Regiment, Conn. Volunteer Infantry, during the Civil War. Certifications, correspondence, "descriptive lists," muster rolls, receipts, reports, requisitions and vouchers of 8th Regt. Conn. Volunteer Infantry, Companies F and G.
- Noble (William H. and Henrietta) Pension Applications, 1870-1908 (RG 069:050), 31.25 cubic feet

- General Noble and his daughter, Henrietta, of Bridgeport, Conn. acted as agents to assist applicants for United States pensions arising from service in the Revolution, the Civil War, and the Spanish-American War.
  - Online database available at: <http://ctstatelibrary.org/nobel-pensions/>
- Preston (Edward V.) Papers, 1861-1865 (RG 069:064), 7.5 cubic feet  
Major Edward V. Preston was a Civil War military paymaster and quartermaster. Payrolls, muster rolls, vouchers, abstracts of payments received and made, related published items.
- Royce (Rice) and Phelps Family papers (RG 069:028), 3.5 cubic feet  
Lucien Merriam Royce (1838-1907) was a pharmacist and Civil War surgeon's steward. Correspondence, diaries, related materials of Lucien Merriam Royce, 1853-1907. Also deeds and other papers (with calendar) pertaining to the Royce (Rice) family of Farmington and Bristol, Conn. and the Atwater, Phelps and other families of Windsor, Conn.
- Stephan (Ruth Baker) Collection of World War II Letters, 1927-1964, bulk 1941-1947 (RG 069:158), 3 cubic feet  
The collection consists primarily of correspondence between Ruth Baker Stephan and military service members of St. Paul's United Methodist Church of Hartford during World War II. Photographs, publications, and Stephan's personal papers are also included. Online finding aid: [http://ctstatelibrary.org/RG069\\_158.html](http://ctstatelibrary.org/RG069_158.html)
- Treadwell (John) Papers, 1706-1872 (RG 069:025), 1.25 cubic feet  
John Treadwell (1745-1823) was a probate judge in Farmington, Conn., Lieutenant Governor and Governor of Connecticut. Correspondence, accounts, military papers and records of Connecticut Missionary Society. Also material on the 1835 riots in Farmington, the narrow gauge railroad, the Corlandt Van Rensselaer estate, the Cowles family, and Farmington deeds, 1706-1843.
- Tryon (Lee) Papers, 1915-1955 (RG 069:174), 2 cubic feet  
Papers of the Tryon family, primarily Clifford F. Ramsdell, from Windsor, CT[?]. The collection consists of a World War One era scrapbook, artifacts including motor vehicle operator's licenses, an unidentified photograph of a soldier, a history of the telephone, and newspaper clippings and publications from World War One and about the flood of 1955.
- War Veterans Personal Papers and Organizational Records, 1914-1920 (RG 069:107)  
Personal recollections, correspondence, necrologies and organization records of Connecticut veterans.
- Watrous (Charles) Papers, 1917-1942 (RG 069:145), 1 cubic foot  
Corporal Charles F. Watrous was a World War I veteran who served in Company F of the 102 Infantry in the American Expeditionary Forces in France. The papers consist of the enlistment record and honorable discharge paper for Corporal Charles F. Watrous, photographs, two small pocket diaries, Connecticut State Guard identity card, Social Security cards, buttons, and medals. The bulk of the photographs are from the World War I period, although two others date from 1941-42. Online finding aid: [http://ctstatelibrary.org/RG069\\_145.html](http://ctstatelibrary.org/RG069_145.html)
- Whitney (George Q.) Civil War Collection, 1861-1925 (RG 069:023), 5.5 cubic feet  
Photographs, correspondence, regimental records, clippings, diaries and biographical sketches pertaining to the 16th Connecticut Volunteer, Andersonville Prison, a proposed Andersonville monument, and a 1907 train trip to Andersonville by Connecticut survivors.
- Woodruff (George Catlin) Papers, 1828-1908 (RG 069:094), 40 cubic feet  
George Catlin Woodruff (1805-1885) was an attorney and prominent citizen of Litchfield, Conn. He was also served as postmaster, justice of the peace, judge of probate, and state representative. Revolutionary War pension materials, justice files, financial papers, postal accounts, correspondence, legal briefs, estate papers.
- Wright Family Papers, 1859-1864, 1895 (RG 069:106), .25 cubic feet  
Correspondence, journal, and photograph documenting civilian and military life during the Civil War era.

**RG 073, Department of Veterans' Affairs, 1866-1990 [2014], 330.5 cubic feet**

Series 1. Patient Files, 1927-1962

Fitch's Home for Soldiers

Veterans' Home and Hospital

Series 2. Deceased Veterans Discharge Files, 1882-1936, Accession: 1993-032

Veteran name access is available by using the Fitch's Home for Soldiers database,

<http://ctstatelibrary.org/fitches-home-for-soldiers/>, a listing of which is available at the History and Genealogy reference desk.

Series 3. Administrative Files, 1886-1990

Series 4. Death records (Necrological Book), 1884-1942, Accession: 1932-001 (part)

See also Series 5, Accession 1992-021, Box 75 and Series 6, Accession 1992-031, Item 11.

Series 5. Historical Subject Files, 1866-1990, Accession: 1992-021 (part)

Series 6. Miscellaneous Records, 1878-1951, Accession: 1992-031

Historical roster of Connecticut State Soldiers' Home, circa 1880-1889

Online finding aid: <http://ctstatelibrary.org/RG073.html>

Recent accession not yet on finding aid:

Wartime Service Medal Applications and Certificate of Discharge, In alphabetical order, A-Z, approx. 180 thousand pages in 44 Bankers Boxes labeled, WTS. The Wartime Service Applications date from April 2006 to the present and the Discharge certificates date from 1940 to the present.

Certificate of Discharge, DD Form 214 and DD Form 215, In alphabetical order, A-Z, approx. 120 thousand pages in 29 Bankers Boxes labeled, DD-214. The DD 214 and DD 215 Discharge Certificates date from 1960 to the present.

73 boxes total. Agency according to my notes scanned all of these records for agency access only purposes.

**RG 078, Soldiers', Sailors' and Marines' Fund, 2007-2015, 1 cubic foot**

The Soldiers', Sailors' and Marines' Fund was established in 1919 to assist needy wartime veterans and their families. The agency is administered by The American Legion. This record group consists solely of quarterly reports (with SSN's). Online finding aid: <http://ctstatelibrary.org/RG078.html>

**RG 081, Department of Connecticut United Spanish War Veterans, 1898-1973, 25 cubic feet**

The United Spanish War Veterans was organized in 1904 by the amalgamation of a number of veterans' organizations including the National Army and Navy Spanish War Veterans, the National Association of Spanish-American War Veterans, and the Service Men of the Spanish War. It was composed of men and women who "served at any time during the war between the United States of America and the Kingdom of Spain, or at any time during the war for the suppression of the insurrection in the Philippine Islands, including the China Relief Expedition." The objectives of this organization were to unite veterans who served during the war, to honor the dead, to assist veterans and their families, to perpetuate the memories of the war, and to collect and preserve the records of service of the individual members of the organization. Materials include administrative files, financial records, rosters, records relating to individual camps, documents relating to various encampments and social events, photographs and memorabilia, including a diary written by Catharine Pilgard, a nurse who served during the Spanish-American War. Online finding aid: <http://ctstatelibrary.org/RG081.html>

**RG 113, Grand Army of the Republic, 1862-1938, 48.75 cubic feet**

The Grand Army of the Republic (GAR) was established in 1866 by a former Army surgeon and held its first national meeting that same year. Its membership consisted of Union veterans of the Civil War. The GAR evolved from local veteran groups. The Connecticut GAR began with the United Service Club. In 1867, this Club was initiated into the Grand Army of the Republic, and Post #1, located in Norwich, was formed in February 1867. The GAR was concerned with veteran benefits and was actively involved in establishing soldiers' homes, making provisions for soldiers' graves, and lobbying for pension benefits. It proved to be an effective pressure group and exerted significant influence in the political arena. Membership in the organization reached its highest point in 1890, when its numbers reached over 400,000. In 1949, however, with almost all its members deceased, the GAR held its last national meeting. The decision was made to disband the organization after its last member died in 1956. Records of the Department of Connecticut include general orders and circulars, correspondence, financial records, annual reports, post lists, membership lists, music, records relating to courts martial of GAR members, and scrapbooks. In addition, the collection includes records created by various GAR posts throughout Connecticut. Online finding aid: <http://ctstatelibrary.org/RG113.html>

**RG 114, Sons of Union Veterans of the Civil War, Connecticut Division, Griffin A. Stedman Camp #6, 1904-1915, 1 cubic foot**

This organization is composed of male descendants of veterans of the Union Army in the Civil War. The organization was involved in marking the graves of Civil War veterans, ensuring proper observance of national holidays, and the care and upkeep of Civil War Memorials. Online finding aid: <http://ctstatelibrary.org/RG114.html>

**RG 118, Hartford City Guard Veteran Association, 1861-1925, 2 cubic feet**

The Veteran Association of the Hartford City Guard was organized on November 26, 1867. It was composed of those persons who were active or honorary members of the Hartford City Guard prior to July 5, 1865. The Association's main objective was social with the intention "to keep alive old and pleasant memories and perpetuation of recollections of the old Company." Each year they held a reunion on the second Wednesday of January. The first reunion was held on January 8, 1868. At their 50th reunion held in 1917, it was agreed that it should be the last reunion. Online finding aid: <http://ctstatelibrary.org/RG118.html>

**RG 119, Army-Navy Club of Connecticut, 1892-1936, 1 cubic foot**

The club was formed on November 27, 1879, composed of any soldier or sailor honorably discharged and sponsored by a member, and seems to have limited itself to Civil War veterans. Annual dinner meetings were held, usually in Hartford. It disbanded in 1936. Online finding aid: <http://ctstatelibrary.org/RG119.html>

**RG 120, National Society of United States Daughters of 1812, 1769-2003, 11.5 cubic feet**

The National Society, United States Daughters of 1812, was organized January 8, 1892. To become eligible for membership, a prospective member was required to trace her genealogy directly to an ancestor who had served in the United States military or civil service between 1784 and 1815. Chief among the Society's purposes was the dissemination of knowledge of American history. The Connecticut Society was organized March 2, 1906. Online finding aid: <http://ctstatelibrary.org/RG120.html>

**RG 122. Owens Machine Gun Veterans Association, 1916-1970, .5 cubic feet**

The association was organized in 1919 composed of men who had served in the Machine gun Company of the First Connecticut Infantry, the first American machine gun company. It operated under various names until 1926 when it was named in honor of Michael and John Owens, both members of the company. The association decorated the graves of deceased members on Memorial Day and held annual meetings until it disbanded in 1970. Online finding aid: <http://ctstatelibrary.org/RG122.html>

**RG 123, Daughters of the American Revolution, Connecticut Chapters, 1869-1989, 6.5 cubic feet**

The records consist primarily of material documenting the Ruth Wyllys Chapter of Hartford, formed in 1892, and the Penelope Terry Abbey Chapter of Enfield, founded in 1922. Included in the papers are annual reports, applications for membership, historical papers, minutes of meetings, scrapbooks, and treasurer's records. Online finding aid: <http://ctstatelibrary.org/RG123.html>

RG 123:001, Ruth Wyllys Chapter (Hartford, Conn.), 1778, 1869-1989, 6 cubic feet

The Ruth Wyllys Chapter of Hartford, Connecticut, was organized November 18, 1892, and chartered January 6, 1893. Its members named it for Ruth Wyllys representing George, Samuel, Hezekiah and John Palsgrave Wyllys, statesmen and Revolutionary War officers. Online finding aid: [http://ctstatelibrary.org/RG123\\_001.html](http://ctstatelibrary.org/RG123_001.html)

RG 123:002, Penelope Terry Abbey Chapter (Enfield, Conn.), 1922-1932, .5 cubic feet

The Penelope Terry Abbey Chapter of Enfield, CT was organized in 1922. The members named it for Penelope Terry Abbey representing Captain Thomas Abbey, French and Indian War and Revolutionary War officer. Online finding aid: [http://ctstatelibrary.org/RG123\\_002.html](http://ctstatelibrary.org/RG123_002.html)

**RG 124, Hartford City Guard, 1861-1917, 2 cubic feet**

The Hartford City Guard was an Independent Company from January 8 to September 11, 1861. It then became Artillery Company A, 1st Regiment, Connecticut Militia, organizing under the captaincy of Charles H. Prentice. In 1863 it became an infantry company. Some Hartford City Guard officers joined the volunteer forces in the Civil War. The company was designated Company A, 4th Regiment, Connecticut Volunteers on May 16, 1861. Afterwards, it changed to First Connecticut Heavy Artillery, which was mustered into the U.S. service on May 22, 1861. On August 18, 1865, it became Battery D, Light Artillery, Connecticut National Guard, attached to the 1st Regiment. It was then attached to the 3rd Regiment from August 8 1867 to August 1, 1871. In 1871, it became Company F of the 1st Regiment, and it remains so today. The records consist of applications for membership, constitution and by-laws, contracts and agreements, financial records, minutes of meetings, special orders, and other similar materials. Online finding aid: <http://ctstatelibrary.org/RG124.html>

**RG 137, United States Navy League, 1917-1918, 1.5 cubic feet**

On July 4, 1915, a group of women in Washington, D.C. formed the Women's Section of the Navy League. The League hoped to band women of various philosophical backgrounds under the banner of "Patriotism, Americanism, and National Defense." The function of a Comforts Committee was to knit woolen garments for men serving in the United States Navy. The records include correspondence, newspaper clippings, and ledgers. Online finding aid: <http://ctstatelibrary.org/RG137.html>

**RG 150, Society of Colonial Wars in the State of Connecticut, 1894, undated, 1.5 cubic feet**

The Society of Colonial Wars in the State of Connecticut was organized in 1893 to "perpetuate the memory of the events of American Colonial History, and of the men who assisted in the establishment, defense and preservation of the American Colonies." Membership is composed of male descendants of men who rendered military or civil service to the colonies from the settlement of Jamestown, May 13, 1607 to the battle of Lexington, April 19, 1775. The collection consists of supplemental and original applications for membership in the state organization.

**RG 173, Military Service Veterans Organizations, 1878-1948, 3 cubic feet**

An artificial record group, the records are composed of those of Company K, Veterans Corps, First Infantry, Connecticut National Guard, and the Veterans Soldiers Association. The records of Company K include addresses, histories, minutes, record books, and scrapbooks, while those of the Veterans Soldiers Association consist of minutes of meetings.

RG 173:001, Company K Veteran Corps, circa 1878-1948, 2.25 cubic feet

The Company K Veterans Corps of Hartford was founded in 1879 "to promote the interests and welfare of the active Company and preserve and continue the recollection of the service in the National Guard." All past members of Company K, First Regiment Infantry, Connecticut National Guard who had received an honorable discharge were eligible for election into this corps. Contains organizational histories, minutes of meetings, newspaper clippings, speeches, programs, scrapbooks and photographs. Online finding aid: [http://ctstatelibrary.org/RG173\\_001.html](http://ctstatelibrary.org/RG173_001.html)

RG 173:002, Military Service Veterans Organizations Small Collections, 1885-1911, .25 cubic feet

Artificial collection of military service veterans associations material consisting of single items or small collections. Online finding aid: [http://ctstatelibrary.org/RG173\\_002.html](http://ctstatelibrary.org/RG173_002.html)

RG 173:003, American Legion LaFlamme-Kusek Post No. 15, 1925-1961, .5 cubic feet

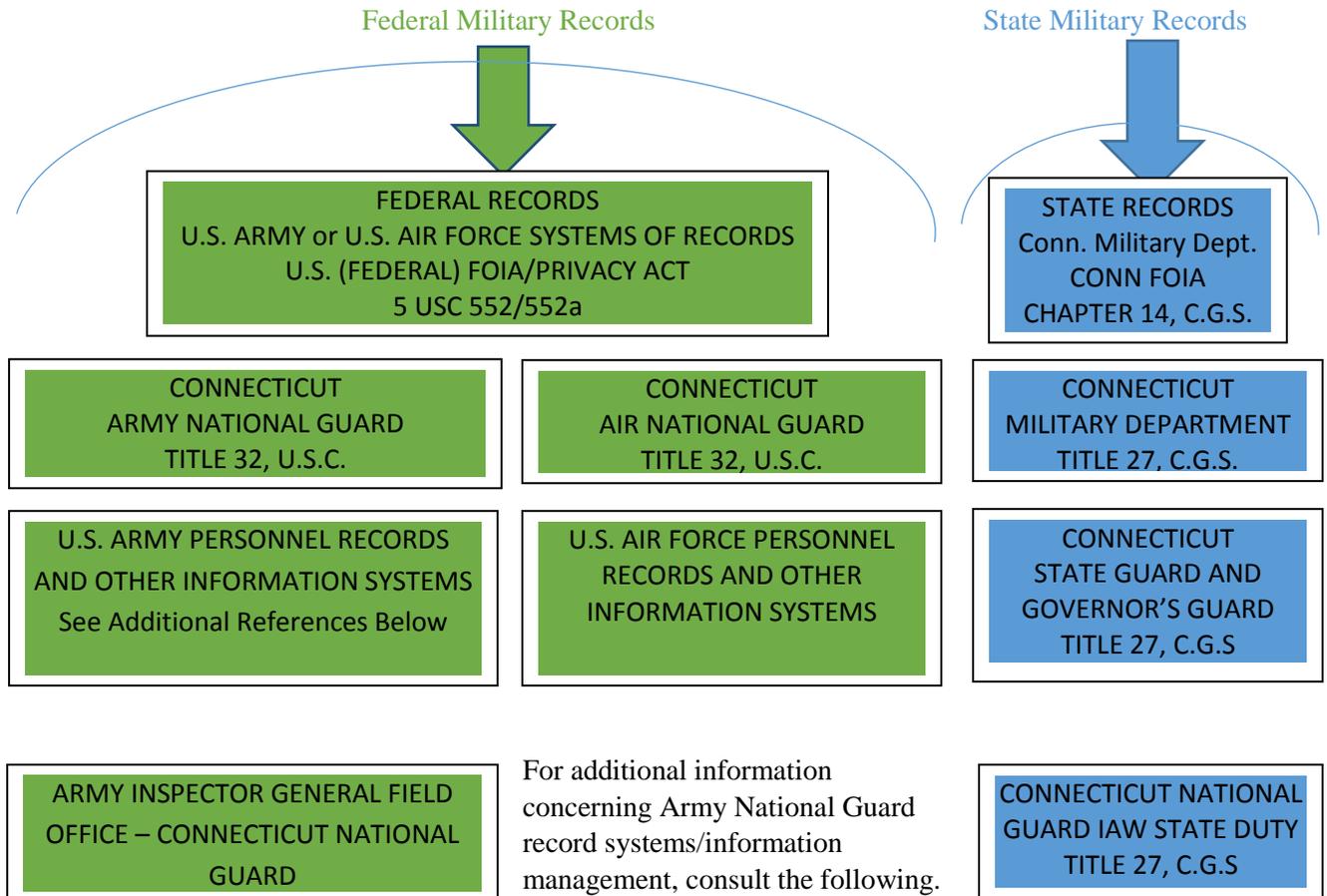
The Griswold Post No. 15, American Legion held its organizational meeting in August 1919 and received its charter from the National Headquarters on September 6, 1919. At a special meeting held on March 15, 1920, the name of the post was changed to Orville LaFlamme Post No. 15 to honor LaFlamme who was killed in France in July 1919 during the fighting at Chateau Thierry. In October 1945 it was voted to again change the Post's name to the LaFlamme-Kusek Post No. 15 in honor of Stanley Michael Kusek, the first man from Griswold to be killed in World War II. Contains information on Post meetings and activities compiled by Post historian Gilbert H. Miner. Online finding aid: [http://ctstatelibrary.org/RG173\\_003.html](http://ctstatelibrary.org/RG173_003.html)

The following items can be found in the State Library collection (Note: this does not include general monograph works such as regimental histories, history of wars, history of battles, etc.):

- Guide to Military Records, <http://libguides.ctstatelibrary.org/hg/militaryrecords>
- *Connecticut Men in the Revolution, War of 1812 & Mexican War*
  - o Available online here:  
<http://www.archive.org/stream/waroftherevolution00recoch#page/n11/mode/2up>
- *Record of Service of Connecticut Men in the Army and Navy of the United States during the War of the Rebellion*
  - o Available online here:  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/177208>
- *Record of Service - Spanish American War*
  - o Errata, record of Connecticut men in the War of Rebellion, 1861-1865, Spanish-American War, Philippine Insurrection, China Relief Expedition, 1898-1904, available online here:  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/163979>
- *Service Records: Connecticut Men and Women in the Armed Forces of the United States during World War, 1917-1920*
  - o Compiled service records for World War I. The third volume has an index. The first volume contains a list of abbreviations. Available online here:  
<http://www.consuls.org:80/record=b1032493~S16>
- Veteran's Death Index in History and Genealogy index corridor
  - o A useful tool for establishing military service is the Veterans' Deaths and Burials Index, prepared by the Veterans' Graves Survey project. Although not complete, it includes the names of many deceased veterans from the Revolutionary War through the Vietnam era. The cards include some or all of the following: name, war served, age, whether died in service, where and when died, where buried (town and cemetery), branch of service, death certificate number. There are also reference numbers to collections that no longer exist, ie. news. (newsclippings), mem. rec. (Memorial Record). This collection consists of 116 drawers in the History and Genealogy index corridor.

## ANNEX C

### CONNECTICUT MILITARY DEPARTMENT INFORMATION MANAGEMENT PRACTICES FEDERAL AND STATE AUTHORITIES



Army Regulation 600-8-104, “Army Military Human Resource Records Management”

Army Regulation 340-21, “The Army Privacy Program”

Army Regulation 25-55, “The Department of Army Freedom of Information Act”

Army Regulation 20-1, “Inspector General Activities and Procedures”

Federal systems of records are exempt from the State FOIAs (e.g., see Supremacy Clause). See also Connecticut General Statutes Section 1-210. “Access to public records. Exempt records. (a), Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation . . . shall be public records. . . .”

## ANNEX D

### STATEMENT ON ACCESS TO VETERAN'S MILITARY RECORDS

#### Policy

Connecticut General Statutes §1-219 restricts veteran's military records including but not limited to a DD 214 form for 75 years with the following provisions:

1. The records shall be available at all times to the veteran, or a conservator of the person of the veteran or a conservator of the estate of the veteran.
2. The records shall be available to any person (i.e., a relative of a veteran, a licensed funeral director or embalmer, an attorney-at-law, an attorney-in-fact, an insurance company or a veterans' advocate) who may provide a benefit to, or acquire a benefit for, the veteran or the estate of the veteran, provided the person needs the information to provide the benefit and submits satisfactory evidence of such need.
3. The records shall be made available to a genealogical society incorporated or authorized by the Secretary of the State to do business or conduct affairs in this state or a member of such genealogical society.
4. Any information contained in such military record which is necessary to establish, or that aids in establishing, eligibility for any local, state or federal benefit or program applied for by, or on behalf of, the veteran, including, but not limited to, the name of the veteran, the veteran's residential address, dates of qualifying active reserve military service, or military discharge status, shall be available to the public at all times.

In addition, veteran's military records including but not limited to a DD 214 form may be provided to authorized staff of the National Archives and Records Administration (NARA) National Personnel Records Center.

#### Procedure for Granting Access

Requests for veteran's military records should be accompanied by a valid driver's license with photo or state issued identification card with photo and a copy of:

**Conservators:** A probate court order or Fiduciary's Probate Certificate.

**Relative:** Proof documenting relation by birth, marriage, or death certificates; published obituaries; or census listings.

**Attorney-in-fact:** A power of attorney document.

**Licensed funeral director or embalmer, an attorney-at-law, an insurance company or a veterans' advocate:** A letter on official letterhead stating the need for the information with a signature.

**Genealogical society member:** A valid membership card issued by a genealogical society incorporated or authorized by the Secretary of the State to do business or conduct affairs in this state.

## NOTES

Originals should be restricted and copies of the forms created by staff for the requester.

Social Security Numbers shall be redacted pursuant to federal and state laws when requests are received except requests from a veteran, conservator, or attorney-in-fact.

CGS §7-51a (1) "...except for those records containing Social Security numbers protected pursuant to 42 USC 405 (c)(2)(C)..." and not withstanding the provisions of CGS Chapter 55.

The statute requires the public have access, at all times, to at least the following information: the name of the veteran, the veteran's residential address, dates of qualifying active reserve military service, or military discharge status or any other information necessary to establish, or that aids in establishing, eligibility for any local, state or federal benefit or program applied for by, or on behalf of, the veteran.

All veteran's military service records earlier than 1937 should be open to the public.

### **NARA NPRC Comments**

The above language on NARA NPRC is not in CGS 1-219 but NARA NPRC does not require proof for next-of-kin similar to what we require for relatives. NPRC defines next-of-kin as "*the un-remarried widow or widower, son, daughter, father, mother, brother or sister.*" However, CGS 1-219 does not specifically define who is and is not a relative.

NARA NPRC requests from the State Library veteran's military records to recreate files destroyed in the NPRC 1973 fire. Veteran's requests for personnel records including DD 214 forms through the Connecticut Department of Veteran Affairs and the Connecticut Military Department are directed to the NPRC.

**ANNEX E**

| <b>Record Group (RG) Number</b> | <b>Record Group Title</b>                              | <b>Date</b>     | <b>Amount - Estimated (cubic feet)</b>                  | <b>Notes</b>   |
|---------------------------------|--|-----------------|---|--|
| RG 000                          | Classified Archives                                    |                 | 1,884   |  |
| RG 001                          | Early General Records, especially Connecticut Archives | 1629-1820       | 375 bound volumes, 66 boxes, and 55 index bound volumes |  |
| RG 002                          | General Assembly Papers                                | 1708-2012       | 978.75  |  |
| RG 003                          | Judicial Department                                    | 1636-1991       | 5,881   |  |
| RG 005                          | Office of the Governor                                 | 1630-2015       | 3,613   |  |
| RG 007                          | Office of the State Treasurer, Veterans Bonus Division | circa 1949-1979 | 243.25  | Contains Social Security Numbers   |
| RG 008                          | Office of the State Comptroller                        | 1758-2002       | 395   |  |
| RG 012                          | Connecticut State Library, War Records Department      | 1898-1988       | 208   |  |
| RG 013                          | Military Department                                    | 1776-2006       | 826   |  |
| RG 018                          | Civil Service Commission                               | 1913-1921       | 18  |  |
| RG 020                          | Department of Labor                                    | 1902-2010       | 62.25   | Contains Social Security Numbers   |
| RG 021:001                      | Connecticut Valley Hospital, Soldiers                  | 1918-1929       | 1   |  |
| RG 029                          | Military Census  | 1917-1920       | 220   |  |
| RG 030                          | Council of Defense                                     | 1917-1919       | 181.5   |  |
| RG 050                          | War Council  | 1940-1945       | 131.5   |  |
| RG 062                          | Town and Borough Governments                           | 1728-1993       | 46.5  | Approximately 31 of 133 town and borough governments records held by the State Archives contain military records |

| <b>Record Group (RG) Number</b> | <b>Record Group Title</b>   | <b>Date</b>   | <b>Amount - Estimated (cubic feet)</b> | <b>Notes</b>  |
|---------------------------------|---|---------------|--|---|
| RG 064                          | Pictorial Collections   | 1837-2007     | 141                                    | Picture groups (PG) counted in the amount field relate only to military service members and their service. These specific picture groups consist of a combined circa 20,638 or 141 cubic feet of daguerreotypes; tintypes, ambrotypes; cartes de visite; glass plate negatives; stereographs; drawings; negatives; black-and-white photographs; and color photographs. This does not include photographs found in other record groups (RG). |
| RG 069                          | Manuscript Collections  | 1723-2013     | 186.25                                 |   |
| RG 073                          | Department of Veterans Affairs  | 1866-2014     | 330.5                                  |   |
| RG 078                          | Soldiers', Sailors' and Marines' Fund   | 2007-2013     | 1                                      |   |
| RG 081                          | Department of Connecticut United Spanish War Veterans                                     | 1898-1973     | 25                                     |   |
| RG 113                          | Grand Army of the Republic  | 1862-1938     | 48.75                                  |   |
| RG 114                          | Sons of Union Veterans of the Civil War, Connecticut Division, Griffin A. Stedman Camp #6 | 1904-1915     | 1                                      |   |
| RG 118                          | Hartford City Guard Veteran Association   | 1861-1925     | 2                                      |   |
| RG 119                          | Army-Navy Club of Connecticut   | 1892-1936     | 1                                      |   |
| RG 120                          | National Society of United States Daughters of 1812                                       | 1769-2003     | 11.5                                   |   |
| RG 122                          | Owens Machine Gun Veterans Association  | 1916-1970     | 0.5                                    |   |
| RG 123                          | Daughters of the American Revolution, Connecticut Chapters                                | 1869-1989     | 6.5                                    |   |
| RG 124                          | Hartford City Guard   | 1861-1917     | 2                                      |   |
| RG 137                          | United States Navy League   | 1917-1918     | 1.5                                    |   |
| RG 150                          | Society of Colonial Wars in the State of Connecticut                                      | 1894, undated | 1.5                                    |   |

| <b>Record Group (RG) Number</b> | <b>Record Group Title</b>               | <b>Date</b>   | <b>Amount - Estimated (cubic feet)</b> | <b>Notes</b> |
|---------------------------------|---|---|--|--------------|
| RG 173                          | Military Service Veterans Organizations | 1878-1948   | 3                                      |              |
|                                 |   | <b>Estimated total cubic feet of records</b>                                | 15,452.75                              |              |
|                                 |   | <b>Estimated total sheets of paper based on 2,500 sheets per cubic foot</b> | 38,631,875.00                          |              |

## ANNEX F

### Cost Estimates for All Service Related Military Records in the State Archives

| <b>Arrangement and Description of Unprocessed Records:</b> |  |                         |   |                           |
|--|--|-------------------------|---|---------------------------|
| <b>Personnel Costs</b>                                     |  |                         |   |                           |
| <i>Position</i>  | <i>Rate</i>                              | <i>Salary</i>           | <i>Fringe</i>   | <i>Total</i>              |
| Full-time Librarian 1<br>(Project Archivist)               | \$42.55/hr. salary + fringe              | \$ 63,215 <sup>14</sup> | \$ 25,286   | \$88,501 <sup>15</sup>    |
| Part-time Library Aide(s)<br>(1 FTE)                       | \$21.73/ hr. salary + fringe             | \$ 32,283 <sup>16</sup> | \$ 12,913   | \$45,196                  |
| Annual Cost  |  |                         |   | \$133,697                 |
| <b>Project Total</b> (19.5 years)                          |  |                         |   | \$3,248,485 <sup>17</sup> |
| <b>Supply Costs<sup>18</sup></b>                           |  |                         |   |                           |
| <i>Item</i>  | <i>Supplier</i>                          | <i>Units needed</i>     | <i>Price per unit</i>   | <i>Total</i>              |
| Buffered photograph sleeves <sup>19</sup>                  | Gaylord Archival and University Products | 207                     | \$30.05 per package of 100 sleeves  | \$6,220.50                |
| Unbuffered negative sleeves <sup>20</sup>                  | Gaylord Archival and University Products | 52                      | \$27.80 per package of 100 sleeves  | \$1,445.60                |
| Tissue Paper <sup>21</sup>                                 | Gaylord Archival                         | 60                      | \$41.29 per package of 100 sheets   | \$2,477.40                |
| Box Labels   | Suburban                                 | 20                      | \$35.19 per box Of 600 labels   | \$703.80                  |
| Weights <sup>22</sup>                                      | Gaylord Archival                         | 22                      | 4 – 3” @ \$15.50 each;<br>8 – 5” @ \$23.80 each;<br>and 10 – 10” @ 42.70 each | \$427.50                  |

<sup>14</sup> Based on 2015-2016 current Librarian 1 position, Administrative and Residual Union AR 22, step 1, hourly rate.

<sup>15</sup> This would have to be adjusted annually per the current union contract.

<sup>16</sup> Based on 2015-2016 current Library Aide position, Administrative Clerical Union CL 6, step 1, hourly rate.

<sup>17</sup> This assumes an annual 2% increase per the current union contract.

<sup>18</sup> Based on as preferred vendor, 2016 catalogue pricing. Preferred state vendors are Gaylord Archival and Suburban Stationers (record center boxes only). All legal size archival folders are purchased through Hollinger-Metal Edge per State Archives requirements. Also, the State Archives uses University Products for some photograph sleeve sizes and negative sleeves not available with other vendors.

<sup>19</sup> This was calculated using the median size of photograph sleeve envelope 5.375" x 7.375".

<sup>20</sup> Estimating that 25% of the photographs in the pictorial collections are more than likely negatives this would equal about 5,160 negatives that should be sleeved in negative strip envelopes.

<sup>21</sup> The alternative to individual photograph sleeves is tissue paper interleaved between photographs in acid free file folders. Estimating we would need at least 60 packages of tissue paper based on a recent processing project in which we used roughly 300 sheets of tissue paper for 8 record boxes of photographs.

<sup>22</sup> Used for flattening folded documents.

|   |                      |                |  |                     |
|---|----------------------|----------------|--|---------------------|
| Pencils   | Suburban             | 3 dozen        | \$4.36 per dozen package                   | \$13.08             |
| Erasers   | Suburban             | 4              | 3 erasers per package @ \$2.13 per package | \$8.52              |
| 8" Stainless Steel Spatula with Straight End <sup>23</sup>        | Gaylord Archival     | 2              | \$8.89 each                                | \$17.78             |
| Bone Folders  | Gaylord Archival     | 2              | \$15.25 each                               | \$30.50             |
| Legal Size 1.5 in. full tab acid free file folders: <sup>24</sup> | Hollinger-Metal Edge | 5,697 packages | \$32.70 per package of 100 file folders    | \$186,279.64        |
| <b>Total for supplies (excluding boxes)</b>                       |                      |                |  | <b>\$197,624.32</b> |

|   |                  |                                    |  |                    |
|---|------------------|------------------------------------|--|--------------------|
| <b>Re-housing Costs:</b> There are three options for re-housing the records into the appropriate storage containers as they are processed:  |                  |                                    |  |                    |
| <b>Option 1:</b> <i>Re-house tri-fold materials in legal document size boxes<sup>25</sup>; bound volumes in same style boxes as currently stored but substitute acid free if necessary; correspondence and other loose items foldered and placed in record center size boxes.</i> |                  |                                    |  |                    |
| Fellowes, Inc. Bankers R-Kive Record boxes FEL00724   | Suburban         | 475 cartons of 12 boxes per carton | \$43.57 <sup>26</sup> per carton of 12 boxes | \$20,695.75        |
| Flip-top Legal size Document Boxes  | Gaylord Archival | 11,393 boxes                       | \$5.95                                       | \$67,788.35        |
| <i>Total</i>  |                  |                                    |  | <i>\$88,484.10</i> |
| <b>Option 2:</b> <i>All materials except bound volumes transferred to legal size boxes.</i>   |                  |                                    |  |                    |
| Flip-top Legal size Document Boxes  | Gaylord Archival | 22,786                             | \$5.95                                       | \$135,576.70       |
| <b>Option 3:</b> <i>All materials except bound volumes transferred to acid-free records boxes.</i>  |                  |                                    |  |                    |
| Fellowes, Inc. Bankers R-Kive Record boxes FEL00724   | Suburban         | 950                                | \$43.57 per carton of 12 boxes               | \$41,392           |

<sup>23</sup> Used to safely remove metal fasteners from documents.

<sup>24</sup> For any photographs and negatives: Best practice is to put one photograph per each sleeve anything more in a sleeve can lead to harming the photographs (i.e. bending, cracking, etc.) and researchers and staff being unable to easily remove the photographs from the sleeve. In a situation where there are hundreds of photographs in a particular collection it is a State Archives best practice to use legal size acid free archival folders with tissue paper between each photograph. Also, it is best practice to put any documents in legal size acid free folders for their preservation.

<sup>25</sup> Based on an estimated 2 document boxes (5"x15.25x10.25) per cubic foot of records.

<sup>26</sup> Based on online price at <http://shop.suburbanop.com/Product/FEL/00724/1010069650#> .

|                           |
|---------------------------|
| <b>Digitization Costs</b> |
|---------------------------|

| <b>Personnel Costs</b>                     |                              |                         |               |                            |
|--|------------------------------|-------------------------|---------------|----------------------------|
| <i>Position</i>                            | <i>Rate</i>                  | <i>Salary</i>           | <i>Fringe</i> | <i>Total</i>               |
| Full-time Librarian 1 (Metadata Librarian) | \$42.55/hr. salary + fringe  | \$ 63,215 <sup>27</sup> | \$ 25,286     | \$88,501 <sup>28</sup>     |
| Full-time Photographer                     | \$29.99/hr. salary + fringe  | \$ 42,416 <sup>29</sup> | \$16,966      | \$59,382                   |
| Full-time Library Aide (1 FTE)             | \$21.73/ hr. salary + fringe | \$ 32,283 <sup>30</sup> | \$ 12,913     | \$45,196                   |
| Annual Cost                                |                              |                         |               | \$193,079                  |
| Total for the first 19.5 years             |                              |                         |               | \$ 6,683,407 <sup>31</sup> |

| <b>Scanning Equipment Costs</b> |                            |                                 |                     |                    |                      |
|---------------------------------|----------------------------|---------------------------------|---------------------|--------------------|----------------------|
| Equipment Type                  |                            | <i>Cost per unit</i>            | <i>Units needed</i> | <i>Total costs</i> |                      |
| Epson Expression 11000 XL       |                            | \$2,649                         | x 2                 | \$5,298            |                      |
| Book Scanner (cost approximate) |                            | \$50,000                        | x 2                 | \$100,000          |                      |
|                                 |                            |                                 |                     | \$105,298          |                      |
| Flatbed scanner                 |                            |                                 |                     |                    |                      |
|                                 | <i># of scans/items</i>    | <i>Hours/Years<sup>32</sup></i> | <i>Cost</i>         | <i>Total costs</i> | <i>Cost per item</i> |
| Scanning                        | 19,315,938 @ 15 scans/hr.  | 1,287,729 hrs. /619 yrs.        | x \$20.75 hr.       | \$26,721,919       | \$1.38               |
| QC                              | 19,315,938 @ 120 scans/hr. | 160,966 hrs. /77 yrs.           | x \$20.75 hr.       | \$3,340,048        | \$0.17               |
| Metadata                        | 19,315,938 @ 50 min/item   | 16,096,615 hrs. /7,738 yrs.     | x \$42.55 hr.       | \$684,910,968      | \$35.45              |
| Overall cost per item           |                            |                                 |                     |                    | \$37.00              |
| Total cost                      |                            |                                 |                     | \$714,689,706      |                      |
| Book scanner                    |                            |                                 |                     |                    |                      |
|                                 | <i># of scans/items</i>    | <i>Hours/Years<sup>6</sup></i>  | <i>Cost</i>         | <i>Total costs</i> | <i>Cost per item</i> |
| Scanning                        | 19,315,937 @ 100 scans/hr. | 193,159 hrs. /93 yrs.           | x \$29.99 hr.       | \$5,792,838        | \$0.30               |
| QC                              | 19,315,937 @ 300 scans/hr. | 64,386 hrs. /31 yrs.            | x \$29.99 hr.       | \$1,930,936        | \$0.10               |
| Metadata                        | 19,315,937 @ 30 min/item   | 9,657,969 hrs. /4,643 yrs.      | x \$42.55 hr.       | \$410,946,560      | \$21.28              |
| Overall cost per item           |                            |                                 |                     |                    | \$21.68              |
| Total cost                      |                            |                                 |                     | \$418,769,514      |                      |

<sup>27</sup> Based on 2015-2016 current Librarian 1 position, Administrative and Residual Union AR 22, step 1, hourly rate.  
<sup>28</sup> This would have to be adjusted annually per the current union contract.  
<sup>29</sup> Based on 2015-2016 current Photographer position, Maintenance Union TC 15, step 1 hourly rate.  
<sup>30</sup> Based on 2015-2016 current Library Aide position, Administrative Clerical Union CL 6, step 1, hourly rate.  
<sup>31</sup> This assumes an annual 2% increase per the current union contract. It is not possible to project the total staffing costs for this project  
<sup>32</sup> Years are calculated as 40 hours per week/52 weeks per year for one person.

| Storage Costs            |                       |                             |                    |              |                 |
|--------------------------|-----------------------|-----------------------------|--------------------|--------------|-----------------|
| <i># of items</i>        | <i>Avg. file size</i> | <i>Total file size (GB)</i> | <i>Cost per GB</i> | <i>Total</i> |                 |
| 38,631,875               | 50 MB                 | 1,886,322                   | X \$15.40 per GB   | \$29,049,358 |                 |
| Equipment costs          |                       |                             |                    |              | \$105,298       |
| Flatbed scanner costs    |                       |                             |                    |              | \$714,689,706   |
| Planetary scanner costs  |                       |                             |                    |              | \$418,769,514   |
| Storage costs            |                       |                             |                    |              | \$29,049,358    |
| Total digitization costs |                       |                             |                    |              | \$1,162,613,876 |

**Annex G**  
**Cost Estimates for Service Related Military Records**  
**in the State Archives Record Group 13 Military Department**

| <b>Cost estimates for processing RG 013</b>                |  |                         |                                    |                         |
|--|--|-------------------------|------------------------------------|-------------------------|
|  |  |                         |                                    |                         |
| <b>Arrangement and Description of Unprocessed Records:</b> |  |                         |                                    |                         |
|  |  |                         |                                    |                         |
| <b>Personnel Costs</b>                                     |  |                         |                                    |                         |
| <i>Position</i>  | <i>Rate</i>                              | <i>Salary</i>           | <i>Fringe</i>                      | <i>Total</i>            |
| Full-time Librarian 1<br>(Project Archivist)               | \$42.55/hr. salary + fringe              | \$ 63,215 <sup>33</sup> | \$ 25,286                          | \$88,501 <sup>34</sup>  |
| Part-time Library Aide(s)<br>(1 FTE)                       | \$21.73/ hr. salary + fringe             | \$ 32,283 <sup>35</sup> | \$ 12,913                          | \$45,196                |
| Annual Cost  |  |                         |                                    | \$133,697               |
| <b>Project Total</b> (2 years)                             |  |                         |                                    | \$267,394 <sup>36</sup> |
| <b>Supply Costs<sup>37</sup></b>                           |  |                         |                                    |                         |
| <i>Item</i>  | <i>Supplier</i>                          | <i>Units needed</i>     | <i>Price per unit</i>              | <i>Total</i>            |
| Buffered photograph sleeves <sup>38</sup>                  | Gaylord Archival and University Products | 25                      | \$30.05 per package of 100 sleeves | \$751.25                |
| Unbuffered negative sleeves <sup>39</sup>                  | Gaylord Archival and University Products | 25                      | \$27.80 per package of 100 sleeves | \$695                   |
| Tissue Paper <sup>40</sup>                                 | Gaylord Archival                         | 4                       | \$41.29 per package of 100 sheets  | \$165.16                |
| Box Labels   | Suburban                                 | 2                       | \$35.19 per box of 600 labels      | \$70.38                 |

<sup>33</sup> Based on 2015-2016 current Librarian 1 position, Administrative and Residual Union AR 22, step 1, hourly rate.

<sup>34</sup> This would have to be adjusted annually per the current union contract.

<sup>35</sup> Based on 2015-2016 current Library Aide position, Administrative Clerical Union CL 6, step 1, hourly rate.

<sup>36</sup> This assumes an annual 2% increase per the current union contract.

<sup>37</sup> Based on as preferred vendor, 2016 catalogue pricing. Preferred state vendors are Gaylord Archival and Suburban Stationers (record center boxes only). All legal size archival folders are purchased through Hollinger-Metal Edge per State Archives requirements. Also, the State Archives uses University Products for some photograph sleeve sizes and negative sleeves not available with other vendors.

<sup>38</sup> This was calculated using the median size of photograph sleeve envelope 5.375" x 7.375".

<sup>39</sup> Estimating that 25% of the photographs in the pictorial collections are more than likely negatives this would equal about 5,160 negatives that should be sleeved in negative strip envelopes.

<sup>40</sup> The alternative to individual photograph sleeves is tissue paper interleaved between photographs in acid free file folders. Estimating we would need at least 4 packages of tissue paper based on a recent processing project in which we used roughly 300 sheets of tissue paper for 8 record boxes of photographs.

|  |                      |                 |  |                    |
|--|----------------------|-----------------|--|--------------------|
| Weights <sup>41</sup>  | Gaylord Archival     | 22              | 4 – 3” @<br>\$15.50 each;<br>8 – 5” @<br>\$23.80 each;<br>and 10 – 10”<br>@ 42.70 each | \$427.50           |
| Pencils  | Suburban             | 3 dozen         | \$4.36 per<br>dozen<br>package   | \$13.08            |
| Erasers  | Suburban             | 4               | 3 erasers per<br>package @<br>\$2.13 per<br>package                                    | \$8.52             |
| 8" Stainless Steel Spatula<br>with Straight End <sup>42</sup>        | Gaylord Archival     | 2               | \$8.89 each  | \$17.78            |
| Bone Folders   | Gaylord Archival     | 2               | \$15.25 each   | \$30.50            |
| Legal Size 1.5 in. full tab<br>acid free file folders: <sup>43</sup> | Hollinger-Metal Edge | 750<br>packages | \$32.70 per<br>package of<br>100 file<br>folders                                       | \$24,525           |
| <b>Total for supplies</b><br>(excluding boxes)                       |                      |                 |  | <b>\$26,704.17</b> |

|   |                  |   |  |                   |
|---|------------------|---|--|-------------------|
| <b>Re-housing Costs:</b> There are three options for re-housing the records into the appropriate storage containers as they are processed:  |                  |   |  |                   |
| <b>Option 1:</b> <i>Re-house tri-fold materials in legal document size boxes<sup>44</sup>; bound volumes in same style boxes as currently stored but substitute acid free if necessary; correspondence and other loose items foldered and placed in record center size boxes.</i> |                  |   |  |                   |
| Fellowes, Inc. Bankers R-Kive Record boxes<br>FEL00724  | Suburban         | 40 cartons<br>of 12 boxes<br>per carton | \$43.57 <sup>45</sup> per<br>carton of 12<br>boxes | \$1,750           |
| Flip-top Legal size<br>Document Boxes   | Gaylord Archival | 826 boxes                               | \$5.95   | \$4,914.70        |
| <i>Total</i>  |                  |   |  | <i>\$6,664.70</i> |
| <b>Option 2:</b> <i>All materials except bound volumes transferred to legal size boxes.</i>   |                  |   |  |                   |
| Flip-top Legal size<br>Document Boxes   | Gaylord Archival | 1,652                                   | \$5.95   | \$9,829.40        |
| <b>Option 3:</b> <i>All materials except bound volumes transferred to acid-free records boxes.</i>  |                  |   |  |                   |

<sup>41</sup> Used for flattening folded documents.

<sup>42</sup> Used to safely remove metal fasteners from documents.

<sup>43</sup> For any photographs and negatives: Best practice is to put one photograph per each sleeve anything more in a sleeve can lead to harming the photographs (i.e. bending, cracking, etc.) and researchers and staff being unable to easily remove the photographs from the sleeve. In a situation where there are hundreds of photographs in a particular collection it is a State Archives best practice to use legal size archival folders with tissue paper between each photograph. Also, it is best practice to put any documents in legal size acid free folders for their preservation.

<sup>44</sup> Based on an estimated 2 document boxes (5"x15.25x10.25) per cubic foot of records.

<sup>45</sup> Based on online price at <http://shop.suburbanop.com/Product/FEL/00724/1010069650#> .

|   |          |    |                                |            |
|---|----------|----|--------------------------------|------------|
| Fellowes, Inc. Bankers R-Kive Record boxes FEL00724 | Suburban | 75 | \$43.57 per carton of 12 boxes | \$3,267.75 |
|---|----------|----|--------------------------------|------------|

**Digitization Costs**

| <b>Personnel Costs</b>                     |                              |                         |               |                          |
|--|------------------------------|-------------------------|---------------|--------------------------|
| <i>Position</i>                            | <i>Rate</i>                  | <i>Salary</i>           | <i>Fringe</i> | <i>Total</i>             |
| Full-time Librarian 1 (Metadata Librarian) | \$42.55/hr. salary + fringe  | \$ 63,215 <sup>46</sup> | \$ 25,286     | \$88,501 <sup>47</sup>   |
| Full-time Photographer                     | \$29.99/hr. salary + fringe  | \$ 42,416 <sup>48</sup> | \$16,966      | \$59,382                 |
| Full-time Library Aide (1 FTE)             | \$21.73/ hr. salary + fringe | \$ 32,283 <sup>49</sup> | \$ 12,913     | \$45,196                 |
| Annual Cost                                |                              |                         |               | \$193,079                |
| Total for 2 years                          |                              |                         |               | \$ 386,158 <sup>50</sup> |

**Cost Breakdowns for digitization of RG 013**

| <b>Flatbed scanner</b> |                           |                                 |               |                    |                      |
|------------------------|---------------------------|---------------------------------|---------------|--------------------|----------------------|
|                        | <i># of scans/items</i>   | <i>Hours/Years<sup>51</sup></i> | <i>Cost</i>   | <i>Total costs</i> | <i>Cost per item</i> |
| Scanning               | 1,032,500 @ 15 scans/hr.  | 68,834 hrs. /33 yrs.            | x \$20.75 hr. | \$1,428,306        | \$1.38               |
| QC                     | 1,032,500 @ 120 scans/hr. | 8,604 hrs. /4 yrs.              | x \$20.75 hr. | \$178,533          | \$0.17               |
| Metadata               | 1,032,500 @ 50 min/item   | 860,417 hrs. /414 yrs.          | x \$42.55 hr. | \$36,610,743       | \$35.45              |
| Overall cost per item  |                           |                                 |               |                    | \$37.00              |
| Total cost             |                           |                                 |               | \$38,217,582       |                      |
| <b>Book scanner</b>    |                           |                                 |               |                    |                      |
|                        | <i># of scans/items</i>   | <i>Hours/Years<sup>6</sup></i>  | <i>Cost</i>   | <i>Total costs</i> | <i>Cost per item</i> |
| Scanning               | 1,032,500 @ 100 scans/hr. | 10,325 hrs. /93 yrs.            | x \$29.99 hr. | \$309,647          | \$0.30               |
| QC                     | 1,032,500 @ 300 scans/hr. | 3,442 hrs. /31 yrs.             | x \$29.99 hr. | \$103,226          | \$0.10               |
| Metadata               | 1,032,500 @ 30 min/item   | 516,250 hrs. /248 yrs.          | x \$42.55 hr. | \$21,966,438       | \$21.28              |
| Overall cost per item  |                           |                                 |               |                    | \$21.68              |
| Total cost             |                           |                                 |               | \$22,379,311       |                      |
| <b>Storage Costs</b>   |                           |                                 |               |                    |                      |

<sup>46</sup> Based on 2015-2016 current Librarian 1 position, Administrative and Residual Union AR 22, step 1, hourly rate.

<sup>47</sup> This would have to be adjusted annually per the current union contract.

<sup>48</sup> Based on 2015-2016 current Photographer position, Maintenance Union TC 15, step 1 hourly rate.

<sup>49</sup> Based on 2015-2016 current Library Aide position, Administrative Clerical Union CL 6, step 1, hourly rate.

<sup>50</sup> This assumes an annual 2% increase per the current union contract. It is not possible to project the total staffing costs for this project

<sup>51</sup> Years are calculated as 40 hours per week/52 weeks per year for one person.

| <i># of items</i>        | <i>Avg. file size</i> | <i>Total file size (GB)</i> | <i>Cost per GB</i> | <i>Total</i> |  |
|--------------------------|-----------------------|-----------------------------|--------------------|--------------|--|
| 1,032,500                | 50 MB                 | 50,415                      | X \$15.40 per GB   | \$776,391    |  |
|                          |                       |                             |                    |              |  |
| Equipment costs          |                       |                             |                    | \$105,298    |  |
| Flatbed scanner costs    |                       |                             |                    | \$38,217,582 |  |
| Planetary scanner costs  |                       |                             |                    | \$22,379,311 |  |
| Storage costs            |                       |                             |                    | \$776,391    |  |
| Total digitization costs |                       |                             |                    | \$61,478,582 |  |

#### Citations

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