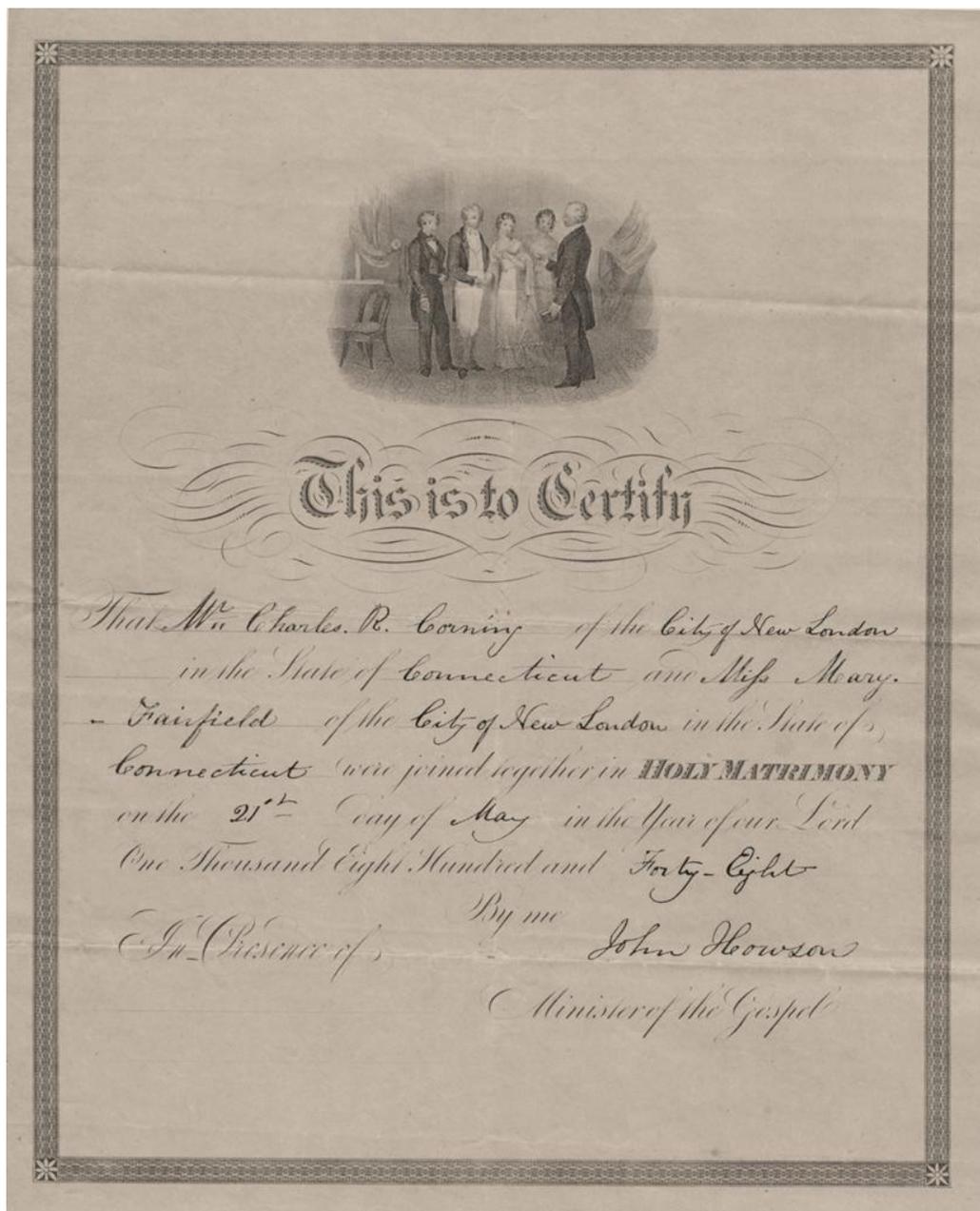


HISTORIC DOCUMENTS PRESERVATION PROGRAM
Annual Report on the
Preservation Activities of the Connecticut State Library
FY 2017



Connecticut State Library
Hartford, Connecticut
September 1, 2017

CONNECTICUT STATE LIBRARY

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Front Cover

Marriage certificate, 1848, Connecticut State Library, State Archives, RG 062:095, Town of New London records, box 1

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**Annual Report to the Joint Standing Committee on Government Administration
On the Preservation Activities of the Connecticut State Library with
Allocated Funds in the Historic Documents Preservation Account**

I. Historic Documents Preservation Program

The Historic Documents Preservation Program supports the preservation and management of historic documents in Connecticut. The program's account is funded through a two dollar fee on land recordings, as established under *Connecticut General Statutes* §11-8i through §11-8n and §7-34a. Pursuant to the statutes, seventy per cent of the account is allocated for municipal grant awards, and the Annual Report submitted in January each year reports on these grant awards. Thirty per cent of the account is allocated for "(1) the preservation and management of historic documents maintained by the State Library, and (2) the expenses of administering the historic documents preservation grant program." This Annual Report, which is submitted in September each year, describes the activities carried out by the State Library with these allocated funds.

As the program's account is funded through a fee on land recordings, revenues are directly impacted by changes in the real estate market. In FY 2017, there was a 2% decrease in revenues as compared to the prior year.

In addition, the account continues to be impacted by the legislative change to recording fees for Documents with Nominees adopted in July 2013. Under Public Act 13-184, fees for these documents were increased and a new distribution model was established. This distribution model excluded the historic documents preservation account, even though funds continued to be credited to the community investment account, an account that is similarly funded through land recording fees by statute. As a result of this legislative change, from July 2013 through June 2017, the Historic Documents Preservation Program did not receive \$668,412 in recording fees that previously would have been credited to its account.

The State Librarian has recommended that the program's two dollar portion of the recording fee on Documents with Nominees be credited to the Historic Documents Preservation Account to keep the fund whole. This correction was proposed during the 2014 and 2015 legislative sessions. To date, the funding has not been restored.

The Library has maintained a fiscally conservative approach to the fund. During FY 2017, the Library continued to administer the municipal grant program; to accession and preserve local government archival records; to support the publication of the *Public Records of the State of Connecticut* and other significant records projects; to provide records training and outreach to municipalities; and to support professional development in archives and records management.

A. Grant Program Administration

The Historic Documents Preservation Grant Program is administered through the Office of the Public Records Administrator. In FY 2017, 154 municipalities were awarded targeted grants totaling \$671,500. Grants were awarded in the amounts of \$4,000, \$5,000 or \$7,500, for small,

medium and large towns, respectively. These grants supported improvements in the preservation and management of local government records across the state. Pursuant to statute, the Annual Report issued in January will report on these municipal grants in further detail.

B. *Local Government Records Preservation*

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

1. Records Accessions:

In FY 2017, the State Archives accessioned the following municipal records:

- Beacon Falls Justice Court records, 1939-1961, 1 cubic foot
- Berlin school records, 1935-1971, 20 cubic feet
- Bethlehem property record cards, 1969-2003, 8 cubic feet
- Branford administrative records, 1959-1964, 1 cubic foot
- Bridgeport tuberculosis records of constituents, 1950-2006, 27 cubic feet
- East Windsor tax abstracts, lists, and bills; and voter check lists, 1850-1958
- Hebron Military DD-214 and applications for tax exemption, 2003-2015, 1 cubic foot
- Lyme grant in lieu of taxes, 1948-1948, 1 folder
- Suffield tax records, 1849-1969, 413 volumes and 11 cubic feet
- Thomaston non-criminal court abstracts, 1940-1960, .5 cubic feet
- Wallingford, Assessor's field cards, 1991-1991, 47 cubic feet

In addition, the State Archives accessioned the following probate court records:

- Middletown Probate Court record books and bond volumes, 1752-1921, 125 volumes
- New Haven Probate Court record books, 1750-1959, 17 cubic feet
- Westport Probate Court record books, 1886-1927, 27 volumes

2. Records Processing:

In FY 2017, State Archives staff finished processing and started describing Farmington town records dating from the 18th and 19th centuries. An additional 9.75 cubic feet were unfolded and flattened. A total of 43.25 cubic feet of records were placed in archival folders. Records

processing supports both ongoing preservation and improved access to historical records for researchers, genealogists and historians.

C. *Public Records of the State of Connecticut*

Editorial work continues on Volume XXII of the *Public Records of the State of Connecticut*, which will cover the legislative session years of 1823 and 1824. The editorial work on the volume is expected to be completed in June of 2018 with publication in early fall.

D. *Legislative Transcripts*

Each year the State Library receives verbatim transcripts of the House and Senate proceedings as well as verbatim and submitted testimony from the committees of the Connecticut General Assembly. The Library's Bill Room staff compile, paginate, & index this material. Prior to being bound, the material is sent out to be microfilmed for preservation purposes and converted to digital format. Using the digital version, staff compile legislative history files corresponding with each act number which are then posted on the Library's website for public access.

E. *Access to Historical Resources*

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

F. *Voices of World War I Project*

For the past two years, the Connecticut State Library has partnered with the Connecticut Radio Information System [CRIS] and IDEAL Group on a federally funded grant project, *Voices of World War I*. This project makes a selection of the Connecticut State Library's World War I archival records and historical documents accessible to individuals with visual, cognitive, learning or other print disabilities. Access is provided through audio recordings read by CRIS Radio volunteers. As part of its in-kind match commitment this year, the State Library supported the printing and distribution of promotional brochures and flyers to schools and educational associations, as well as to the general public during World War I events sponsored by the Library.

G. *Conservation Appraisal*

In 1910, U.S. Senator Frank B. Brandegee from Connecticut, donated portraits of Chief Justices John Marshall (1810-35), Roger B. Taney (1836-64), Salmon P. Chase (1864-73) and Morrison R. Waite (1874-88), to the State. All four portraits were painted from life. Chief Justices Taney and Chase sat for their portraits between Court sessions at the Capitol. The portrait of Chief Justice

Chase is said to be the only one in existence that represents him with a beard beneath his chin, which he began to wear after he was sworn in as Chief Justice. The State Library also possesses a plaster model that was made for a design competition for the State Library-Supreme Court Building in 1908. In 2016 the Supreme Court Historical Society expressed interest in restoring the portraits and the model. The State Library contracted with the Williamstown Art Conservation Center, Inc., Williamstown, MA, to examine the portraits and the building model and to provide restoration proposals and cost estimates.

H. Municipal Records Training and Outreach

Staff in the Office of the Public Records Administrator presented training at five records management sessions for municipal personnel on a variety of topics, including records retention and disposition. In coordination with the Connecticut Council of Municipalities (CCM), staff presented a half-day regional workshop on records management for municipal personnel. In coordination with the Connecticut Town Clerks Association (CTCA), staff presented a full-day training module for the Town Clerk School certification program.

Staff attended the fall and spring conferences of the Connecticut Town Clerks Association, staffing an information table for the State Library and speaking with clerks and vendors regarding grants, land recording and other records management topics.

Staff held meetings with municipal personnel throughout the year to discuss records retention, management and storage issues, including vault storage requirements.

I. Professional Development in Archives and Records Management

Public Records Administrator LeAnn Power and Field Archivist Kathy Makover attended the annual Freedom of Information Conference in April 2017, where LeAnn Power also served on a panel discussion, *Fulfilling the Promise of Promptness*.

State Archivist Lizette Pelletier attended the joint meeting of the Society of American Archivists [SAA] and the Council of State Archivists [CoSA] in August 2016, representing the Connecticut State Historical Records Advisory Board as its Coordinator.

Assistant State Archivist Allen Ramsey also attended the joint meeting and a pre-joint meeting workshop on *Advanced Digital Forensics for Archivists* offered by the Society of American Archivists.

Public Records and State Archives staff attended a number of webinars throughout the year covering a variety of records management and archives topics. These webinars included, for example, *Introduction to Email Preservation* and *Introduction to Computer Aided Design (CAD) for Archivists*.

II. Historic Documents Preservation Account Expenditures – FY 2017

<i>Personnel Costs</i>	\$	222,760
<i>Other Expenses</i>		
Editorial Services	\$	25,384
Legislative Transcripts	\$	9,395
Authentication Services	\$	9,712
Voices of World War I Project	\$	2,363
Conservation Appraisal	\$	1,059
Archival Supplies	\$	3,331
Professional Development	\$	844
Cargo Van Lease - State Archives	\$	1,636
Van Block Facility Security	\$	44,633
Van Block Facility Maintenance	\$	423
	\$	98,780
	\$	321,540
<i>Grants Awarded</i>		
154 Targeted Grants	\$	671,500
Unexpended Grant Funds Returned	\$	-3,744
	\$	667,756
Total Expenditures	\$	989,296