

HISTORIC DOCUMENTS PRESERVATION PROGRAM

ANNUAL REPORT ON THE PRESERVATION ACTIVITIES OF THE CONNECTICUT STATE LIBRARY

FY 2015

338  **Bookbinding and Blank-Book Manufacturing. 338**
 For Banks, Insurance Co's, Manufacturers, Merchants, Towns, Probate Districts, &c.
Paper Ruled to any Pattern, from the Plainest to the most Complicated or Fancy.
 OLD BOOKS, PERIODICALS, MUSIC, &c., BOUND IN EVERY VARIETY OF BINDING.
 Paging neatly done, Bank Bills, &c., Numbered, (sample of figures above.)

Hartford, Sep 19th 1861

Hartington Library Co
 To STILLMAN & PARSONS. Dr.

338 Main St., Exchange Building, Hartford, Conn.

1861	Aug 14	To Rebinding 5 Old Books	\$ 2 20
			Rec pay Stillman & Parsons for Rebinding

57 Commerce.
 8 Pearl St., will receive prompt attention.

Hartford, Nov 20th 1861

No. _____

This may Certify, that the Load of Lick Stone COAL sold by BECKWITH & TYLER, to Chauncey Cowles weighed 2080 lbs.

Judd

PAID PRINTING ESTABLISHMENT
 WILLIAMS, WILEY & TURNER, 132 Asylum-st., Hartford.



Connecticut State Library
 Hartford, Connecticut
 September 1, 2015

CONNECTICUT STATE LIBRARY

STATE LIBRARIAN

Kendall F. Wiggin

PUBLIC RECORDS ADMINISTRATOR

LeAnn Power, CRM

HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF

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Front Cover

Top: Stillman and Parsons Bill for Book Binding, \$2.20, September 19, 1861, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records, series "administrative records"

Bottom: Beckwith and Tyler certificate 2080 lbs. coal, November 20, 1861, Connecticut State Library, State Archives, RG 062:052, Town of Farmington records, series "administrative records"

**Annual Report to the
Joint Standing Committee on Government Administration
on the Preservation Activities of the Connecticut State Library
with its Portion of the Historic Documents Preservation Account**

I. Preservation and Management of Historic Documents

Summary Statement:

The Historic Documents Preservation Program supports the preservation and management of historic documents and is funded through a two dollar fee on land recordings, as established under Connecticut General Statutes §11-8i through §11-8n and §7-34a. Thirty per cent of the Program's account is allocated for preservation activities at the State Library and the administration of a municipal grant program for records preservation and management. Seventy per cent of the account is allocated for the municipal grant awards.

The Program's account is directly impacted by changes in the real estate market. In FY 2015, account revenues continued to decline as the towns received a lower volume of land recordings. FY 2015 account revenues decreased by 16% in comparison to FY 2014.

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, although funds continued to be credited to the Community Investment account, another program similarly funded through land recording fees by statute. As a result of this legislative change, from July 2013 through June 2015, the Historic Documents Preservation Program did not receive over \$301,860 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. The funding has not yet been restored.

The Library has maintained a fiscally conservative approach to the fund. During FY 2015, the Library continued to administer the municipal grant program; accession, preserve and manage local government records; provide municipal records management training and outreach programs; and support professional staff development. It also continued to support the editing work required for the publication of the next volume of the *Public Records of the State of Connecticut*. However, the Library has found it necessary to continue to reduce expenditures and postpone projects due to the decline in revenues.

A. *Preservation Projects*

1. Local Records Projects:

Accessions: As a result of the Historic Documents Preservation Program, some towns have chosen to transfer records to the State Archives Unit within the Library to ensure their preservation. The State Archives received the following items this year:

- Berlin site surveys and maps, 1967-1995, .25 cubic feet
- East Granby records, 1858-2005, 18 volumes
- East Hampton attendance records and home health care agency records, 1885-1975, 2 cubic feet
- Hamden tax abstracts, 1844-1920, 29 volumes
- Norwich school records, 1855-1931, 8 volumes and 2 cubic feet
- Waterbury employee grievance files, 1964-1995, 5 cubic feet

The State Archives acquired 31 record books and 2 cubic feet of files from 3 probate courts in FY 2015:

- Coventry Probate Court record books, 1849-1952, bonds, 2 volumes, 1881-1952; and record books, 17 volumes, 1849-1926
- Enfield Probate Court wills, 1868-1976, 2 cubic feet
- Mansfield Probate Court record books, 1831-1925, 12 volumes

2. Access to Historical Records:

A Government Records Archivist and Library Aide continued processing Farmington town records dating from the 18th and 19th centuries. An additional 2 cubic feet have been unfolded and flattened. A total of 26 cubic feet of records have been placed in archival folders.

B. *Public Records of the State of Connecticut*

Volume XXI of the Public Records of the State of Connecticut, which covers the Connecticut legislative session years of 1821 and 1822, is on schedule to be published by the end of 2015.

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

C. Grant Administration

The Office of the Public Records Administrator awarded targeted grants totaling \$942,500 to 163 municipalities. Grants were awarded in the amounts of \$5,000, \$7,500 and \$10,500 for small, medium and large towns, respectively. In addition, a disaster recovery grant was awarded to 1 town in the amount of \$4,850. There was not sufficient funding available for the program to offer competitive grants.

D. Municipal Training and Outreach

1. The Office of the Public Records Administrator staff presented five training sessions on records management for municipal employees on a variety of topics, including records retention and disposition and the management of e-mail, police records, and library records. The State Library has continued to partner with the Connecticut Council of Municipalities to provide regional records management training workshops as part of the CCM Leadership Workshop series. This workshop continues to be one of the most requested courses in the series.
2. Staff presented essential records and disaster preparedness training to town clerks and other municipal staff, in partnership with the Department of Administrative Services' Learning Center. This course was developed through the Intergovernmental Preparedness for Essential Records [IPER] project by FEMA in conjunction with the Council of State Archives. The two-part IPER program trains state and local officials on identifying and protecting critical operating records necessary for emergency response and disaster recovery as well as disaster response planning including risk mitigation and recovery.
3. Staff attended the fall and spring conferences held by the Town Clerks Association, providing resources and assistance to clerks at the agency's information table, and speaking with vendors working on grant-funded projects or involved in land recording and eRecording within the towns.

E. Professional Development

Public Records Archivist Lizette Pelletier attended the joint meeting of the Society of American Archivist [SAA], National Association of Government Archivists and Records Administrators [NAGARA], and the Council of State Archivists [CoSA] in August 2014 representing the Connecticut State Historical Records Advisory Board as its Acting Coordinator.

Assistant State Archivist Allen Ramsey also attended the joint meeting and presented at a pre-joint meeting workshop on the CoSA Program for Electronic Records Training, Tools, and Standards [PERTTS] Portal.

II. Historic Documents Preservation Program: Administrative Expenses; Grants Awarded

<i>Personnel Costs</i>	\$	201,685
<i>Program Administrative Costs</i>		
Educational Services and Contractual Support	\$	35,302
Supplies	\$	1,912
Van / Equipment Lease	\$	2,098
Van Block Facility Security	\$	46,504
Van Block Facility Maintenance	\$	728
Document Acquisition	\$	499
Records Destruction Services	\$	<u>153</u>
	\$	87,196
FY 2015 Administrative Total	\$	288,881
<i>Grants Awarded</i>		
163 Targeted Grants; 1 Disaster Recovery Grant	\$	947,350
Unexpended Grant Funds Returned	\$	<u>- 34</u>
	\$	947,316
FY 2015 Grants Total	\$	947,316