

Maryland State Archives

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Foreword

FOREWORD

by Edward C. Papenfuse, State Archivist and Commissioner of Land Patents

Fifty years ago a Baltimore Architect, Laurence Hall Fowler, inspired by the approaching 300th Anniversary of the Founding of Maryland set out to design an Archives building for the State, one of many ideas then being considered for the celebration of the Tercentenary. At that time there was no professional society of Archivists, nor was there any great body of literature on the subject available for Fowler to read. The National Archives was in the final stages of planning. Drawing from it and visits to New Haven, New York, and the Library of Congress he assembled an illustrated proposal and won the contract. Because Fowler paid careful attention to functional relationships and their anticipated need for space, the result was a model archives building that well withstood the twenty-five years of growth in collections and use it was meant to accommodate. It was also a lovely building, particularly in interior detail. It was the intention of the Tercentenary Commission to create a lasting "Memorial Hall of Records" to house the earliest and most precious public documents of Maryland's past. Fowler painstakingly incorporated some of the best elements of the interior design of colonial buildings to create the effect that today makes most visitors assume that the Hall of Records itself is two or more centuries old.

No one, could have anticipated, however, the tremendous growth in State Government that would follow Fowler's twenty-five year planning period. By 1960 the personnel of State Government had grown only twofold, from 10,049 in 1940 to 21,929 in 1960 while the cost of running the State had jumped about ten times, from \$48 million to \$477 million. From 1960 to 1980, however, State government tripled in size and more than quintupled in cost, mushrooming to almost 64,000 people on the payroll and an appropriation of 2.5 billion State tax dollars.

Nor, could anyone have anticipated the increase in public demand for archival services. When the public search room officially opened on October 1, 1935, it was a quiet place; one supervisor and an attendant

were sufficient to aid the people who came. Until 1950, attendance hovered around 1,100 researchers a year accompanied by an equal number of inquiries by mail. But, by 1980 attendance swelled to almost 12,000 and mail increased to 6,600 letters. Neither space for the records being generated by a burgeoning government, nor staff to service the records kept pace with demand. By 1980 over two-thirds of the holdings of the Archives had to be stored under less than desirable circumstance in a warehouse fifty miles from the public searchroom. The document stacks of the Hall of Records were simply too small. In addition, the staffing requirements of the Archives were not met either. In 1979, using the most conservative estimates of function needs, the Archives Program had 22% fewer workdays available to it than minimum demand warranted.

When Laurence Hall Fowler designed the present building he did so on the assumption that all archival material should be centrally administered and be stored in one location. In part, his view is still valid. Today Maryland has one of the best archival programs in the country because it is centrally administered. Yet, with regard to housing the collection itself, a degree of decentralization is feasible if economy of resources dictates. Careful analysis of records usage and trends makes it possible to think in terms of reasonably close but detached storage facilities where those records least in demand in the public searchroom can be stored. If present demand trends hold, over half of future use of records will be confined to inquiries by mail and inter-library loan of records on microform.

It is even conceivable with the remarkable advances in video technology, that archival records of the future will be scanned by TV cameras and transmitted live or by tape and disc to the user's home. It is important to remember that already vast quantities of public records are no longer committed to paper but exist as computer data-bases, which will enable the archives of the future to hold and transmit historical files to remote users with considerable ease. Indeed, some of the major sources of paper files today, such as reports, minutes, and correspondence are increasingly being generated from mini-computer, text-editors. With proper planning, by the year 2000 magnetic data bases from which typed information now comes can themselves be part of the archival file. For example, at the Archives today, with a minor attachment to the text editor, this very program can be transmitted over the telephone to other text editors

elsewhere in the country. In other words, while the demand for space to accommodate people who come to use the archives should continue in the future, it may be over-shadowed in time by the decentralization of information sharing. The archives of the future will be called upon to send information to the user at home or at a local reference area such as the local public library more than it will be required to produce the actual documents in a public searchroom. Thus the need for the concentration of the collection in one location is diminished as long as the archival administration remains centralized, the public searchroom is large enough to accommodate what demand there is, and adequate intellectual control exists over the collection as a whole. Do not let the records of the future, however, be compared with the nature of the record material that will become archival over the next twenty or so years. The volume of archival material that it will be necessary to accession in the near future will not be affected for at least 20 years by the remarkable advances in information storage and retrieval being made today. While the archives will be able to service a more decentralized collection in the next twenty years, the overwhelming character of that collection will be a paper archives created in the years before 1980, not the automated data bases of the future.

It is also important to remember that the Archives constitutes the collective and collected memory of the past and as such deserves a home that stands apart from other government buildings. An Archives ought to be a distinctive architectural accomplishment of merit as a monument, a special place of public attraction and attention. Laurence Hall Fowler accomplished that with the present building. If all or part of the Archives is moved from it, the new facility should be memorable itself and one in which a reasonable degree of pride can be taken by any who use or behold it.

The first Hall of Records was built to commemorate the 300th anniversary of the founding of Maryland. There could be no more appropriate way to celebrate the 350th anniversary than by continuing the work begun so auspiciously fifty years ago with a new functional archives building that the public will appreciate and remember as a fitting tribute to the rich and varied history of the State.

The Planning Situation

I. THE PLANNING SITUATION

The existing Maryland State Archives (Hall of Records) facility located in Annapolis was constructed in 1934-35, and in the forty-five years since it was built, it has received only routine maintenance and minimal mechanical services upgrading. Although the building was originally designed to receive an addition without changing functional relationships, subsequent construction of another building in the area has precluded such an event. The building remains qualitatively adequate for archival functions, but is significantly inadequate in quantitative terms for the collections of the present and future.

Recognizing the shortfall of the capacity of the existing building and the limitations of the site, the State Department of General Services, in 1974, prepared a program and specifications document* calling for additions to the Hall of Records. The basic scheme at that time was to select several functions of the Archives that could function separate from other functions, and locate these in new facilities near-by the existing facility. An architectural design responding to the program and specifications was prepared, but the project was never funded, and the backlog of archival materials and services has continued to escalate.

At this point in time it is necessary to clearly delineate the total space needs of the archival functions of the State, and to determine where and how best to provide for these needs. Two potential sites for the location of a new State Archives facility have been proposed, and more precise detail about the long term needs for archival functions is now available. AIDES, Inc. has been commissioned by the State of Maryland to bring these planning facets into focus in this *Program and Specifications* document which includes:

**Program and Specifications, State Archives Building, State of Maryland, Maryland Department of General Services, December 1974. 35 pp.*

- Analyses of all archival functions and the space requirements generated (The 1974 study considered only selected functions);
- Listings of spaces allocated along with diagrams of relationships between spaces, and detailed facility specifications for each of the areas housing required functions;
- Review of potential sites and site utilization based on the "footprint" created by total space required and other site planning considerations.
- Architectural design considerations to provide guidance to the designated architect.

Thus, this *Program and Specifications for the Maryland State Archives* is presented for the review of appropriate agencies and branches of the Maryland State government. Following these reviews and approvals, the document will serve to guide the architectural-engineering team in the design of needed facilities.

Legal Mandates

HALL OF RECORDS COMMISSION
MARYLAND STATE ARCHIVES

Real Property Article: Sections 3-303 to 3-304; Article 23A, Sections 9A, 17, 17A, 19; Article 25, Section 32A; Article 25A, Sections 3B, 7; Article 25B, Sections 7 and 12; Article 40, Sections 53 and 88A; Article 41, Sections 15CC, 104-106, 256-I; Article 43, Section 25; and Article 54, Sections 1-12; Article 64A Section 9-0, of the 1957 Annotated Code as amended to date; Chapter 597, Laws of 1977; Chapter 24, Laws of 1978; Chapter 107, Laws of 1979.

Under the provisions of Real Property Article 13-101-120; 13-201-205; 13-301-313; 13-401-413; 13-501-504, the Archivist is charged with the responsibility of performing the functions of the commissioner of the Land Office with the title of Commissioner of Land Patents.

PROGRAM AND SPECIFICATIONS

Maryland State Archives

ANNAPOLIS, MARYLAND

DGS PROJECT NO. BA-767(2) REVISED/UPDATED

APRIL 1981



ASSISTANCE IN DEVELOPING EDUCATIONAL SYSTEMS
4600 DUKE STREET ALEXANDRIA, VIRGINIA 22304

AIDES

II. ARCHIVAL FUNCTIONS AND PROJECT RATIONALE

The Maryland State Archives, a division of the Hall of Records Commission of the Department of General Services, is a multi-functional agency serving primarily as the central depository for governmental records of permanent value. Preserving records for posterity has long been a tradition in Maryland. As early as 1729, a "Repository for Old Records" was erected on the State House Circle, a brick structure measuring twelve by sixteen feet. When the new State House was erected in 1772, four rooms were set aside for an "Archives." In 1859, a new "thoroughly fire proof" record depository was completed. It was much larger than either of the first two archives, but its builders were overly optimistic when they predicted that it would "serve for ages as a depository of the archives of the State." The present Hall of Records (archives building) was constructed in Annapolis in 1934-35 on land deeded to the State by the Visitors and Governors of St. John's College to serve the dual purpose of a "memorial" to the State's history and to provide space for 25 years of archival accumulation.

FUNCTIONS OF THE MARYLAND STATE ARCHIVES

Today the State Archives are much more than a "Repository for Old Records," although the accessioning and storage of such material is still of primary importance. The broader mission of the Archives may be summarized in the listing of basic functions and services, including:

1. Provide a historical reference service to the Legislature and State agencies on problems ranging from the history and origins of the State Seal to the timing of the introduction of gas mains into Annapolis; from the history of the State Flag to nationally recognized and award winning histories of State buildings.
2. Provide the legislature, government agencies and the public with a 1,000 page Manual of state and local government. The Maryland Manual is the only complete and comprehensive guide to the history and organization of government in the State and is an invaluable reference tool.

3. Provide bibliographic control over State publications through monthly lists and a biennial compilation, both of which are distributed nationwide, through a cumulative government documents catalogue available at the Hall of Records, and through periodic compilations of State Publications Received at the Hall of Records.
4. Supply exhibits and exhibit materials for special occasions such as Ratification Day, and in general provide illustrative material for publication in such Journals as the Maryland Magazine.
5. Serve the public by making records accessible through:
 - a. preparation of a variety of published and unpublished finding aids to the records. This is one of the most important responsibilities of the Archives. Over the years since occupancy of the current facilities in 1935, the personnel of the Archives have published a number of nationally acclaimed Guides and Calendars as well as a number of standard historical studies, and the staff is constantly compiling shelf lists and indexes which make the records accessible.
 - b. personal contact in the search room. Approximately 11,000 researchers visited the Archives in Fiscal 1979, and their numbers are growing at an average rate of 11 percent every five years.
 - c. responses to mail and telephone inquiries, which amount to fielding about 150 phone calls per day and answering almost 7,000 letters a year, some of which may, because of their complexity, take an archivist as much as one full day to answer.
 - d. presentation of lectures on public records to visiting high school, college and graduate students. For example, in conjunction with the Maryland Historical Trust, the Maryland State Archives participates in a research training program that has brought as many as 90 preservationists to Annapolis for a lecture and tour of facilities.
 - e. preparation and supply of photocopies of documents at reasonable prices. At the present time, the Archives provides the public with about 25,000 pre-paid photos, projection prints and xerox copies a year.
 - f. repair, restoration, and in some cases, binding of records so that researchers are able to use, whenever possible, the original records.

6. Maintain a library consisting of works of general reference, Maryland history, and volumes relating to archival administration and records management.
7. Collect and catalog Maryland county and municipal codes.
8. Serve as central depository and registrar for all State deeds and related records.
9. Hold hearings, research, maintain all records, and issue Land Patents. Since the change in Land Patent Law in 1975, correspondence has increased tenfold, and at the present time seven patent applications are pending. Previously only an average of one patent per year has been issued.
10. Review and evaluate records retention and disposal schedules to determine how much archival material the State can and ought to be saving.
11. Develop, implement, and monitor security and climate control systems for the safekeeping of archival material.
12. Locate and evaluate records of permanent value, provide for their transfer, cleaning, archiving, security, and proper care. If not feasible to transfer original records, make microform copies for security purposes and catalog these and make accessible through circulation of duplicates.
13. Stimulate interest in Maryland history, and articulate the need to preserve Maryland's priceless record heritage through the nationally acclaimed archival internship program, periodic conferences on Maryland history, numerous publications such as the popular "Bicentennial Bulletin," Maryland, A New Guide to the Old Line State, The Proceedings of the First Conference on Maryland History, A Biographical Dictionary of the Maryland Legislature.
14. Undertake special projects such as the administration of the National Historical Publications and Records Program in Maryland which is designated to help local and specialized historical agencies properly catalogue and care for their records.

ARCHIVAL STAFF PERSONNEL AND WORKLOAD

As may be observed from the preceding section, the functions of the Archives Division are extensive and complex, yet the organizational structure for accomplishing the tasks is straightforward. As

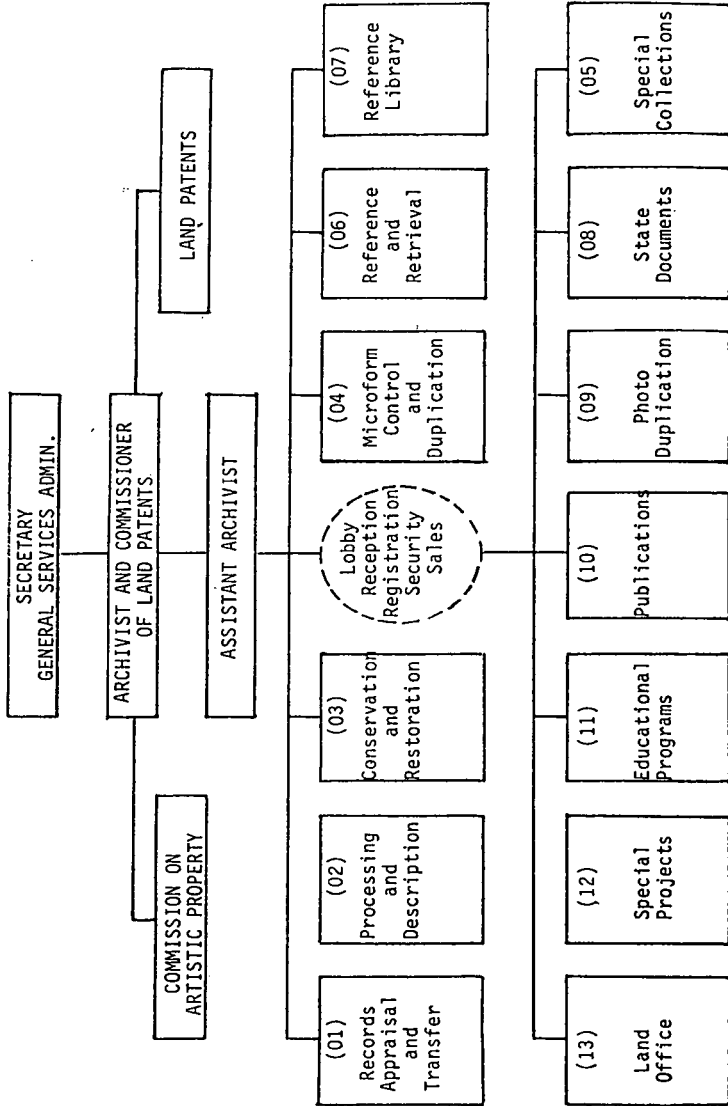
shown in Figure I, there are only three levels of administrative responsibility within the Archives Division: (1) The Archivist, (2) The Assistant Archivist, and (3) Department-Heads or Supervisors. All administrative personnel actively participate in routine archival duties in addition to accomplishing their supervisory functions. Although there are fourteen functional and budgeting departments, task assignments more often than not require personnel to cross departmental lines into one or more of eight major task groupings, including:

1. Administration
2. Records Appraisal and Transfer
3. Archival Inventory Control
4. Records Preservation
5. Reference Services
6. Photoduplication
7. Publications
8. Educational and Research Programs

Analyses of the workload of staff personnel for the past two years, and estimates of the workload for FY 1980 and 1981 are presented in Table I (Page 8). Examination of this Table reveals yearly fluctuations in items of accomplishment due to the need to assign priorities to projects based on the number of personnel workdays available within the budget. As the need to render services to State Agencies and the general public increased, the amount of time available for accessioning and inventory controls declined. During the past three decades, the number of individuals doing research at the Hall of Records increased from about 1,100 to more than 11,000 annually, and the amount of mail inquiries increased from about 1,000 to 6,600.

FIGURE I

FUNCTIONAL ORGANIZATION
Archives Division of the Hall of Records Commission



ARCHIVES STAFF WORKLOAD BY DEPARTMENTS AND FUNCTIONS
Actual FY 1978 and 1979, Estimated FY 1980 and 1981

Function	Actual - FY 1978	Actual FY 1979	Estimate FY 1980	Estimate FY 1981
1. <u>Administration</u> (Dept. 00)				
-Correspondence & Reports-no. of projects/pages typed	634,823	683,887	683,887	683,887
2. <u>Records Appraisal & Transfer</u> (Dept. 01)				
-Records Retention and Disposal Schedules Reviewed-no./pages	101,393	91,354	90,350	90,350
-CSE* of records transferred to warehouse and Archival storage	8,375	9,208	8,000	8,000
-CSE* of records described on preliminary inventory	5,845	4,776	7,000	7,000
3. <u>Archival Inventory Control</u> (Depts. 02, 04, 07, 08)				
-Subdivision plats recorded-number	2,822	2,984	3,000	3,000
-Original records accessioned-CSE*	2,488	3,147	5,000	5,000
-Series units inventoried-CSE*	2,461	4,737	3,500	3,500
-Microfilm accessioned-no. reels	2,774	1,160	1,200	1,200
-State publications accessioned-no.	1,419	8,217	6,250	6,000
-Reference library books accessioned-no.	548	219	1,000	1,000
-Individual documents item inventoried	16,012	2,556	0	0
-State deeds registered	137	108	108	108
4. <u>Records Preservation</u> (Depts. 03, 05, 07, 09)				
-Pages deacidified and/or laminated	37,900	18,186	27,000	27,000
-Manuscript books bound and repaired	151	101	100	100
-Plats and maps repaired or encapsulated in Mylar	60	19	20	20
-Vital Records filmed-no. pages	57,736	36,182	40,000	60,000
5. <u>Reference Services</u> (Depts. 04, 06)				
-Researchers-no.				
-Records circulated-no.	11,514	10,999	11,694	11,877
-Microfilm reels circulated on loan	48,262	46,891	49,568	50,909
-Mail inquiries answered-no.	137	159	175	175
6. <u>Photoduplication</u> (Dept. 09)				
-Photo orders processed and mailed-no.	4,694	5,997	6,596	7,255
-Photostat & projection print pages	2,962	2,720	2,800	3,000
-Microfilm images taken	23,966	22,049	24,684	25,424
-Reels of security microfilm duplicated for circulation	90,943	186,761	323,546	325,000
7. <u>Publications</u> (Dept. 10)				
-Publications distributed-no.	1,196	3,128	3,000	3,000
8. <u>Educational and Research Programs</u> (Depts. 11, 12)				
	2,564	1,691	9,500	2,000

*NOTE: CSE refers to "Clamshell Equivalent" which is a standard size box for archival reference storage.
The box is dimensioned 5" X 10.5" X 15.5".

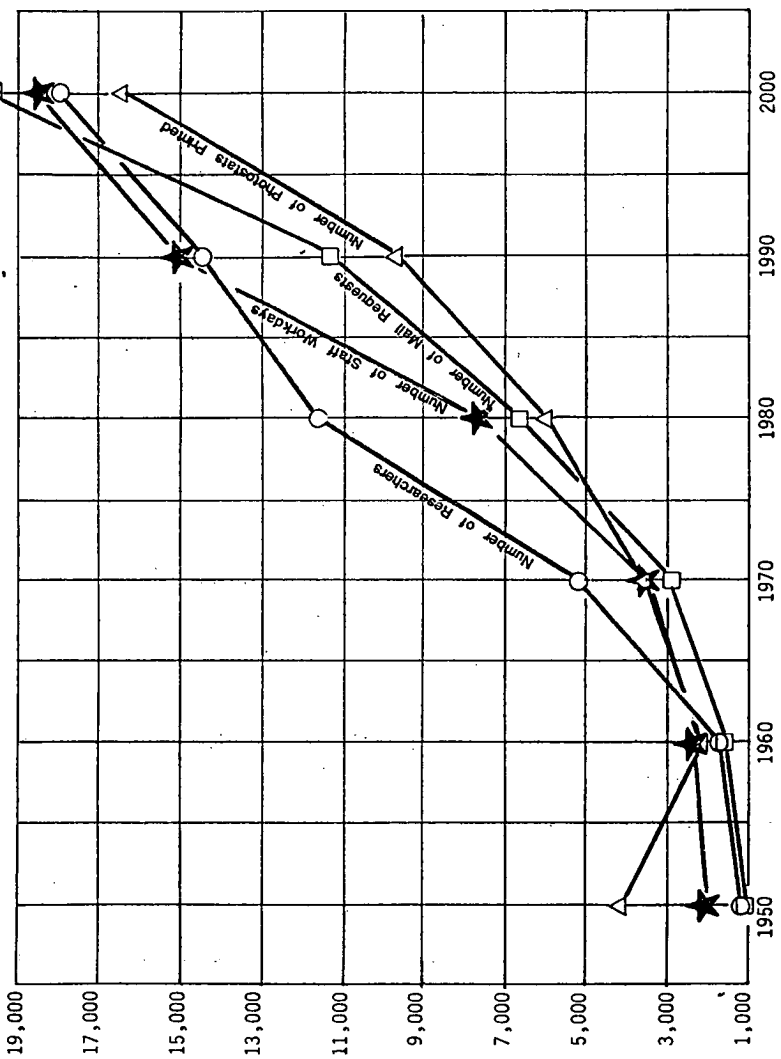
Given the data on staff workload, estimates of the currently unfulfilled tasks within the mission of the Archives Division may be estimated. Then, assuming trends for services to the public and an accessioning rate for materials, it is possible to predict future staffing requirements. These calculations are summarized in Table II in terms of both actual and future staffing requirements.

TABLE II
 ACTUAL AND PROJECTED STAFFING REQUIREMENTS, 1979-2000
 BY FUNCTION/BUDGET CATEGORIES, WORKDAYS, AND FULL-TIME EQUIVALENTS

Budget Code	Function	Actual 1979		Demand 1979		Demand 1990		Demand 2000	
		Wkday	FTE	Wkday	FTE	Wkday	FTE	Wkday	FTE
00	Administration	791	3.66	791	3.66	800	3.70	800	3.70
01	Appraisal and Transfer	156	.72	280	1.34	1,202	5.56	1,202	5.56
02	Processing and Description	317	1.47	1,015	4.70	2,357	10.90	2,357	10.90
03	Repair and Restoration	583	2.70	583	2.70	800	3.70	1,016	4.70
04	Microform Inventory/Loan	164	.76	307	1.42	672	3.11	672	3.11
05	Special Collections	231	1.07	792	3.67	792	3.67	792	3.67
06	Reference and Retrieval - Search	931	4.31	1,004	4.65	1,242	5.76	1,536	7.12
06	Reference and Retrieval - Mail	1,481	6.85	1,505	6.97	2,936	13.60	5,064	23.45
07	Library	31	.14	123	.57	123	.57	123	.57
08	State Publications and Reports	266	1.23	266	1.23	266	1.23	266	1.23
09	Photo Duplication	1,157	5.36	1,258	5.82	1,709	7.91	2,480	11.48
10	Publications	362	1.68	362	1.68	500	2.31	500	2.31
11	Educational Programs	92	.43	100	.46	200	.93	200	.93
12	Research Projects	933	4.32	933	4.32	933	4.32	933	4.32
13	Land Office	70	.32	70	.32	430	2.00	430	2.00
	TOTAL	7,565	35.02	9,398	43.51	14,962	69.27	18,371	85.05

NOTE: Data provided by State Archivist includes full-time, part-time, and intern professional and clerical staff only and excludes guards and building maintenance personnel.

PUBLIC REFERENCE SERVICES AND TOTAL STAFF
1950 - 2000



NOTE: All staff workdays are shown even though many staff have no responsibilities for public reference service activities. This Figure does not indicate the demand curve for activities associated with the preservation and processing of archival material.

As indicated in Table II, staff workload and personnel requirements are expressed in the number of workdays required to accomplish the projected tasks, then these workdays are converted to full-time equivalent (FTE) personnel. At the present time (actual 1979), part-time employees including interns account for almost half of the workdays, and it is expected this staffing practice will continue.

- Statistics listed under "Demand 1979" provide data on workdays that would have been required to fulfill the mission of the Archives Division had personnel been available and included in the budget. Comparison of the data in this column with "Actual 1979" indicates the shortfall and pinpoints the functions where a backlog of work is building. This is true particularly in the areas concerned with the appraisal, transfer, processing, and accessioning of archival material.
- Long term projected staffing requirements reflect continuing growth in the demand for some services, such as mail reference and retrieval and photoduplication, and a leveling-off of the demand for most other services/functions within the next decade. While the need for a doubling of staff is shown for the next ten year period, only a 23 percent growth is indicated for the decade 1990-2000.

This study is concerned with facility requirements as dictated by the Archival program and the resultant need to house both archival materials and the people who work with the public and the materials. Thus, the concern includes both current and projected inadequacies in terms of both people space and materials storage space.

As the statistics presented in Tables I and II clearly indicate, the present staff workload is heavy and productivity of personnel is exemplary. Current inadequacies in staffing along with projections for future staff requirements are specified by functional area. Similarly, the inadequacies of the current facility and projected storage requirements for the archival holdings of materials can be identified and projected.

Archival Functions
and Project Rationale

CURRENT AND PROJECTED ARCHIVAL HOLDINGS (THE COLLECTION)

For the purposes of estimating space requirements and projecting supply needs as records are processed for public use, holdings are described in terms of the number of boxes (known as clamshells) they would take up if properly housed. Although the collection contains some 43,000 bound manuscript volumes, these too are expressed in the number of clamshells that would occupy the same space. A clamshell is 5" wide by 10.5" tall by 15.5" long. Other methods of calculating holdings include measuring the linear feet of shelving or in cubic feet, both of which are easily confused with dissimilar library storage problems (archival material takes up more space per storage unit) or with conventional notions of cubic footage of building space. A cubic foot of records takes up more than a cubic foot of building space once shelving, circulation and retrieval needs are taken into account. Rather than use terms that have other more commonly understood meanings derived from other contexts, the clamshell equivalent (CSE) is used here.

The current collection of the Maryland State Archives, approximately 179,916 CSE's of records exists in a variety of media indicated on Table III, including documents, manuscripts, books, microforms, audio reels and tapes, computer tapes, paintings, ledgers, and artifacts (such as the Great Seal of Maryland).

TABLE III

INVENTORY OF ARCHIVAL HOLDINGS
1980, ALL COLLECTIONS

ITEM	CSE'S
MANUSCRIPT PUBLIC RECORDS -----	164,346
Statewide Agencies -----	94,739
Local, Judicial & Administrative Agencies - 69,607	
MICROFORMS -----	2,120
SPECIAL COLLECTIONS -----	8,047
Maps -----	5,208
Manuscripts and Newspapers -----	2,814
Audiovisual, Magnetic Data Base	
Tapes and Discs -----	25
STATE & LOCAL PUBLICATIONS AND REPORTS -----	2,112
REFERENCE LIBRARY -----	2,591
GENELOGICAL & OTHER PERMANENT FILES, HALL OF RECORDS -----	700
TOTAL -----	179,916

The bulk of the collection (91 percent) consists of manuscript public records, two-thirds of which are located in warehouse storage (with no environmental controls) over fifty miles from the Archives Building because there is no space left in that building to accommodate them. The currently accessible collection, therefore, is limited to a maximum of 53,000 CSE's of material. The present location and accessioning status of manuscript public records is indicated in Table IV.

TABLE IV

INVENTORY OF MANUSCRIPT PUBLIC RECORDS
BY LOCATION AND ACCESSION STATUS
1980

	CSE	RCB1	RCB2	VOLUMES	TOTAL CSE
<u>Statewide Agencies</u>					
Accessioned HR	14,493	--	175	5,629	19,655
Unaccessioned HR	208	--	268	517	1,523
Unaccessioned WHHR	50	11	1,174	4,965	8,075
Unaccessioned WHRM	--	--	11,822	1,069	40,354
(Subtotal)	(14,751)	(11)	(13,439)	(12,180)	(69,607)
<u>Local Judicial & Administrative Records</u>					
Accessioned HR	2,531	59	4	18,240	17,734
Unaccessioned HR	516	77	15	405	1,366
Unaccessioned WHHR	--	8,260	475	11,851	61,773
Unaccessioned WHRM	--	1,441	1,332	735	13,866
(Subtotal)	(3,047)	(9,837)	(1,826)	(31,231)	(94,739)
TOTAL	17,798	9,848	15,265	43,411	
RCB1s at 6.12 CSEs		(60,270)			
RCB2s at 3.34 CSEs			(50,985)		
Volumes at .813 CSEs				(35,293)	
GRAND TOTAL					164,346

HR - Hall of Records
WHHR - Archives Warehouse
WHRM - Records Management Warehouse
RCB1 - Record Center boxes containing folded files
RCB2 - Record Center boxes containing flat files
CSE - Clam Shell Equivalent - space records would take up if properly processed and placed in acid-free folders and boxes. A clamshell is 5" wide (127 mm) by 10½" tall (267 mm) by 5¼" long (393 mm).

The growth of the manuscript public records can be projected based on past patterns. Between 1970 and 1980, the collection grew from 37,933 CSE's to 179,916 CSE's, a yearly average of 14,198 CSE's. As indicated earlier, the bulk of the collection--and the growth in the collection--is found in the manuscript public records. These are categorized by source into either Statewide Agencies or Local Judicial and Administrative Records, and projections for each category are displayed in Table V.

TABLE V

INVENTORY AND PROJECTION OF MANUSCRIPT PUBLIC RECORDS¹
1980, 1990, And 2000, By Source and Type

	CSE	RCB1	RCB2	VOLUMES
<u>Statewide Agencies</u>				
Present	14,751	11	13,439.0	12,180
To 1990	--	--	9,953.5	760
To 2000	--	--	9,953.5	760
(Subtotal)	(14,751)	(11)	(33,346.0)	(13,700)
<u>Local Judicial & Administrative Records</u>				
Present	3,047	9,837	1,826.0	31,231
To 1990	--	9,120	3,652.0	5,394
To 2000	--	9,120	3,652.0	5,394
(Subtotal)	(3,047)	(28,077)	(9,130.0)	(42,019)
RCB1s at 6.12 CSEs		171,899	141,870	45,300
RCB2s at 3.34 CSEs				376,867
Volumes at .813 CSEs				
GRAND TOTAL				

RCB1 - Record Center boxes containing folded files

RCB2 - Record Center boxes containing flat files

CSE - Clam Shell Equivalent - space records would take up if properly processed and placed in acid-free folders and boxes. A clamshell is 5" wide (127 mm) by 10½" tall (267 mm) by 15½" long (393 mm).

The projection for State Agency records shown in Table V is based on actual transfers made over the past six fiscal years. That the projection is reasonable and perhaps conservative is indicated by surveys taken in 1975 and 1976 of records that had accumulated in State Agencies files and not yet destroyed or transferred to the Archives. By 1975 State Agencies were storing 1,254,432 CSE's of records, only 5.45% of which were valued as archival material and worth saving permanently. The annual accumulation of new files between 1975 and 1976 was estimated at 80,160 CSE's. If 5.4% of these files are worth saving the annual archival accumulation rate would be 4,329 CSE's instead of 3,386 CSE's estimated here.

The projection of Local Judicial and Administrative Records (7,240 CSE's per year) is also based upon past demand adjusted downward to compensate for an unusually large transfer from the cleanup of the Baltimore City Court House that took place in 1974 and 1975 and included files dating back to the early 1800s.

Although the manuscript public records represent over 90 percent of the total collection at the present time, that percentage is expected to decline in the future as the use of microforms, visuals, and magnetic data base files increase. It is expected that each of these media will increase in proportion to the changing trend, and an annual accession rate of 597.5 CSE's of microforms is anticipated. Special collections will increase at a rate of 1,111 CSE's per year (primarily in maps and magnetic data base material), and genealogical and other permanent files will expand by 50 CSE's per year on the average. The collection of State and local publications and reports will grow annually at a rate of approximately 180 CSE's and the Reference Library by less than 80 CSE's. Altogether, it is expected that the growth in the total holdings of the Archives will increase by about 12,645 CSE's per year as shown in Table VI.

TABLE VI

PROJECTED AVERAGE ANNUAL ACCESSION RATE
1980 - 2000

CATEGORY	CSE's/YEAR
Manuscript Public Records	10,626
Microforms	598
Special Collections	1,111
State & Local Publications/Reports	180
Reference Library	80
Genealogical & Other Permanent Files	50
TOTAL ANNUAL ACCESSIONS	12,645

Undeniably it is possible for a society to save too much of its past and present, and instead of enlightening future generations with the distilled wisdom of experience, the archives provides them with an unpalatable mass of trivial detail. Through the records retention and disposal scheduling process mandated by Article 54 of the Annotated code of Maryland and a periodic re-evaluation of holdings, the amount of record material saved can be kept to a bare minimum with emphasis on either informational content or the administrative history of the records saved.

By implementing new strategies that utilize the latest technical advances and employ every possible economy of operation, the space needs of the archives beyond the year 2000 can also be minimized and those needs outlined here addressed efficiently. For instances:

- a. By 1990 it is expected that any increased demand for research space occasioned by the number of visitors to the Archives will be offset to some extent by the new microfilm loan program that, assuming the creation of sufficient finding aids, will make it possible for the public to use archival material in their own local libraries.

- b. Beginning with the current year, the use of word processing equipment has increased substantially the effectiveness of response to mailed inquiries while at the same time reducing the lag time for response and increasing the production capability of the Publications Department.
- c. Compact mobile shelving units, when installed, will yield one-half to two-thirds more shelf capacity in the same amount of space as the existing shelving require.
- d. The use of computer output microform can substantially reduce the need for storage in retrievable reference areas.
- e. The adoption of standardized storage units of smaller dimension than cubic foot boxes will reduce the wastage of space occasioned by larger units.

Utilizing all of the available technical advances, and assuming that personnel needed to implement them will be available, it still must be expected that a massive increase in the material to be properly stored will need to be accommodated. A facility which is as efficient as possible and in which modern technology is put to use to the greatest extent practicable will serve the State for the foreseeable future.

To provide for ease of reference in dealing with the basic storage requirements, previous data concerning the volume of materials to be stored as shown in Table III through VI, are summarized in Table VII.

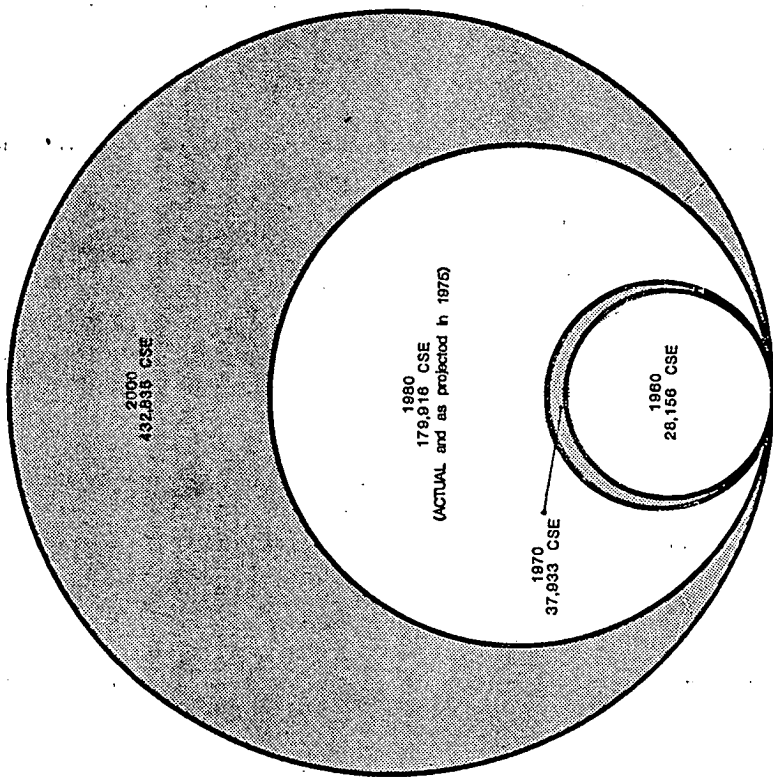


FIGURE II

ACTUAL AND PROJECTED GROWTH IN ARCHIVAL HOLDINGS
 Maryland State Archives
 1960 - 2000

TABLE VII

CURRENT 1980 INVENTORY AND PROJECTED 2000 HOLDINGS (ALL COLLECTIONS)
By Clamshell Equivalent

ITEM	1980 CSE	1990 CSE	2000 CSE
Manuscript Public Records	164,346	170,606	376,866
Microforms	2,120	8,095	14,070
Special Collections	8,047	19,159	30,271
State Documents	2,112	3,918	5,724
Reference Library	2,591	3,398	4,204
Other Permanent Files	700	1,200	1,700
	179,916	306,376	432,835

SUMMARY

The Maryland State Archives has since 1935, occupied the Memorial Hall of Records in Annapolis. This facility was designed with a projected 25 year growth capacity, and the Archives has long since outgrown that capacity. Currently two-thirds of the archival holdings are located in a warehouse fifty miles distant from the Hall of Records and totally inaccessible for daily use or reference. Additionally, the necessary environmental controls are lacking in the warehouse and the collection is rapidly deteriorating. New and appropriate facilities are vitally needed at this time, and the capacity of such facilities should be sufficient to accommodate projected growth over the next twenty year period.

In recent years the professional and clerical staff of the Archives Division has grown to a full-time equivalent (FTE) of 35 persons. Data on staff workload and workdays, projections to the year 2000, indicate the need to more than double this staff (85 FTE) in order to accomplish the mission and legal mandate of the Archives Division. The distribution of projected staff workdays to the functions of the Archives is presented and reflects the massive tasks ahead for acquiring and processing materials and responding to public requests.

The collection is anticipated to grow by over 12,000 CSE's per year, by conservative estimates, with the largest percentage gains in the holdings of visuals, microforms, and magnetic data base files. Altogether, the present total collection of 179,916 CSE's is expected to grow to 432,835 CSE's by the year 2000.

The bottom line with any archives is how well it serves the present and projected needs of its constituents while preserving the records from excessive wear or deterioration inherent in the documents themselves. These two goals are often at odds with one another. The trend toward greater use of the Archives is undeniable. At even the more modest rates of growth over the last five years, than over the past decade as a whole, over twice as many people will have occasion to consult the archives in the year 2000 than did so in 1980. The greater frequency with which records are handled the faster they disintegrate. The Archives of the present as well as the future must provide the best possible environment not only for the use of the records but also their care and preservation. This will mean placing a sizeable portion of the paper collection on microform for reference purposes, making these copies available either at the Archives or at a remote location such as a public library, and maintaining the originals as a security collection to which the frequency of access is carefully controlled. Some may ask why then keep originals of materials filmed? There are several reasons. Some records have an intrinsic worth that facsimiles on film cannot capture. No one would argue that the Declaration of Independence or the Constitution, just because it exists in many facsimiles, ought to be destroyed. Film does not document authenticity. Watermarks, the type of ink used, the character and quality of the paper, are all necessary for a questioned documents examination. Film could never have answered when Madison wrote his notes on the Constitutional Convention, yet the timing of the writing is vital to the interpretation of the intent of our founding fathers, and has been at the center than paper for permanent records. Film is a more uncertain medium many county land records filmed. Today that film is deteriorating on its own because it was processed by a now discontinued but then standard method that twenty years later produced 'measles' and potential destruction for some 20,000 reels of film (about 20 million document images). Finally, filming is done selectively on a demand/usage basis because the cost of filming everything would be prohibitive and wasteful. It costs approximately \$.10 an image to produce a microfilm of archival material. The present collector, 179,916 CSE's, contains as many as 90 million images and would cost \$9 million to film. Some records, while of high informational value when condensed intellectually by the user will not be consulted frequently enough to justify the high cost of archival quality filming.

Filming, deacidification, and to a much lesser extent lamination and archival binding must be seen as methods of preservation and information dissemination for records that already exist on paper and have been selected as worthy of preservation at all. Suffice it to say that the best estimates of what paper archives we ought to be saving cannot be reduced significantly below those presented here without endangering the future usefulness or the integrity of the archival program.

With the calculations, estimates, and projections included in this document, it is evident that this project must include provision for storage (with retrieval for reference capability) of 432,835 CSE's of archival material, public service search space for approximately 15,000 annual visitors/researchers, and working space for 85 FTE staff regardless of how that staffing goal is reached. Inevitably and understandably, the Archives of the future may be limited by general economic conditions to a more modest growth in full time professional staff than would be ideal, but to a large extent, those shortcomings can and will be offset by volunteers (especially among the retired) and by considerably less costly part-time employees (already over one-third of the workforce).

**Space Requirements
and Detailed Specifications**

III. SPACE REQUIREMENTS AND DETAILED SPECIFICATIONS

The Archives of the State of Maryland requires a facility which will accommodate a variety of offices, specialized workspace and storage, and public functions. In order to describe the spaces of such a facility in sufficient detail that an architect can move directly to schematic design, the following information is presented for each of the spaces or group of spaces justified by this program:

1. The name, function, and type of space (or space group).
2. The approximate net assignable square footage (NASF).
3. Any special design considerations.
4. A graphic depiction of the relationship between spaces.

SPACE ALLOCATION STANDARDS

The *Office Area Standards* published by the Maryland State Office Space Committee are followed in the allocation of net assignable square footage for office functions. A chart listing projected personnel by salary grade and required work stations by square footage allocation has been derived from worksheets of the Maryland Department of State Planning and is included on the following table to indicate conformance with State Standards. The appropriate clerical-type secretary positions in each suite have been grouped together with a reception and waiting area for that suite.

TABLE VIII

SUMMARY CHART OF POSITIONS AND SPACE ALLOCATIONS

Program Description	No. Persons	DSP NASF FY 2000	Program Description	No. Persons	DSP NASF FY 2000
A. LOBBY AND RECEPTION					
.Receptionist-Typist III	1	60	D. PUBLICATIONS, EDUC. PROGRAMS, SPEC. PROJECTS		
.Intern (Info-Regist-Sales)	1	150	.Archivist IV (Supervisor)	1	125
.Security Checkpoint	-	60	.Archivist III (Supervisor)	1	100
.Lobby	-	800	.Curator	1	114
.Lockers (60)	-	240	.Office Secretary I, General	1	117
SUBTOTAL	1 FT + 1 Int.	1,310	.Interns	11	440
B. LAND OFFICE					
.Deputy Commissioner	1	175	.Conference Room	-	875
.Office Secretary I, General	1	117	.Archival Exhibit	-	400
SUBTOTAL	2 FT + 0 Int.	292	.Flag Exhibit	-	700
C. ARCHIVAL ADMINISTRATION AND MAIL					
.State Archivist	1	250	.Exhibit Storage	-	100
.Assistant Archivist & Editor	1	225	SUBTOTAL	4 FT + 11 Int.	2,971
.Archivist IV (Mail Room)	1	125	E. PHOTO DUPLICATION LABORATORY		
.Office Secretary I, General	1	90	.Office Supervisor I	1	125
.Receptionist-Typist III	2	170	.Office Secretary I, General	1	117
.Administrative Specialist I	1	140	.Photographer II	4	---
.Fiscal Clerk II, General	1	---	.Photographer I	1	---
.Accounting Area	-	300	.Interns	4	---
.Interns	2	---	.Layout and Processing	-	640
.General Office Functions	-	200	.Camera Area	-	440
.Word Processor Operator III	4	---	.Darkroom	-	230
.Word Processor Area	-	290	.Storage	-	150
.Computer Room	-	300	SUBTOTAL	7 FT + 4 Int.	1,702
SUBTOTAL	13 FT + 2 Int.	2,090			

TABLE VIII
(continued)

Program Description	No. Persons	DSP NSF FY 2000	Program Description	No. Persons	DSP NSF FY 2000
F. MICROFORM CONTROL UNIT					
.Archivist IV (Supervisor)	1	132	I. REFERENCE AND RETRIEVAL (continued)		
.Receptionist-Typist III	1	90	.Card Catalog	1	500
.Interns (Layout/Process)	3	---	.CRT Autodata	-	50
.Layout/Processing Area	-	350	.Book Catalog	-	50
.Storage	-	100	.Work Area	-	50
SUBTOTAL	2 FT + 3 Int.	672	.Film Reading	-	1,150
G. STAFF DINING AREA					
.Dining Area	-	400	.Archivist II	1	100
SUBTOTAL	0 FT + 0 Int.	400	.Interns	20	---
H. STATE PUBLICATIONS AND REPORTS					
.Archivist IV	1	---	SUBTOTAL	8 FT + 20 Int.	7,075
.Office/Processing	-	150	J. STACKS AREA		
.Reading/Stacks	-	800	.Staging Area	-	3,250
SUBTOTAL	1 FT + 0 Int.	950	.Interns	9	---
I. REFERENCE AND RETRIEVAL					
.Archivist IV (Supervisor)	1	125	.Manuscript Modules	-	33,728
.Archivist III	4	---	.Microform Modules	-	1,440
.Circulation Desk	-	320	.Special Collections	-	3,400
.Receptionist-Typist III	1	100	.Books & Files	-	1,360
.Research Carrels	-	2,400	SUBTOTAL	0 FT + 9 Int.	43,178
.Map Cases	-	280	K. PROCESSING AND DESCRIPTION		
.Research Rooms	-	800	.Archivist IV (Supervisor)	1	152
.Archivist III	1	---	.Archivist III (Desk Area)	3	300
.Librarian Station	-	50	.Archivist II (Desk Area)	1	100
.Library Office	-	300	.Receptionist-Typist III	1	90
.Shelving	-	800	.Interns	4	---
			.Word Process Station	-	150
			.Storage	-	100
			SUBTOTAL	6 FT + 4 Int.	892

TABLE VIII
(continued)

Program Description	No. Persons	DSP NASF FY 2000	Program Description	No. Persons	DSP NASF FY 2000
L. REPAIR AND RESTORATION					
.Manuscript Tech (Senior Super)	1	125	TOTAL SPACE ALLOCATION		
.Manuscript Tech II	2	---	.Programmed NASF		65,922
.Manuscript Tech I	1	---	.Allowable Internal Circulation		1,063
.Intern	1	---	SUBTOTAL NASF APPROVED		66,985
.Layout/Processing	-	1,200	.Allowance for SMSC*		31,522**
.Deacid Laboratory	-	300	GRAND TOTAL GROSS ALLOWANCE		98,507
.Lamination Lab	-	300			
.Storage	-	100			
SUBTOTAL	4 FT + 1 Int.	2,025			
M. RECORDS APPRAISAL AND TRANSFER					
.Archivist IV (Supervisor)	1	125			
.Archivist III	1	110			
.Archivist II	2	220			
.Archivist I	1	110			
.Interns	1	---			
.Staging/Sorting Area	-	300			
.Fumigation Chamber	-	150			
SUBTOTAL	5 FT + 1 Int.	1,015			
N. SHIPPING/RECEIVING/STORAGE					
.Loading Dock	-	300			
.Shipping/Receiving Area	-	300			
.Central Storage	-	500			
.Mail Room	-	100			
.Waste Collection	-	150			
SUBTOTAL	0 FT + 0 Int.	1,350			

*SMSC refers to area required for structure, mechanical, service, and circulation space.

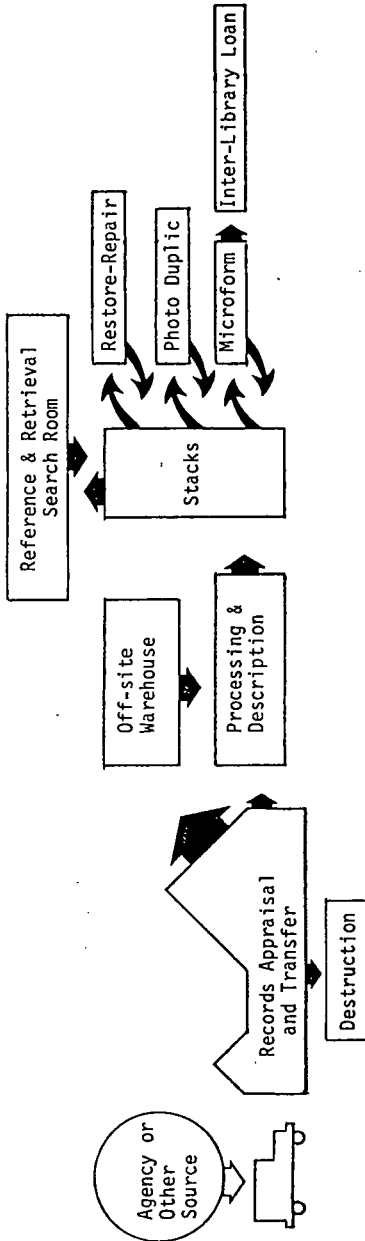
**SMSC allowance includes area required to create circulation within stack modules.

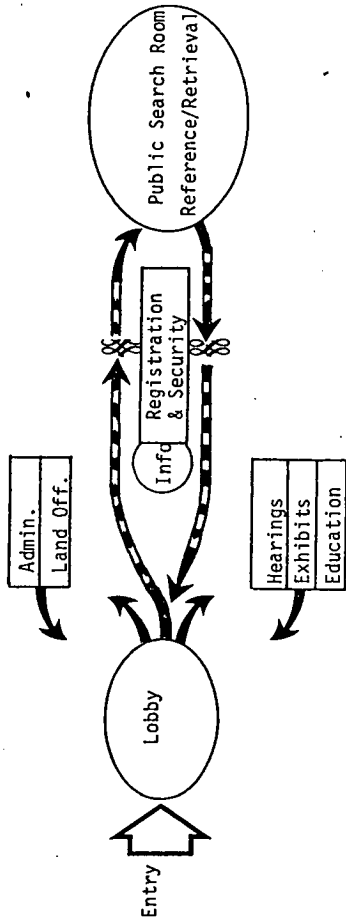
BASIC FLOW PATTERNS

An understanding of the basic flow patterns of both people and materials is essential in the development of any design concept to house an organization. For the Maryland State Archives, there are four basic patterns of concern, and each is addressed with a graphic depicting the flow.

1. Flow of Archival Material

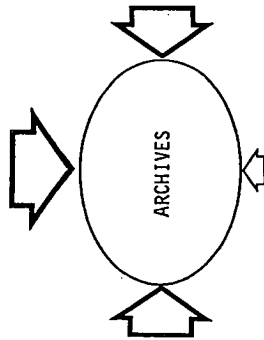
Most materials to be received are identified and scheduled at the originating agency, then transferred to an offsite warehouse. Materials are then brought from the warehouse and processed into the stacks. From the stacks, materials are retrieved for reference, for restoration and repair, for photoduplication and/or microform--and then returned to the stacks.





4. Staff Person Flow

Staff may enter the facility at a number of points and will proceed directly to the staff lounge or their work stations. A single point of entry for staff is not required. Restrooms and lounge/dining facilities must be available to staff working within this building.

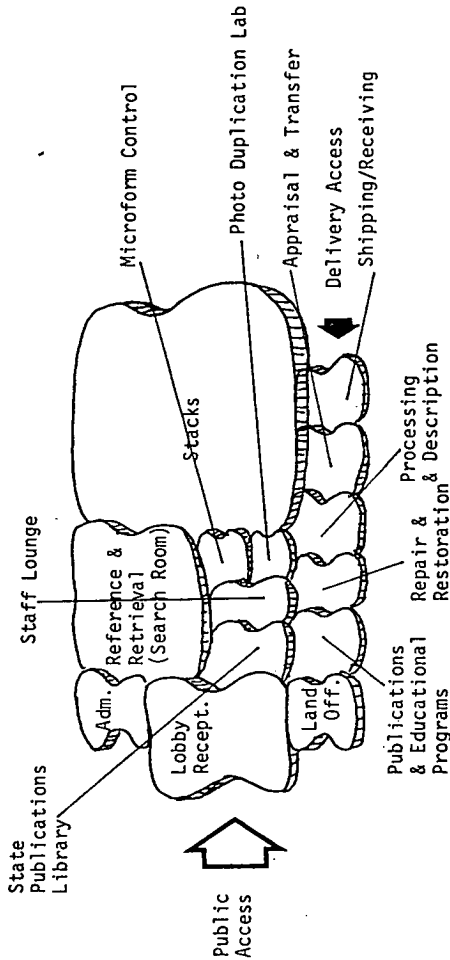


GENERAL AREA RELATIONSHIPS

The general relationships between the areas/complexes listed in Table VIII are graphically represented in the diagram following. The architect is cautioned to view all such graphic presentations as guidelines rather than absolutes, since they represent neither design scale nor desired space geometry.

FIGURE III

GENERAL AREA RELATIONSHIPS



A. LOBBY AND RECEPTION AREA

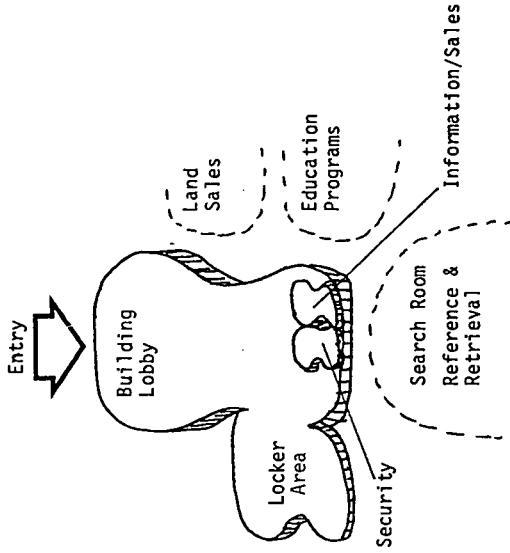
FUNCTIONS:

The main entrance to this facility is the first impression a visitor has of the Archives, so the Lobby area must be both functional and aesthetically pleasing. The Lobby must provide access to the amenities required for visitors (cloakroom, lounge, toilets), and controlled access to all other areas of the building. Visitors must be able to obtain information and purchase publications at an attractive booth or counter, and those visitors who will use the search rooms or other documentary storage areas of the building should obtain a research space assignment from the Registrar located in this area prior to passing through a security checkpoint.

SPACES:

1. Building Lobby	1,070
a. Circulation (860)	
b. Security Checkpoint (60)	
c. Information/Registration/Sales (150)	
2. Public Lockers (60)	240
TOTAL	1,310

RELATIONSHIPS:



GENERAL NOTES:

1. Provide carpet for all spaces in this area.
2. Depending on the design solution, it may be possible and desirable to combine the space and functions of Security and Information/Registration/Sales (1b and 1c above).
3. See detailed specifications for each area on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Building Lobby a. Receptionist/ Circulation Area	1	1	860	<ul style="list-style-type: none"> *This entry area provides for reception of visitors to the Archives, for circulation to and from the areas to be visited, and as a waiting area for larger groups assembled for tours, hearings, etc. • Provide supplementary lighting in this space in the form of adjustable position ceiling-mounted spots to be used to highlight special displays.
b. Security Checkpoint	1	1	60	<ul style="list-style-type: none"> *As a deterrent to loss of Archival material, all visitors using the Search Room and/or Library areas will pass this checkpoint. Security guard station will be located at or near this point. • Provide desk station for guard which includes rack-mountings for 4 video monitors (details to be provided by Annapolis Complex Security). • Provide at least four 115 VAC electrical outlets. • Provide for installation of telephone service.
c. Information/Registration/Sales	-	1	150	<ul style="list-style-type: none"> *All persons entering the building may obtain information here, sign-in and out of the daily logbook, obtain research space assignment, and purchase publications. • Provide in design for a booth arrangement with roll-up grill or door at counter location. • Provide under counter and/or in-wall display areas for publications and materials for sale.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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c. (continued)

- Provide layout, to include at least 100 lineal feet of back shelving and/or racks for storage of material, and a work station for one intern who will serve as receptionist, information clerk, registrar, and salesperson. Work station should include a lockable cash drawer.
- Provide telephone and at least four 115 VAC electrical outlets at work station.
- Provide CRT display, keyboard, and print-out terminal connected to the on-site computer.

2. Locker Area	--	1	240	<p>*This area with direct access from the Lobby, to be used by visitors as a location for storage of coats and hats and non-archival materials.</p> <ul style="list-style-type: none"> Provide 60 pay lockers to accommodate hats, coats and other materials not to be carried into archives. Provide access to at least two public pay telephones.
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B. LAND OFFICE

FUNCTIONS:

This space shall be used by the Deputy Commissioner and a clerk to review requests for land patents, re-search records, prepare guides and indexes to patent related records, respond to letters and questions, and meet with the individuals seeking information.

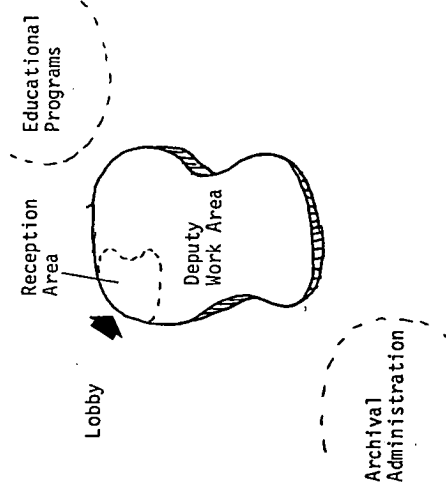
SPACES:

1. Reception/Clerical Area	117
2. Deputy Commissioner Workspace Area	175
TOTAL	292

GENERAL NOTES:

1. Floor surface in this space to be carpet.
2. Relate location to Conference Room in Educational Programs for use as Hearing Rooms, and to Archival Administration Area.
3. Design as open space with office landscaping for each work zone.
4. See detailed specifications for each area on the following pages.

RELATIONSHIPS:



SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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1. Reception/Clerical Area	1 (+3 visitors)	1	117	*This area is to provide space for a receptionist/clerk to do typing and proof reading, to greet visitors, and for visitors to wait prior to meeting the Deputy Commissioner.
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- Provide layout for L-shaped secretarial desk with chair, 2 four-drawer filing cabinets, and 3 side chairs.
- Provide access to at least two 115 VAC duplex outlets at desk station.
- Provide for installation of telephone.
- Provide for carpet floor surface and acoustical ceiling.

2. Deputy Commissioner Workspace	1	1	175	*This area will be the desk and workspace for the Deputy Commissioner of Land Patents.
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- Provide layout to include double pedestal desk w/chair, two legal size file cabinets, shelving for 200 volumes, and two side chairs.
- Provide for floor surface of carpet and acoustical ceiling.
- Provide for telephone at desk station and access to at least 2 duplex 115 VAC outlets.
- Provide a minimum of 80 foot candles of light at the task level surface.

C. ARCHIVAL ADMINISTRATION

FUNCTIONS:

The Archives Administration develops policies and budgets, oversees personnel, supervises the total archival collection, determines schedules for expansion of the collection, and maintains liaison with other governmental agencies and the public.

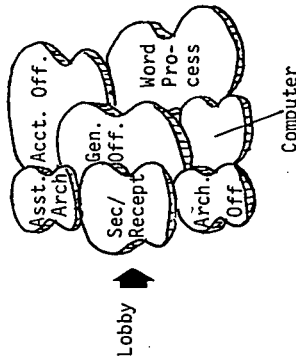
SPACES:

1. Reception/Clerical (5 + 3)	525
2. Archivist Office/Conference (1)	250
3. Office of Assistant Archivist (1)	225
4. Accounting (2)	300
5. Word Processing (4)	290
6. General Office Functions	200
7. Computer Room	300
TOTAL	2,090

GENERAL NOTES:

1. See detailed specifications for each space on the following pages.

RELATIONSHIPS:



SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Reception/Clerical	5 (+ 3 Visitors)	1	525	<ul style="list-style-type: none"> *This work station serves as the location for the secretaries to the Archivist and Assistant Archivist, and as a reception/ waiting area for visitors to the office. • Provide access from general circulation to this area and control of access to other spaces in this suite through this area. • Provide layout to include waiting area for three persons, L-shaped secretarial desks w/chairs and adjacent low profile filing cabinets, and access to at least two duplex 115 VAC outlets at each desk station. • Provide for floor surface of carpet and acoustical ceiling. • Provide for at least 80 foot candles of light at the task level surface. • Provide for a seven line telephone switch-board console at one desk to answer and transfer all incoming calls. Provide for telephone at other desk station as well as access to the word processing system and the projected data processing system.
2. Office of Archivist		1	250	<ul style="list-style-type: none"> *This office workspace is for the State Archivist and Commissioner of Land Patents. • Provide access from the Reception/Clerical Area. • Provide for carpet and acoustical ceiling. • Provide layout to include an executive double pedestal desk w/chair, credenza, and shelving for 500 volumes, and informal area with sofa, coffee table, and 2 chairs, and a conference area with table and 6 chairs. • Provide for 80 foot candles of light at the task level surface.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
2. (continued)				
3. Office of Assistant Archivist	1	1	225	<ul style="list-style-type: none"> • Provide access to at least 2 duplex 115 VAC outlets at the desk area, to telephone service. *To provide office and working space for the Assistant State Archivist. • Provide access from Reception/Clerical area. • Provide for carpeting and acoustical ceiling. • Provide layout to include double pedestal desk w/chair, shelving for 250 volumes, two legal size file cabinets, and a small conference table with four chairs. • Provide access to telephone, and at least 2 duplex 115 VAC outlets at desk station. • Provide 80 foot candles of light at the task level surface.
4. Accounting Area	2	1	300	<ul style="list-style-type: none"> *Accounting functions relative to the budgetary income and expenses of the Archives and Office of Land Patents are accommodated here. • Provide access from the Reception/Clerical area. • Provide layout to include one clerical station at L-shaped secretarial desk and two accounting stations at double pedestal desks with chairs, 8 legal size filing cabinets, and one layout work table. • Provide telephone at each desk station and access to both word processing and data processing terminals. • Provide access to at least 2 duplex 115 VAC outlets at each desk and work station.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
4. (continued)				
5. Word Processing Area	4	1	290	<ul style="list-style-type: none"> • Provide at least 80 foot candles of light at the task level surface. • Provide for carpeting and acoustical ceiling. <p>*The word processing personnel and equipment is distributed to four stations in a secretarial pool arrangement in this area.</p> <ul style="list-style-type: none"> • Provide access from the Reception/Clerical area. • Provide for carpet and acoustical ceiling. • Provide layout to include four L-shaped secretarial desks with chairs and adjacent free standing peripheral equipment (size of low profile filing cabinet), four legal size filing cabinets, and 2 large supply cabinets. • Provide for a minimum of 80 foot candles of light at the task level surface. • Provide telephone service at each desk station and access to at least 2 duplex 115 VAC electrical outlets.
6. General Office Functions		1	200	<p>*This space will be utilized by office staff as work area for various projects, and as temporary work space for interns and others involved in special projects.</p> <ul style="list-style-type: none"> • Provide access from Reception/Clerical area. • Provide for carpet and acoustical ceiling. • Provide minimum of 80 foot candles of light at the task level surface. • Provide layout to include four work tables (30" X 60") and eight chairs.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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7. Computer Room	1	1	300	
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*This space will house the on-site computer equipment which may range from mini to main-frame.

- Provide layout to include space for processor, two tape decks, high speed printer, and operator console.
- Provide for separate environmental controls with temperature stability of 60°F (±5°) and relative humidity of 35% (±5%).
- Provide access to 230 VAC source with minimum 100 amp panel.
- Provide at least 80 foot candles of light at the task level surface.
- Provide at least 12 duplex 115 VAC outlets in this room.
- Provide floor surface of carpet (treated to eliminate static charge) and acoustical ceiling.

D. PUBLICATIONS, EDUCATIONAL PROGRAMS AND SPECIAL PROJECTS

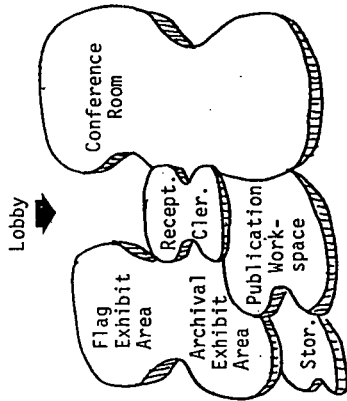
FUNCTIONS:

The Archives Division offers a variety of educational services including a summer and continuing internship program in archives and history, lecture tours of its facilities, periodic conferences on Maryland History, exhibits of materials and its collections, special research projects such as the *Bicentennial Dictionary of the Maryland Legislature*, and publication of the *Maryland Manual*. The Conference Room will also be used as a Hearing Room for Land Office functions, and for staff in-service meetings.

SPACES:

1. Reception/Clerical Area	117
2. Office/Workspace for Publications and Special Projects	779
3. Conference (Hearing) Room	875
4. Exhibit Area	400
5. Conference/Exhibit Storage	100
6. Flag Exhibit Area	700
TOTAL	2,971

RELATIONSHIPS:



GENERAL NOTES:

1. See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Reception/Ceiling Area	1+3	1	117	<ul style="list-style-type: none"> *To provide reception and waiting area for visitors, and a work station for the secretary. • Locate with good access from the building lobby, and control of access to the Office of Special Projects. • Provide for carpet and acoustical ceiling. • Provide for a minimum of 80 foot candles of light at the task level surface. • Provide for telephone and at least 2 duplex 115 VAC outlets at the desk station. • Provide layout to include L-shaped secretarial desk with chair, 2 legal size filing cabinets, and 3 side chairs for persons waiting.
2. Office/Workspace for Special Projects and Publications	14	1	779	<ul style="list-style-type: none"> *Desk stations in this office landscape area to-be occupied by Curator, Archivist III, and Archivist IV. Table work area provides space for 11 Interns working together in teams of 3-4 persons. • Provide access from Reception. • Provide for carpet and acoustical ceiling. • Provide for 80 foot candles of light at the task level surface. • Provide layout to include 3 double pedestal desks with chairs, four layout tables at least 4' X 6', one light table, 8 legal size file cabinets, shelving for 600 volumes, and 11 chairs. • Provide for telephone and 2 duplex 115 VAC outlets at each desk station.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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3. Conference/Hearing Room	75	1	875	*This multi-purpose space will be used for conferences, as a hearing room for land patent hearings, and as a lecture room for visiting groups.
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- Locate this area near the main entrance lobby and relate to the Land Office, Reception/Clerical Area of Special Projects, Exhibit Area, and Storage.
- Provide layouts illustrating rearrangeable use of this space for conferences, hearings, and lectures. Layouts to include lecture seating of 75 in audience configuration, table seating for 45 in conference configuration, and adversary station plus audience of 40 in hearing configuration.
- Provide for full audio-visual capability in this area including presentational aids such as chalkboard, bulletin board, audio amplification and transcription, slide/film/overhead projection.
- Provide for variable lighting levels to meet the requirements of each configuration.
- Provide acoustical treatment of walls and ceiling to create appropriate multi-use environment.
- Provide for floor surface of carpet.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
4. Archival Exhibit Area	-	1	400	<ul style="list-style-type: none"> *This area will accommodate visual exhibits of archival material. • Provide access from building lobby and locate near the Conference/Hearing Room and Special Projects Office. • Provide for carpet and acoustical ceiling. • Provide ceiling grid for special effects lighting of the various displays. • Provide for display system incorporating flats, cases, and projections. • Provide for rheostatic control of general lighting level. • Provide entry through minimum 42" wide door for exhibit materials.
5. Conference/Exhibit Storage	-	1	200	<ul style="list-style-type: none"> *Location for furniture and equipment used in Conference/Hearing Room or Exhibit Area. • Provide floor surface of VAT or similar material. • Provide lighting level of 30 foot candles.
6. Flag Exhibit Area	-	1	700	<ul style="list-style-type: none"> *Location for permanent exhibit of regimental flag collection of the Archives. • Locate adjacent to Archival Exhibit Area with access from lobby area. Install an operable but secure partition to separate Flag Exhibit and Archival Exhibit Areas. • Install carpet and acoustical ceiling. • Provide ceiling grid for special effects lighting of the displays, and rheostat control of general lighting.

E. PHOTO DUPLICATION LABORATORY

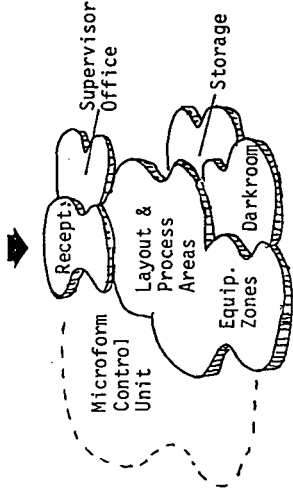
FUNCTIONS:

Most archival material to be photo duplicated ranges in size from microforms to large plats and maps (36" X 48"), although some materials exceed this range, equipment too large to accommodate full duplication capability is available, and space must be zoned for efficient flow of material and processes.

SPACES:

1. Reception/Clerical	117
2. Supervisor Office	125
3. Equipment Zones	440
a. Planetary Camera Area - 100	
b. Rotary Camera Area - 100	
c. Itek Camera Area - 240	
4. Layout and Processing	640
5. Darkroom	230
6. Storage	150
TOTAL	1,702

RELATIONSHIPS:



GENERAL NOTES:

1. Locate this laboratory with direct access to the Microform Control Unit for shared use of Layout-Processing Areas.
2. See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Reception/Clerical	1+3	1	117	<p>*This area is to accommodate a receptionist/ clerk who will do typing and proofreading and greet visitors.</p> <ul style="list-style-type: none"> . Provide access from general circulation and control of circulation to other spaces in this area. . Provide layout to include an L-shaped secretarial desk with chair, 2 four-drawer filing cabinets, and 3 side chairs. . Provide access to at least two duplex VAC outlets and a telephone at the desk station. . Provide for a minimum of 80 foot candles of light at the task level surface. . Provide for carpet and acoustical ceiling.
2. Supervisor Office	1	1	125	<p>*This area will be the desk and workspace for the Unit Supervisor.</p> <ul style="list-style-type: none"> . Provide access from Reception/Clerical Area. . Provide layout to include double pedestal desk with chair, two legal size file cabinets, shelving for 200 volumes, and two side chairs. . Provide for floor surface of carpet and acoustical ceiling. . Provide for telephone at desk station and access to at least 2 duplex 115 VAC outlets. . Provide a minimum of 80 foot candles of light at the task level surface.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
3. Equipment Zones	5	1	440	

*This space will accommodate camera equipment and must be zoned to provide appropriate access and work zones for each piece of camera and supporting equipment.

- Provide open access to this area from Layout and Processing Area and direct access to the Darkroom.
- Provide layout for this area to include camera/supplementary equipment and work zones for at least the following equipment: 2 Itek units plus consoles @ 240 SF, Rotary Camera area of 100 SF, and Planetary Camera Area of 100 SF.
- Provide access to 220 VAC in 100 amp panel.
- Provide access to at least 12 duplex 115 VAC outlets in this area.
- Provide dimming controls for general illumination in this area, with high level at least 80 foot candles at the task level.
- Provide floor surface of carpet and acoustical ceiling.
- Provide sink base unit with 12" deep sink, at least 3 foot of counter, and hot/cold water and drain.

NOTE: Equipment Zones and Layout/Processing comprise one large room and these two functional areas are to be combined with the Layout/Processing Area of the Microform Control Unit (350 NASF) to facilitate movement of personnel between units. Separation between Layout/Processing Areas of Photo Duplication and Microform Control shall be moveable (or portable) dividers not higher than 1/2 the clear ceiling height.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
4. Layout and Processing Area	4	1	640	<ul style="list-style-type: none"> *Staff will utilize this area for inspecting and editing film and for layout of materials to be filmed. • Provide access from the Reception/Clerical area. • Provide layout to include four 4' X 6' layout table-desks with drawer below and stools with backs, 14 sections of shelving 42" w X 30" d X 96" h, and 4 four-drawer legal size filing cabinets. • Provide for sink unit with hot and cold water and drain. Base cabinet to include doors. • Provide for rheostatic control of general light level. • Provide equivalent of four duplex 115 VAC electrical outlets at each table-desk station. • Provide for carpet and acoustical ceiling. • Provide telephone service to each table-desk station.
5. Darkroom	-	1	230	<ul style="list-style-type: none"> *This darkroom to be used for processing film and-making contact prints and enlargements. • Provide access from Layout/Processing and/or Camera Area through revolving light-trap door. • Provide in-use warning light outside entry to unit. • Provide layout to include stainless steel extra-size triple sink film processing unit with variable water temperature control, two enlarger booths, at least 10 lineal feet of counter 36" d X 39" h with under counter cabinet storage, and separate chemical mixing sink/storage unit.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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5. (continued)

- . Provide safety lighting system.
- . Provide at least 12 duplex 115 VAC outlets in the darkroom.
- . Provide floor surface of VAT or similar material, and slope floor to floor drain(s) for runoff of spills or washdown.
- . Provide supplementary air handling with capability to exhaust noxious fumes.

6. Storage

1 150

- *This storage area to be used for photographic supplies and materials.
- . Provide access from Layout and Processing Area.
- . Provide floor surface of VAT or similar material.
- . Provide layout to include 30" deep adjustable height shelving along one wall.
- . Provide lighting level of 30 foot candles.

F. MICROFORM CONTROL UNIT

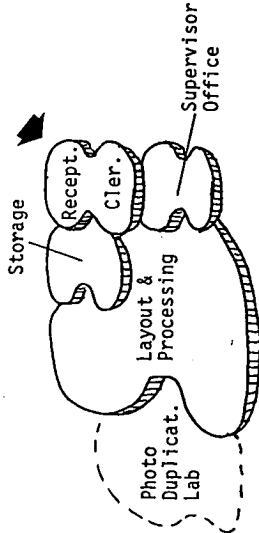
FUNCTIONS:

The Microform Control Unit provides several services associated with microform materials, including receiving, inspecting, editing, accessioning, and distributing these materials. There is a need for physical interface of this space with this Unit with the Photo Duplication Lab, with the Mail Room, and with the Stacks Area.

SPACES:

1. Reception/Clerical (1 + 3)	90
2. Supervisor Office	132
3. Layout and Processing Area	350
4. Storage	100
TOTAL	672

RELATIONSHIPS:



GENERAL NOTES:

1. Locate this Unit adjacent to the Photo Duplication Laboratory and with good access to the Stacks.
2. Combine Layout/Processing Area with similar space of Photo Duplication Unit with separation by moveable (or portable) divider.
3. See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Reception/Clerical	1+3	1	90	<ul style="list-style-type: none"> *This area is to accommodate a receptionist/ Clerk who will do typing and proofreading and greet visitors. . Provide access from general circulation and control of circulation to other spaces in this area. . Provide layout to include an L-shaped secretarial desk with chair, 2 four-drawer filing cabinets, and 3 side chairs. . Provide access to at least two duplex VAC outlets and a telephone at the desk station. . Provide for a minimum of 80 foot candles of light at the task level surface. . Provide for carpet and acoustical ceiling.
2. Supervisor Office	1	1	132	<ul style="list-style-type: none"> *This area will be the desk and workspace for the Unit Supervisor. . Provide access from reception/clerical area. . Provide layout to include double pedestal desk w/chair, two legal size file cabinets, shelving for 200 volumes, and two side chairs.. . Provide for floor surface of carpet and acoustical ceiling. . Provide for telephone at desk station and access to at least 2 duplex 115 VAC outlets. . Provide a minimum of 80 foot candles of light at the task level surface.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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3. Layout and Processing Area

3	1	350	
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- *Staff will utilize this area for inspecting and editing film, for layout of materials to be filmed, and as an accessioning workspace.
- Provide access from the Reception/Clerical area.
- Provide layout to include three 4' X 6' layout table-desks with drawer below and stools with backs, 14 sections of shelving 42"W X 30"D X 96"H, and 4 four-drawer legal size filing cabinets.
- Provide for sink unit with hot and cold water and drain. Base cabinet to include doors.
- Provide for rheostatic control of general light level.
- Provide equivalent of four duplex 115 VAC electrical outlets at each table-desk station.
- Provide for carpet and acoustical ceiling.
- Provide telephone service to each table-desk station.

4. Storage

-	1	100	
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- *This storage area to be used for accessioning and layout supplies and materials.
- Provide access from Layout and Processing area.
- Provide floor surface of VAT or similar material.
- Provide layout to include 30" deep adjustable height shelving.
- Provide lighting level of 30 foot candles.

G. STAFF DINING

FUNCTIONS:

With a full-time equivalent staff of eighty-five persons, and with the need for these personnel to work directly with members of the general public who are doing research at the Archives, it is necessary to provide a staff dining area separate from the public.

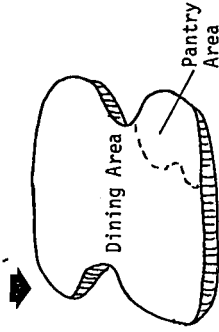
SPACES:

1. Dining Area	400
TOTAL	400

RELATIONSHIPS:

GENERAL NOTES:

1. See detailed specifications for each space on the following pages.



SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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1. Dining Area a. Table Zone	25	1	400	<p>*To be used by staff for eating lunch that is brought or purchased from vending machines.</p> <ul style="list-style-type: none"> • Install carpet and acoustical ceiling. • Insure that mechanical exhaust-ventilation is adequate to eliminate smoke from cigarettes. • Provide at least 30 foot candles of light at the task level surface. • Provide a minimum of one 115 VAC duplex electrical outlet on each wall surface. • Provide space for a combination of square and round tables to seat 25 persons. • Design as an area of the complex with the Pantry Area as an alcove off of the Table Zone and the Lounge as a zone of the space. • Provide for installation of a Pullman type kitchen unit on one side of the room. This unit shall be complete with stove top, refrigerator, and a sink with hot and cold running water. Include base cabinet with doors and adjustable shelves. At least 3 feet of the counter top should be free space of stainless steel. • Provide at least two 115 VAC duplex electrical outlets on each wall behind base cabinet unit at a height of 42" from the floor. • Provide wall hung cabinets with doors and fixed shelving on wall above counter top. • Provide exhaust hood above the stove and below wall hung cabinets. • Provide VAT or similar floor surface and acoustical ceiling. • Provide a minimum of 30 foot candles of light at the task level surface. • Design as an alcove of the Table Zone.
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H. STATE PUBLICATIONS AND REPORTS LIBRARY

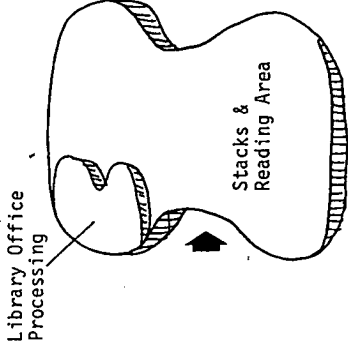
FUNCTIONS:

The Archives is the official repository for State Publications, and reference capability for the most current and/or greatest use items is provided in this library for 10,000 volumes. The library should be located with access from the Search Room of Reference and Retrieval, but will have its own stacks and reading area.

SPACES:

1. State Publications Library	
a. Library Office/Processing Area	150
b. Reading-Stacks Area (8 @ 25 @ Tables + 6,000 volumes)	800
TOTAL	950

RELATIONSHIPS:



GENERAL NOTES:

1. See detailed specifications for each space on the following pages.
2. Relate total complex to Search Room.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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1. State and Local Publications and Reports Library a. Library Office/ Processing Area	-	1	150	
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*To provide a work station for an Archivist to monitor and assist in office area the use of State publications and to include space for an index table for use of the monthly lists and compiled catalog documents.

- Install carpet and acoustical ceiling.
- Provide a minimum of 80 foot candles of light at the task level surface.
- Provide space for one double pedestal desk, a depressable book return cart and one index table 48" X 72" X 39" high.
- Provide for installation of telephone service and a computer terminal with CRT linked to the computer in the building at the desk station.
- Provide access to at least two 115 VAC duplex electrical outlets at the desk station.
- Relate to the primary entrance to control access within the library.

b. Reading-Stacks Area (6,000 volumes)	8	1	800	
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*To provide seating space for up to eight individuals to use the materials shelved in this area.

- Install carpet and acoustical ceiling.
- Provide a minimum of 80 foot candles of light at the task level surface.
- Provide space for two tables to accommodate 8 persons. Tables to be at least 42" wide X 72" long X 29" high.

SPACE UNIT NUMBER TOTAL REMARKS
CAPACITY UNITS NET AREA

b. (continued)

- Provide space for library stacks in ranges to accommodate 6,000 volumes of materials. Stacks should be approximately 36" w X 14" d X 84" h. Approximately 12 double faced units or 24 single faced units will be required.
- Insure that lighting design avoids shadow on face of stacks when located. Provide a minimum of 80 foot candles of light at the task level surface.
- Provide at least one 115 VAC duplex electrical outlet on each wall surface.
- Relate total complex to Search Room and this area to both the office and circulation desk.

I. REFERENCE AND RETRIEVAL (SEARCH ROOM)

FUNCTIONS:

The Reference and Retrieval Department responds to the research inquiries from both governmental agencies and the general public. In the Search Room, individual non-staff researchers are assisted by Archivist Staff in locating appropriate indexes in the Finding Aids Area and/or the Reference Library. Then, a member of the Staff locates the appropriate material in the Stacks, and the researcher studies these in the Reading Area of the Search Room.

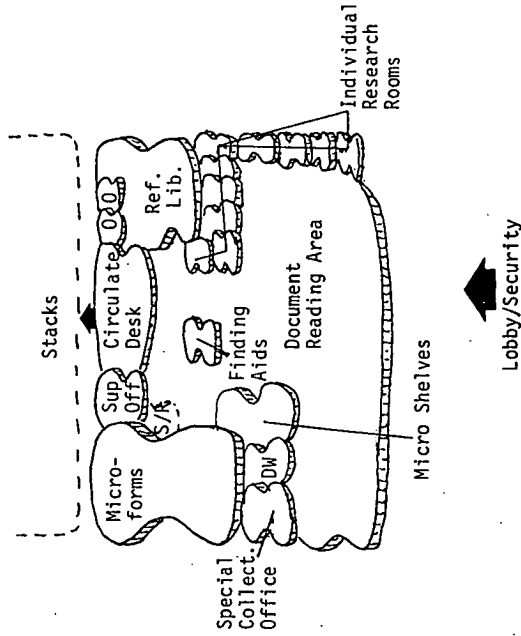
SPACES:

1. Circulation Desk Area	545
a. Desk (4) -----	320
b. Supervisor Office (1) -----	125
c. Secretary/Reception Area -----	100
2. Document Reading Area	3,480
a. Carrels (48 @ 50) -----	2,400
b. Map Cases (4 @ 70) -----	280
c. Ind. Res. Rooms (10 @ 80) -----	800
3. Reference Library Area	1,250
a. Shelving (8,000 vols) -----	800
b. Librarian Station -----	50
c. Office/Processing (2 @ 150) -----	300
d. Special Collections Office -----	100
4. Finding Aids Area	600
a. Card Catalog Area -----	500
b. CRT Automated Data Area -----	50
c. Book Catalog Shelving -----	50
5. Microform Reading Area	1,200
a. Film Reading Area -----	1,150
b. Desk Workspace -----	50
TOTAL	7,075

GENERAL NOTES:

1. Floor surface of all areas to be carpet.
2. Provide additional acoustical treatment (ceiling and/or walls).
3. Provide for general illumination level of 80 foot candles of light at the task level surface.

RELATIONSHIPS:



SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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1. Circulation Desk Area
a. Desk

- | | | | |
|---|---|-----|--|
| 4 | 1 | 320 | <ul style="list-style-type: none"> *Archivists located at this station will control public access to documents and other media of the collection. Requests for material are brought to the desk, files are checked, and material is retrieved from the stacks by the Archivists. Locate within the Search Room with direct access to the Stacks (and stacks elevator) as well as a view of the entire Search Room. Provide 4 Archivist stations at the Desk, with each station to include a area at least 36" wide X 24" deep. Provide access to terminal for the word processing system and the future computer system. Provide access to telephones at the desk stations. Provide access to at least 4 duplex 115 VAC outlets at the desk. |
|---|---|-----|--|

b. Supervisor Office 1 1 125

- *This office workspace is for the Supervising Archivist of the Search Room operation.
- Locate to provide a view of the Circulation Desk and as much of the Search Room as possible (behind or to one side of the Circulation Desk).
- Provide layout to include double pedestal desk with chair, bookshelving for 300 volumes, two legal size filing cabinets, and three side chairs.
- Provide access to telephone and at least 2 duplex 115 VAC outlets at the desk station.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
c. Secretary/Reception Area	1	1	100	<p>*This area to accommodate Secretary/Receptionist who will assist in the control of people circulation within the Reference/Retrieval Area.</p> <ul style="list-style-type: none"> • Locate to control entry to the Supervisor's office with direct access. • Provide layout to include L-shaped secretarial desk with chair and two four-drawer file cabinets. • Provide for installation of telephone and access to at least two duplex 115 VAC outlets.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
2. Document Reading Area a. Research Carrels	8	6	2,400	<ul style="list-style-type: none"> *Visiting researchers will be seated at these research carrel stations to read materials and take notes. • Locate in open space with view from Circulation Desk. • Provide layout for six octagonal carrel units, each with 8 researcher positions. Each research position must have a chair and adequate space for material as well as writing surface, and each must have supplementary light source and access to a duplex 115 VAC outlet. (See State Archivist for detailed specifications).
b. Map Cases	-	4	280	<ul style="list-style-type: none"> *These map cases will be used for storage of the most-used part of the map collection, and also as a working surface for review of large maps and plats. • Group these map cases together in area with carrel units in the open space of the Search Room. Each map case should be 48" X 60" X 39"h.
c. Individual Research Rooms	1	10	800	<ul style="list-style-type: none"> *These rooms will function as enclosed lockable carrels and will be used by both public researchers and by the archival staff when involved in lengthy research projects requiring special security of materials. • Provide layout to include a work surface at least 60" wide X 30" deep X 29" high with chair. • Insure at least 80 foot candles of light at the task level surface.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
3. Reference Library Area				
a. Shelving Area	-	1	800	<ul style="list-style-type: none"> *Shelving provided here will accommodate 8,000 volumes of standard reference materials. • Locate this area as an alcove off the Document Reading Area of the Search Room. Wall separation is not required. • Provide layout to include 64 single face (or 32 double face shelving units 84" h X 36" wide X 12" deep).
b. Librarian Station	1	1	50	<ul style="list-style-type: none"> *This station will provide a location for a Research Archivist to be available to assist the public researcher. • Locate this station so that the archivist will be accessible to the public and also visible from the Reference Offices. • Provide telephone and at least one duplex 115 VAC at the station.
c. Library Office and Processing Area	1	2	300	<ul style="list-style-type: none"> *Reference librarians will utilize these offices as homebase for their daily work. • Locate with access from the Reference Library area, with view of Reference Librarian Station desirable. • Provide layout for each office to include double pedestal desk with chair, two legal size filing cabinets, and bookshelving for 250 volumes. Include sink with hot and cold water and either work table or counter along one wall of each office. • Provide access to telephone and at least 2 duplex 115 VAC outlets at each desk station.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
d. Special Collection Office	1	1	100	<ul style="list-style-type: none"> *This space will accommodate office work-space for the Archivist responsible for Special Collections. • Locate with access from the general Document Reading Area. • Provide layout to include double pedestal desk with chair, two legal size filing cabinets, and bookshelving for at least 250 volumes. • Provide access to telephone and at least two duplex 115 VAC outlets at the desk station.
4. Finding Aids Area	-	1	600	<ul style="list-style-type: none"> *This area contains the basic card catalog, book catalogs, and an electronic inventory terminal for locating archival material, and these materials will be used by both public and staff researchers. • Locate this area within the Search Room with visual access from the Circulation Desk. • Provide layout to include an index table 48" X 60" X 29", a reference terminal (CRT with keyboard), the equivalent of 3 single face shelving units 36" X 84" X 12" for book catalogs, and card catalog units to accommodate 1,224 standard catalog drawers.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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5. Microform Reading Area a. Film Reading Area	16	1	1,150	
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*This area will accommodate public researchers using information stored on microform media, storage for 10,000 items of most-used material, and a desk station for the microform reference archivist.

- Locate this area as an alcove off the document reading area of the Search Room.
- Provide layout to include a reference desk station (double pedestal desk) for the film reference archivist, two octagonal reader carrels, each with 8 individual stations equipped with duplex 115 VAC outlets, and perimeter racks for storage of 10,000 items of materials (film racks may be located along perimeter wall of Document Reading Area of Search Room adjacent to the Film Reading Area).
- Provide 80 foot candles of general illumination with zoned or rheostat control to permit dimming of light in this area.
- Provide dumbwaiter or elevator access to remote film storage in Stacks.

6. Desk Workspace	1	1	50	
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*This space to be used as work area for the film archivist.

- Locate within the microform Reading Area.
- Provide layout to include double pedestal desk with chair, bookshelving for 250 volumes, and two legal size file cabinets.
- Provide for telephone service and at least 2 duplex 115 VAC outlets at the desk station.

J. STACKS AREA

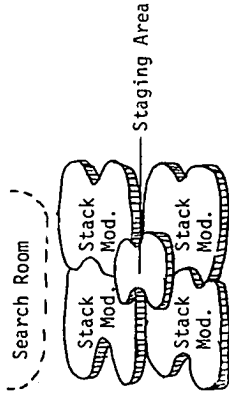
FUNCTIONS:

The principle collection of Archival material is stored in the Stacks for reference and retrieval. The Stacks must be readily accessible to Staff Archivists, must have a controlled thermal and humidity environment, and must provide for efficient and economical storage for differing kinds of collections. Stated in Clamshell Equivalents, there is need to store 376,866 CSE's of manuscript materials, 14,070 CSE's of microforms, 30,721 CSE's of special collections, and 11,628 of book volume and other materials. It is assumed that compact mobile shelving will be used to provide for efficient storage.

SPACES:

1. Document Stacks	
a. Manuscript Modules (62 @ 544 exc. circulation)	33,728
b. Microform Modules (2 @ 720 inc. SMC)	1,440
c. Special Collections Modules (5 @ 680)	3,400
d. Books, Reports and Reference Files (2 @ 680)	1,250
SUBTOTAL, STACKS	39,928
e. Staging Areas (13 @ 250)	3,250
TOTAL	43,178

RELATIONSHIPS:



GENERAL NOTES:

1. To increase efficiency of storage, a hand-crank operated mobile shelving system of storage is to be used. Space allocation per module are based on the capacity of the stacks when grouped for maximum efficiency of operation, as follows: Each module contains 5 double-faced mobile ranges and 2 single-faced stationary ranges (or the equivalent of 6 double-faced ranges). Each range includes nine sections of shelving each of which is 36-39.37" wide X 16" deep (double-faced units 32" deep) X 110" high. Each section will include 8 shelves @ 7 CSE per shelf, or 56 CSE's per unit. The module of 108 units will accommodate 6,048 CSE's, and will require clear span of 20' X 34' which includes a 48" access aisle within the mobile stacks, and depending on the width of each section, a side aisle of 48-72". A clear ceiling height of 10' will be required. (Aisle space is to be provided from SMC).
2. Easy access (staff controlled) must be provided between the Search Room and Stacks.
3. See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Document Stacks a. Manuscript Module	-	62	33,728	<ul style="list-style-type: none"> *In this archival storage area, manuscript materials will be stored in clamshells, cubic foot boxes, laying flat or in other boxes. Total capacity in Clamshell Equivalents will be 376,320; each module will have a capacity of 6,048 CSE's in the equivalent of six double-faced mobile ranges totalling 120 sections. • Provide clear span of 20' X 34' and clear ceiling height of 10' (includes space from SMSC). • Avoid use of plumbing runs anywhere in the stacks. Provide for electrical fire/smoke detection system (see General Design Considerations). • Provide for floor tracks and calculate floor load to accommodate maximum weight potential of documents. • Floor surface in stacks to be sealed non-skid concrete, but corridor may be VAT or similar materials. • Provide general illumination level of at least 50 foot candles within each module, in a pattern that avoids shadows cast by mobile range units. Each module should be separately controlled. If fluorescent, must have maximum ultra-violet light emission inhibitors. • Provide environmental controls and mechanical systems to maintain temperature year round at 60°F (± 5°) and relative humidity at 50% (± 6%). • Modules should be grouped together depending on the design solution in such a way that efficiency of circulation can be gained. Individual modules should not be closed by four walls. • Avoid any fenestration in modules.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
b. Microform Module	-	2	1,440	<p>*In this archival storage area, microform materials will be stored in trays and boxes. Total capacity in clamshell equivalents will be 13,440; each module will accommodate 6,720 CSE's in the equivalent of six double-faced mobile ranges totalling 120 sections of shelving.</p> <ul style="list-style-type: none"> • Provide clear span of 20' X 36" and clear ceiling height of 10' with no exterior fenestration. • Group these 2 modules together and enclose with walls to create special control area for environment. Provide for year-round temperature maintenance at 60°F ($\pm 5^\circ$) and relative humidity at maximum of 35%. • Avoid use of plumbing runs anywhere in these stacks areas. Provide electrical smoke/fire detection. • Floor surface in this module cluster to be sealed non-skid concrete, but corridor may be VAT or similar material. • Provide for floor tracks for the mobile stack system and calculate floor loads to accommodate maximum weight potential of materials. • Provide general lighting of 50 foot candles in a pattern that avoids shadows cast by mobile range units. Lighting for each module should be separately controlled.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
c. Special Collections	-	5	3,400	<p>*These modules will be used for storage of three basic types of special collections, (1) Maps, plats, and other large flats including paintings; (2) Newspapers and Manuscripts; and (3) Magnetic data base tapes, and films. All modules will use the same configuration and mobile storage ranges as other areas of the stacks, but shelving sections may be modified within each section to accommodate unique needs.</p> <ul style="list-style-type: none"> • Provide clear span 20' X 36" and clear ceiling height of 10' with no exterior fenestration for each module. • Enclose one module to provide special environment for Magnetic Tapes/Films and provide mechanical services necessary to maintain 60°F ($\pm 5^\circ$) and relative humidity maximum of 35%. • Remaining four modules to be maintained at same temperature, but with relative humidity of 50% ($\pm 6\%$). • Avoid use of plumbing runs in the stacks modules. Provide for electronic smoke/fire detection. • Provide for floor tracks for the mobile stacks system and calculate floor loads to accommodate maximum weight potential of materials. • Floor surface of stacks area to be sealed non-skid concrete, but corridor area may be VAT or similar material. • Provide general lighting level of 50 foot candles in a pattern that avoids shadows cast by mobile storage units. Lighting for each module should be separately controlled. • Omit sufficient ranges to provide walk-in storage vault of at least 100 square feet.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
d. Books, Reports, and Reference Files	-	2	1,360	<p>*This archival storage area is to accommodate the permanent reference file of reports, pamphlets, geneological reference materials, reference volumes, and State/Local publications. A total of 13,440 clamshell equivalents of these materials will be accommodated within the two modules.</p> <ul style="list-style-type: none"> • Provide clear span of 20' X 36" and clear ceiling height of 10' with no exterior fenestration (includes aisle space from SMSC). • Group these 2 modules together and enclose with walls to create special control area for environment. Provide for year-round temperature maintenance at 60°F ($\pm 5^\circ$) and relative humidity of 50% ($\pm 6\%$). • Avoid use of plumbing runs anywhere in these stacks areas. Provide for electronic smoke/fire detection. • Floor surface in this module cluster to be sealed non-skid concrete, but corridor may be VAT or similar material. • Provide for floor tracks for the mobile stack system and calculate floor loads to accommodate maximum weight potential of materials. • Provide general lighting level of 50 foot candles in a pattern that avoids shadows cast by mobile range units. Lighting for each module should be separately controlled.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
e. Staging Areas	3	13	3,250	<ul style="list-style-type: none"> *These areas are used for the processing of material into the stacks or the reclassification of materials in the stacks, and shall be distributed among the stacks on a ratio of one Staging Area per 5 stack modules. • Provide layout to include shelving for 20 cubic foot boxes (one section 36-39.37" wide X 16" deep X 9'2" high), storage for empty clamshell boxes and accessioning materials (2 additional sections), and 2 table (36" X 72" X 29"h) work stations for a team of archivists working together on processing. • Provide telephone and electronic connections for installation of a CRT display and printer connected to the building's master system. • Provide a minimum of 80 foot candles of light at the task level surface. • Provide access to at least four 115 VAC duplex outlets near the CRT/Printer installation. • Provide floor surface of carpet.

K. PROCESSING AND DESCRIPTION

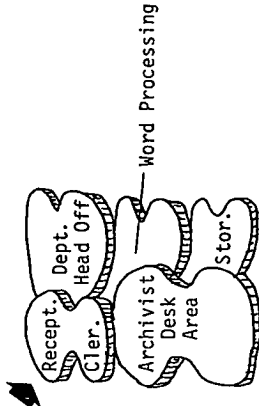
FUNCTIONS:

This Department is responsible for inspecting, categorizing, classifying, and indexing all documents. Materials are received from the Document Stacks or from the Appraisal and Transfer Department, and after processing returned to the Stacks or Special Collections. Index information is input to automatic data processing (computer) equipment.

SPACES:

1. Reception/Clerical (1 + 1 visitor)	90
2. Archivist Desk Area (4 @ 100)	400
3. Word Processing Stations	150
4. Department Head's Office & Reference	152
5. Processing Supply Storage	100
TOTAL	892

RELATIONSHIPS:



GENERAL NOTES:

1. This complex must be closely related to Stacks and to Appraisal and Transfer Area.
2. See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Reception/Clerical	1+1 Visitor	1	90	<ul style="list-style-type: none"> *To provide working space for a receptionist/ clerk to do typing, proof reading, to greet visitors and for visitors to wait prior to visiting an archivist. . Install carpet and acoustical ceiling. . Provide a minimum of 80 foot candles of light at the task level surface. . Provide access to at least two 115 VAC duplex outlets. . Provide for installation and telephone service. . Provide space for an L-shaped secretarial desk, desk chair, two four-drawer file cabinets, and one side chair. . Provide direct access to Department Head's Office and to Archivist Desk Area through this space as well as access from general circulation.
2. Archivist Desk Area	4	1	400	<ul style="list-style-type: none"> *To provide working space for four archivists sorting and reviewing materials prior to permanently placing them in the collection stacks. . Provide space for four double pedestal desks, desk chairs, four-drawer file cabinets, 84 linear feet of adjustable shelf storage on one perimeter wall, and at least one 36" X 72" X 29"h work table. . Install carpet and acoustical ceiling. . Provide a minimum of 80 foot candles of light at the task level surface. . Provide for installation of telephone service and access to at least two 115 VAC duplex outlets at each desk station. . Design Data Input Stations as an alcove or area with direct access to this area, and provide direct access to storage and from Receptionist/Clerical Area.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
3. Word Processing Stations	-	1	150	<ul style="list-style-type: none"> *To provide a space for installation and use of word processing and CRT units linked to the master component of the system. • Provide services for installation of one CRT unit complete with keyboard access for both input and retrieval. Must be linked to master unit. • Provide space and equipment for two word processing stations. • Install carpet and acoustical ceiling. • Provide a minimum of 80 foot candles of light at the task level surface. • Design this space as an alcove or area of the Archivist Desk Area with direct access.
4. Department Head's Office and Reference Area	1	1	152	<ul style="list-style-type: none"> *To provide working space for the Department Head and shelf storage for shelf list and catalog. • Install carpet and acoustical ceiling. • Provide for installation of telephone service. • Provide access to at least two 115 VAC duplex outlets from the desk station. • Provide space for a double pedestal desk, desk chair, two four-drawer file cabinets, two side chairs and 168 linear feet of perimeter shelving 84" high. • Provide a minimum of 80 foot candles of light at the task level surface. • Provide direct access from Reception/ Clerical Room and relate closely to Archivist Desk Area.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
5. Processing Supply Storage	-	1	100	<ul style="list-style-type: none"> *To provide a space for storage of labels, pens, pencils, and general supplies to be used in the area. . Provide a minimum of 30 foot candles of light at the task level surface. . Provide adjustable shelving 10" deep on 2 walls and 18" deep on a third wall from floor to ceiling. . Provide VAT or similar floor surface. . Provide direct access from the Archivist Desk Area through a minimum 42" wide door.

L. REPAIR AND RESTORATION

FUNCTIONS:

This department is responsible for the repair of documentary materials that have aged or been abused, and the preventive maintenance for materials that will be heavily used. Processes include the deacidification of manuscripts, lamination, binding and rebinding, and the straightening or cleaning of other materials.

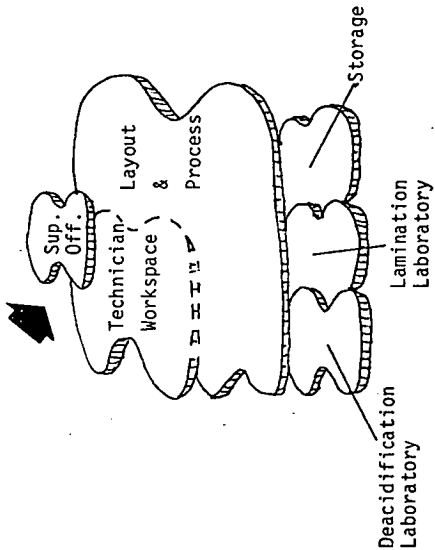
SPACES:

1. Supervisor Office	125
2. Technician Workspace (4 @ 150)	600
3. Table Layout and Processing	600
4. Deacidification Laboratory	300
5. Lamination Laboratory	300
6. Storage	100
TOTAL	2,025

GENERAL NOTES:

1. See detailed specifications for each space on the following pages.

RELATIONSHIPS.



SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Supervisor Office	1	1	125	<p>*To provide work space for the Department Supervisor.</p> <ul style="list-style-type: none"> • Provide space for an L-shaped desk with typing el, desk chair, one four-drawer file cabinet, one 42" X 72" X 29" h work table and one side chair. • Provide a minimum of 100 foot candles of light at the task level surface. • Provide VAT or similar floor surface and acoustical ceiling. • Provide access to at least two 115 VAC duplex electrical outlets at the desk station and two at the work table area. • Provide for installation of telephone service. • Provide direct access to general work areas. Door should include a glass panel for visual supervision of the area from within office.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
2. Technician Workspace	4	1	600	<ul style="list-style-type: none"> *To provide table top workspace for each archivist assigned to this area. . This area should be designed to include four individual work stations open to the layout and processing area without wall separation. . Provide access to two 115 VAC duplex electrical outlets at each work station. . Provide at least 100 foot candles of light at the task level surface. . Provide space for 42" w X 84" l X 29" h work table with mar-resistant top, adjoining el table with similar work surface top (42" w X 48" l X 29" h), and desk chair in each workspace. The el section should include a 2' wide pedestal with 4"-6" deep lockable drawers. . Provide VAT or similar floor surface.
3. Table Layout and Processing Area	-	1	600	<ul style="list-style-type: none"> *To provide table work space for layout and assembly processes. . Provide approximately 18 linear feet of base cabinets including two stainless steel sinks on one wall surface. Base cabinets to be 24" deep with 50% adjustable shelves and 50% drawers. Sinks to be one at 6" deep and one at 12" deep. . Provide wall hung cabinets with adjustable shelves on wall 24" above base cabinet. Units should be 12" deep with doors. . Provide perimeter wall space for six presses, a table for a corner rounder, and a table for a book clamp. . Provide a minimum of 100 foot candles of light at the task level surface.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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3. (continued)

- The center core of the area should be designed for work surface areas. A minimum of four surfaces 42" w X 12' l X 36" h must be provided with at least 4' aisles between each. Three of these units will be cuffling surfaces and should be on base cabinets with open shelving. Top should overhand base cabinets by at least 6" on all sides. One unit will be used as a foil table with open shelf base cabinets and overhand, one will be used as an encapsulation table with open shelves and overhang, and one will be used as a lay-out-work-table with closed door shelves and overhang.
- Area should be open to the Technician Work-space without wall separation.
- Provide direct access to all other areas of the Repair and Restoration complex through this area.

4. Deacidification Laboratory

-	1	300	
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- *To provide a space in which document pages can be placed in mild alkaline washes, rinsed, and dried.
- Provide two stainless steel double sinks in base cabinets on one wall surface. Base cabinets should be 24" deep X 36" high X 48" long with stainless steel top and backsplash. Install drain lines that will not be harmed by mild acids. Two sinks should be 6" deep and two should be 12" deep.
- Provide space beside each end of the sink cabinets for carts to hold two carboys of acid.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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4. (continued)

- Provide for fume exhaust above sinks to ensure that acidic fumes are eliminated without being pulled into the face of those working with them.
- Provide two drying rack cabinets at least 4' wide X 3' deep X 7" high for placing screen protected pages to dry following deacidification and rinsing process. These racks should be designed to include recirculating thermostatically controlled warm air with variable air volume control. Must be located close to sinks for convenient loading.
- Provide at least 20 linear feet of 42" wide counter top work surface on base cabinets with open adjustable shelving for preparation of materials. Counter top should be acid resistant and should overhang base cabinets by 6" on all sides.
- Provide non-skid sealed concrete floor surface sloped toward floor drain.
- Provide safety eye-wash-shower.
- Provide a minimum of 80 foot candles of light at the task level surface.
- Provide a 60 psi oil and moisture free compressed air outlet.
- Provide direct access from the Table Layout and Processing Area through a minimum 42" wide door and relate to the Lamination Laboratory.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
5. Lamination Laboratory	-	1	300	<ul style="list-style-type: none"> *To provide a space for the installation and use of the existing lamination machine. • Provide 208 VAC electrical service in a 100 amp panel to accommodate installation of equipment. • Provide space for an L-shaped table 42" wide by 8' long with the el unit 42" wide X 6' long at a height to match the laminator. • Provide VAT or similar floor surface. • Provide at least 80 foot candles of light at the task level surface. • Insure that the air conditioning is sized to accommodate the additive temperature generated by the lamination process. • Provide space for a 4' X 5' light table, four presses, a console unit and table. • Provide two 115 VAC duplex outlets on each wall surface at a height of 42" from the floor. Insure access to one location for light table operation. • Provide 84" high X 14" deep closed cabinets with adjustable shelving on one perimeter wall. A minimum of three units each 4' wide required. • Provide direct access from the Table Layout and processing area through a minimum 42" wide door and relate to the Deacidification Laboratory.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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6. Storage Room	-	1	100	<ul style="list-style-type: none"> *To provide a space for the storage of materials and supplies used in this area. • Provide a minimum of 30 foot candles of light at the task level surface. • Provide adjustable shelving 18" deep on one wall surface and 24" deep on the opposite wall. • Provide VAT or similar floor surface. • Provide direct access from the Table Layout and Processing Area through 42" wide door.
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M. RECORDS APPRAISAL AND TRANSFER

FUNCTIONS:

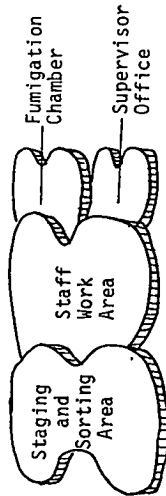
Using preliminary inventories and proposed retention/disposal schedules prepared by the Records Management Division, all State and local records are appraised for their historical or administrative value by this Department. After final approval of retention/disposal schedules by the Board of Public Works, transfer timetables are established.

All new document collections are received by this Department according to transfer timetables. On receipt, documents are first fumigated and dehumidified, then cleaned and sorted and routed to either the Document Stacks or to the Processing and Description Department.

SPACES:

1. Staging and Sorting Area	300
2. Fumigation Chamber	150
3. Staff Work Area (5)	440
4. Supervisor's Office	125
TOTAL	1,015

RELATIONSHIPS:



GENERAL NOTES:

- See detailed specifications for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
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1. Staging and Sorting Area

- | | | | | |
|---|--|---|-----|--|
| - | | 1 | 300 | <ul style="list-style-type: none"> *To provide a space for archivists to receive materials which are brought in through the shipping and receiving area and sort them for transfer to stacks areas. Materials will also be returned from the stacks to this area. • Provide non-skid sealed concrete floor surface. • Install a 6' long X 24" deep X 36" high work counter with a 6" deep stainless steel sink with hot and cold running water. Counter shall be on base cabinets with adjustable shelving and lockable doors. • Include a 30 psi compressed air outlet on the counter top. • Provide 115 VAC outlets on 18" centers on wall behind work counter at a height of 42" from the floor. • Provide direct access from the shipping/receiving area through double door without center post and clear height of at least 10'. • Design as an alcove off of the Staff Work Area with direct access between. • Provide a minimum of 20 sections (fixed) of archival shelving as described in the stacks section to accommodate 500 cubic foot boxes of materials. • Provide a minimum of 50 foot candles of light. • Relate closely to the Stacks Area or to elevator within the stacks area. • Provide for supplementary ventilation and/or exhaust in this area to insure reduction of dust particles. • Provide floor and wall surfaces that may be washed-down, with floor sloping to floor drain(s). |
|---|--|---|-----|--|

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
2. Fumigation Chamber	-	1	150	<ul style="list-style-type: none"> *To be used to fumigate documents and materials as required when received. Design to include filters and detoxifying exhaust in accordance with the specifications of a standard manufacturer such as Vacudyne Corporation or similar. Provide access from the Sorting Area.
3. Staff Work Area	5	1	440	<ul style="list-style-type: none"> *To provide a working space for five archivists/interns to work and to sort materials for permanent addition to the collections. Provide space for four double pedestal desks, desk chairs, four-drawer file cabinets, and at least one 36" X 72" X 29" h work table. Install carpet and acoustical ceiling. Provide a minimum of 80 foot candles of light at the task level surface. Provide for installation of telephone service and access to at least two 115 VAC duplex outlets at each desk station. Design Staging and Sorting Area as an alcove off of this area. Relate closely to the stacks area or to elevators serving stacks and provide direct access to the Supervisor's Office.
4. Supervisor's Office	1	1	125	<ul style="list-style-type: none"> *To provide a space for the supervisor of this area to perform work duties. Install carpet and acoustical ceiling. Provide access to at least two 115 VAC duplex outlets from the desk station. Provide space for double pedestal desk, desk chair, two four-drawer file cabinets, and two side chairs. Provide a minimum of 80 foot candles of light at the task level surface. Provide direct access to the Staff Work Area.

N. SHIPPING/RECEIVING/STORAGE

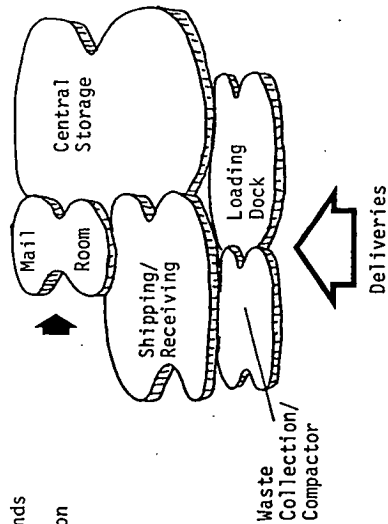
FUNCTIONS:

These centralized building services should be located for ease of unobstructed access for vehicular traffic, as well as for good internal circulation. Delivery/pick-up will be accomplished with materials traveling through the Shipping/Receiving Area. The main building storage should be located at this same level.

SPACES:

1. Loading Dock	300
2. Shipping/Receiving Area	300
3. Central Storage	500
4. Mail Room	100
5. Waste Collection/Compactor	150
TOTAL	1,350

RELATIONSHIPS:



GENERAL NOTES:

1. Architect to confer with Building and Grounds Division of DGS Annapolis Complex.
2. See detailed specification for each space on the following pages.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
1. Loading Dock	-	1	300	<ul style="list-style-type: none"> *To provide a space for trucks delivering material or removing materials to pull up for loading and unloading. • Design this area to accommodate two trucks being loaded/unloaded at any given time. • Design in accordance with building characteristics for convenient off-loading. • Provide access for trucks for the street and insure convenient turn around to enable trucks to be backed in without difficulty. • Ensure that this area and the access to it are as unobtrusive as possible. • Relate to compaction equipment room with dumpster located on the outside. • Provide direct access to Shipping/Receiving Area through 10' wide overhead door with 36" wide personnel door beside.

2. Shipping/Receiving Area	-	1	300	<ul style="list-style-type: none"> *To provide an interior space for materials to be shipped and/or received. • Provide non-skid sealed concrete floor surface. • Provide a minimum of 40 foot candles of light at the task level surface. • Provide space for shipping clerk's desk with access to telephone service and one 115 VAC duplex electrical outlet. • Provide direct access to loading dock through overhead door beside personnel door, to Central Storage and to Waste Collection/Compactor Room. • Relate to Mail Room and to Photo Duplication.
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SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
3. Central Storage	-	1	500	<p>*To provide a space for the storage of materials and supplies used in the building including both maintenance materials and archival supplies.</p> <ul style="list-style-type: none"> • Provide non-skid sealed concrete floor surface. • Provide a minimum of 30 foot candle's of light at the task level. • Install smoke detector/fire alarm terminal connected to central annunciator panel. • provide for installation of the maximum number of metal utility shelving units 24" deep with minimum 42" wide aisles. • Provide direct access from the Shipping/Receiving Area through minimum 42" wide door.
4. Mail Room	-	1	100	<p>*To provide a space for receiving incoming mail and sorting it for distribution, and for collection, packaging, and stamping of outgoing mail.</p> <ul style="list-style-type: none"> • Provide space for a work counter 10' long X 24" wide X 36" high on base cabinets which are 50% drawer and 50% door units with adjustable shelving. Counter surface should be mar-resistant. • Provide at least three 115 VAC duplex outlets on wall behind counter at a height of 42" from the floor. • Provide a minimum of 80 foot candle's of light at the task level surface. • Provide access from general circulation and relate to the Shipping/Receiving and Photo Duplication areas.

SPACE	UNIT CAPACITY	NUMBER UNITS	TOTAL NET AREA	REMARKS
5. Waste Collection/ Compactor Room	-	1	150	<p>*To provide a collection point for trash and waste products and a feeding point for a compaction dumpster which will be located outside of the building.</p> <ul style="list-style-type: none"> • Provide space and electrical connection for compaction dumpster (about 10 cubic yards), and controls. • Provide direct access from general circulation through 42" wide door. • Relate to vertical circulation and to Shipping/Receiving. • Provide non-skid sealed concrete floor sloped toward floor drain. • Provide hose bibb for convenient cleaning. • Provide a minimum of 30 foot candles of light.

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Architectural Design Considerations

IV. ARCHITECTURAL DESIGN CONSIDERATIONS

In the design of a new facility to house the Archives of Maryland, it is important that extensive consideration be given to the movement of people as well as materials, and that the aesthetics of design result in a facility that will be attractive as well as functional. Several general architectural design considerations pertaining to the project in its entirety are expressed here:

1. *Appropriate thermal and humidity control of the environment must be developed.*

Within the envelope of the building it will be necessary to create more than one thermal and humidity environment. Characteristics of archival materials demand special consideration in terms of the environment, and sometimes these considerations may be in conflict with the optimal environment for people who occupy the same space. Details concerning the temperature and humidity requirements of specialized spaces are included in the preceding section titled "Space Requirements and Specifications". General levels of air conditioning of the environment should include the following criteria:

- a. Maintenance of temperature of 68°F ($\pm 8^\circ$) with relative humidity above 25% in winter and below 55% in summer.
- b. Dilution of odors to an acceptable threshold by provision of adequate quantities of clean, fresh, filtered outdoor air as recommended by ASHRAE standards. Mechanical filtration of air quantity and quality is required.
- c. Air movement continuous and sufficient for even distribution throughout the working level and to minimize excessive temperature gradient from floor to ceiling.
- d. Air conditioning system sound level shall conform to ASHRAE standards.
- e. Simple and adequate controls.
- f. Rapid response to system to maintain thermal environment.
- g. Safety of operation.

h. Harmony with the architectural, structural and electrical design and with visual and sonic environment.

i. Exterior envelope design must be an integral part of minimizing energy requirements.

2. *The design must provide for convenient usage of the facility by handicapped persons.*

The legal requirements for design pertaining to use of the facilities by the handicapped must be accommodated. Elevators, restrooms, entrances, doorways, and all other aspects of the buildings must provide for convenient use by the handicapped.

3. *Utility services will be required in specified areas.*

In this project, certain spaces will require water, drain, and other special connections. Several areas will require electrical services in addition to the standard of providing a duplex 115 volt electrical outlet on 12' centers with no less than one duplex outlet per wall of any given space; some areas will require 220 volt service. All desk stations will require telephone service, and future installation of computer terminal hardware must be planned for selected areas within the facility. The telephone system must be coordinated with the State system, and in addition, public pay telephones must be provided. Special requirements are shown by areas in the "Space Requirements and Specifications" section of this Document.

4. *Floor surfaces must be appropriate to the function of the space.*

It is well recognized that carpeting is of assistance in the control of sound and environment. In general, carpet should be installed in all areas not used for stacks, storage, utilities, or other "non-people" functions.

5. *Quality of light is as important as quantity of light in this project.*

The design of lighting systems should include detailed consideration of the normal tasks performed in each room or area, reflectances of all surfaces, special lighting effects required, normal sight lines, zone control of larger areas, and color correction. Fluorescent lighting, where used, should be shielded to filter-out ultraviolet light.

Foot candle levels shall be in accordance with the recommendations of the I.E.S. and consideration shall be given to closer control of brightness from the lighting source and control of reflectances from wall, ceiling, paper, and desk tops.

The general illumination levels should be designed to handle the difficult seeing tasks. At the same time, the microform reading area and the conference room should be capable of being switched to lower levels with even light distribution for visual presentations. Chalkboards, where used, should be designed to include vertical surface lighting. Other special requirements are listed for selected spaces in the "Space Requirements and Specifications" section of this Document.

6. *Primary electrical distribution shall be derived from the existing State owned underground distribution system.*
7. *An emergency electrical generator shall be provided to power critical loads in the event of an outage.*
8. *Outside lighting shall be provided for walkways and parking lots. Light fixtures used should be compatible with other design characteristics.*
9. *The spaces created by this project must be aesthetically pleasing, yet provide for future adaptation and change - all within a total framework of cost effectiveness.*

The internal appearance of the facilities should present a pleasing and inviting atmosphere. Such an environment is assisted with the use of materials of varying texture and color combinations. Colors should be selected according to the activity taking place and the type of atmosphere that is desirable. At the same time, it is important that the interior design of the building provide for future flexibility. This can be accomplished by the use of demountable partitioning which can be moved easily and quickly. The partitioning selected should have a sound rating approximately equivalent to a concrete block wall (40 db).

10. *Space must be included to provide for convenient location of toilets, janitorial closets.*

The various comfort and convenience functions must be accommodated in locations that depend on the design scheme and code requirements. Toilet facilities for men and women should be located in a central position

on each floor of the facility for both economy and accessibility, and chilled water drinking fountains should be located conveniently in corridors. Janitorial closets should be provided for each 5,000-7,000 NASF, as required.

11. Circulation patterns within the structure must provide for ease of movement and maximum security.

As described in the area relationships diagrams contained in the section of this document titled "Space Requirements and Specifications," the relationships of certain spaces to others assume varying degrees of critical importance. In the overall design, careful attention should be paid to the circulation patterns for both staff and visitors. Elevator service must meet the needs for vertical circulation for all levels of the building, and must provide for the special requirements of handicapped persons and for the special staff access required between the Stacks and the Search Room.

12. Closed Circuit Television Distribution Systems are required for both security and communication purposes.

Space has been provided for the equipment of a closed circuit television system in the Security Checkpoint. Access to this system should be available in all conference rooms and lounges in the building. In addition, conduit only to allow for a security system compatible with the total Annapolis Complex must be provided.

13. Furniture and equipment layouts should be used to illustrate the functionality of each type or category of space.

The facilities in this document are described in terms of square feet of space required for the function. Linear dimensions are seldom given in order to avoid undue restrictions on architectural design. However, it must be recognized that the shape of a given space will obviously influence the way in which it can be used. Therefore, the architect shall develop "typical" layout drawings of furniture and basic equipment to insure that the design shape provides for the functionality of the room.

14. *Special fire detection and extinguishing systems shall be used to protect the archival collection.*

This facility will house documents and other media that are priceless, and which may be destroyed almost as rapidly by water as by fire. Therefore, the design of an integrated system of appropriate humidity, temperature, smoke, and fire warning is mandatory. For the protection of the document collection, it is recommended that consideration be given to the installation of an automatic fire extinguishing system utilizing Halon 1301 fire extinguishant. In addition, the fire alarm system (and other sensing devices) should be tied to an annunciator panel located near the main entrance to the building for continuous monitoring.

15. *Graphics and signage should be utilized to help visitors orient to the building.*

As a part of the design process the architect should develop a signage system that is clearly readable, aesthetically appropriate, and obvious to the individual who is visiting the building for the first time.

16. *Parking area must be identified to accommodate staff and visitors using this facility.*

The personnel and visitors to be housed by this building project increase the need for parking in the area by over 100 spaces. Specific schemes for meeting this need should be provided by the architect, and may include location of spaces in nearby parking lots which are either owned or used by the State under contract.

17. *It is mandatory that all pertinent code requirements be met by the architect.*

In general, the requirements of the BUILDING Code of the State of Maryland which includes: Article 1, *Administration and Enforcement* as issued by the Department of General Services, and Articles 2 through 20, inclusive, together with all appendices, references and additions incorporated in the latest edition of the BOCA Code applies to the design of this building. All required inspections and certifications must be accomplished with appropriate approvals. Fire alarm systems with positive warning to all spaces, first aid fire appliances, fire extinguishers (in recessed cabinets), and a special system for protecting the document collection should be provided. The architect should be willing to seek code variances in instances where superior environmental considerations are possible. The Building Code of the State of Maryland mentioned above is available through DGS.

18. *The building design must be compatible with its surrounds.*

In general, the building design must be one that is compatible with the design of its neighbors, and dependent on the site location selected, must serve as a transition from one type design to another. Careful study must be given to the development of appropriate scale for the facility within the context of such a transitional function.

19. *A delivery entrance with loading dock and refuse removal area must be provided for this facility.*

The need for delivery of materials and the removal of wastes from the building dictates the provision of a special delivery entrance, separate and removed from the principal public and personnel access of the building. This space should provide for delivery by semi and vans, and waste removal access be accommodated through the use of compactors and dumpsters. The critical aesthetic nature of design for this area requires close coordination with the Department of General Services for the Annapolis Complex.

20. *Economically feasible energy systems and environmentally compatible materials should be used in this building project.*

In the process of designing this facility, the architect must be constantly aware of the nature of the activities to be housed, but at the same time, must give consideration to the development of environmental and energy systems compatible with current awareness of long term life cycle cost of operations. Consideration must be given to the use of recycled construction materials which do not deplete the available supply, to mechanical systems which draw on natural resources such as solar energy and human body heat, and to other considerations. The architect shall prepare a life cycle cost analyses for operation of the facility showing comparative data about energy sources.

21. *This project shall be subject to value engineering review.*

This project shall be subject to value engineering review in accordance with procedures of the Maryland State Department of General Services.

22. *Summary.*

Notwithstanding other statements, the primary criterion governing design should be one which produces the optimum solution of the administrative requirements within budgetary limitations. A functional, pleasing and economical project--both in initial cost and life cycle cost of operation and maintenance is desired. Design must be such that concern for the visual and energy environments are given extensive consideration. In total, the facilities should contribute to the objectives of the Archives Division and to the State of Maryland.

Site Alternatives

V. SITE ALTERNATIVES

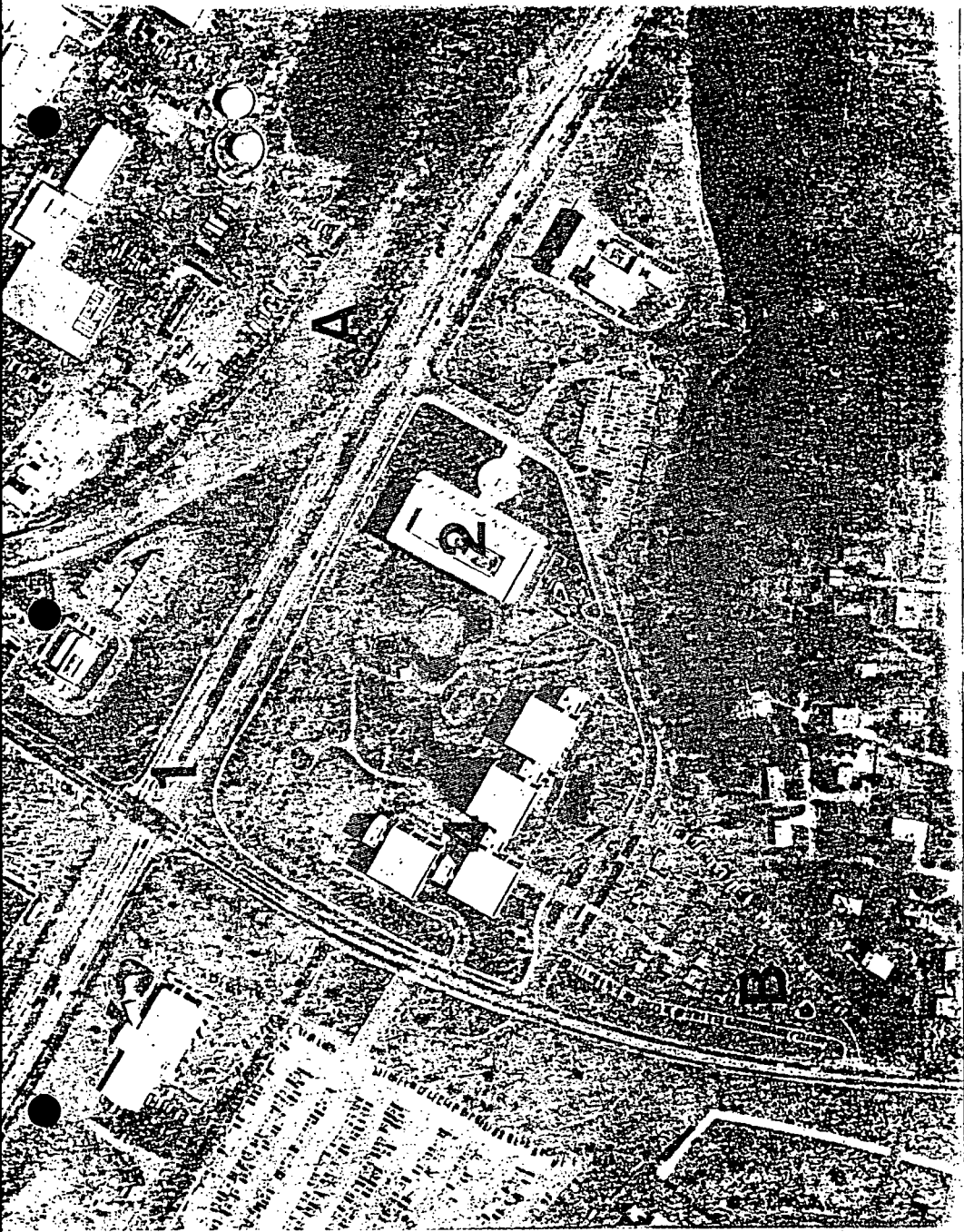
Preceding chapters of this document have included the rationale and justification for facility and personnel needs of the Maryland State Archives, and specific space-by-space descriptions and the required relationships between these spaces have been addressed. Thus, at this point there is a clear picture of the overall requirements of the Archives for the coming two decades in terms of both conceptual and functional needs. Two major questions remain for statement, analysis, and resolution: (1) Where should these facilities be located? and (2) Is it economically and aesthetically feasible to utilize either of the proposed locations?

*The program will address the needs of the program in the context of two site locations including one on Rowe Boulevard, opposite the Courts of Appeal Building and one behind the present Natural Resources complex.... The program shall address the question of whether program needs can be addressed by the prospective sites, within reasonable cost limits and with a building that works efficiently, enhances its environs, and makes a strong statement on its own.**

Given the acceptance of the rationale and justification, the space allocations, detailed specifications, and area relationships presented earlier, each of the two sites may be reviewed for adequacy, in terms of size, location, services, and comparative cost of construction. Many factors of concern having to do with subsurface conditions are beyond the purview of this study and are not directly addressed.

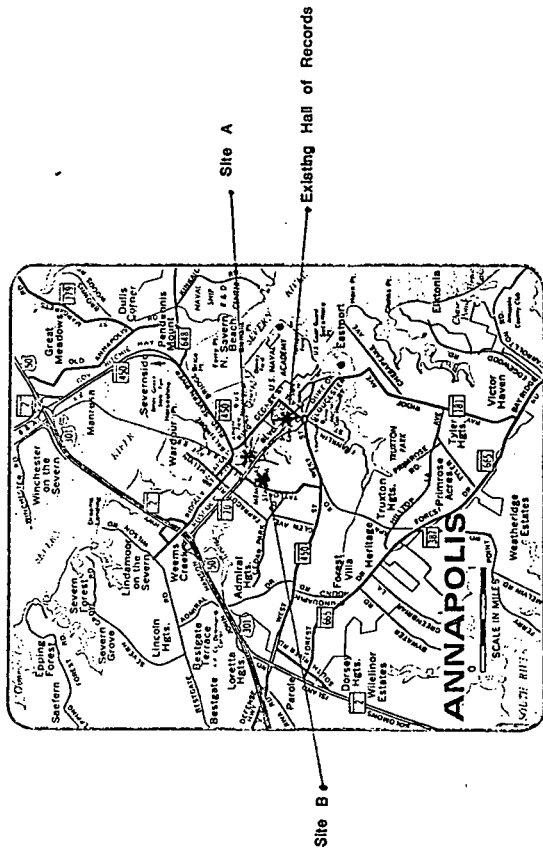
To determine the "footprint" on a site of the proposed new Archives facilities, it is necessary to assume a relationship between the net and gross square footage of the project. The Departments of State Planning and General Services have approved concepts and space allocations for this project totalling 98,507

*Source: Request for Proposal, Maryland Department of General Services, December 1979

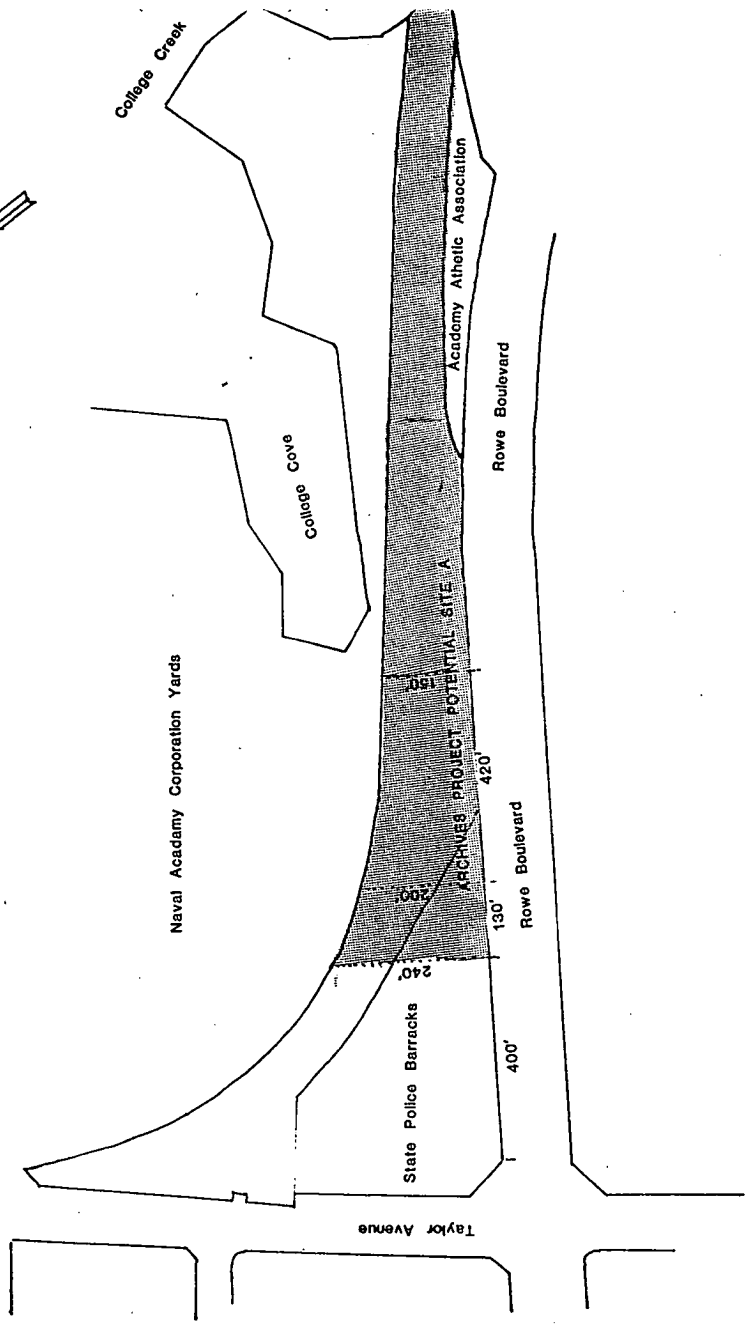
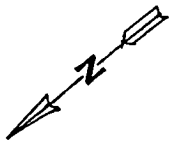


gross square feet. Further, the Department of General Services has performed site studies to determine if it is feasible to use either site.

Both potential sites are located in Annapolis in close proximity to each other and 2-1/2-3 miles from the existing Hall of Records. The sites are shown as A and B on the aerial photo on the facing page and similarly designated on the map below.



SITE SKETCH MAP
PROPOSED ALTERNATE LOCATION FOR MARYLAND STATE ARCHIVES
This is a conceptual drawing and may not be used for scale measurements



INFORMATION ABOUT SITE A

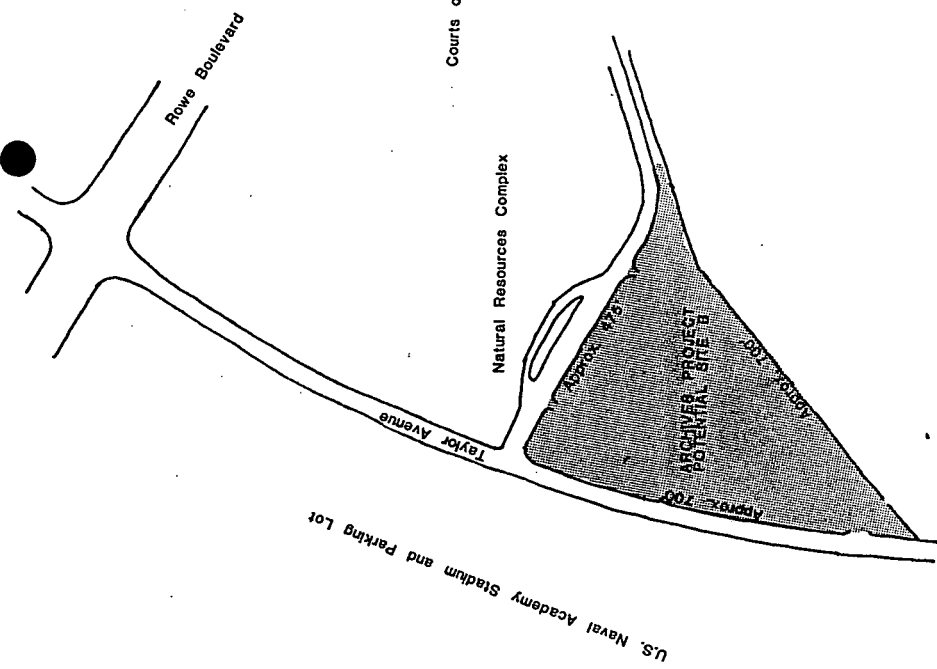
The first of the two alternative sites (Site A) proposed by the Department of General Services is a narrow parcel of land fronting on Rowe Boulevard and backing against the corporation yards of the U.S. Naval Academy, with a State Police Barracks parking lot on one side and College Creek on the other. The State Police helicopter landing pad and safety zones occupy the broadest portion of this narrow site which is approximately 200 feet wide at the location of the pad, narrowing rapidly to 120 feet at the point where available land on both sides of the site is owned by the Naval Academy or its affiliate organizations. State ownership of this parcel continues to College Creek at a relatively consistent width of 84 feet, as shown in the Site A Sketch Map on the facing page. The topography of the parcel reflects a rise and fall of approximately eight feet at the broadest point with the sharpest inclines fronting Rowe Boulevard.

Regarding the feasibility of using this site as a location for the new Archives facility, several assumptions must be made:

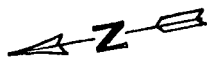
1. The existing Medivac helicopter pad can be relocated to a site more remote from the State Police Barracks.
2. The Archives will be permitted to absorb a portion of the existing property of the State Police.
3. Building setbacks from property lines should be a minimum of 50 feet.

Applying these assumptions to the site, it is apparent that only a creative design will permit location of the required facilities in a way that critical functional relationships can be satisfied.

One feasibility study completed in 1979 by the Department of General Services provided for a structure with an 81' X 112' "footprint" (9,184 square feet) which would require eleven floors, and would distribute the Stacks Area over six floor levels. A more recent study (March, 1981) suggests the possibility of extensive below grade structure to house the stacks, with a three story structure above grade to accommodate all other functions. Thus, the feasibility to accommodate the programmed spaces has been demonstrated, and the site is deemed adequate.



SITE B SKETCH MAP
 PROPOSED ALTERNATE LOCATION FOR
 MARYLAND STATE ARCHIVES
*This is a conceptual drawing and may
 not be used for scale measurements.*



U.S. Naval Academy Stadium and Parking Lot

INFORMATION ABOUT SITE B

The second alternative site proposed by the Department of General Services is a triangular shaped parcel of land currently used as a parking lot. Fronting on Taylor Avenue, the site is bounded on the northeast by the Natural Resources Complex and by a residential area on the southeast with the Naval Academy Stadium and parking lots located across Taylor Avenue from the site. The topography of the site is relatively flat due to its existing improvements and current use, and with the exception of planted areas, is restricted to a fall of three feet from streetside to the back property line.

As with the analysis of Site A, certain assumptions must be made concerning potential use of this site as a location for new facilities to house the Archives.

1. Parking spaces to replace those lost in the reuse of this parking lot will be provided elsewhere (possibly through arrangement with the Naval Academy for use of the Stadium parking lot across Taylor Avenue).
2. Building setbacks from property lines should be a minimum of 50 feet.

The area of this site exceeds six acres, and allowing for a setback of 50 feet from the property line, will result in a buildable site of approximately 70,000 square feet less the unusable triangular corner wedges. Thus, this site could accommodate the structure required by the Archives in a facility of not more than two levels, and it is expected would be amenable to design that accommodates the relationships between spaces that are dictated by functional flows.

ANALYSES AND EVALUATION OF PROPOSED ALTERNATIVE SITES

The two alternative sites proposed for the location of the new Maryland State Archives are similar in location, but dissimilar in other factors that must be afforded consideration. Several criteria for analyses and evaluation must be considered, and each site is reviewed using these criteria:

1. Location
2. Accessibility
3. Availability
4. Size and Shape
5. Topography
6. Orientation
7. Expansibility
8. Utilities
9. Parking
10. Compatibility

1. **Location:** Both proposed sites are located in Annapolis approximately 2½ to 3 miles from the existing Hall of Records and the State Capitol. Both sites adjoin other State facilities, and both have reasonably good access from major highways. Of the two sites, Site A would have greater visibility from Rowe Boulevard, but that is not deemed to be a primary criterion.
2. **Accessibility:** Site A currently has access from the northbound lane of Rowe Boulevard, and a plan might be conceived where such access could be continued and supplemented by a service road leading from Taylor Avenue behind the State Police Barracks (along the property line separating the site from the Naval Academy). Site B already has access and service roads directly from Taylor Avenue inasmuch as its current use is as a parking lot. No additional access roads will be required for Site B.
3. **Availability:** At the present time the buildable portions of both sites are used for other purposes, and the State will have to make arrangements to transfer the properties from that use to the proposed use. Site A contains a Medivac helicopter pad and access, and this must be removed to another location more remote from the State Police Barracks. Site B is currently a parking lot for employees and visitors to the Natural Resources Complex, and other arrangements would need to be made to accommodate these vehicles.

4. Size and Shape: The two sites are critically dissimilar in size and shape. Although Site A includes considerable acreage, it is stretched-out in a narrow band that is not readily amenable to the construction of the compact building that is necessary in order to maintain desired relationships between functional spaces. Creative design and the inclusion of below grade structure with special moisture-retarding treatment will most likely be required to maintain design compatibility with other State buildings in the area. Site B has sufficient area that by using only a part of the site, the needs of the Archives could be satisfied in a building with two to four stories with ample reservation of land for future expansion or other construction.
5. Topography: This criterion is not considered to be a primary distinguishing factor between the two sites since both are relatively flat. Site A has some mounding which creates the need for grading, and Site B has already been graded to create the parking lot which is its present use.
6. Orientation: Both sites have similar orientation with regard to the elements. Site A is located adjacent to Rowe Boulevard, but it is not felt that traffic noise will be significant enough to disturb workers or visitors. Aesthetically, Site A is between a major thoroughfare and the corporation yards of the U.S. Naval Academy; Site B front on Taylor Avenue across from the Naval Academy Stadium and parking lots.
7. Expandibility: With reference to the expansion of the site, *per se*, Site A may be expandable through acquisition of properties from the U.S. Naval Academy and/or the Academy Athletic Association or, if below grade construction is used initially, future expansion may be above grade if planning for such a possibility is included in the initial design. Site B is not considered to be expandable, *per se*, due to its location between the Natural Resources Complex and a residential neighborhood. Expansion of functions on Site B, however, does have potential due to the size and configuration of the site.

8. Utilities: Because of the location of other State Buildings adjacent to each of the two proposed sites, it is expected that full utilities will be available for the proposed structure on either of the sites.
9. Parking: For Site A, it would be possible to construct parking as needed on site. Site B is currently a parking lot for the Natural Resources Complex, and any construction would displace this parking and could not provide for the additional parking need that will be generated by this project. However, it may be possible for the State to enter into cooperative arrangements with the Naval Academy to provide additional parking at the Stadium, to be used by State personnel and visitors during the day.
10. Compatibility: A structure meeting the needs of the Archives, if placed on Site A, will most likely be a combination below-above grade building that could be designed to be compatible with other construction in the area. The Archives requirements could be met on Site B with a structure that, in height, could make the transition from the multi-story Natural Resources Complex to the residential neighborhood backing against the site.
- Summary of Site Criteria: Of the criteria reviewed, only those factors concerned with size and shape, expansibility, parking, and compatibility provide any distinguishing comments between the two proposed sites. In summary, the criteria indicate that placing of the needed facilities for the Maryland State Archives on Site A, unless additional land is acquired from the Naval Academy to broaden the shape to the parcel, will most likely result in the need for a combination below and above grade structure that will require special moisture-proofing treatment for the below-grade portion, but otherwise meet the space requirements of the Archives. The situation of the project on Site B will provide opportunity for adequate space in a functional configuration with a design that is compatible with the location and with any necessary future expansion. Parking problems will result from the use of Site B unless prior arrangements are made to use the Naval Academy Stadium parking areas.

SUMMARY

The programmed functional and space requirements of the Archives suggest the need for a relatively compact building with a minimal number of levels. The design criteria requiring compatibility of designed facilities with the surrounding area implies a relatively low profile structure for either of the proposed sites. With primary consideration to these two criteria, and secondary attention to other criteria discussed in this section, it is apparent that either of the two proposed sites, meets the tests of useability. Therefore, other State priorities may be considered in terms of which site should be utilized, and at this time, it is believed that selection of Site A would best serve those priorities in that the site can be available immediately, would not destroy existing needed parking nor disrupt current operations, and would provide an aesthetically desirable presence along Rowe Boulevard. In response to the questions raised by the *Request for Proposal* it has been determined that:

The programmed space requirements of the Maryland State Archives can be addressed by location of a new facility on Site A. It will be possible to design a functional building within reasonable cost limits that works efficiently, enhances its environment, and makes a strong statement on its own.