



MARYLAND STATE ARCHIVES
FISCAL 2014 OPERATING BUDGET TESTIMONY

Before the
House Public Safety & Administration Subcommittee
February 28 , 2013
Senate Health and Human Services Subcommittee
March 7, 2013

Mr. Chairman, Members of the Subcommittee:

For your reference and further reading, our annual report is provided on our website in the form of the minutes and agenda of the Hall of Records Commission, which we publish electronically following each meeting at <http://www.msa.maryland.gov/msa/intromsa/hrc/html/hrc.html>.

We would like to thank our analyst, Laura Vykol, for her exceptionally complete and accurate analysis of our budget. She has an excellent understanding of our budget posture and articulates well the issues we face. To be succinct: we are out of space and do not have the adequate resources to properly care for the permanent government records and artistic treasures entrusted to the Archives.

In the interest of time, I will address the items in the analysis that we specifically were asked to discuss.

1. MSA should discuss how the record retention schedule could be revised to encourage greater storage of electronic permanent records versus paper records.

We think this is an excellent suggestion and offer the following in support:

- The Record Scheduling process should be automated through a statewide initiative of the Department of Information Technology, in cooperation with the Records Management Division of the Department of General Services, and the Maryland State Archives. The current process, based on paper forms that travel through interdepartmental mail, is outdated and inefficient.
- Maryland should follow the lead of President Obama whose Presidential Directive of August 24, 2012 requires agencies of the federal government to maintain all permanent records in electronic format by 2019.
- The Office of Legislative Audits should require Maryland agencies to provide updated Record Retention and Disposition Schedules as part of the initiation routine (entrance meeting) of fiscal compliance auditing, simply noting in the audit report whether the agency can certify that the schedule is complete and up-to-date.

- Maryland's laws were drafted in a time when records inventories were based on paper and filing cabinets. Perhaps it is time that we undertake a comprehensive review of the laws governing records management.
- Maryland should require that records deemed to have permanent value should be transferred to the Archives immediately upon creation, or as soon after they are created as to be practicable. Alternatively, agencies should send permanent record material to the Archives at specified intervals, e.g., every year.
- Agencies initiating information technology projects should make provision for information lifecycle management as part of their planning process. Decisions about how long to keep records, (and how to ensure the destruction of records, and under what circumstances), should be made at the time systems are developed. In addition, systems should be capable of exporting data in non-proprietary formats.
- We should work to ensure that our valuable electronic archives of permanent records can be maintained through continued investment in our electronic infrastructure. There has been discussion in the past about setting up a stable, dependable fund by setting aside a portion of the fees associated with the creation of permanent records for this purpose. This idea should be pursued.

The migration from paper records to electronic systems is a complicated and expensive proposition. On the other hand, maintaining paper-based systems is grossly inefficient and, too, can be quite costly. The Archives will continue to work with agencies to encourage automation as a means to safeguard our record heritage.

2. The agency should also comment on the current electronic storage capacity, when full capacity would be reached, and what would be needed to expand electronic record storage capability.

DLS also asks for an update on the Electronic Archives, noting that the electronic storage was, as noted last year, nearing capacity. Due to fiscal constraints the Archives deferred for a couple of years a number of critical information technology infrastructure purchases. These include not just storage, but also network devices, intrusion detection and other security apparatuses as well as application and database servers. Last year, our storage devices reached their capacity. More significantly, they reached the end of service life meaning support and maintenance could no longer be procured anywhere in the open market. Funds were allocated out of our Special Fund budget this year to replace our storage equipment and the security devices. Our current electronic storage capacity should be adequate for at least three years.

3. MSA should discuss the viable short- and long-term solutions currently being considered to continue permanent record transfer and maintain currently archived materials. As required by the 2013 capital budget bill, UMCP must submit a report exploring the possibility of joint use of a remote library facility with the Maryland State Archives. The agency should discuss the possibility of sharing the facility with UMCP and if the agreement would address the archival storage issue in the short and/or long term.

MSA will continue to work with DGS and their real estate consultant CB Richard Ellis to explore candidate properties and alternative funding scenarios, including the potential for a public private

partnership arrangement. The analyst points out that language has been inserted into the Capital Budget Bill (HB 101) to require the University of Maryland, College Park to explore and report on various options for the joint use of a property known as the Severn Building. These discussions were initiated this week and MSA will do everything possible to assist in this evaluation.

The space requirements for the Archives are not insignificant. While the Archives will do whatever we can to explore options to solve our space needs, we will need the help and support of our budget committees and the Department of Budget and Management.

DLS Recommended Actions:

1. Pursue Electronic Record Storage of State Agency Permanent Records:

As we discussed on page 1, the Archives will continue to work with agencies to encourage automation as a means to safeguard our record heritage.

2. Request Funds for the Peabody Art Collection:

The Archives is most grateful for the recommendation to seek funding for a condition assessment of the Peabody Collection. In FY2001, the General Assembly appropriated \$30,000 for a conservation assessment of the Annapolis Collection, and in FY2002, another \$30,000 to assess the Peabody Collection. These surveys identified and prioritized the need for conservation in order to preserve the collections for future generations. They also indicated a critical need for significant conservation within both collections.

However, despite the fact that these assessments are over a decade old, the Commission staff feels that the collections can be best served if the General Assembly helps to raise awareness of the need for conservation funding. The Commission on Artistic Property at its last meeting suggested the development of a prioritized curatorial list of items which would benefit the most from art conservation. Funding should be provided by restoring a very modest budget of between \$50,000 and \$100,000 each year so that we can make some incremental progress on fulfilling this obligation. A condition assessment undertaken sometime in the future is still very important. At this point though, targeting specific items for conservation is the best choice for the collections.

Updates - Baltimore City Archival Collection

Finally, we appreciate the mention in the report of MSA's relationship with the Baltimore City Archives. MSA entered into a memorandum of understanding with the City a couple years ago which delegated the management of the City Archives to MSA in exchange for a small stipend and much needed warehouse space. We have successfully implemented a model program for records management and for describing and providing access to significant historical material. We are certain that this model can be replicated in other areas of the State. See baltimorecityhistory.net for more details.

With that, we will take any questions that you might have for us.