

# STATE ARCHIVES

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## MISSION

The State Archives is the central depository for Maryland government records, and certain designated private records of permanent value. Holdings date from 1634 to the present. They include colonial and State executive, legislative and judicial records; county probate, land and court records; municipal records; and publications and reports of State, county and municipal government. Special collections preserve records of religious bodies (particularly as they relate to the recording of births, deaths, and marriages), businesses and associations, fine and decorative arts, as well as maps, newspapers, photographs, and private papers, including oral histories. Our central mission is to appraise, acquire, describe, preserve, and make electronically available the permanent records of the past, while providing reliable current information about Maryland State, county and municipal government. Materials are made accessible through a secure and (where appropriate) web-enabled environment, continually compiled and updated for the benefit and use of Maryland citizens and public officials.

## VISION

A State that preserves government records (as well as certain designated private records) and provides access to them in a convenient, cost-effective manner, and in a web-enabled environment.

## KEY GOALS

- Goal 1.** Identify, appraise, acquire, describe, preserve, and make accessible records deemed to have permanent historical, administrative, fiscal, legal or educational value. Where appropriate, make these materials available online.
- Goal 2.** Describe the agencies, budgets, functions, historical evolution, organizational structure, origin, personnel, reports (mandated) and other aspects of State, county and municipal government in the *Maryland Manual On-Line*.
- Goal 3.** Facilitate a broad and better understanding of the archival record through educational programs and published historical works searchable at the *Archives of Maryland Online* website (aomol.net).
- Goal 4.** Manage, conserve, and exhibit State fine arts collections.

# STATE ARCHIVES

## D60A10.01 ARCHIVES - STATE ARCHIVES

### PROGRAM DESCRIPTION

The State Archives identifies, appraises, acquires, describes, preserves, and makes permanent records accessible within a secure environment. The agency also describes the origin, functions, structure, personnel, and other aspects of Maryland State, county and municipal government, and encourages the study of Maryland history and government.

### MISSION

Our central mission is to acquire, describe, preserve, and make electronically available (in a secure and dynamic environment) the permanent records of the past, while providing reliable current information to the public for a better understanding of Maryland government and history.

### KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

**Goal 1.** Identify, appraise, acquire, describe, and preserve records deemed to have permanent historical, administrative, fiscal, legal or educational value.

**Objective 1.1** Seek resources to secure all permanent records transferred to the Archives through Fiscal Year 2010.

|  | 2007    | 2008    | 2009      | 2010      |
|--|---------|---------|-----------|-----------|
| Performance Measures                               | Actual  | Actual  | Estimated | Estimated |
| <b>Input:</b> Record storage capacity (cubic feet) | 331,556 | 331,556 | 331,556   | 331,556   |
| Records in custody (cubic feet)                    | 299,216 | 327,924 | *         | *         |
| <b>Outcome:</b> Percent of storage capacity filled | 90%     | 99%     | *         | *         |

\*(By December 2008, the Archives' warehouses will be filled to capacity.)

**Objective 1.2** Through Fiscal Year 2010, monitor and assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to or backed up by the Archives, and provide the information technology infrastructure to accomplish these objectives.

|   | 2007        | 2008        | 2009        | 2010        |
|---|-------------|-------------|-------------|-------------|
| Performance Measures  | Actual      | Actual      | Estimated   | Estimated   |
| <b>Input:</b> Electronic record storage capacity (gigabytes)            | 94,700      | 153,600     | 153,600     | 153,600     |
| <b>Output:</b> Electronic data managed (gigabytes)                      | 70,200      | 75,778      | 76,530      | 77,198      |
| Website files online (images, htmls, etc.)                              | 183,111,023 | 197,444,647 | 204,631,966 | 211,631,000 |
| Database records managed (millions)                                     | 10,474      | 9,097       | 9,167       | 9,237       |
| <b>Efficiency:</b> Ratio of electronic data managed to storage capacity | 74%         | 49%         | 50%         | 50%         |

**Goal 2.** Make accessible records of permanent value. Where appropriate and possible, make those records available online.

**Objective 2.1** By Fiscal Year 2010, increase data transferred via the web by at least 3,914% over Fiscal Year 2004.

|   | 2007    | 2008    | 2009      | 2010      |
|---|---------|---------|-----------|-----------|
| Performance Measures  | Actual  | Actual  | Estimated | Estimated |
| <b>Input:</b> Inquiries received via traditional sources      | 131,667 | 115,185 | 115,000   | 130,000   |
| In person visits to the Archives                              | 7,061   | 5,323   | 5,500     | 7,000     |
| Website requests - hits on servers (in thousands)             | 605,265 | 631,229 | 658,306   | 686,545   |
| <b>Output:</b> Items circulated to Searchroom (in person)     | 8,646   | 8,194   | 8,200     | 8,600     |
| Data transferred via web (gigabytes)                          | 48,539  | 52,465  | 56,709    | 61,295    |
| <b>Outcome:</b> Increase in data transferred electronically** | 3,079%  | 3,336%  | 3,614%    | 3,914%    |

\*\* (calculated from Fiscal Year 2004 baseline of 1,527 gigabytes)

# STATE ARCHIVES

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## D60A10.01 ARCHIVES - STATE ARCHIVES (Continued)

**Goal 3.** Facilitate a broad and better understanding of Maryland government and the archival record through the *Maryland Manual*, educational programs, and published historical works; and preserve for research Maryland government publications and reports.

**Objective 3.1** In Fiscal Year 2010, describe Maryland State, county and municipal government in the *Maryland Manual On-Line*; seek funding for a printed edition; and identify, preserve, and make accessible on line government publications and reports.

| <b>Performance Measures</b>                                 | <b>2007</b>   | <b>2008</b>   | <b>2009</b>      | <b>2010</b>      |
|---|---------------|---------------|------------------|------------------|
|   | <b>Actual</b> | <b>Actual</b> | <b>Estimated</b> | <b>Estimated</b> |
| <b>Input:</b> Government agencies described                 | 676           | 720           | 720              | 720              |
| <b>Output:</b> Files maintained, compiled, edited, & posted | 8,256         | 8,911         | 9,802            | 10,782           |
| Graphics accessioned and scanned                            | 694           | 757           | 500              | 500              |

**Objective 3.2** In Fiscal Year 2010, add value to the understanding of the archival record by interpretation of records, electronic publication of historical compilations and analyses, and research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government (aomol.net), and the Legacy of Slavery in Maryland (mdslavery.net.)

| <b>Performance Measures*</b>   | <b>2007</b>   | <b>2008</b>   | <b>2009</b>      | <b>2010</b>      |
|--|---------------|---------------|------------------|------------------|
|  | <b>Actual</b> | <b>Actual</b> | <b>Estimated</b> | <b>Estimated</b> |
| *(for non-land record-related volumes)   |               |               |                  |                  |
| <b>Output:</b> <i>Archives of Maryland Online</i> number of volumes              | 476           | 754           | 776              | 788              |
| <i>Archives of Maryland Online</i> image files posted on web                     | 558,598       | 584,646       | 604,646          | 624,646          |
| <i>Archives of Maryland Online</i> website requests – hits on servers            | 10,357,082    | 25,048,471    | 30,058,165       | 36,069,798       |
| <i>Legacy of Slavery Program</i> number of individuals identified                | 23,785        | 35,446        | 35,546           | 35,646           |
| <i>Legacy of Slavery Program</i> number of outreach activities                   | 56            | 49            | 50               | 50               |
| <b>Outcome:</b> <i>Archives of Maryland Online</i> increased use over prior year | 107%          | 140%          | 20%              | 20%              |

# STATE ARCHIVES

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## D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

### PROGRAM DESCRIPTION

The Commission on Artistic Property is the official custodian of the State's art collections. Artistic Property, Preservation and Public Outreach is responsible, through the Commission on Artistic Property, for the care and management of all State-owned art objects that comprise the Annapolis Collection and the Peabody Art Collection. This program provides research on the State House and Government House, and support for the State House Trust and Government House Trust. It also creates exhibitions of State-owned art collections and other archival materials.

### MISSION

To manage the State art collections through their proper appraisal, storage, and conservation. To provide support for the State House Trust, and Government House Trust, and research their documentary histories. To interpret and exhibit State-owned artwork through display in public buildings and other places accessible to the public.

### VISION

A State that promotes an understanding of its most historic buildings and an appreciation of Maryland's visual and decorative arts through the exhibition and interpretation of its artistic property.

### KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASUREMENTS

**Goal 1.** Inventory, catalogue, insure, and preserve State art collections.

**Objective 1.1** Inventory, catalogue, and insure all of the State art collections on an annual basis.

|   | 2007<br>Actual | 2008<br>Actual | 2009<br>Estimated | 2010<br>Estimated |
|---|----------------|----------------|-------------------|-------------------|
| <b>Performance Measures</b>   |                |                |                   |                   |
| <b>Input:</b> Annapolis Collection:   |                |                |                   |                   |
| Fine arts objects   | 1,037          | 1,553          | 1,573             | 1,593             |
| Insured value of collection (in millions)   | \$10,900       | \$11,842       | \$11,900          | \$11,900          |
| Peabody Collection:   |                |                |                   |                   |
| Fine arts objects   | 368            | 449            | 449               | 449               |
| Works on paper (watercolors, drawings & prints)   | 1,100          | 1,100          | 1,100             | 1,100             |
| Insured value of collection (in millions)   | \$19,205       | \$19,205       | \$19,205          | \$19,205          |
| <b>Output:</b> Percent of capitalized fine arts objects inventoried – Annapolis and Peabody Collections | 100%           | 100%           | 100%              | 100%              |
| <b>Quality:</b> Rate of compliance with government regulations to inventory State art collections       | 100%           | 100%           | 100%              | 100%              |

**Objective 1.2** By the close of Fiscal Year 2011, conserve all of State art from the Annapolis Collection that is on public display and classified as being in poor or fair condition (per 2000 condition survey) in order to preserve the State's investment in the Collections and increase the number of works available for exhibition. By the close of Fiscal Year 2012, conserve all State art from the Peabody Collection classified as being in poor or fair condition (per 2001 condition survey) in order to preserve the State's investment in the Collection and increase the number of works available for exhibition.

|                                     | 2007<br>Actual | 2008<br>Actual | 2009<br>Estimated | 2010<br>Estimated |
|-------------------------------------|----------------|----------------|-------------------|-------------------|
| <b>Performance Measures</b>         |                |                |                   |                   |
| <b>Input:</b> Annapolis Collection: |                |                |                   |                   |
| Items in poor condition             | 215            | 422            | 427               | 432               |
| Items in fair condition             | 314            | 520            | 525               | 530               |
| Peabody Collection:                 |                |                |                   |                   |
| Fine arts objects in poor condition | 154            | 152            | 151               | 151               |
| Fine arts objects in fair condition | 94             | 92             | 92                | 91                |

## STATE ARCHIVES

### D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES (Continued)

|  | 2007   | 2008   | 2009      | 2010      |
|--|--------|--------|-----------|-----------|
| Performance Measures   | Actual | Actual | Estimated | Estimated |
| <b>Input:</b> Fine arts objects in good condition                                    | 153    | 205    | 206       | 207       |
| Works on paper in poor condition (watercolors, drawings & prints)                    | 109    | 109    | 109       | 109       |
| Works on paper in fair condition   | 647    | 647    | 647       | 647       |
| Works on paper in good condition   | 344    | 344    | 344       | 344       |
| <b>Output:</b> Annapolis Collection objects conserved                                | 6      | 44     | 10        | 10        |
| Peabody Collection fine arts objects and works on paper conserved                    | 2      | 5      | 1         | 1         |
| <b>Outcome:</b> Percent of items in poor or fair condition conserved                 | 0.3%   | 2.5%   | 0.6%      | 0.6%      |
| <b>Efficiency:</b> Percent of Annapolis Collection fine arts in good condition       | 49%    | 39%    | 39%       | 39%       |
| Percent of Peabody Collection fine arts objects and works on paper in good condition | 31.6%  | 45%    | 46%       | 46%       |

**Goal 2.** Provide public access to State art collections.

**Objective 2.1** By June 2010 increase the number of items in the Annapolis and Peabody Collections on display to the public.

|  | 2007   | 2008   | 2009      | 2010      |
|--|--------|--------|-----------|-----------|
| Performance Measures   | Actual | Actual | Estimated | Estimated |
| <b>Input:</b> Annapolis Collection total number of items (capitalized inventory only)  | 782    | 793    | 813       | 833       |
| Peabody Art Collection total number of items (not including works on paper collection) | 368    | 449    | 449       | 449       |
| <b>Output:</b> Annapolis Collection items on display (capitalized inventory only)      | 678    | 517    | 537       | 557       |
| Peabody Art Collection items on display (not including works on paper)                 | 141    | 254    | 256       | 258       |
| <b>Outcome:</b> Percent of Annapolis Collection items on display                       | 87%    | 65%    | 66%       | 67%       |
| Percent of Peabody Art Collection items on display (not including works on paper)      | 38%    | 57%    | 57%       | 57%       |

**Objective 2.2** By June 2010, increase the number of online catalogue pages for the State art collections available on the Internet by 10% in order to increase public awareness of the collections

|   | 2007   | 2008   | 2009      | 2010      |
|---|--------|--------|-----------|-----------|
| Performance Measures  | Actual | Actual | Estimated | Estimated |
| <b>Output:</b> Online catalog pages of State-owned art collections available on Archives' website | 877    | 1027   | 1037      | 1047      |

**Note:** The increase from 2007 to 2008 in the number of fine art objects in both the Annapolis and Peabody Collections reflects not only new accessions, but also a more detailed count of actual objects that more accurately indicates the size of Collections. For example, a dinner service counted as one single object in earlier years, under one accession number, actually may have 30 separate pieces comprising the set thereby increasing the number of items in the collection by 29.

The 33% increase of objects noted above has not affected the total insurance value of the Collections, because the value of newly counted objects already was listed in the database. Any changes to the overall insured value of the Annapolis and Peabody collections reflect the value of objects accessioned in Fiscal Year 2008 and reappraisals of select objects.

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## **DISCUSSION OF PERFORMANCE – UNITS OF MEASUREMENT**

The Managing for Results (MFR) submission for the State Archives highlights critical functions of the agency and articulates a plan for achieving measurable results in the programs most important to our mission. Goals for the Archives' principal program (DA10.01) focus on the core requirements of the agency to:

- Serve as custodian of the State's permanent records and collections
- Make accessible records of permanent value
- Provide intellectual interpretation

Accomplishing these goals is hindered by a lack of archival space to store permanent records and fine arts and the lack of adequate General Funds to support agency operations.

As we all prepare to face the new records challenges confronting government at all levels in the 21st Century, it becomes obvious that Maryland's archival program needs to refocus attention on some basic requirements of a successful and effective archival program. MFR and budget documents together define the fundamental infrastructure required for a successful archives. These include both an adequate physical infrastructure (suitable archival storage for traditional record formats) and a robust information technology infrastructure (sufficient storage and retrieval for electronic record formats). But a successful archival program also needs the support of a robust and proactive records management program. The records management program, now a part of the Department of General Services, began life as an Archival initiative in 1953. But while subsequent governmental reorganization separated the Archives from records management administratively, they remained closely tied functionally. This is because an effective records management program provides a comprehensive system of guidelines and procedures for efficient and economical control of records and information created, received, used, and kept by agencies of State, county, and local government. It includes control of a piece of paper (or other records media or format) through its life cycle -- from its creation to its transfer to the State Archives for permanent retention or its final disposition (destruction by recycling, burning, shredding, etc.).

### ***Basic Archival Infrastructure:***

Maryland has a long tradition of statutory guarantees protecting the integrity of its public records and providing adequate facilities to support a strong state archival program. From colonial acts ordering the transcription and rebinding of record volumes to nineteenth-century laws endorsing and subsidizing the efforts of the State Library and the Maryland Historical Society to locate and preserve historically significant documents, Maryland's lawmakers have never lost sight of the responsibility articulated by Governor John Seymour in 1704 to "secure the laws and records of your country, for the advantage and quiet of future generations". The laws establishing and governing the Maryland Hall of Records Commission (1935 Md. Laws, Ch. 18; 1941 Md. Laws, Ch. 825) built upon this tradition by mandating the collection of records from all levels of government. The legislation provided broad powers for the new entity to collect "old court records, official documents, records, reports, old newspapers, church records, private papers, and other historical data pertaining to the history of the Province and State of Maryland from the earliest times." The first Hall of Records building, opened in 1935, was conceived as part of the Tercentenary (300th) Anniversary of the founding of Maryland. It gained almost immediate notice for its state-of-the-art design and for many years served as a model for other states planning new archival facilities.

By requiring that all public records created prior to April 28, 1788, the date Maryland ratified the United States Constitution, be deposited in the Hall of Records, the General Assembly ensured the creation of a core of important local records from which the fledgling agency could build its collections. These acts also stated that records in state and local government agencies not needed for office use should be offered to the State Archivist. Subsequent legislation expanded the responsibility of the Hall of Records to include the scheduling of records for disposal (1949 Md. Laws Ch. 755), and the development of a state records management program (1953 Md. Laws Ch.436). These laws formed the framework within which the Hall of Records built the successful program of which Ernst Posner observed in American State Archives (1964) "the Maryland Hall of Records enjoys an enviable reputation as one of the leading state archival agencies."

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By the late 1970s, the dramatic growth in state government activity in the twentieth century was reflected in an exponential surge in the production of permanent records destined for eventual transfer to the Hall of Records. This phenomenon coincided with an equally remarkable increase in the level of reference demand, fueled in no small part by the widespread interest in genealogy engendered by Alex Haley's Roots. Government records suddenly had become a growth industry, and this translated into increasing strain on the state's archival agency. In 1984, the Maryland General Assembly enacted legislation (1984 Md. Laws Ch. 286) that reconfirmed the state's long-standing commitment to an effective archival program. This law established the State Archives as an independent agency in the Executive Department. As perhaps the crowning achievement in the celebration of the 350<sup>th</sup> anniversary of Maryland's founding, the State constructed the new Hall of Records Building in Annapolis. The new Hall of Records Building, completed in 1986, was predicted to meet the State's permanent records storage needs for the next 25 years. But today, still 3 years short of that target, it is clear that this estimate was overly optimistic.

Records transfers to the Archives over the past 20 years have exceeded expectations. The main Archives facility in Annapolis was filled to capacity before 2000. Agency demand to transfer records to archival storage is not expected to subside, and in fact, agencies should be encouraged to move permanent record material out of office space and into archival storage as a necessary and desirable component of any sound records management program. Despite the migration from paper to electronic records in government, the quantity of permanent records created by State and local government continues to grow. The rate of growth is now impossible to gauge due to inaccurate and incomplete reporting of record retention schedules to the Department of General Services (DGS). Several years ago a vastly incomplete records inventory conducted by DGS estimated an additional 164,913 cubic feet of permanent material was still housed with originating agencies. This estimate is bound to be quite low.

The most basic requirement for records preservation is to move records from a costly (often destructive) office environment to the secure and environmentally stable custody of the State Archives. A huge obstacle to achieving this primary objective is the lack of space in which to safely house archival material. Presently, in addition to the Dr. Edward C. Papenfuse State Archives Building in Annapolis, three adjunct facilities hold government records of permanent value. Together, they have the capacity to store 331,556 cubic feet of permanent record material. Significantly, over half of the total holdings of permanent record material resides in substandard, rented facilities. Fluctuations in temperature and humidity destroy paper records. The lack of ANY temperature and humidity controls in the rented spaces threatens the longevity of these permanent records.

Further, the Archives will run out of available space to house new records accessions by early 2009. Even before the beginning of fiscal year 2010 we will have to find additional space to serve as at least a temporary home for records of permanent value. At best, this is only a stop gap measure. Warehouses generally are substandard from an archival standpoint for many reasons. The fabric of the building (its floors, foundation, structural columns, roof, etc.), available HVAC to maintain a constant level of temperature, humidity, and air quality, the means to control light, building security, and fire detection and suppression systems in such facilities all fall far short of archival requirements. The plan to build an archival facility, approved in the five-year capital budget plan, should be fast-tracked as a long-term solution to address this unsatisfactory situation.

***Electronic Archives Infrastructure:***

Through Fiscal Year 2008, in partnership with the Maryland Judiciary, the Archives focused on creating a model for preserving and accessing electronic records of permanent value. The program focused on completing the initial development and implementation of *mdlandrec.net*. Initiation of *plats.net*, ELROI (the courts' recordation system), and the *mdlandrec.net* partnership has enabled Maryland to become the first state in the nation to provide efficient and cost-effective access to existing records relating to land use and ownership. This effort also insures a means by which to preserve and make accessible those records that the Courts identified as in danger of being lost forever. In addition, *mdlandrec.net* helps secure the State's significant investment in the digital imaging of land records by enabling older ELROI images to migrate to a cost-effective archival environment.

By the end of Fiscal Year 2008, *mdlandrec.net* was fully implemented in all 24 circuit courts. In the process, the Archives acquired and migrated 169,702,870 land record and index images into the Archives' mass storage arrays. At the same time, the Archives generated archival microfilm and provided security duplicates of some 9,700,323 images of

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recent filings from the courts. Moreover, the Archives added 39,391 images to *plats.net*, Maryland's digital system for accessing plats. As of June 30, 2008, the Archives, in sum, made available more than 170,785,899 digital images of Maryland plats, land records, and indices through *plats.net* and *mdlandrec.net*.

The Archives has expanded the model of the Electronic Archives to include making other record series, compilations of records, and interpretive analysis of records available online. In addition to land records and survey materials, other initiatives to expand the Electronic Archives include image reference and retrieval systems for historic site survey materials from the Maryland Historical Trust (*mdihp.net*), birth and death indices (*mdvitalrec.net*), historic photographs (*mdhistpics.net*), official photographs from the Office of the Governor (*mdgovpics.net*), wills and other probate records (*mdprobate.net*), Maryland's laws and colonial records (*aomol.net*), and materials relating to the history of slavery in Maryland (*mdslavery.net*).

The documented achievements of these interagency initiatives, impressive as they may be, represent just a portion of the challenge confronting the Archives. Thousands of records - many of them vital to the lives of our citizens - require preservation in electronic form. The challenge for the State in Fiscal Year 2010 and beyond, in accordance with the requirements of the Fiscal Year 2010 Information Technology Master Plan developed by the Department of Information Technology, is to bring the State's electronic public records under efficient records management control and to develop policies and procedures, supported by a robust IT infrastructure, to make it easier for agencies at all levels of government to fulfill their legal obligations to ensure that permanently valuable electronic records are properly identified, adequately described, securely preserved, and kept permanently accessible in Maryland's Electronic Archives.

At the most fundamental level, the consequences of not dealing effectively with the challenges of bringing electronic records under more effective records management control can be summed up quite simply: future generations will be deprived of access to materials that secure and protect their rights and shape and define our society and ourselves.

***Support for Records Management Program:***

Agencies have long been required to develop and maintain records retention and disposal schedules. These schedules describe each category of public record created or received by an agency and define a period of time for which each must be maintained. Most records can be safely destroyed after a few years, but a small percentage are identified as having enough administrative, fiscal, legal, historical, or other archival value to merit their being kept permanently. Some agencies do a good job of records management. Most do not. The last twenty years has seen a steady decline in this most basic "good government" function.

The Fiscal Year 2010 Information Technology Master Plan of the Department of Information Technology endorses the view that agency electronic data and data systems constitute public records that must be brought under proper records management control. In the past, most agencies did not always consider their data files to be public records. In many cases agencies attempted to maintain all their data in-house, often in proprietary systems, with no provision made for the transfer of permanently valuable data in the Electronic Archives. It was common for electronic records not to be covered by agency retention schedules, for data heedlessly to be deleted from information systems, and for data to end up on inaccessible tape back up systems. This state of affairs is very similar to that which existed with paper records sixty years ago. At that time, the explosive growth of government at all levels gave rise to concerns that government was in imminent danger of losing control of its records. In response to this challenge the Hall of Records instituted a records management program to help agencies to identify, to describe, to appraise, and generally to manage the life-cycle of their paper records. Simultaneously, reacting to the threat posed first by Nazi submarines and later by Soviet missiles, the State Archivist embarked on a program to produce security copies of the State's most important records using the new technology of microphotography. Interestingly enough, back in 1942, the concern was greatest, not about current records, but about the oldest historical records of the State, possibly because only six years before the State had built a state of the art archives building christened The Maryland Hall of Records, and had begun moving all the historical records of the State there from local courthouses where the threat of fire and loss was endemic. By 1946, 256 reels of what then State Archivist Dr. Morris Radoff deemed the most important holdings of the Maryland Hall of Records (now known as the Maryland State Archives) were completed. Within 20 years it had become standard practice for many agencies to produce security microfilm of their most important paper records, depositing the master negatives of permanent records in the Archives for safekeeping.



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An agency's lack of a current records retention and disposition schedule means that there is no knowledge of important records outside of that particular unit of government. It also means that there is no legitimate way to determine what to hold on to or for how long, and no legitimate process for an agency to dispose of any of its records. The absence of a records schedule, the lynch pin of any effective records management program, stymies effective planning for and execution of any information lifecycle management scheme. Executive management of all three branches of Maryland state government, county and municipal leaders and the Archives need to support and expand upon the records scheduling activities of the Department of General Services' Records Management Division (DGS) especially those efforts to bring the State's permanent electronic records under effective records management control through:

- Providing a reasonable level of outreach to county and local government agencies, many of whom have no understanding or knowledge of their record keeping responsibilities.
- Encouraging all levels of government to regularly deposit permanent electronic data in the Electronic Archives.
- Encouraging state agencies to utilize the efficient DGS warehouse facilities and staff to store and then destroy non-permanent records.
- Safeguarding electronic records created and maintained in proprietary agency systems by transferring these records into the non-proprietary, State-controlled Electronic Archives maintained by the Archives.
- Establishing policies, procedures, and online resources to make the inventory and transfer of permanent electronic records easier.
- Revising records management and archives regulations as necessary to facilitate the scheduling of government records and publications.

We have made a good start in all these areas upon which we must continue to build. A records management policy study group with representatives from DGS, Archives, the Department of Budget and Management and the Attorney General's Office developed guidelines for records management in general and agency e-mail retention in particular. The Archives has placed online this advice, procedures, and links to helpful resources. The Archives and DGS will work cooperatively to reviewing existing regulations and explore the need for legislation to bring governmental publications and electronic records under better records management control.

### **Conclusion**

It is the Archives essential mission to appraise, acquire, describe, preserve, and make electronically available the permanent records of the past, while providing current information about Maryland and its State, county and municipal governments.

Since 1995, the Archives has led in the electronic delivery of services to Maryland citizens. Through its partnership with Maryland's Judiciary, the Archives inaugurated a model electronic archives that has proven a success. With *plats.net* and *mdlandrec.net* on the internet, customer traffic in the court has been diminished. The ease of access has afforded an economic benefit to the State and to the companies that use these legal instruments. This phenomenal increase in access to public records was accompanied by a similar increase in the effective preservation of these materials. Hundreds of thousands of originals were retired from public circulation and transferred to secure archival storage. They were replaced by digital copies that could be more easily and widely distributed than ever was possible with the originals. This effort will continue through Fiscal Year 2010, making it possible to retire tens of thousands of deteriorating at-risk original records from public circulation, placing them in archival storage, and effectively preserving them for future generations. At the same time, these materials are being made available digitally to a far broader constituency than was ever dreamed of at any prior time in history. But for all of this undoubted achievement, in some ways Maryland's public records are potentially at greater collective risk than at any previous time. Leadership is needed at all levels and all branches of government to secure these materials for future generations by:

- Revitalizing agency records management programs
- Providing secure archival storage
- Giving clear guidance and direction as well as providing an easy to use records inventory mechanism.

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| <b>Dept. of Budget &amp; Management</b><br><b>Budget Form DBM-DA-2 (Revised 4/02)</b><br><b>Submit Original and 2 Duplicates</b> | <b>BUDGET ESTIMATES</b><br><b>FISCAL YEAR 2010</b> | <b>Page 5 of 5</b><br><b>Executive Department</b><br><b>State Archives &amp; Hall of Records Commission</b><br><b>D60A1000 Archives and Artistic Property</b> |
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## DA10.02 ARTISTIC PROPERTY

The State of Maryland is extremely fortunate to own two art collections that are of enormous national artistic and historical importance - the Annapolis Collection and the Peabody Collection. Both are important cultural assets for Maryland and its citizens. These state-owned art collections are made accessible to the public through permanent display and temporary exhibitions within the Annapolis complex, at cultural institutions in Baltimore, and through the Archives' website.

Commissioned and collected by the state over more than two centuries, the Annapolis Collection is on display throughout the Annapolis complex and adds immeasurably to the interpretation of these public buildings, particularly the State House and Government House. Without the portraits of Maryland's four Signers of the Declaration of Independence, and the historical portraits *Washington, Lafayette and Tilghman at Yorktown* and *Washington Resigning His Commission*, the State House would not be nearly as historically and artistically interesting as it is today. These works of art, and others, are at the core of the state's curriculum for elementary school students studying Maryland history, and feature significantly in any public tour of the State House.

Assembled by prominent Baltimoreans for the benefit of all Maryland citizens, the Peabody Collection is a significant collection of American and European art of the 18th, 19th and 20th centuries. Recent loan requests for paintings in the Peabody Collection have come from major cultural institutions in Europe and the U.S. This collection, once largely unknown, has been made more accessible through imaging technology and is an important resource for art history scholars around the world.

Through Fiscal Year 2009, the Commission will continue work on conserving some of the most historically and artistically important items in the Collections, including the renowned portraits of William Pitt and William Paca. Conservation will also continue on the Thurgood Marshall Memorial located on Lawyers Mall. We are gratified that the State is recognizing the importance of the art work it owns and is taking responsibility for its long-term preservation. To supplement State funds, the Commission also seeks other funding sources for conservation: through loans to other institutions which have agreed to pay for conservation of borrowed items, and through grants to conserve specific, historically important works of art. Commission staff also works closely with the staff of Government House on matters relating to artwork and exhibits, and the preservation of the residence and its furnishings.

In Fiscal Year 2007 work began to completely transform the visitor experience to the State House. Commission staff supervised the development of a Visitor Experience Master Plan for the State House, and an Historic Furnishings Report for the recreation of the Old House of Delegates Chamber as it existed in the high Victorian style of the 1870s. Due to the closure of the State House in 2008, and the need to accommodate construction work associated with the piping project, all of the exhibits in the State House (originally installed in 1983) were removed and most will not be reinstalled. A plan has been completed for new interpretive exhibits in the State House, and the Commission will be submitting a request to design and implement these essential elements of the visitor experience in our state's most historic building.

Additionally, the Commission is requesting funding to staff a Visitors Center within the State House in order to fill the vacuum left by the departure this year of the Division of Tourism Development which previously operated a Welcome Center, including interpretive tours, to serve the approximately 200,000 annual visitors to the building.

Finally, one of the most fundamental responsibilities of cultural institutions which own fine art on behalf of the public is to adequately store and care for those elements of the collection that are not on public display. Over 1,000 items in the collections are housed at other institutions. Many, including the Baltimore Museum of Art, the Walters, M.I.C.A., the Peabody, etc., do not charge the state for storage. Indeed, many of these institutions even assist with conservation. Most of those objects, however, are stored in rented space that has long been documented as being inappropriate. In addition to inadequate temperature and humidity controls, the landlord has acknowledged security breaches which resulted in damage to some of the objects. The Archives has also been informed that the rent will increase substantially in Fiscal Year 2009. Funds need to be allocated for the storage of our fine arts.

# STATE ARCHIVES

## Objectives and Strategies Fiscal Year 2010

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### D60A10.01 ARCHIVES - STATE ARCHIVES

**Objective 1.1** Seek resources to be able to accommodate all permanent records transferred to the Archives through Fiscal year 2010.

Strategy 1.1.1 Monitor requests for records transfers to ensure that they do not exceed capacity

Strategy 1.1.2 Work with DGS and DBM on a facilities master plan for an archival facility to accommodate records now housed in substandard, rented facilities

Strategy 1.1.3 Process, on a daily basis, all land record instruments transferred from the courts

Strategy 1.1.4 Provide daily updates to land record index data from the courts

**Objective 2.1** By Fiscal year 2010, increase data transferred via the web by at least 3,914% over Fiscal year 2004.

Strategy 2.1.1 Increase storage capacity while retiring the Hitachi 5400 series storage array

Strategy 2.1.2 Monitor use of critical applications and add server, load-balancing and bandwidth capacity as necessary

Strategy 2.1.3 Rescan or with image-enhancing techniques make more legible images derived from poor microfilm

Strategy 2.1.4 As resources allow, scan more indexes and record series for the web

Strategy 2.1.5 Provide emergency failover and disaster recovery capability for major applications

**Objective 3.1** In Fiscal Year 2010, describe Maryland State, county and municipal government in the *Maryland Manual On-Line*, seek funding for a printed edition, and preserve for research government publications and reports.

Strategy 3.1.1 Maintain current information online about government agencies, budgets, functions, historical evolution, organizational structure, origin, personnel, and reports in the *Maryland Manual On-Line*.

Strategy 3.1.2 Identify, preserve, and make accessible on line electronic government publications and reports.

**Objective 3.2** In Fiscal Year 2010, Interpret archival records through electronic publication of historical compilations, analyses, and research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government via *Archives of Maryland Online* (aomol.net), and the Legacy of Slavery in Maryland program (mdslavery.net.)

Strategy 3.2.1 Convert *Archives of Maryland Online* (aomol.net) to a more up-to-date, user-friendly model.

Strategy 3.2.2 Answer research inquiries from government agencies, officials, and the press, and prepare research materials for use while digitizing related materials and placing them online.

Strategy 3.2.3 Apply for additional grants to continue and expand research in the Legacy of Slavery program.

Strategy 3.2.4 Assist Maryland teachers to incorporate archival materials into the National History Standard curricula and, with the use of primary documents in the classroom, participate in the federally funded Teaching American History program.

Strategy 3.2.5 Conduct cooperative research on and seek grant funding for the history of the Maryland Commission for Women and the Maryland Women's Heritage Center.

Strategy 3.2.6 Assist local law school students and the State Archivist in the random sampling, appraisal, and analysis of court files, and teach students how to find and read historical records.

Strategy 3.2.7 Manage student outreach and internships to mentor young people interested in the archival field whose work preserves, interprets and provides access to Maryland records.

**STATE ARCHIVES**  
**Objectives and Strategies Fiscal Year 2010**

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**DA10.02 ARTISTIC PROPERTY - STATE ARCHIVES**

**Objective 1.1** Inventory, catalogue, and insure all of the State art collections on an annual basis.

Strategy 1.1.1 In Fiscal Years 2009 and 2010 conduct an annual physical inventory of all State artwork. Revalue the most important works and report updated insurance values to the appropriate fiscal officers.

**Objective 1.2** In order to preserve the State's investment in the Annapolis Collection, by close of Fiscal Year 2011, conserve 100% of State art objects in the Collection that are on public display and are classified as being in poor or fair condition (per 2000 condition survey). In order to preserve the State's investment in the Peabody Collection and increase the number of its works available for exhibition, by close of Fiscal Year 2012, conserve 100% of State art objects in the Collection classified as being in poor or fair condition (per 2001 condition survey).

Strategy 1.2.1 The appropriation of State funding for conservation work in Fiscal Years 2009 and 2010 will make possible the preservation of three to five of the most historically and artistically important objects in the State art collections in preparation for them to be placed on public display. To pursue funding for additional conservation, the Archives will solicit grants from federal and private sources, based on the national historical significance of the collections. With other agencies interested in displaying State artwork, the Archives will pursue 100% reimbursable conservation projects and explore forming partnerships with other institutions to achieve conservation goals through the potential loan of artwork from the collections.

**Objective 2.1** By June 2010 increase the number of items in the Annapolis and Peabody Collections on display to the public.

Strategy 2.1.1 Pursue opportunities to display objects in the State art collections in State facilities and exhibition sites, seek to collaborate with museums and other arts organizations on exhibitions that feature objects from the State art collections.

**Objective 2.2** By June 2010, increase the number of online catalogue pages for the State art collections available on the Internet by 10% in order to increase public awareness of the collections

Strategy 2.2.1 Update electronic records accession data for the State art collections, and place research data and other information relating to the State-owned art objects on-line.