

APPENDIX-E

Comptroller of Maryland
Expenditure and Revenue
Objects

Comptroller Source Group D09 Profile	Title	Comptroller Object D10 Profile	Title	1099 Indicator	STARS Converted Source / Object
	SALARIES AND WAGES				
0001		0101	REGULAR EARNINGS	N	A01
0001		0102	ADDITIONAL ASSISTANCE	N	A02
0001		0104	OVERTIME EARNINGS	N	A04
0001		0105	SHIFT DIFFERENTIAL	N	A05
0001		0110	MISCELLANEOUS ADJUSTMENTS	N	A10
0001		0111	ACCRUED LEAVE PAYMENTS	N	A11
0001		0112	RECLASSIFICATIONS	N	A12
0001		0120	STUDENT PAYMENTS	N	A20
0001		0151	SOCIAL SECURITY CONTRIBUTIONS	N	A51
0001		0152	HEALTH INSURANCE	6	A52
0001		0153	SPECIAL SUBSIDIES	N	A53
0001		0154	RETIREEES HEALTH INSURANCE PREMIUMS	6	A54
0001		0155	SICK LEAVE INCENTIVE PAYMENTS	6	A55
0001		0156	PEP EVALUATION	6	A56
0001		0160	EARLY RETIREMENT SURCHARGE	N	A60
0001		0161	EMPLOYEES' RETIREMENT	N	A61
0001		0162	EMPLOYEES' PENSION SYSTEM	N	A62
0001		0163	TEACHERS' RETIREMENT SYSTEM	N	A63
0001		0164	TEACHERS' PENSION SYSTEM	N	A64
0001		0165	STATE POLICE RETIREMENT SYSTEM	N	A65
0001		0166	JUDGES' PENSION SYSTEM	N	A66
0001		0167	MASS TRANSIT ADMIN PENSION SYSTEM	N	A67
0001		0168	OPTIONAL RETIREMENT/PENSION SYSTEM(TIAA)	N	A68
0001		0169	NATURAL RESOURCES POLICE RETIREMENT SYS	N	A69
0001		0170	OTHER RETIREMENT SYSTEMS	N	A70
0001		0171	OTHER PENSION SYSTEMS	N	A71
0001		0172	DEFFERED COMPENSATION MATCH	N	A72
0001		0174	UNEMPLOYMENT COMPENSATION	N	A74
0001		0175	WORKERS' COMPENSATION	N	A75
0001		0176	WORKERS' COMPENSATION RESERVE FUND	N	A76
0001		0180	EMPLOYEES BENEFITS CREDITS	N	A80
0001		0181	TUITION WAIVERS	N	A81
0001		0189	TURNOVER EXPECTANCY	N	A89
0001		0190	EARLY RETIREMENT REDUCTION USM	N	A90
0001		0191	DBM-POSITION REDUCTION	N	A91
0001		0192	DBM-EFFICIENCY REDUCTION	N	A92
0001		0193	EARLY RETIREMENT REDUCTION	N	A93
0001		0198	PAYROLL REIMBURSEMENTS	N	A98
0001		0199	OTHER FRINGE BENEFIT COSTS	N	A99
0001		1501	SALARIES AND WAGES	N	001
	TECHNICAL AND SPECIAL FEES				
0002		0201	HONORARIUMS	7	B01
0002		0202	PER DIEM PAYMENTS	7	B02
0002		0203	CLERICAL AND SECRETARIAL SUPPORT	7	B03
0002		0204	LEGAL SERVICE SUPPORT	7	B04
0002		0205	MEDICAL SERVICE SUPPORT	7	B05

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0002		0206	RELIGIOUS SERVICE SUPPORT	7	B06
0002		0207	SOCIAL SERVICE SUPPORT	7	B07
0002		0208	TRAINING AND STAFF DEVELOPMENT	7	B08
0002		0209	ADMINISTRATIVE/MANAGEMENT SERVICES SUP	7	B09
0002		0210	PATIENT AND STUDENT PAYMENTS	N	B10
0002		0211	EMP TUITION REIMB & OTHER AWARD NON-TAX	N	B11
0002		0212	ATHLETIC SERVICES SUPPORT	7	B12
0002		0213	SOCIAL SECURITY CONTRIBUTIONS	N	B13
0002		0214	UNEMPLOYMENT COMPENSATION	N	B14
0002		0215	WORKERS' COMPENSATION	N	B15
0002		0216	ROYALTY PAYMENTS	2	B16
0002		0217	HEALTH INSURANCE (CONTRACTUAL)	6	B17
0002		0220	SPECIAL PAYMENTS PAYROLL	7	B20
0002		0221	PRIZES AND AWARDS TO NON EMPLOYEES	3	B21
0002		0289	TURNOVER EXPECTANCY-CONTRACTUAL	N	B89
0002		0291	DBM-CONTRACTUAL REDUCTIONS	N	B91
0002		0299	OTHER - TECHNICAL AND SPECIAL FEES	7	B99
0002		1502	TECHNICAL AND SPECIAL FEES	N	002
0003	COMMUNICATION	0301	POSTAGE	N	C01
0003		0302	TELEPHONE	N	C02
0003		0303	TELECOMMUNICATIONS	N	C03
0003		0304	MISCELLANEOUS COMMUNICATIONS CHARGES	N	C04
0003		0305	DBM PAID TELECOMMUNICATIONS	N	C05
0003		0306	CELLULAR TELEPHONE SERVICES & EQUIPMENT	N	C06
0003		0322	CAPITAL LEASE (S) TELECOMMUNICATIONS	N	C22
0003		0395	CORPORATE PURCHASING CARD	N	XXX
0003		1503	COMMUNICATION	N	003
0004		0401	IN STATE/ROUTINE OPERATIONS	N	D01
0004	TRAVEL	0402	IN STATE/CONFERENCES/SEMINARS/TRAINING	N	D02
0004		0403	OUT-OF-STATE/ROUTINE OPERATIONS	N	D03
0004		0404	OUT-OF-STATE/CONFERENCES/SEMINARS/TRAIN	N	D04
0004		0495	CORPORATE PURCHASING CARD	N	XXX
0004		1504	TRAVEL	N	004
0005	FOOD	0501	FOOD	N	EO1
0005		1505	FOOD	N	005
0006	FUEL AND	0601	FUEL - ALCOHOL	N	F01
0006	UTILITIES	0602	FUEL - COAL	N	F02
0006		0603	FUEL - OIL #2	N	F03
0006		0604	FUEL - OIL #3	N	F04
0006		0605	FUEL - OIL #6	N	F05
0006		0606	FUEL - NATURAL GAS/PROPANE	N	F06
0006		0607	FUEL - WOOD	N	F07
0006		0608	FUEL - STEAM	N	F08
0006		0619	FUEL - MISCELLANEOUS	N	F19
0006		0620	UTILITIES - ELECTRICITY	N	F20
0006		0621	UTILITIES - WATER/SEWAGE	N	F21
0006		0622	UTILITIES - COMBINED UTILITY PURCHASES	N	F22

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0006		0695	CORPORATE PURCHASING CARD	N	XXX
0006		0697	MES CHARGES	N	F97
0006		0698	LOAN REPAYMTS-ENERGY CONVSERV LOAN FUND	N	F98
0006		0699	UTILITIES - MISCELLANEOUS	N	F99
0006		1506	FUEL AND UTILITIES	N	006
0007	MOTOR VEHICLE	0701	PURCHASE COST OR LEASE COST	N	G01
0007		0702	GAS AND OIL	N	G02
0007		0703	MAINTENANCE AND REPAIR	7	G03
0007	OPERATION AND MAINTENANCE	0704	INSURANCE PAID TO STO	N	G04
0007		0705	GARAGE RENT	1	G05
0007		0710	PURCHASE COST OR LEASE COST	N	G10
0007		0711	GAS AND OIL	N	G11
0007		0712	MAINTENANCE AND REPAIR	7	G12
0007		0713	INSURANCE	N	G13
0007		0714	HANGAR RENTAL/LANDING FEE	1	G14
0007		0720	PURCHASE COST OR LEASE COST	N	G20
0007		0721	GAS AND OIL	N	G21
0007		0722	MAINTENANCE AND REPAIR	7	G22
0007		0723	INSURANCE	N	G23
0007		0724	BOAT SHIP RENTAL/LAUNCHING FEES	1	G24
0007		0730	PURCHASE COST OR LEASE COST	N	G30
0007		0731	GAS AND OIL	N	G31
0007		0732	MAINTENANCE AND REPAIR	7	G32
0007		0733	INSURANCE	7	G33
0007		0734	GARAGE OR STORAGE SPACE RENTAL	1	G34
0007		0789	VEHICLE COMMUTER CHARGE	N	G89
0007		0795	CORPORATE PURCHSING CARD	N	XXX
0007		0799	OTHER MOTOR VEHICLE CHARGES	N	G99
0007		1507	MOTOR VEHICLE OPERATION AND MAINTENANCE	N	007
0008	CONTRACTUAL SERVICES	0801	ADVERTISING & LEGAL PUBLICATION	7	H01
0008		0802	APPLICATIONS SOFTWARE MAINTENANCE	7	H02
0008		0803	ARCHITECTS	7	H03
0008		0804	PRINTING/REPRODUCTION	7	H04
0008		0805	BOOKBINDING/PHOTOGRAPHIC	7	H05
0008		0806	MICROFILMING	7	H06
0008		0807	ENGINEERS	7	H07
0008		0808	EQUIP RENTAL(OTHER THAN DATA PROCESSING)	1	H08
0008		0809	EQUIPMENT REPAIRS AND MAINTENANCE	7	H09
0008		0810	EXTERMINATION	7	H10
0008		0811	FOOD SERVICES	7	H11
0008		0812	BUILDING/ROAD REPAIR & MAINTENANCE	7	H12
0008		0813	JANITORIAL SERVICES	7	H13
0008		0814	GROUND MAINTENANCE	7	H14
0008		0815	LAUNDRY	7	H15
0008		0816	HOUSEKEEPING	7	H16

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0008		0817	LEGAL SERVICES	7	H17
0008		0818	PURCHASE OF CARE SERVICE	7	H18
0008		0819	EDUCATION/TRAINING CONTRACTS	7	H19
0008		0820	MEDICAL CARE (PHYSICIANS,DENTAL,ETC.)	6	H20
0008		0821	MANAGEMENT STUDIES AND CONSULTANTS	7	H21
0008		0822	HOSPITAL CARE	7	H22
0008		0823	SECURITY SERVICES	7	H23
0008		0824	LABORATORY SERVICES	7	H24
0008		0825	VETERINARIAN	7	H25
0008		0826	FREIGHT AND DELIVERY	7	H26
0008		0827	TRASH AND GARBAGE REMOVAL	7	H27
0008		0828	OFFICE ASSISTANCE	7	H28
0008		0829	FISCAL SERVICE	7	H29
0008		0830	MEDICAL CARE ASSISTANCE PROGRAM	6	H30
0008		0831	ADMINISTRATIVE HEARINGS	N	H31
0008		0832	EDUCATION & TRAINING REIMB-JOB RELATED	N	H32
0008		0841	DATA PROCESS CENTRAL PROCESSING UNIT&CO	N	J01
0008		0842	MEMORY	7	J02
0008		0843	COMMUNICATIONS CONTROLLERS	N	J03
0008		0844	MAGNETIC TAPE DEVICES	7	J04
0008		0845	DIRECT ACCESS STORAGE DEVICES (DASD)	7	J05
0008		0846	MASS STORAGE DEVICES	N	J06
0008		0847	BATCH TELEPROCESS EQUIPMENT	N	J07
0008		0848	TERMINAL TELEPROCESSING EQUIPMENT	7	J08
0008		0849	TELECOMM LINES, MODEMS&CONTROLLERS	7	J09
0008		0850	PERIPHERAL EQUIP-PRINTERS,TERMINAL,ETC.	7	J10
0008		0851	OPTICAL CHARACTER RECOGNITION EQUIPMENT	N	J11
0008		0852	DATA ENTRY DEVICES	7	J12
0008		0853	ACCOUNTING MACHINES ELECTRIC	N	J13
0008		0854	COMPUTER MAINTENANCE CONTRACTS	7	J14
0008		0855	EQUIPMENT OVERTIME RENTAL CHARGES	N	J15
0008		0856	DISK PAKS	N	J16
0008		0857	OTHER DATA PROCESSING HARDWARE	7	J17
0008		0858	SOFTWARE LICENSES	N	J18
0008		0859	WORD PROCESSING EQUIPMENT RENTAL	N	J20
0008		0860	WORD PROCESSING EQUIPMENT MAINTENANCE	N	J25
0008		0861	APPLICATIONS SOFTWARE (ACQUISTIONS)	N	J30
0008		0862	APPLICATIONS SOFTWARE (MAINTENANCE)	7	J31
0008		0863	SYSTEMS SOFTWARE (ACQUISITIONS)	N	J32
0008		0864	SYSTEMS SOFTWARE (MAINTENANCE)	7	J33
0008		0865	OUTSIDE SERVICES SYS ANALYSIS AND DESIGN	7	J40
0008		0866	OUTSIDE SERVICES PROGRAMMING	7	J41
0008		0867	OUTSIDE SERVICES DATA ENTRY	7	J42
0008		0868	OUTSIDE SERVICES DATA PROCESSING TRAINNG	7	J43
0008		0869	OUTSIDE SERVICES COMPUTER USAGE	7	J44
0008		0870	OUTSIDE SERVICES TAPE MAINTENANCE	N	J45
0008		0871	OUTSIDE SERVICES DISK PACK MAINTENANCE	N	J46

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0008		0872	OUTSIDE SERVICES-CONSULTING SERVICES	7	J47
0008		0873	OUTSIDE SERVICES-OTHER	7	J49
0008		0877	INSTATE COMPUTER USAGE - PUBLIC SAFETY	N	J64
0008		0878	IN STATE SERVICES SYS ANALYSIS AND DESIG	N	J60
0008		0879	IN STATE SERVICES PROGRAMMING	N	J61
0008		0880	IN STATE SERVICES DATA ENTRY	N	J62
0008		0881	IN STATE SERVICES D/P TRAINING	N	J63
0008		0882	INSTATE SERVICES COMPUTER USAGE ADC ONLY	N	J64
0008		0883	IN STATE SERVICES TAPE MAINTENANCE	N	J65
0008		0884	IN STATE SERVICES DISK PACK MAINTENANCE	N	J66
0008		0885	IN STATE SERVICES - OTHER	N	J69
0008		0886	INST SER-COMPUTER USAGE-OTHER THAN ADC	N	J74
0008		0887	DATA PROCESSING AIR CONDITIONING	N	J80
0008		0888	DATA PROCESSING AUXILLARY POWER	N	J81
0008		0889	DATA PROCESSING COMPUTER FLOORING	N	J82
0008		0890	DATA PROCESSING MICROFILM/MICROFICHING	7	J83
0008		0891	DATA PROCESSING FREIGHT	N	J84
0008		0892	DATA PROCESSING - ACADEMIC/RESEARCH	7	J90
0008		0893	DATA PROCESSING - ADMINISTRATIVE	7	J91
0008		0895	CORPORATE PURCHASING CARD	N	XXX
0008		0898	DATA PROC OTHER CONTRACTUAL SERVICES-DP	7	J99
0008		0899	OTHER CONTRACTUAL SERVICES-NON DP	7	H99
0008		1508	CONTRACTUAL SERVICES	N	008
	SUPPLIES AND MATERIALS				
0009		0901	AGRICULTURE	N	K01
0009		0902	OFFICE SUPPLIES	N	K02
0009		0903	AUDIO VISUAL	N	K03
0009		0904	BUILDING AND HOUSEHOLD	N	K04
0009		0905	COSMETIC	N	K05
0009		0906	LABORATORY	N	K06
0009		0907	DIETARY	N	K07
0009		0908	HOUSEKEEPING	N	K08
0009		0909	MEDICAL	N	K09
0009		0910	LAUNDRY	N	K10
0009		0911	MEDICINE, DRUGS AND CHEMICALS	N	K11
0009		0912	WEARING APPAREL-UNIFORMS EMPLOYEES	N	K12
0009		0913	APPAREL/UNIFORM,CLIENT(PATIENT,PRISIONR)	N	K13
0009		0914	INSTRUCTIONAL SUPPLIES	N	K14
0009		0915	LIBRARY SUPPLIES	N	K15
0009		0916	RECREATIONAL SUPPLIES	N	K16
0009		0917	SMALL TOOLS	N	K17
0009		0918	VETERINARY	N	K18
0009		0919	TOBACCO	N	K19
0009		0920	FOOD	N	K20
0009		0921	DATA PROCESSING COMPUTER FORMS	N	M01
0009		0922	DATA PROCESSING COMPUTER FORMS (SPECIAL)	N	M02
0009		0923	DATA PROCESSING PUNCHED CARDS	N	M03

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0009		0924	DATA PROCESSING MAGNETIC TAPE	N	M04
0009		0925	DATA PROCESSING PRINTER RIBBONS	N	M05
0009		0926	DATA PROCESSING SUPPLIES	N	M06
0009		0930	MICROCOMPUTER PACKAGD APPLICATION SWARE	N	M30
0009		0932	MICROCOMPUTER OPERATING SYS SOFTWARE	N	M32
0009		0933	SOFTWARE UPGRADES	N	M33
0009		0951	ITEMS FOR RESALE	N	K51
0009		0990	DATA PROCESSING ACADEMIC/RESEARCH	N	M90
0009		0991	DATA PROCESSING ADMINISTRATIVE HIGHER ED	N	M91
0009		0995	CORPORATE PURCHASING CARD	N	XXX
0009		0998	DATA PROCESSING-OTHER MATERIALS	N	M99
0009		0999	OTHER SUPPLIES AND MATERIALS	N	K99
0009		1395	CORPORATE PURCHASING CARD	N	XXX
0009		1509	SUPPLIES AND MATERIALS	N	009
0010		1001	AGRICULTURAL EQUIPMENT	N	N01
0010	EQUIPMENT- REPLACEMENT	1002	AUDIO-VISUAL EQUIPMENT	N	N02
0010		1003	CLEANING EQUIPMENT	N	N03
0010		1004	DENTAL EQUIPMENT	N	N04
0010		1005	DIETARY EQUIPMENT	N	N05
0010		1006	DUPLICATING EQUIPMENT	N	N06
0010		1007	EDUCATIONAL EQUIPMENT	N	N07
0010		1008	HOUSEHOLD EQUIPMENT	N	N08
0010		1009	HUMAN ENVIRONMENTAL EQUIPMENT	N	N09
0010		1010	LABORATORY EQUIPMENT	N	N10
0010		1011	LAUNDRY EQUIPMENT	N	N11
0010		1012	LIVESTOCK	N	N12
0010		1013	MAINTENANCE AND BUILDING EQUIPMENT	N	N13
0010		1014	MEDICAL EQUIPMENT	N	N14
0010		1015	OFFICE EQUIPMENT	N	N15
0010		1016	POWER PLANT EQUIPMENT	N	N16
0010		1017	RECREATIONAL EQUIPMENT	N	N17
0010		1018	VETERINARY EQUIPMENT	N	N18
0010		1019	RADIOS AND ELECTRONIC EQUIPMENT	N	N19
0010		1021	CAP LEASE PAYMENT TO TREASURER(NON-DP)	N	N21
0010		1022	CAPITAL LEAS (S) (NON-DP)	N	N22
0010		1023	OPERATING LEASE(S) (NON-DP)	N	N23
0010		1024	INSTALL PAYMNT-TREASURER(NON-DP, NON-CAP)	N	N24
0010		1031	DATA PROCESSING EQUIPMENT-MAINFRAME	N	P01
0010		1032	DATA PROCESSING EQUIPMENT-MINICOMPUTER	N	P02
0010		1033	DATA PROCESSING EQUIPMENT-MICROCOMPUTEF	N	P03
0010		1034	DATA PROCESSING EQUIPMENT-WORKSTATIONS	N	P04
0010		1035	DATA PROCESSING EQUIP-IMAGING SYSTEMS	N	P05
0010		1036	DATA PROCESSING EQUIPMENT-PERIPHERALS	N	P06
0010		1040	WORD PROCESSING EQUIPMENT	N	P20
0010		1041	CAPITAL LEASE-PAYMENTS TO TREASURER(DP)	N	P21
0010		1042	CAPITAL LEASE(S) (DP)	N	P22

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0010		1043	OPERATING LEASE(S) (DP)	N	P23
0010		1044	INSTALL PAYMENT(S)-TREASURER(DB, NON-CAP)	N	P24
0010		1090	DATA PROCESSING-ACADEMIC RESEARCH	N	P90
0010		1091	DATA PROCESSING-ADMINISTRATIVE	N	P91
0010		1095	CORPORATE PURCHASING CARD	N	XXX
0010		1099	OTHER EQUIPMENT	N	N99
0010		1510	EQUIPMENT-REPLACEMENT	N	010
0011		1101	AGRICULTURAL EQUIPMENT	N	R01
0011	EQUIPMENT- ADDITIONAL	1102	AUDIO-VISUAL EQUIPMENT	N	R02
0011		1103	CLEANING EQUIPMENT	N	R03
0011		1104	DENTAL EQUIPMENT	N	R04
0011		1105	DIETARY EQUIPMENT	N	R05
0011		1106	DUPLICATING EQUIPMENT	N	R06
0011		1107	EDUCATIONAL EQUIPMENT	N	R07
0011		1108	HOUSEHOLD EQUIPMENT	N	R08
0011		1109	HUMAN ENVIRONMENTAL EQUIPMENT	N	R09
0011		1110	LABORATORY EQUIPMENT	N	R10
0011		1111	LAUNDRY EQUIPMENT	N	R11
0011		1112	LIVESTOCK	N	R12
0011		1113	MAINTENANCE AND BUILDING EQUIPMENT	N	R13
0011		1114	MEDICAL EQUIPMENT	N	R14
0011		1115	OFFICE EQUIPMENT	N	R15
0011		1116	POWER PLANT EQUIPMENT	N	R16
0011		1117	RECREATIONAL EQUIPMENT	N	R17
0011		1118	VETERINARY EQUIPMENT	N	R18
0011		1119	RADIOS AND ELECTRONIC EQUIPMENT	N	R19
0011		1121	CAP LEASE PAYMENT TO TREASURER (NON-DP)	N	R21
0011		1122	CAPITAL LEAS (S) (NON-DP)	N	R22
0011		1123	OPERATING LEASE(S) (NON-DP)	N	R23
0011		1124	INSTLL PAYMNT-TREASURER(NON-DP, NON-CAP)	N	R24
0011		1131	DATA PROCESSING EQUIPMENT-MAINFRAME	N	S01
0011		1132	DATA PROCESSING EQUIPMENT-MINICOMPUTER	N	S02
0011		1133	DATA PROCESSING EQUIPMENT-MICROCOMPUTER	N	S03
0011		1134	DATA PROCESSING EQUIPMENT-WORKSTATIONS	N	S04
0011		1135	DATA PROCESSING EQUIP-IMAGING SYSTEMS	N	S05
0011		1136	DATA PROCESSING EQUIPMENT-PERIPHERALS	N	S06
0011		1140	WORD PROCESSING EQUIPMENT	N	S20
0011		1141	CAPITAL LEASE- PAYMENTS TO TREASURER(DP)	N	S21
0011		1142	CAPITAL LEASE(S) (DP)	N	S22
0011		1143	OPERATING LEASE(S) (DP)	N	S23
0011		1144	INSTALL PAYMENT- TREASURER (DB, NON-CAP)	N	S24
0011		1190	DATA PROCESSING-ACADEMIC RESEARCH	N	S90
0011		1191	DATA PROCESSING-ADMINISTRATIVE	N	S91
0011		1195	CORPORATE PURCHASING CARD	N	XXX
0011		1199	OTHER EQUIPMENT	N	R99
0011		1511	EQUIPMENT-ADDITIONAL	N	011

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0012		1201	SOCIAL SECURITY CONTRIBUTIONS-GRANTS	N	T01
	GRANTS, SUBSIDIES AND CONTRIBUTIONS				
0012		1202	AID TO POLITICAL SUBDIVISIONS	N	T04
0012		1203	HEALTH AND INSURANCE GRANTS	6	T03
0012		1204	EDUCATIONAL GRANTS	N	T05
0012		1205	INMATE PAYMENTS	N	T06
0012		1206	GRANTS OTHER ST GOV PROG/AGENCIES(MRC)	N	T07
0012		1207	GRANTS TO NON-GOVERNMENTAL ENTITIES	N	T08
0012		1208	STATEWIDE COST ALLOCATION	N	T09
0012		1209	EMPLOYEES' RETIREMENT SYSTEM GRANTS	N	T10
0012		1210	EMPLOYEES' PENSION SYSTEM GRANTS	N	T11
0012		1211	TEACHERS'RETIREMENT SYSTEM GRANTS	N	T12
0012		1212	TEACHERS' PENSION SYSTEM GRANTS	N	T13
0012		1213	OPT RETIREMENT/PENSION SYS (TIAA) GRANTS	N	T16
0012		1214	PUBLIC ASSISTANCE PAYMENTS	N	T18
0012		1294	GRANTS TO INDIVIDUALS /TAXABLE 1099MISC	7	T94
0012		1295	CORPORATE PURCHASING CARDS	N	XXX
0012		1296	GRANTS FOR SUBSIDIZED RENTS	1	T96
0012		1297	GRANTS TO HEALTH PROVIDERS	6	T97
0012		1298	TAXABLE GRANTS, CONTRIBUTIONS 1099G	6	T98
0012		1299	OTHER GRANTS, SUBSIDIES & CONTRIBUTIONS	N	T99
0012		1512	GRANTS, SUBSIDIES AND CONTRIBUTIONS	N	012
0013		1301	RENT (NON-DGS)	1	W01
0013	FIXED CHARGES	1302	INSURANCE COVERAGE PAID TO STO	N	W02
0013		1303	RENT PAID TO DGS	N	W03
0013		1304	SUBSCRIPTIONS	N	W04
0013		1305	ASSOCIATION DUES	N	W05
0013		1306	BOND PAYMENTS	N	W06
0013		1307	INTEREST	N	W07
0013		1308	LICENSES	N	W08
0013		1309	INSURANCE (NON-STO PAYMENTS)	N	W02
0013		1310	INTEREST ON LATE PAYMENTS	1	W10
0013		1311	INTEREST ON TREASURY CASH OVERDRAFTS	N	W11
0013		1312	INTEREST ON TREASURY DEPOSITS	1	W12
0013		1313	BOND RELATED EXPENSES	N	W13
0013		1320	BAD DEBT EXPENSE	N	W20
0013		1399	OTHER	N	W99
0013		1513	FIXED CHARGES	N	013
0013		2999	COST ALLOCATION EXPENDITURES	N	XXX
0013		9997	COST ALLOCATION OBJECT	N	
0014		1401	LAND	N	X01
	LAND AND STRUCTURES				
0014		1402	LAND IMPROVEMENTS	7	X02
0014		1410	BUILDINGS-CONSTRUCTION	7	X10
0014		1411	BUILDINGS-PURCHASE /TRADE	N	X11
0014		1412	BUILDINGS-DEMOLITION	7	X12

APPENDIX-E

Comptroller of Maryland
Expenditure and Revenue
Objects

Comptroller Source Group D09 Profile	Title	Comptroller Object D10 Profile	Title	1099 Indicator	STARS Converted Source / Object
0014		1413	BUILDINGS-FIXED EQUIPMENT	N	X13
0014		1414	BUILDINGS-PROFESSIONAL FEES	7	X14
0014		1415	BLDGS,ADDITIONS&OTHER MAJOR IMPROVEMENT:	7	X15
0014		1416	UTILITIES EXTENSION	7	X16
0014		1430	IMPROVE OTHER THAN BLDGS HIGHWAY CONST	7	X30
0014		1431	IMPROVE O/THAN BLDGS RDS,SIDEWALKS&PARKS	7	X31
0014		1432	IMPROVE OTHER THAN BLDGS WATER CONST	7	X32
0014		1433	LOANS TO PRVATE / NONPROFIT INDVDLS/ORG	N	X33
0014		1440	ROOF REPAIR /REPLACEMENT	7	X40
0014		1441	BUILDING EXTERIORS	7	X41
0014		1442	BUILDING INTERIORS	7	X42
0014		1443	WATER	7	X43
0014		1444	HEATING	7	X44
0014		1445	POWER LINES	7	X45
0014		1446	SECURITY ALARM SYSTEMS	7	X46
0014		1447	ROADS	7	X47
0014		1448	GROUND MAINTENANCE	7	X48
0014		1449	SHEDS, GAS & OIL STORAGE TANKS	7	X49
0014		1481	EASEMENT ACQUISITIONS	N	X81
0014		1495	CORPORATE PURCHASING CARD	N	XXX
0014		1498	STATEWIDE CRITICAL MAINTENANCE	N	X98
0014		1499	OTHER LAND AND STRUCTURES	7	X99
0014		1514	LAND AND STRUCTURES	N	14
	ADMINISTRATIVE AND GENERAL EXPENSES				
0015		1515	ADMINISTRATIVE AND GENERAL EXPENSES	N	015
	EQUIPMENT				
0016	SERVICE COSTS	1516	EQUIPMENT SERVICE COSTS	N	016
	RESERVE FOR				
0019	REVERSIONS	1519	RESERVE FOR REVERSIONS	N	019
	GAAP-ACCTS				
	PAYABLE				
0025	EXPENDITURES	1525	GAAP - ACCTS PAYABLE EXPENDITURES	N	025
	EXPENDITURES -				
	GAAP PR YR				
0028	REVERSAL	1528	EXPENDITURES - GAAP PR YR REVERSAL	N	028
	EXPENIDTURE				
0029	TRANSFER	1529	EXPENDITURE TRANSFER	N	029
	EXPENDITURE				
	TRANSFER -				
0030	CONTRA-	1530	EXPENDITURE TRANSFER (CONTRA)	N	030
	DEPRECIATION				
0031	EXPENSE	1531	DEPRECIATION EXPENSE	N	031
	AMORTIZATION				
0032	EXPENSE	1532	AMORTIZATION EXPENSE	N	032
	BAD DEBT				
0033	EXPENSE	1533	BAD DEBT EXPENSE	N	033
	UNDISTRIBUTED				
0038	DISBURSEMENTS	1538	UNDISTRIBUTED DISBURSEMENTS	N	038

MFR submitted
Aug 2003

STATE ARCHIVES

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), fine and decorative arts, business and organizational records, 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 electronically available.
- 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 an e-Government environment.
- 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 (<http://aomol.net>).
- Goal 4.** Manage, conserve, and exhibit State-owned fine arts collections; preserve State-owned public records.

Agency Submission

STATE ARCHIVES

DA10.01 ARCHIVES - STATE ARCHIVES

PROGRAM DESCRIPTION

The State Archives identifies, appraises, acquires, describes, preserves, and makes permanent records accessible within a secure environment. The State Archives articulates 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 information to the public for a better understanding of Maryland government and history.

KEY GOALS AND OBJECTIVES

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 electronically available.

Objective 1.1 By Fiscal Year 2005 assess in a comprehensive way at least 67% of the statewide records inventory still in agency custody; and put in place the physical storage capacity required to take on the records identified; and devise strategy for effective execution of future inventory efforts.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Records pending transfer to Archives (cubic feet)	161,113	164,913	168,713	172,600 -
Records received (cubic feet)	11,294	8,219	15,000	15,000
Storage space (square feet)	75,075	75,075	85,075	105,075
Outputs: Records in custody (cubic feet)	231,035	239,254	254,254	269,254 -
Shelving capacity (cubic feet)	214,008	247,944	253,141	326,756
Outcome: Shelving capacity added (cubic feet)	12,432	33,936	5,480	73,584 -
Additional square feet of leased space	0	0	10,000	20,000
Quality: Reduction of backlog of permanent State records (annualized)	4%	4%	4%	4% -
Efficiency: Percent records shelved to records in custody	93%	100%	99%	100% -
Records (cubic feet) stored per square foot	3.08	3.19	2.99	2.57

Objective 1.2 Through Fiscal Years 2004 and 2005, 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 this goal.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Electronic storage required for all permanent archival records in State government (gigabytes)	*	*	*	*
Images received (gigabytes)	14.5	30.81	2,575	2,861
Images scanned by Archives' staff (gigabytes)	273	509	8,173	8,173
Electronic record storage capacity (gigabytes)	800	4,300	31,000	58,000 -
Outputs: Total image files online	2,951,566	7,576,985	29,473,159	50,031,271
Electronic data online (gigabytes)	463	1,082	24,054	43,857 -
Website files online (images, htmls, etc.)	4,157,738	9,537,983	37,136,180	63,039,401 -
Outcome: Additional electronic storage (gigabytes)	300	3,500	26,700	27,000
Website visits (unique hosts)	1,467,422	1,973,730	2,664,535	3,597,122
Website requests (hits on servers)	53,422,258	60,840,966	76,027,617	95,794,797 -
Quality: Websites, increase in use (by unique hosts)	22%	35%	35%	35%
Efficiency: Ratio of electronic data online to storage capacity	58%	25%	78%	76% -

* survey/appraisal of all permanent archival records of State government has not been done

STATE ARCHIVES

Objective 1.3 In Fiscal Year 2005, improve access to records through the expansion of web-based delivery of reference services by 12%.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Patron inquiries (traditional)	79,731	70,872	88,590	101,878
Patron inquiries (web-based)	53,422,258	60,840,966	76,027,617	95,794,797
Patron visits (in person)	13,498	11,220	11,000	10,000
Patron hours of search room usage (annual)	48,499	38,389	36,000	34,197
Average number of days search room open (annual)	255	229	188	188
Average number of people assisted in person (daily)	53	49	56	53
Outputs: Records circulated (in person)	118,499	81,938	80,000	75,000
Records circulated (web-based provided as data transferred in gigabytes)	1051.24	1076.83	1098.36	1120.33
Records circulated (digital)	8,855,297	10,378,072	15,200,000	26,400,000
Outcome: Digital record delivery (% increase)	87%	17%	46%	74%
In-person visit in hours (average length)	3.88	3.63	3.33	3.00
Quality: Reference services error rate	1.99%	3%	3%	2%
Mail, email, and fax inquiries handled in prescribed response time	61%	55%	65%	65%
Efficiency: Ratio of patron inquiries (web-based) to patron inquiries (traditional)	670:1	858:1	858:1	940:1
Ratio of records circulated digitally to records circulated in-person	74:1	126:1	190:1	352:1

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 an e-Government environment.

Objective 2.1 In Fiscal Year 2005, prepare and continuously update State, county and municipal government information dynamically through the *Maryland Manual On-Line*.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: State agencies described	427	460	460	460
Intercounty, interstate & federal agencies described	48	52	52	52
County & municipal governments described	180	180	180	180
Outputs: Files compiled, revised, updated, edited & posted	4,330	5,085	5,593	6,152
Text & image files (megabytes)	48.8	57.2	62.9	69.1
Hyperlinks (internal, external & e-mail links)	63,893	69,512	76,463	84,109
Images accessioned	177	395	100	100
Outcome: Website visits (unique hosts)	545,358	750,268	825,294	907,823
Website requests (hits on servers)	11,474,707	15,971,585	17,568,743	19,325,617
<i>Maryland Manual</i> biannual distribution	2,784	0	0	0
Quality: <i>Maryland Manual On-Line</i>, increase in use	38%	38%	10%	10%

STATE ARCHIVES

Goal 3. Facilitate a broad and better understanding of the archival record through educational programs and published historical works including, but not limited to, institutional, legal, geographical, architectural, biographical and topical research and writing, searchable at the *Archives of Maryland Online* website (<http://aomol.net>) and specialized research web sites such as mdstatehouse.net, ecpclio.net, msaref.net, mdag.net, mdslavery.net and martenet.org.

Objective 3.1 In Fiscal Year 2005, add value to the understanding of the archival record by locating, identifying, and interpreting records, and making the results accessible through electronically published historical compilations and analyses.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: number of complex research inquiries	300	310	320	340
Outputs: number of completed complex research inquiries	300	310	320	340
Number of demand ebook publications completed	50	90	200	500
Outcome: number of demand publication web sites	6	7	8	8
Quality: number of complaints outstanding	0	0	0	0
Efficiency: ratio of inquiries to completion of inquiries	1:1	1:1	1:1	1:1

Objective 3.2 In Fiscal Year 2005, support the legally mandated goals of the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland by conducting research and publishing the results electronically.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Slavery Commission mandated research projects	7	7	7	7
Outputs: Files stored (gigabytes)	31	42	48	49
Files created (administrative)	200	453	600	800
Files created or revised (research)	228,085	415,465	477,784	477,784
Outcome: Slavery Commission mandated projects completed	2	6	7	7
Efficiency: Percentage of projects completed of total	29%	86%	100%	100%

Objective 3.3 In Fiscal Year 2005, manage an internship and volunteer program for Maryland high school, college and university students in which General Fund costs are matched by grants and other sources.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Number of applicants to internship program	40	72	56	56
Number of applicants to the Teaching American History in Maryland Program	36	55	90	0
Outputs: Number of interns employed	18	25	21	21
Number of volunteer hours (Reference Services only)	4,297	6,330	8,500	8,500
Number of teachers participating in Teaching American History in Maryland Program	36	41	90	90
Intern projects assigned	9	11	10	10
Outcome: Number of intern projects completed	9	11	10	10
Lesson plans created by teachers participating in Teaching American History in Maryland Program	*	84	180	90
New websites created during the Teaching American History in Maryland Program	3	3	1	1
Quality: Teachers' feedback relating to Teaching American History in Maryland Program				
Percentage of satisfactory intern evaluations	100%	100%	100%	100%

Note: * New measures for which data is not available

STATE ARCHIVES

DA10.02 ARTISTIC PROPERTY - STATE ARCHIVES

PROGRAM DESCRIPTION

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

MISSION

To manage the State-owned art collections through their proper appraisal, storage, conservation, and research. To interpret and exhibit State-owned artwork through display in public buildings and other places accessible to the public. To provide support for activities of the State House Trust and Government House Trust and research on the State House and Government House. To preserve, through conservation, proper storage, and preservation scanning, the State's written public record.

VISION

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

KEY GOALS AND OBJECTIVES

Goal 1. Properly manage State-owned art collections.

Objective 1.1 Inventory, appraise, and insure 100% of State-owned art collections on an annual basis.

Performance Measures	2002 Actual	2003 Actual	2004 Estimated	2005 Estimated
Inputs: Annapolis Collection				
Fine arts objects (per 2001 condition survey)	857	914	930	945 —
Insured value of collection (in millions)	\$7.894	\$8.091	\$8.283	\$8.490 —
Total number of objects	1,329	1,423	1,429	1,444
Peabody Collection				
Fine arts objects (per 2001 condition survey)	368	368	368	368 —
Works on paper (per 2001 condition survey)	1100	1100	1100	1100
Insured value of collection (in millions)	\$19.837	\$20.333	\$20.841	\$21.349 —
Total number of objects	1,468	1,468	1,468	1,468
Outputs: Completion of inventory of Annapolis and Peabody Collections				
Percentage of capitalized fine arts objects inventoried	100%	100%	100%	100% —
Quality: Rate of compliance with government regulations to Inventory state-owned art collections				
	100%	100%	100%	100%

STATE ARCHIVES

Goal 2. Preserve State-owned art collections, and State-owned public records.

Objective 2.1 By the close of Fiscal Year 2009, conserve 100% of State-owned art objects from the Annapolis Collection and the Peabody Collection classified as being in poor condition (per 2001 condition survey) in order to preserve the State's investment in the collections and increase the number of works available for exhibition.

Performance Measures	2002 Actual	2003 Actual	2004 Estimated	2005 Estimated
Inputs:				
Annapolis Collection				
Fine arts objects in poor condition	186	189	193	200
Fine arts objects in fair condition	259	273	275	277
Fine arts objects in good condition	412	452	462	468
Object conservation funding (all materials, contracts & administrative costs)	\$14,245	\$14,245	0	0
Peabody Collection				
Fine arts objects in poor condition	149	149	149	149
Fine arts objects in fair condition	100	98	98	98
Fine arts objects in good condition	119	121	121	121
Works on paper in poor condition	109	109	87	75
Works on paper in fair condition	650	650	650	650
Works on paper in good condition	341	341	383	395
Object conservation funding (all materials, contracts & administrative costs)	0	0	0	0
Outputs:				
Annapolis Collection				
Objects conserved	2	12	0	0
Peabody Collection fine arts objects and works on paper conserved				
	2	3	0	0
Outcome:				
Annapolis Collection				
Objects conserved, increase	0%	500%	0	0
Peabody Collection				
Increase in fine arts objects and works on paper conserved	0%	50%	0	0
Efficiency:				
Annapolis Collection				
Fine arts objects suitable for public display	4%	4.9%	5.3%	5.3%
Peabody Collection				
Fine arts objects and works on paper suitable for display	3%	3%	4%	4%

Objective 2.2 By the close of Fiscal Year 2009 preserve 100% of all public records requiring preservation treatment that are received by Archives' Preservation Services.

Performance Measures	2002 Actual	2003 Actual	2004 Estimated	2005 Estimated
Inputs:				
Public records received for preservation	988	1613	1600	1600
Outputs:				
Public Records Preserved	964	1388	1400	1400
Outcome:				
Public records preserved, increase (cumulative)	*	43%	60%	37%
Efficiency:				
Records preserved to records received	97%	86%	88%	88%

*New measure for which data is not available

STATE ARCHIVES

Goal 3. Provide public access to State-owned art collections.

Objective 3.1 By the close of fiscal year 2004, increase exhibitions of State-owned art objects by 50% in order to enhance public access to the art collections.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Public exhibitions funding	\$6,250	\$6,250	0	0
Outputs: Public exhibitions	2	2	1	1
Outcome: Public exhibitions, increase	1	0	0	0

Objective 3.2 By June 2007, make electronic research entries of 25% of the State-owned art collections available on the Internet in order to increase public understanding of the collections.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Requests for information related to State-owned art collections	45	50	55	60
Outputs: Electronic research entries on State-owned art objects available on Archives' website	2	117	232	290
Outcome: Electronic research entries of State-owned art Objects available on Archives' website, increase	200%	5750%	98%	25%

Goal 4. Provide administrative support for the State House Trust and Government House Trust.

Objective 4.1 In Fiscal Year 2005, have all records and images relating to the history of the State House in a web-enabled environment in support of the Historic Structure Report.

	2002	2003	2004	2005
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Files created relating to State House Trust activities	100	120	140	160
Record series searched for historical records	80	25	15	10
Image series searched for historical images	40	25	5	5
Outputs: Records placed online (cumulative)	2540	4210	5000	5400
Images placed online	810	1032	1095	1135
Outcome: Percent increase in records placed online	218%	66%	19%	8%
Percent increase in images placed online	47%	27%	6%	4%

	NAME	PIN	0101	0.0734 0151	0152	0154	0.0473 0161	0172	.33 per \$100 0174	0.02 0189	TOTAL	GF	SF
1	ED	006345	103,002	6,973	7,120	2,201	4,872	468	340	2,490	122,486	122,486	
2	TIM	006349	86,733	6,366	7,120	2,201	4,102	468	286	2,136	105,141	105,141	
3	KATHY	006365	56,852	4,173	7,120	2,201	2,689	468	188	1,464	72,226	72,226	
4	THERESA	006365	30,099	2,209	7,120	2,201	1,424	468	99	863	42,757	42,757	
5	DOTTIE	061787	38,117	2,798	7,120	2,201	1,803	468	126	1,043	51,589	51,589	
6	JEAN	048586	54,644	4,011	7,120	2,201	2,585	468	180	1,415	69,794	69,794	
7	CECELIA	061788	37,880	2,780	7,120	2,201	1,792	468	125	1,038	51,328	51,328	
8	VAN	056100	60,110	4,412	7,120	2,201	2,843	468	198	1,538	75,815	75,815	
9	WILDER	061789	29,949	2,198	7,120	2,201	1,417	468	99	860	42,592	42,592	
10	RICHARD	006352	74,577	5,474	7,120	2,201	3,527	468	246	1,863	91,751	91,751	
11	BARBARA	006346	<u>37,530</u>	<u>2,755</u>	<u>7,120</u>	<u>2,201</u>	<u>1,775</u>	<u>468</u>	<u>124</u>	<u>1,030</u>	<u>50,943</u>	<u>50,943</u>	
			609,493	44,150	78,320	24,211	28,829	5,148	2,011	15,740	776,422	776,422	
12	SWANSON	006355	61,855	4,540	7,120	2,201	2,926	468	204	1,577	77,737	77,737	
13	KIM		44,103	3,237	7,120	2,201	2,086	468	146	1,178	58,183		58,183
14	DAWN	076934	43,400	3,186	7,120	2,201	2,053	468	143	1,162	57,409		57,409
15	HEFELFINGER	050769	33,050	2,426	7,120	2,201	1,563	468	109	929	46,008		46,008
16	SHIRLEY	057330	49,379	3,624	7,120	2,201	2,336	468	163	1,296	63,995		63,995
17	RIDDLE	076933	44,645	3,277	7,120	2,201	2,112	468	147	1,190	58,780		58,780
18	TINA	056099	40,256	2,955	7,120	2,201	1,904	468	133	1,091	53,945		53,945
19	HUNT		33,355	2,448	7,120	2,201	1,578	468	110	936	46,344		46,344
20	RAY		<u>39,523</u>	<u>2,901</u>	<u>7,120</u>	<u>2,201</u>	<u>1,869</u>	<u>468</u>	<u>130</u>	<u>1,075</u>	<u>53,138</u>	<u>0</u>	<u>53,138</u>
			389,566	28,594	64,080	19,809	18,426	4,212	1,286	10,435	515,538	77,737	437,801
21	PAT	006354	61,855	4,540	7,120	2,201	2,926	468	204	1,577	77,737	77,737	
22	MIMI	006350	68,510	5,029	7,120	2,201	3,241	468	226	1,727	85,068	85,068	
23	NEWELL	075008	22,533	1,654	7,120	2,201	1,066	468	74	693	34,423	34,423	
24	DIANE	006351	61,855	4,540	7,120	2,201	2,926	468	204	1,577	77,737	77,737	
25	CHRISTINE	013456	44,645	3,277	7,120	2,201	2,112	468	147	1,190	58,780	58,780	
26	ANN	075009	46,363	3,403	7,120	2,201	2,193	468	153	1,229	60,672	60,672	
27	HERRON	075008	<u>20,510</u>	<u>1,505</u>	<u>7,120</u>	<u>2,201</u>	<u>970</u>	<u>468</u>	<u>68</u>	<u>647</u>	<u>32,195</u>	<u>32,195</u>	
			195,906	14,380	35,600	11,005	9,266	2,340	646	5,336	263,807	263,807	
28	WEI	073355	78,127	5,735	7,120	2,201	3,695	468	258	1,943	95,661	95,661	
29	MAI	075006	54,644	4,011	7,120	2,201	2,585	468	180	1,415	69,794		69,794

30	BETSY	006358	34,584	2,538	7,120	2,201	1,636	468	114	964	47,698	47,698	
31	NANCY	006357	70,507	5,175	7,120	2,201	3,335	468	233	1,771	87,267	87,267	
32	LYNNE	064276	71,875	5,276	7,120	2,201	3,400	468	237	1,802	88,774	88,774	
33	TONY	075007	51,145	3,754	7,120	2,201	2,419	468	169	1,336	65,940	65,940	
34	LEPORE	072647	55,603	4,081	7,120	2,201	2,630	468	183	1,436	70,850	70,850	
35	DAN	072215	<u>44,942</u>	<u>3,299</u>	<u>7,120</u>	<u>2,201</u>	<u>2,126</u>	<u>468</u>	<u>148</u>	<u>1,197</u>	<u>59,107</u>	<u>0</u>	<u>59,107</u>
			461,427	33,869	56,960	17,608	21,825	3,744	1,523	11,864	585,092	390,251	194,841
36	MCCORMICK	006353	56,766	4,167	7,120	2,201	2,685	468	187	1,463	72,131	72,131	
37	CHRIS	006362	53,274	3,910	7,120	2,201	2,520	468	176	1,384	68,285	68,285	
38	MARANTO	006361	44,942	3,299	7,120	2,201	2,126	468	148	1,197	59,107	59,107	
39	DON	056102	35,215	2,585	7,120	2,201	1,666	468	116	978	48,393	48,393	
40	ARTHUR	056101	<u>31,604</u>	<u>2,320</u>	<u>7,120</u>	<u>2,201</u>	<u>1,495</u>	<u>468</u>	<u>104</u>	<u>897</u>	<u>44,415</u>	<u>0</u>	<u>44,415</u>
			221,801	16,280	35,600	11,005	10,491	2,340	732	5,918	292,331	72,131	220,200
41	ROB	057328	42,591	3,126	7,120	2,201	2,015	468	141	1,144	56,517	56,517	
42	DAVID T.	079089	47,039	3,453	7,120	2,201	2,225	468	155	1,244	61,417	61,417	
43	EMILY	076935	<u>54,123</u>	<u>3,973</u>	<u>7,120</u>	<u>2,201</u>	<u>2,560</u>	<u>468</u>	<u>179</u>	<u>1,403</u>	<u>69,220</u>	<u>69,220</u>	
			101,162	7,425	14,240	4,402	4,785	936	334	2,647	130,637	130,637	
44	DORIS	057187	57,307	4,206	7,120	2,201	2,711	468	189	1,475	72,727	72,727	
45	ELAINE	071148	48,453	3,556	7,120	2,201	2,292	468	160	1,276	62,975	62,975	
46	V. LEE	005250	<u>45,781</u>	<u>3,360</u>	<u>7,120</u>	<u>2,201</u>	<u>2,165</u>	<u>468</u>	<u>151</u>	<u>1,216</u>	<u>60,031</u>	<u>60,031</u>	
			94,234	6,917	14,240	4,402	4,457	936	311	2,491	123,006	123,006	

Contractual Payroll

Fund Code One	Fund Percent One	Fund Code Two	Fund Percent Two	Sub Program	Employee's Last Name	Employee's First Name	0220	0213 0.0765	0214 0.0033	0289 0.058	TOTAL	FTE
1	3 100.00%	0	0.00%	111	PATTERSON	AMSTIN	3,045	233	10	-101	3,087	0.2
2	3 100.00%	0	0.00%	111	LUDLUM	JILL	20,648	1,580	68	-1,293	21,003	0.9
3	3 100.00%	0	0.00%	111	SCHAEFER	LAURA	21,397	1,637	71	-1,340	21,764	0.9
4	3 100.00%	0	0.00%	111	SHATT	DHRUV	4,083	313	13	-268	4,159	0.2
							49,179	3,762	162	-3,080	50,023	2.2
5	3 100.00%	0	0.00%	123	MCKNIGHT	BRENDA	23,232	1,777	77	-1,455	23,631	0.9
6	3 100.00%	0	0.00%	123	HEATH	ARLENA	23,643	1,809	78	-1,481	24,049	0.9
7	3 100.00%	0	0.00%	123	MCCORMACK	PAULA	3,848	284	13	-241	3,914	0.2
8	3 100.00%	0	0.00%	123	JONES	TYRONE	27,462	2,101	91	-1,720	27,934	0.9
9	3 100.00%	0	0.00%	123	DEMEDIS	KATHERINE	3,848	284	13	-241	3,914	0.2
10	3 100.00%	0	0.00%	123	WARNER	KAYA	24,093	1,843	80	-1,509	24,507	0.9
11	3 100.00%	0	0.00%	124	STEIMLING	DAVID	33,621	2,572	111	-2,106	34,198	0.9
12	3 100.00%	0	0.00%	124	SAVILLE	KIMBERLY	8,611	659	28	-539	8,759	0.5
13	3 100.00%	0	0.00%	124	BALL	LALETA	25,628	1,961	85	-1,605	26,068	0.9
14	3 100.00%	0	0.00%	124	DEJESUS	JANICE	24,898	1,905	82	-1,559	25,326	0.9
15	3 100.00%	0	0.00%	124	THOMAS	SHEILA	26,601	2,035	88	-1,666	27,058	0.9
16	3 100.00%	0	0.00%	124	CREEK	DOUGLAS	28,623	2,190	94	-1,793	29,115	0.9
17	3 100.00%	0	0.00%	124	HENSON	ERNA	26,601	2,035	88	-1,666	27,058	0.9
							280,709	21,474	926	-17,580	285,529	9.9
18	3 100.00%	0	0.00%	131	BARRAGAN	SALVADOR	30,645	2,344	101	-1,919	31,171	0.9
19	3 100.00%	0	0.00%	140	DIMARCO	CAMILLE	4,089	313	13	-268	4,159	0.2
20	3 100.00%	0	0.00%	144	KUNTZEL	CHRISTOPHER	4,089	313	13	-268	4,159	0.2
							8,178	626	27	-512	8,318	0.4
21	3 100.00%	0	0.00%	150	MANGANELI	CAMILLE	3,045	233	10	-101	3,087	0.2
22	1 100.00%	0	0.00%	152	SEISS	MARLENE	12,126	928	40	-759	12,334	0.5
							15,171	1,161	50	-950	15,432	0.7
23	3 100.00%	0	0.00%	161	SMITH	SHARON	44,460	3,401	147	-2,784	45,223	0.9
24	3 100.00%	0	0.00%	162	PATNAUDE	FRANK	41,783	3,196	138	-2,617	42,500	0.9
25	3 100.00%	0	0.00%	162	CAUNEAC	MARIUS	40,660	3,110	134	-2,546	41,358	0.9
26	1 100.00%	0	0.00%	162	MCLEAN	KYLE	3,848	284	13	-241	3,914	0.2
27	3 100.00%	0	0.00%	162	PALANIVELI	THRIVENI	41,783	3,196	138	-2,617	42,500	0.9
28	1 100.00%	0	0.00%	163	RUSSO	JEAN B.	9,847	753	32	-617	10,016	0.2
29	1 100.00%	0	0.00%	163	RUSSO	JEAN E.	7,184	550	24	-450	7,307	0.2
30	3 100.00%	0	0.00%	163	POLK	RYAN	32,329	2,473	107	-2,025	32,884	0.9
31	1 100.00%	0	0.00%	163	HAIR	KIRSTEN	13,129	1,004	43	-822	13,354	0.4
							235,023	17,979	776	-14,719	239,059	5.5
32	3 100.00%	0	0.00%	171	MCWILLIAM	AARON	27,462	2,101	91	-1,720	27,934	0.9
33	3 100.00%	0	0.00%	171	YIANNIOULO	VICKIE	22,988	1,759	76	-1,440	23,383	0.9
34	3 100.00%	0	0.00%	171	BARNES	ROBERT	9,847	753	32	-617	10,016	0.2
35	3 100.00%	0	0.00%	171	MASON	JOSHUA	27,462	2,101	91	-1,720	27,934	0.9
36	3 100.00%	0	0.00%	171	GODDARD	PAUL	3,324	254	11	-208	3,381	0.2

Admin

Imaging Services

Appraisal

Outreach

Gay Info

IT

Reference

37	3	100.00%	0	0.00%	171 PETRISKO JENNIFER	26,601	2,035	88	-1,666	27,058	0.9
38	3	100.00%	0	0.00%	171 HAYMIRE MELODY	34,819	2,664	115	-2,181	35,417	0.9
39	3	100.00%	0	0.00%	171 ALLAN VICTORIA	35,277	2,699	116	-2,209	35,883	0.8
40	3	100.00%	0	0.00%	171 DEMSKI JUSTIN	32,329	2,473	107	-2,025	32,884	0.9
41	3	100.00%	0	0.00%	171 HOSE JANELLE	22,988	1,759	76	-1,440	23,383	0.9
						243,097	18,597	802	-15,225	247,271	7.5
42	3	100.00%	0	0.00%	191 DAVIS DOROTHY	3,848	294	13	-241	3,914	0.2
43	3	100.00%	0	0.00%	191 KYROVA LUCIE	4,089	313	13	-266	4,189	0.2
44	3	100.00%	0	0.00%	191 KOENIGER LORA	3,848	294	13	-241	3,914	0.2
45	3	100.00%	0	0.00%	192 HARE KAREN	14,136	1,081	47	-885	14,379	0.4
46	3	100.00%	0	0.00%	192 HOBBS AMY	4,089	313	13	-266	4,189	0.2
47	3	100.00%	0	0.00%	193 ROWE LINWOOD	33,003	2,525	109	-2,067	33,570	0.9
48	3	100.00%	0	0.00%	193 GIBUSIWA SAUL	34,819	2,664	115	-2,181	35,417	0.9
49	3	100.00%	0	0.00%	194 LENINGER ELIZABETH	3,045	233	10	-181	3,097	0.2
50	3	100.00%	0	0.00%	194 VASAVADA JIGNA	23,163	1,772	76	-1,451	23,561	0.8
51	3	100.00%	0	0.00%	194 SHANNON JOSHUA	3,045	233	10	-181	3,097	0.2
52	3	100.00%	0	0.00%	194 MALON LORIE	3,045	233	10	-181	3,097	0.2
53	3	100.00%	0	0.00%	194 OWEN JR RONALD	3,045	233	10	-181	3,097	0.2
54	3	100.00%	0	0.00%	194 WILLARD EMILY	3,045	233	10	-181	3,097	0.2
55	3	100.00%	0	0.00%	195 MCMASTER TACIA	3,848	294	13	-241	3,914	0.2
56	3	100.00%	0	0.00%	195 COHN CHRISTINE	4,089	313	13	-266	4,189	0.2
57	3	100.00%	0	0.00%	195 GARTRELL JOHN	3,720	438	19	-368	3,818	0.2
58	3	100.00%	0	0.00%	195 GATLING LATASHA	4,089	313	13	-266	4,189	0.2
59	3	100.00%	0	0.00%	195 WHEELER JENNIFER	3,848	294	13	-241	3,914	0.2
60	3	100.00%	0	0.00%	195 MACK ALYSSA	3,848	294	13	-241	3,914	0.2
61	3	100.00%	0	0.00%	195 MATTHEWS LOPET	3,848	294	13	-241	3,914	0.2
62	3	100.00%	0	0.00%	195 BAKER DAMIKA	3,848	294	13	-241	3,914	0.2
63	3	100.00%	0	0.00%	195 ALLOR KEVIN	4,089	313	13	-266	4,189	0.2
64	3	100.00%	0	0.00%	195 LOUISE OWEN	3,848	294	13	-241	3,914	0.2
65	3	100.00%	0	0.00%	195 PARKEN JAFFA	3,848	294	13	-241	3,914	0.2
66	3	100.00%	0	0.00%	195 PARKER LESLIE	3,848	294	13	-241	3,914	0.2
67	3	100.00%	0	0.00%	195 BALL JOHN	13,883	1,080	46	-885	14,091	0.4
68	3	100.00%	0	0.00%	197 LOURIE ALEXANDER	33,546	2,566	111	-2,101	34,122	0.9
						232,390	17,778	767	-14,554	236,381	8.5
69	3	100.00%	0	0.00%	211 SHAPIRO NADINE	30,645	2,344	101	-1,919	31,171	0.9
70						61,290	4,689	202	-3,838	62,342	1.8
71	3	100.00%	0	0.00%	311 WEYGANDT MARK	5,491	420	18	-344	5,585	0.2
72	3	100.00%	0	0.00%	311 BERENDS LINDA	20,854	1,595	69	-1,306	21,212	0.9
73	3	100.00%	0	0.00%	311 LEWIS COREY	25,178	1,926	83	-1,577	25,610	0.9
74	3	100.00%	0	0.00%	311 SIMMS SHEILA	36,935	2,826	122	-2,313	37,569	0.9
75	3	100.00%	0	0.00%	311 BAKER CAROL	20,854	1,595	69	-1,306	21,212	0.9
						109,312	8,362	361	-6,846	111,189	3.8

Research

APC

Space Management

acquisition_ecpquestions.txt

Ed,

Digital Acquisition, Processing and Publication

1) a numerical summary and named listing of all individuals supervised, regular and special payroll

Kevin J. Swanson, Director

Kim Moreno, Deputy Director

John Maranto

Brenda Mcknight

Arlenna Heath

ISCAN

ISCAN

Sharon Smith

Kaya Warner

ISCAN

Dawn Steeley

ISCAN

Shirley Salisbury, Director, Imaging Services

Tina Howard

Elaine Hunt

Tyrone Jones

Erna Henson

Douglas Creek

Sheila Thomas

Kim Saville

Joyce Riddle

Janice DeJesus

Laleta Ball

Wilder Stewart

Dave Steimling

Paul Goddard, Archival volunteer/intern

2) a one-two page statement of what you see as the most important aspects of your programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (all with an estimate of cost)

The most important programmatic responsibilities of my program include

- Establishing mdlandrec.net as the authoritative electronic archives of Maryland land records and indices.
- Supporting roll out of ELROI through implementation of mdlandrec.net roll out
- Creating archival COM from land record images created through ELROI
- Creating security CDs for the courts

My primary responsibilities include

- Working to make mdlandrec.net a success
- Directing and coordinating the activities of departmental staff
- Promoting archival mission and objectives to sister agencies
- Establishing and maintaining effective working relationships with outside agency personnel

Clearly, the most important activity of my program right now is the successful

acquisition_ecpquestions.txt

completion of the mdlandrec.net roll out ala the Howard County model. If all goes according to plan, this will be completed next Spring. The primary activity for fiscal year 2006 will then be to complete the mdlandrec.net component of the currently existing ELROI counties. As I see it, the next phase, beginning in fiscal year 2006-2007, will be the migration of the mdlandrec.net model to other agencies' records (ROW?) with the ultimate aim always being the creation of a true electronic archives of at least the most important targeted series that will provide a secure and ongoing source of sustaining income for the Archives.

If I have a major wish list item, it would be to see us move away from the vertical, project oriented structure we now have to a more horizontal, functional structure. I think that this will be essential if we are to move forward effectively on a broad front.

3) a one-two page statement of what you would drop from the functions you supervise (including personnel) if called upon to do so--- I want this taken seriously with an estimate of cost saving attached

Again, with the caveat that I have not really given this a lot of thought, I would like to see a more horizontal and functional organizational structure. For my program, this might well mean the transfer of our help desk functions to Reference. I would like to see all our image acquisition activity more centrally managed. I would recommend the same for our image processing and quality assurance activity, as well as our image replacement and customer service activity. I guess I see something like a board of directors setting policy and initiating projects, with the functional managers reporting to the board. I'm sorry if this isn't very well thought out, but I just haven't had any time to deal with your questions until today.

I don't know that any of this would save any money up front, though it would arguably make us more efficient, and therefore more cost effective.

If your real question is what would I suggest we stop doing if we were to be faced with substantial budget cuts or required personnel cuts, then I have little to offer. Everybody in my program participates directly in work under our 2 MOUs. This activity currently generates \$7.1 million for the Archives annually. Eliminate any of these staff, and we are materially affecting our ability to engage in this work. This can only have a negative impact on our ability to generate income.

4) a one page estimate of what your programmatic functions cost in a fiscal year regardless of the source of funding

I'll have to defer to Van on this one. Certainly, the primary component of costs will be personnel. I don't know what the figure is, but it has to be substantial. Factor in some portion of IT, Administration, etc., as well as physical plant, tel-com, whatever, and my program has got to cost at least \$1 million annually.

Dept. of Budget &
Management
Budget Form DBM-DA-2
Submit Originals and 2
Duplicates

**BUDGET ESTIMATES
FISCAL YEAR 2006**

Executive Department
State Archives & Hall of
Records Commission
D60A1000 Archives

DISCUSSION OF PERFORMANCE - UNITS OF MEASUREMENT

Custodian of the Permanent Record (Goal 1 of Program DA10.01)

Digital Acquisition, Processing, and Publication Program supervises the digital acquisition, management, processing, and publication of targeted permanently valuable records of Maryland State and local governments; provides digital imaging support to all aspects of State Archives work; assists government agencies; promotes Maryland scholarship by aiding students, historians and genealogists; provides evidential materials for legal matters; and supports Archives exhibits and publications. Acquisition, processing, and publication are core, primary functions of the State Archives. The Program is made up from four Departments: Digital Image Acquisition and Processing, Geographic Services, Imaging Services, and On-Demand Publication.

Since FY2002, the Archives has taken the lead in confronting a revolution in the very nature of government records: how they are created, stored, and made accessible. Almost overnight, the paper world has been overtaken by the advent of the electronic record, a medium that has grown far faster than the ability of archives all over the world to cope with it. The move to automated systems at all levels of government presents this and all archives with enormous challenges and exciting opportunities. The challenges are to find the resources to store and make accessible the huge volume of electronic records created by government each day. If this can be done, then

basic services and records that relate to the lives of every citizen, and the interaction between Maryland citizens and their government, will be available at the click of a mouse.

To meet these challenges and take advantage of the opportunities, the primary response of the Archives has been to create and maintain a truly viable and permanent electronic archives. In partnership with the Maryland Judiciary, the Archives began work in FY2002 to scan and place online all available land record indices, all subdivision plats and condominium records in Maryland, and specific court records in danger of being lost.

The primary focus of the Program in FY2004 was on development, implementation, and roll out of *mdlandrec.net*. A Digital-Image Retrieval System for Land Record Indices in Maryland (a joint e-government pilot project of the Maryland Judiciary and the Maryland State Archives. Through successful implementation of the *plats.net*, ELROI and *mdlandrec.net* partnership, Maryland will become the first state in the nation to provide comprehensive, cost-effective, and efficient access to existing records relating to land use and ownership. This effort also will insure a means by which to preserve and make accessible those records that the Courts have identified as in danger of being lost forever. Finally, *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.

During the course of FY2004, *mdlandrec.net* was fully implemented in Howard and Worcester counties. In all, the Archives acquired and migrated 26,519,803 land record and index images into the Archives mass storage arrays. All of these have been incorporated into *mdlandrec.net*, the archival system for managing preservation of and access to these materials. Additionally, the Archives generated archival microfilm and provided security duplicates of approximately 14,387,400 images of recent filings from ELROI, Maryland's digital land recordation system. Archives added 171,090 images to PLATO, Maryland's digital system for accessing plats. During that same time, users of PLATO accessed 1,088,705 plat images, 77.8% from their homes and offices. As of June 30, 2004, the Archives has been able to make available more than

30,000,000 digital images of Maryland plats, land records, and indices through plats.net and mdlandrec.net.

At the end of FY2004, the Archives had stored over 30,000,000 digital archival records. In FY2005, the Archives expects to take on an additional 87,588,871 land record images through the mdlandrec.net initiative. In FY2006, this number will increase by another 32,235,524 images. By the end of FY2006, this joint partnership with the Judiciary will afford the electronic storage and servers necessary to archivally preserve and to provide enhanced public access to more than 147,000,000 plat, land record, and index images.

In FY2004, the Archives received 73,823,887 requests for 4,386 gigabytes of data on our website, a 21.3% increase in requests and 305% increase in data available over FY2003. At the end of FY2004, some 35,163,325 files (html, gif, tif, max, or jpg) were made available to the public. Approximately 4.6% of the files are textual materials, such as the Maryland Manual On-Line, biographical research, educational materials, transcriptions, and finding aids derived from 449,615,408 database records. The balance of the site holds roughly 33,545,773 images of land records and indices in Archives' custody. The Electronic Archives currently encompasses three initiatives that collectively represent a significant achievement by ensuring long-term access to and preservation of important records and will serve as a model for the future development of a true electronic archives: mdlandrec.net A Digital-Image Retrieval System for Land Record Indices in Maryland (a joint e-government pilot project of the Maryland Judiciary and the Maryland State Archives, , the Digital-Image Reference System for Land Survey Subdivision, and Condominium Plats (plats.net), and the Archives of Maryland Online. The Electronic Archives will continue to grow significantly in FY2006 with the expansion of mdlandrec.net. to incorporate all of Maryland's 24 jurisdictions.

The documented achievements of these inter-agency land record initiatives (ELROI, mdlandrec.net, & plats.net), impressive as they may be, represent just a portion of the challenge confronting the Maryland State Archives. Thousands of records (many of them vital to the lives

of our citizens) urgently require preservation in electronic form. The success of these initiatives (well documented in the MFR) serves as a model for meeting this challenge. Tight budgets argue strenuously for improved access to records through the expansion of web-based delivery services. The undeniable success of plats.net serves as a model to demonstrate the efficiency with which self-help digital delivery of records can improve archival service, reduce costs, promote preservation, and have the potential to produce revenue.

Inputs:

	FY03ACT	FY04EST	FY04ACT	FY05EST	FY06EST
<i>mdlandrec.net</i> Image Acquisition	3,034,063	4,400,000	26,519,803	87,588,871	32,235,524
<i>plats.net</i> Image Acquisition	261,176	113,564	171,090	113,564	113,564

Outputs:

	FY03ACT	FY04EST	FY04ACT	FY05EST	FY04EST
Images					

brought under Archival Control	3,295,239	4,400,000	26,690,893	87,688,871	32,335,524
COM Production	0	7,248,000	14,243,700	14,387,400	15,656,400
CD-ROM Production	0	3,348,000	6,579,380	7,607,700	9,020,400

Efficiency:

	FY03ACT	FY04EST	FY04ACT	FY05EST	FY06EST
Records made available per staff man hour	NA	NA			

Outcomes:

	FY03ACT	FY04EST	FY04ACT	FY05EST	FY06EST
Hits on <i>plats.net</i>¹	1,275,624	4,000,000	1,189,539	1,200,000	1,200,000
Images Viewed on <i>plats.net</i>²	973,560	950,000	1,088,705	1,100,00	1,100,000
Hits on <i>mdlandrec.net</i>³	NA	41,937,058	5,905,927	41,937,058	41,937,058
Images viewed on <i>mdlandrec.net</i>³	NA	9,985,014	NA	57,034,399	57,034,399
GeoServ E- mail Inquiries	4,969	5,600	4,136	4,000	3,500

Notes:

1. The Archives has developed a system to both record and make available image files of subdivision and condominium plats called

plats.net, which dovetails neatly with the Judiciary's efforts to introduce digital recording of land records, and serves to eliminate a problem common to all jurisdictions - the storage and retrieval of oversized objects.

We believe that the databases in which we record descriptive information about plats, formatted so as to be completely text searchable, will serve as the indexing engine to facilitate access to digital images of plats in an HTML environment. In the near future, all of our descriptive databases will be accessible through our Archives web site. If index information were linked to image files of individual plats, these collections could be made available on-line. Any individual having access to the web then could link to all of these records. This is an approach to managing access to image files that we have used with success with other collections.

Public response to *plats.net* has been very positive. System use has been on a steady upward trend since the first system was installed in the Baltimore County Circuit Court in May, 1999. Archives anticipates use of the system to level off since all 24 jurisdictions are now available on-line.

The figures cited above represent hits on the system as captured by our network monitoring software as reported by IT staff.

2. The figures cited above represent actual number of plat images downloaded by system users as captured by our network monitoring software as reported by IT staff.

3. The Maryland State Archives proposes to establish a system called *mdlandrec.net* designed to complement the existing land recordation and imaging system known as ELROI. *Mdlandrec.net* will provide access to the historical land records of Maryland and prospective land record filings from Maryland's Circuit Courts that do not have ELROI. *Mdlandrec.net* would be accessible off of existing PLATO workstations at the

courthouses and remotely via the Internet by username and password.

We anticipate production for mdlandrec.net will begin in the middle of FY03. The system will be similar to plats.net in many respects and will eventually have a larger customer base due to the greater demand for land records such as deeds and mortgages. Since we have no indicators or benchmarks for mdlandrec.net and because the system will be similar to plats.net in regards to user community and subject matter, the figures cited above represent estimates based upon similar figures and formulas used for plats.net.

Actual image count is based upon the anticipated processing of FY03 land records for 13 of Maryland's counties and the retrospective scanning of 10 years worth of land records two counties. Original FY03 estimates for a full year of production for mdlandrec.net are 4,437,784 images. We anticipate a half year of work, which would cut estimated FY03 production in half to 2,218,892. The figure *Images viewed on mdlandrec.net* is derived from multiplying FY03 production by 1.5:1 (the ratio of actual images mounted on plats.net to the number of images viewed on plats.net). The figure for *Hits on mdlandrec.net* is derived from multiplying *Images viewed on mdlandrec.net* by the ratio between hits on plats.net and images viewed for FY03 (3.53:1) and FY04 (4.2:1).

Quality:

	FY03ACT	FY04EST	FY04ACT	FY05EST	FY06EST
% Images Viewed		0.30%	0.08%	0.06%	0.04%

Replaced - <i>plats.net</i>¹	0.16%				
% Images Viewed Replaced - <i>mdlandrec.net</i>²	0.00%	0.44%	NA	NA	NA

Notes:

1. *Plats.net* was designed as a dynamic system in which system users could inform us directly via e-mail when they encountered either incorrect bibliographical information or image of unsatisfactory quality. Archives tracks all such requests for replacement image. We anticipated at the beginning of the project that such requests could run as high as 5 % of total images viewed per annum. But the quality control over initial scanning into the system, and ongoing internal monitoring of image quality has meant that dissatisfaction with *plats.net*, measured as percentage of viewed images thought to be of unsatisfactory quality, has consistently amounted to far less than 1%.

The figures reported above were derived by dividing the number of replacement or missing images requested by system users by the total number of plat images viewed.

2. *Mdlandrec.net* is also designed as a dynamic system in which system users could inform us directly via e-mail when they encountered either incorrect bibliographical information or image of unsatisfactory quality. Archives tracks all such requests for replacement image. We anticipate that quality control over initial scanning into the

system, and ongoing internal monitoring of image quality will mean that dissatisfaction with *mdlandrec.net*, measured as percentage of viewed images thought to be of unsatisfactory quality, should consistently amount to less than 1%. To date, when considered as a percentage of the total number of images available in the system, replacement image requests from *mdlandrec.net* have been statistically non-existent.

Maryland State Archives

August 20, 2004

s1259/129/0034/html/fy2006_budget.html

X-Sender: kevin@msamail.mdarchives.state.md.us
 X-Mailer: QUALCOMM Windows Eudora Version 5.1
 Date: Thu, 19 Aug 2004 11:56:54 -0400
 To: Wei Yang <weiy@mdarchives.state.md.us>
 From: Kevin Swanson <kevin@mdarchives.state.md.us>
 Subject: Re: MOU of FY06
 Cc: Kim Moreno <kimc@mdarchives.state.md.us>, Lynne MacAdam <lynnem@mdarchives.state.md.us>, timb@mdarchives.state.md.us, johnm@mdarchives.state.md.us
 X-RCPT-TO: <timb@mdarchives.state.md.us>

Wei,

Given the aggressive work plan MSA submitted for mdlandrec work, I anticipate the following image acquisition totals for FY2005 and FY2006.

FY2005

14,243,700 new ELROI images
 49,000,000 pre-existing ELROI images
 24,345,171 back file images
87,588,871 total mdlandrec images added to archival storage

FY2006

14,243,700 new ELROI images
 0 pre-existing ELROI images
 17,991,824 back file images
32,235,524 total mdlandrec images added to archival storage

I have no easy breakdown for images provided by outside vendor and images produced in-house during FY2004. Clearly, the vast majority of images were produced through ELROI or by a vendor. I would guess 90%+. Does it matter? What is the significance of this measure? What is it intended to demonstrate?

Kevin

At 03:28 PM 8/18/04 -0400, Wei Yang wrote:

Kevin:

You probably already noticed that the **Electronic data online** estimated for FY04 MOU is way off from the actual data as showed below, although **Total image files online** is quite close.

	<u>2004 Estimated</u>	<u>2004 Actual</u>
Total image files online	29,473,159	33,545,773
Electronic data online (GB)	24,054	4,386

The major part of this is the data from mdlandrec.net project. Something is not right here. Maybe we estimated too many greyscale images for mdlandrec.net project? Anyway, Tim wants me to re-estimate the related data for FY2005 and FY2006. Could you or Kim give me the following information soon?

1. Estimated total image files will be online for mdlandrec.net in FY05 and FY06.
2. Actual images received from outside vendors, including SAIC, in FY04
3. Actual images scanned by Archives' staff

Tim wants these numbers this Thursday. Could you provide them to me tomorrow?

Thanks,

Wei

X-Sender: kevins@msamail.mdarchives.state.md.us
X-Mailer: QUALCOMM Windows Eudora Version 5.1
Date: Fri, 20 Aug 2004 11:05:57 -0400
To: Van Lewis <vanl@mdarchives.state.md.us>
From: Kevin Swanson <kevins@mdarchives.state.md.us>
Subject: Re: FY2006 Budget Request
Cc: timb@mdarchives.state.md.us
X-RCPT-TO: <vanl@mdarchives.state.md.us>

Van,

Sorry not to get back to you sooner.

I need to confer with Tony about the status of projected PLATO equipment replacement for FY2006. He is out today, but I will try to hook up with him on Monday. I have been after him for more than a week for this information without success, but he has been very busy and out of the building quite a bit.

As far as projected FY2006 scanning, I have some rough numbers for you. I have no idea at this time as to the actual breakdown between scanning from paper and scanning from film, but my gut feeling is that we are going to be asked to do more and more image acquisition from paper by the clerks, so I have estimated that 40% of our scanning will be from paper in FY2006. Virtually all of this work will be completed through the use of contracted services.

That being said, and with the appropriate large grain of salt, I project the following for FY2006 image acquisition:

7,032,230 image from paper @ \$0.217 = \$1,525,994

10,548,345 images from film @ \$0.112 = \$1,181,415

I hope that this is helpful. Let me know if you need anything additional. I'll get back to you, I hope on Monday, with information about replacement PLATO equipment.

Kevin

At 02:47 PM 8/17/04 -0400, you wrote:

Kevin,

I need some information from you in order to complete the operating budget for FY2006. First I need some idea of the Plats/Mdlandrec equipment which will be scheduled for replacement in FY2006. Next I need some idea of the level of contractual services that will be required to scan paper/microfilm in FY2006. Please suggest the scanning component in terms of quantity and per unit price. Thanks.

Appraisal and Description Evaluation FY04

Numerical summary and named listing of all individuals supervised, regular and special payroll.

Salvador Barragan, special payroll
Kirsten Hair, paid through IT

Most important aspects of programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (all with an estimate of cost).

Important programmatic responsibilities

- Appraisal of land records and related indexes by surveying the completeness of records on film, comparing indexes available on film and in the original in the clerks' offices, and determining how releases were recorded and indexed.
- Revision of the retention schedule for the circuit courts through a committee composed of court clerks, AOC representatives, records management, archives, court administrator, and a judge.
- Conversion of paper Transer inventories into electronic form and editing of existing tsu databases for inclusion in the online Guide to Government Records. Substantial editorial work is required to make the information understandable to the user and to maintain consistency.
- Responses to unexpected situations that develop into temporarily major initiatives. Examples include the determination of extant BA criminal cases in response to a PIA request for access to files, reconstruction of images in estate files for the MO Register of Wills, and conservation of flooded records in the QA Register of Wills office that led to a proposal to scan indexes and estate files.

Addition of one employee to handle the tracking of retention schedules and disposal certificates, help with the creation and editing of record databases, and assist with the land record appraisal work and the unexpected appraisal situations. Cost: \$30,596.

Assumption of records management functions, as recommended by the Mandel Commission.

- First, the Archives must develop a plan of which functions to take over and how, and then work with DGS and the Governor's office to formulate legislation.
- This activity presents an opportunity to bring records management in Maryland into the 21st century. Existing operations, meager to say the least, must be revitalized and regrouped to develop an effective program.

- Record appraisal work alone should require at least six additional staff. Assumption of the state records centers means another two or three employees.
- Cost estimates must encompass planning, execution, staff, office space, and other overhead expenses. A realistic figure will take more time.

Functions to be dropped (including personnel) if called upon to do so, with an estimate of cost savings.

- Cease work with the record databases and let other managers handle the oversight activity now done by appraisal and description. There is no cost savings for the Archives as a whole since the workload will still exist. The long-term drawback will be the loss of uniformity.
- When the current director retires, hire a replacement at a lower salary.

Cost of programmatic functions in a fiscal year regardless of the source of funding.

Personnel costs: \$111,787.

Managing for Results - Objectives and Strategies
Appraisal and Description FY04 Report

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 electronically available.

Objective 1.1 By Fiscal Year 2005 assess in a comprehensive way at least 67% of the statewide records inventory still in agency custody; and put in place the physical storage capacity required to take on the records identified; and devise strategy for effective execution of future inventory efforts.

Strategy 1.1.1 In Fiscal Year 2005, and every five years thereafter, there should be conducted a legally mandated statewide inventory of permanent records including electronic records. The goals are 100% completeness and 90% return rate of survey forms. In Fiscal Year 2004, the Archives will work with the Department of General Services to establish a definitive work plan to obtain these goals.

FY04 achievements: Meetings with DGS to develop plans did not occur.

Strategy 1.1.3 Implement by Fiscal Year 2005 an enhanced records retention program for the 24 circuit courts by working with a committee of the court clerks and other interested parties to define existing types of records, ascertain recording formats, and establish retention schedules. Updating these schedules will reduce costs to the court system and will reduce the cost of accessing the records once they are transferred to the Archives.

FY04 Achievements: This committee is dependent upon initiatives from the court clerks. No meetings were held until May when a new chairperson was appointed. A work plan meeting was held in May. At the next meeting held a month later the group successfully revised the administrative and fiscal sections of the existing schedule. The goal now is completion in FY05. Another appraisal activity related to the schedule was the effort in conjunction with reference services to identify criminal case files worthy of permanent retention for evidentiary and historical purposes.

Objective 1.3 In Fiscal Year 2005, improve access to records through the expansion of web-based delivery of reference services by 12%.

Strategy 1.3.1 Within the plan period, obtain direct access to originating agency indices for records stored at the Archives (birth and death index of Division of Vital Records, DHMH, and improved access to Courts' Judicial Information System). Archives' access to existing databases is essential to the retrieval of the records.

FY04 Achievements: The department continued to fine tune the appraisal of indexes as they were scanned and placed online.

Strategy 1.3.3 In Fiscal Year 2005, complete retrospective land record scanning for seven jurisdictions targeted for *mdlandrec.net*.

FY04 Achievements: Appraisal of land records and indexes was done for several counties. Activities included a survey of the completeness of records on film, comparison of indexes available on film and in the original in the clerks' offices, examination of recording practices regarding mortgage releases, and determination of the means of accessing releases.

Appraisal

MFR Goals, Objectives, and Measurements

Notes for 8/23/2004 meeting, Pat

Objective 1.1. By Fiscal Year 2005 assess in a comprehensive way at least 67% of the statewide records inventory still in agency custody; and put in place the physical storage capacity required to take on the records identified; and devise strategy for effective execution of future inventory efforts.

Obviously written in my absence. Assessing 67% of state agency records in the last 5-year inventory, that incidentally excluded the circuit courts, is unrealistic. We did not even get around to planning for the next survey. In light of pending developments, we should concentrate our efforts on strategies to assume the records management functions and to make that program once again viable. It would be better to postpone the 5-year inventory until we can make it a real planning tool and an integral part of both records management and archives.

I am not sure we should list an objective that is dependent on so many factors out of our control – approval of the Governor's office, passage of a bill, and sufficient funding. But here is a suggestion:

In Fiscal Year 2005 develop strategies to restructure the State's records management program, based on proposed legislative changes, develop comprehensive plans for the 5-year inventory of records, and put in place the physical storage capacity required to take on the permanently valuable materials.

Strategy 1.1.1. In Fiscal Year 2005, and every five years thereafter, there should be conducted a legally mandated statewide inventory of permanent records including electronic records. The goals are 100% completeness and 90% return rate of survey forms. In Fiscal Year 2004, the Archives will work with the Department of General Services to establish a definitive work plan to obtain these goals.

Suggested new language:

In Fiscal Year 2006 assume the functions of records management formerly vested in the Department of General Services and develop plans to make it an effective tool for the identification of permanent and disposable records.

Strategy 1.1.3 Implement by Fiscal Year 2005 an enhanced records retention program for the 24 circuit courts by working with a committee of the court clerks and other interested parties to define existing types of records, ascertaining recording formats, and establish retention schedules. Updating these schedules will reduce costs to the court

system and will reduce the cost of accessing the records once they are transferred to the courts.

Through no fault of the Archives the retention schedule was not completed. Now that the committee has been given a new chair progress is being made.

Suggested revision, in part to reduce verbiage:

During Fiscal Year 2005 develop a revised records retention schedule for the 24 circuit courts by working with a committee of the court clerks and other interested parties.

Artistic Property, Conservation, and Outreach Department
MFR FY 2006 Budget Submission
Programmatic Overview, August 16, 2004

1. Summary of Employees Supervised:

Elaine Rice Bachmann, Curator of the Maryland Commission on Artistic Property
(Regular payroll)

Chris Kintzel, Archival Intern (Special payroll)

Ryan Polk, Archivist I - 50 per cent of his time (Special payroll)

Sasha Lourie, Archivist I (Special payroll)

Vicki Lee, Conservation Archivist - 50 per cent employee (Regular payroll)

Jennifer Foltz Cruickshank, Conservator (Special payroll)

Camille DiMarco, Conservation Intern – part time employee (Special payroll)

2. Programmatic Responsibilities and Statement of Expanded Priorities:

This department has a wide range of programmatic responsibilities, ranging from conservation of paper records to managing two important fine and decorative arts collections to providing support for the State House Trust and Government House staff. Many of the functions of this department provide support to the General Assembly, the office of the Governor and the office of the First Lady. Where applicable, the identification and explanation of how these functions could be expanded is included.

The Maryland Commission on Artistic Property: This is a critical function of the department as it manages two collections of fine and decorative arts valued at almost \$30 million. The Maryland Commission on Artistic Property is widely recognized among state agencies as the caretaker of the state-owned art collections. The APC is also firmly established as an advisory body for the staffs of Government House, the Executive Department, and the General Assembly for matters relating to the display and care of artwork and furnishings.

An important expanded function of the APC at this juncture in time is the pursuit of grant monies to fund conservation and preservation of the collections. This has become critical as a result of two consecutive years without any appropriation for conservation. Efforts to better document the history of the collections go hand in hand with creating more effective grant proposals as this will greatly help in establishing the "national significance" so important in competing for federal dollars. For the second consecutive year, we have applied to the "Save America's Treasures" grant program, funded by the NEA, on behalf of paintings in the Annapolis Collection. In FY05, several grants in the "We the People" program, funded through the NEH, have been identified for application. In addition to seeking funding from these large Federal agencies for the most historically significant paintings in the Annapolis Collection, it is important that funding sources be pursued for smaller projects, such as the restoration of the Stanford White frame from the Peabody Collection, and the conservation of individual works from both collections that might be funded through smaller arts agencies or philanthropic groups.

In order to strengthen our requests for outside funding and grants, it is critical to continue to enhance the reputation of the state's collections to a broader, national audience. This can be best accomplished by documenting the state's most significant paintings and furnishings in scholarly articles published in nationally distributed periodicals. Documenting the importance of the artwork that has been commissioned and acquired by the Maryland Legislature for the past 200 plus years, particularly those paintings and decorative arts on display in the State House, will reinforce any effort to upgrade the level of care given to the building. This effort would also bring attention to Maryland's remarkable tradition, established during the Colonial period, of commissioning artwork to document the history of the state, as well as the Archives' role in preserving that tradition, which continues to the present day.

It is worth noting that the program has, over the last 6-8 years accomplished a great deal of conservation of the collections at almost no cost to the Archives. By finding outside sources for conservation of paintings, frames, and sculpture, the program has had at least \$25,000 worth of conservation performed on about 50 – 60 objects.

Conservation of Records. The main functions of the Conservation Lab is to assist and monitor the preservation efforts of the staff of the Maryland State Archives, provide the Administration with sound advice on preservation and environment issues and conservation of the items that make up the collections of the Archives. The Lab also provides preservation advice and conservation services to the public. This is a core function of the Archives because, without the preservation and conservation of the items within our collections, they will become unusable and eventually cease to exist. An important function of the Lab is to prepare records for scanning, so they can be made accessible to the public without any further handling of the original records. The Lab also rehouses these records after scanning is complete.

The Conservation Lab provides assistance to other agencies regarding preservation or repair of their records, as well as to groups outside of the Archives, such as historical societies, and members of the public. The Archives is often, but not always reimbursed for these services to agencies and the public. A major problem for the Lab is the lack of personnel resources. At present, the Lab is staffed by only one and a half employees, although a summer intern has been retained for an indefinite period.

With more staff, the Lab could expand its monitoring of conditions under which records are stored and be more proactive in preserving and rehousing records.

State House Trust. Support for the State House Trust covers many responsibilities, including handling all requests for the use of the public spaces within State Circle, monitoring all maintenance and routine repairs on the building, participating in planning and management of major capital projects, maintaining all files relating to the State House and its grounds in paper form and on line in *mdstatehouse.net*, keeping members of the Trust informed of all significant issues relating to the building and its grounds, coordinating meetings of the Trust as they occur, and maintaining frequent contact with the staff of the Department of General Services and the Maryland Historical Trust on issues relating to the preservation of the building.

An expansion of these support functions for the State House Trust has been proposed to the Trust: the hiring of a full time Curator to oversee all activities that relate to the maintenance and preservation of the building. This curatorial function would be housed within the Archives, in much the same way as the Curator of the Commission on Artistic Property.

Government House Support. The staff of the department works on a regular basis with the staff of Government House on issues regarding artwork in the house, exhibits, and any painting or redecoration of the public rooms. The department provides advice to the staff and works with them on a wide variety of issues. This assistance is valued by the Government House staff and the relationship between the Archives and Government House is excellent and beneficial to both parties.

Outreach Activities. The department handles and monitors contacts with members of the press, and it writes and distributes any press releases issued by the Archives. It is also responsible for organizing special events such as the History Happening which was initiated last year.

Prints and Maps on Demand, Martenet and Ebooks

While programmatically these activities do not fall within the department, they are carried out by Sasha, who is a member of this department and is supervised by the director. Since the prints and maps on demand service began in late 2003, the program has brought in almost \$18,000. This program has the potential to make a lot more money for the Archives, with more publicity for it and a person who can devote more time to it. Ebook production and Martenet scanning management are both functions that should be managed by other departments. This would free Sasha to devote more of his time to the management and interpretation of the collections, including grant and article writing, and to the State House.

3. Programmatic Wish List:

Staffing:

- The following staff members should be given PIN numbers as soon as possible: Sasha, Jenn, and Ryan. This will reward them for hanging in there when no promises were forthcoming and help to ensure that their considerable expertise and collective knowledge will be retained within the institution. All three of them are very valuable employees.
- A full-time, permanent Registrar/Collections Manager (or Assistant Curator) to handle database management of the collections and the database files relating to them, maintain the inventories of the capitalized and non-capitalized objects, handle all loan requests and all image and rights and reproduction requests, as well as the many inquiries regarding the collections and the artists represented in them and advice on artwork appraisal. There are existing staff members who are well-qualified to assume the duties of Assistant Curator.
- Conversion of Conservation Archivist (Vicki Lee) to fulltime position in FY2007.
- Another fulltime conservator for the Conservation Lab.

Maryland Commission on Artistic Property

- An annual budget for conservation of the collections to bring them up to Level 1 standard, as outlined in the 2001 and 2002 conservation assessments.
- Sufficient budget to store the items which have to be kept off-site in a dedicated fine arts storage facility, with hanging screens for paintings.
- Sufficient budget to create temporary exhibitions featuring the state owned art collections, and to refurbish and redesign the presentation of state-owned art work and decorative arts in the Maryland State House.

State House Trust

- A full-time dedicated curator for the State House to perform most of the duties outlined above. This request is detailed in the proposal submitted to the Trust in July for its consideration. If the Trust approves it, the funds for the position will be paid for through a special appropriation for the Trust.

Conservation Lab

- A second full-time conservation assistant, both positions on regular payroll (see above).
- Equipment: The following equipment would also be useful in the lab for the treatment and maintenance of the many Collections within the Archives. All the staff of Artistic Properties Department could use some pieces of this equipment.
 1. Painted steel racks for the protection of the oversized materials: A bid was

- received from Ely Inc. to construct enamel painted steel racks that would hold 52 6" archival tubes of 48" lengths. The size is 48" x 48" x 48" and these would sit on top of the flat files. We could use at least two of the units, perhaps more. This would give us a permanent, non-destructive way to house those items in the collection that will not fit in the flat files. Many of the oversized collections come to the conservation lab on a regular basis because they are too large to be shelved properly in the regular stacks even when they are rolled up.
2. A vacuum suction platen (36" x 48" x 2") and the Tiger Vac which provides suction for the platen, to safely wash documents and maps and make stain removal treatments more effective and less time consuming with less risk of damage. With use of the micro attachments, all Artistic Properties staff could employ the Tiger Vac for dust removal from frames and other delicate cleaning tasks; Conservation staff could use the Tiger Vac for removal of mold.
 3. Several more data loggers, with light meters, to better monitor the condition of the pieces hanging in public display areas. There is concern amongst the staff of Artistic Properties that some pieces are receiving too much light and since light damage is cumulative and irreversible it is important to have concrete data that these pieces are in danger. The cost of 3 more data loggers is \$285.00.
 4. Moisture monitor to monitor the collections and to be certain that books are dry before returning them to the shelves. After the last water emergency, some books were returned to the lab due to musty smells and a fear of spreading mold throughout the collections kept them in the lab for several months longer. This could also be used by the Curator of APC to check the moisture content of the objects in the art collections.
 5. Three dehumidifiers for the Humidity Chamber which will be arranged to be a drying chamber in case of water emergencies. This will give Conservation Staff more control over drying large amounts of material at one time. It will make the process easier and quicker to manage.

4. Programmatic Cutbacks

It is honestly difficult to find an area in which this department's programs could be cut to any significant degree. Managing the art collections is a legally mandated function. Conservation of the paper records, which is already being done at a fairly minimal level with only one and a half staff members, is critical to the core mission of the institution. The only program that could be cutback would be outreach activities such as the History Happening, although it would be a shame to not pursue on our outreach to the local history community, as it has generated a lot of goodwill, publicity and sales of prints and map reproduction.

While the State House Trust support function is not necessarily a core archival function in and of itself, its payoff in terms of goodwill and contact with critical members of state leadership is essential to the furthering of the Archives' mission. Also, as long as the State Archivist fulfills the duties of secretary of the Trust, this function will be necessary.

Staff: Having already lost the Registrar this summer and the services of our art handler earlier this year, both through resignation, it is difficult even to imagine where this department could cutback in terms of staff. In fact, the work of the Registrar is backed up and is being handled as quickly as possible by the Curator with the assistance of Ryan Polk when he is available to help. Ryan also has been working with Sasha to provide art handling services and to manage the storage of the collections.

Sasha has spent a lot of time over the past year on the prints and maps of demand function, ebook production and helping to manage Martenet. None of these activities fits programmatically into the core functions of this department. I would hope that these duties could be transferred to the departments in

which they fit more comfortably programmatically and that Sasha's training could be used to further the State House and the art collections management functions of this department.

The only staff reduction that comes to mind is that the Director be given early retirement, with full benefits, of course. While this would be somewhat offset by promotions to others in the department who will cover her managerial duties, it would still result in savings to the Archives.

The Conservation Lab has proposed that it could drop the following functions to save money and to focus the activities of the staff more closely on the Lab's core function, the care and preservation of archival records:

- **Outsource custom storage cartons and carrier portfolios:** The cost in time to make these cartons and portfolios is 90 – 120 hours per year with a materials cost of at least \$976.00. We could purchase pre-made shipping portfolios for a cost of \$109 for smaller sizes (20"x26"x3") up to \$219.00 for larger sizes (31"x42"x3"). The Coroplast Corp. will make custom order cartons but I have not yet received a price for the size we need.
- **Discontinue treatments for outside clients:** Paid treatments earn us money, but in the end, our collections still wait for treatment. Made about \$1000.00 and spent about 35 hours.
- **Outsource creation of custom mylar sleeves for scanning:** Currently, we use the electrosonic welder to weld custom mylar sleeves in the facilitation of scanning operations. For oversized sleeves, this requires 2-3 people to cooperatively handle this expensive, easily dinged material. This operation takes two-three people a total of one hour per 40"x7+', 10x3 mil mylar sleeve. In FY2004, 31 hours was spent making 47 10x3 mil mylar sleeves sent without conserved objects. Treatments completed and put into sleeves are not counted in this figure. Cost for 1 roll of 10 mil and 2 rolls of 3 mil is roughly \$900.00.
- **Eliminate de-ionized water system:** Rather than pay the \$1600/year maintenance fees for our highly filtered water system, we could make do with distilled water. This could be purchased from Grauls on an as-needed basis. Granted, we could go through multiple bottles for the wet treatment of 12"x12" document. As with the mylar sleeves, the most expensive part is already purchased but this is not a heavily used item.

**Artistic Property, Conservation, and Outreach
FY2004 Actual Expenditures**

Object	Expenditures FY04 Actual	FY05 Appropriation	FY06 Request
01 Salaries & wages, regular staff: Mimi Calver (Program 1400) Elaine Rice Bachmann (Program 2100) Vicki Lee Total	\$77,395 64,397 31,244 (Program 1200) \$173,036	\$72,422 59,844 56,057 (Program 2100) \$188,323	\$85,068 62,975 60,031 (Program 2100) \$208,074
02 Contractual Salaries & wages Nadine Shapiro & Rob MacAdam (Program 2100) Sasha Lourie (Program 1900) Jennifer Cruickshank Ryan Polk, (not counted in FY 04; 50% in FY05, 100% in FY06) (Program 1600) Christopher Kintzer (Program 1400) Camille DiMarco (Program 1400) Total	\$42,916 30,950 27,959 (Program 1200) 1,092 1,183 \$104,100	\$30,318 32,664 (Program 2100) 15,159 \$ 78,141	\$34,122 31,171 (Program 2100) 32,884 4,159 4,159 \$106,495
01 Total Personnel Costs	\$277,136	\$266,464	\$314,569
08 Contractual Services (exhibits, inventory, etc.)	\$(2,381)	\$0	\$0
13 Fixed Charges Insurance on fine arts (Program 2100) Art storage (Program 3100) CDS Total Jason's Total Storage Costs	\$ 6,497 18,144 396 18,540	\$ 7,988 17,500 720	\$ 8,027 18,100 720
Total Fixed Charges	\$25,037	\$26,208	\$26,847
Miscellaneous charges: telecommunications, rent, office supplies, etc. Programs 1400 & 2100 Conservation: from Program 1200	\$11,881 3,500e	\$15,000e	\$16,000e
TOTAL	\$315,173	\$307,612	\$357,416

Artistic Property, Conservation, and Outreach Department
MFR FY 2006 Budget Submission
Proposed Programmatic Costs and Savings, August 16, 2004

Programmatic Changes: Costs

Item	FY06 Cost (above request)	Funding Source
Conversion of three employees from contractual to regular payroll	\$25,000	Special Funds
New Curator for State House	55,000	General Funds (State House Trust)
Conservation Archivist (contractural)	32,100	Special Funds
Conservation Funds for art collections (based on FY04 unfunded budget request)	250,000	Special Funds
Improved storage facilities (includes budgeted costs)	7,000	Special Funds
Exhibition Funds	10,000	Special Funds
Steel racks for permanent storage of oversize materials	8,400	Special Funds
Tiger Vac	3,891	Special Funds
3 Data loggers	285	Special Funds
Moisture Monitor	300	Special Funds
3 Dehumidifiers	600	Special Funds

Note: All costs are estimates

Grant application to "Save America's Treasures" for \$100,000 for conservation of three major Peale paintings is pending. Notification will be received in late 2004.

Programmatic Savings: The only directly quantifiable costs savings is the retirement of the Director of the department: \$85,058

IN REFERENCE TO YOUR INQUIRY:

- 1) THE FISCAL UNIT IS COMPRISED OF THE FOLLOWING INDIVIDUALS: JEAN SCHAEFER; CECELIA SMITH; BARBARA SCHISLER; VAN LEWIS. TECHNICALLY, I SUPERVISE JEAN SCHAEFER, AND SHE THEN SUPERVISES BARBARA SCHISLER AND CECELIA SMITH. ALL FISCAL EMPLOYEES ARE ON THE REGULAR PAYROLL AND ARE FUNDED BY GENERAL FUND DOLLARS IN THE BUDGET.

- 2) THE MOST CRITICAL ASPECTS OF THE FISCAL UNIT INCLUDE:
 - a) THE PROCESSING OF THE AGENCY PAYROLL
 - b) STEWARDING THE REVENUE FUNCTION, WHICH INCLUDES: GENERATING BILLING INVOICES; RECEIPTING PAYMENTS; CORRECTLY RECORDING REVENUE; PROJECTING REVENUE
 - c) STEWARDING THE PROCUREMENT FUNCTION, WHICH INCLUDES: PAYING INVOICES; PROCURING COMMODITIES AND SERVICES; CORRECTLY RECORDING EXPENDITURES; PROJECTING EXPENDITURES
 - d) FIXED ASSET INVENTORY MAINTENANCE
 - e) MANAGING AGENCY FINANCIAL INFORMATION
 - f) PROCESSING THE FISCAL YEAR-END CLOSE
 - g) PREPARING THE AGENCY OPERATING BUDGET

ALL OF THE ABOVE ARE ESSENTIAL FOR AN ECONOMIC ENTITY TO FUNCTION. AS EACH FUNCTION IS PERFORMED AT HIGHER QUALITY LEVELS, THE AGENCY OPERATES MORE EFFICIENTLY. IN ADDITION, THE AGENCY BECOMES BETTER PREPARED TO SATISFY INFORMATIONAL AND REPORTING DEMANDS PLACED UPON IT BY OUTSIDE ENTITIES.

- 3) IF I WERE FORCED TO SACRIFICE A PROGRAMATIC FUNCTION/PERSON, LOGIC DICTATES THAT IT WOULD BE JEAN. THE APPROPRIATE REASONING WOULD HAVE YOU BELIEVE THAT I COULD EASILY INHERIT HER CURRENT RESPONSIBILITIES WITHOUT A LOT OF DOWNTIME. SAVINGS TO THE AGENCY WOULD APPROXIMATE \$70,000 (FY 06 REQUEST). HOWEVER, THE AGENCY BENEFITS SUBSTANTIALLY FROM HER PRESENCE, AND I DON'T NECESSARILY HAVE A GREAT DESIRE TO INHERIT WHAT SHE DOES. IF FORCED TO CONFRONT SUCH AN UNPLEASANT REALITY, AND IF GIVEN SUBSTANTIAL NOTICE, I WOULD OPT TO FIND, IF POSSIBLE, ANOTHER PLACE OF EMPLOYMENT. SAVINGS TO THE AGENCY WOULD APPROXIMATE \$79,000 (BASED ON MOST RECENT ACTUALS).

- 4) MATERIAL COSTS ASSOCIATED WITH THE FISCAL UNIT ARE ALMOST EXCLUSIVELY RELEGATED TO SALARY COSTS. OTHER MINOR COSTS INCLUDE COMMUNICATIONS AND SUPPLIES. FOCUSING ONLY ON SALARY COSTS, THE FOLLOWING TABLE REPRESENTS RELATIVE COSTS FOR THE FISCAL UNIT FOR FISCAL YEARS 2004-2006.

	<u>2004 ACTUALS</u>	<u>2005 APPROPRIATION</u>	<u>2006 REQUEST</u>
a) CECELIA SMITH	45,865	48,438	51,328
b) JEAN SCHAEFER	65,145	66,524	69,794
c) BARBARA SCHISLER	51,327	48,059	50,943
d) VAN LEWIS	<u>79,347</u>	<u>72,422</u>	<u>75,815</u>
	241,684	235,443	247,880

X-Sender: dianee@msamail.mdarchives.state.md.us
X-Mailer: QUALCOMM Windows Eudora Version 6.0.1.1
Date: Mon, 16 Aug 2004 14:43:16 -0400
To: Ed Papenfuse <edp@mdarchives.state.md.us>
From: Diane Evartt <mdmanual@mdarchives.state.md.us>
Subject: Budget matters requested
Cc: Tim Baker <timb@mdarchives.state.md.us>,
Van Lewis <vanl@mdarchives.state.md.us>
X-RCPT-TO: <timb@mdarchives.state.md.us>

16 August 2004

GOVERNMENT INFORMATION SERVICES

I. STAFF: 6

Maryland Manual On-Line
Diane F. Evartt, Editor
Ann J. Baker, Associate Editor
Elizabeth W. Newell, Associate Editor (part-time)
David R. Herron, Assistant Editor (part-time)
Marlene M. Seiss, Word Processor (part-time)

Government Publications & ReportS/LibrarY
Christine E. Alvey, Librarian

II. RESPONSIBILITIES

MARYLAND MANUAL ON-LINE

Responsibilities require continuous updating of basic information about Maryland State, county and municipal government to assist government officials in carrying out their duties, and inform Maryland citizens of the structure of Maryland government, its programs and services. This information also serves to blueprint the future archives of Maryland State and local government.

Staff is needed to:

- 1) update State government functions sections;
- 2) prepare local government functions sections;
- 3) revise State government origins sections; and
- 4) prepare local government origins sections.

Part-time staff is needed to:

- 1) design and update organizational charts;
- 2) scan images and manage graphics system; and
- 3) check links and anchors.

In addition, IT programming support is needed to devise methods to eliminate the large number of scam and spam e-mail coming in to mdmanual@mdsa.net, for these are increasing dramatically. In FY2003, from scam e-mails received, some 6,232 e-mail correspondence was generated in redirecting scam mail to the Criminal Investigations Division of the Office of the

Attorney General. In FY2004, that number nearly doubled to 11,535.

GOVERNMENT PUBLICATIONS & REPORTS/LIBRARY

Responsibilities require that government publications and reports, and library materials be accessioned, described, and made available for governmental and public use. At this time, we are concerned particularly with the electronic preservation of those government publications and reports that appear on the web, and the systematic conversion of paper copy to electronic formats.

1) IT programming support is needed to devise a simple (not labor intensive) process by which to capture electronic State, county and municipal government publications and reports off the web.

2) Student staff (year-round) is necessary to secure, prepare, scan, and make web accessible State, county and municipal government publications and reports.

III. REDUCTIONS

At this time, basic functions need to continue.

For some time, minimal staff has covered a host of assignments.

For the Maryland Manual On-Line:

1 editor,
1.5 associate editors, and
0.5 assistant editor

are the only staff to continuously revise text. Since they must cover other duties as well, the labor of a small staff is further reduced already. Year-round, for example, the editor also serves as webmaster, deals with all mdmanual@mdsa.net e-mail, and creates and revises all organizational charts. Consequently, the full-time associate editor is assigned and assumes multiple tasks, on a daily basis, to assist the editor. In addition, for one-third of each year, the part-time associate editor monitors legislation and legislative matters for the Archives, and over the rest of the year maintains the Manual's graphic database. Meantime, the part-time assistant editor is responsible for all local government text, which the other staff, including the editor, must continuously augment. While some assistance comes from the public school mentorship program each summer, high school students have varying abilities and experience to offer.

For Government Publications and Reports/Library:

1 librarian

serves many programs within the Archives, responding to requests for information, and initiating electronic capture of documents from the web. Having made good use of interns for basic accessioning and cataloging functions, the librarian will need a regular student staff to aid in preparing electronic materials.

IV. COSTS FY2004

\$250,428 Salaries, regular

\$8,458 Salaries, contractual
\$4,165 Communication (allocated dbm network phone costs)
\$3,090 Supplies (library books & supplies)
\$1,404 Replacement Equipment (treasurer lease costs for computers purchased in prior years)
\$1,917 Fixed Costs (library subscriptions)

\$269,462 Total

Gov Info Services

X-Sender: dianee@msamail.mdarchives.state.md.us
X-Mailer: QUALCOMM Windows Eudora Version 6.0.1.1
Date: Thu, 26 Aug 2004 12:58:23 -0400
To: Tim Baker <timb@mdarchives.state.md.us>
From: Diane Evartt <mdmanual@mdarchives.state.md.us>
Subject: MFR Government Information Services FY2006 statistics
X-RCPT-TO: <timb@mdarchives.state.md.us>

For

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 Online*.

Objective 2.1 In Fiscal Year 2006, prepare and continuously update State, county and municipal government information dynamically through the *Maryland Manual Online*.



mfr_goal 2.doc

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Objective 2.1 In Fiscal Year 2006, prepare and continuously update State, county and municipal government information dynamically through the *Maryland Manual Online*.

	2003	2004	2005
Performance Measures	Actual	Actual	Estimated*
Inputs: State agencies described	460	467	467
Intercounty, interstate & federal agencies described	52	56	56
County & municipal governments described	180	180	180
Outputs: Files compiled, revised, updated, edited & posted	5,085	6,355	6,990
Text & image files (megabytes)	57.2	89.5	98.4
Hyperlinks (internal, external & e-mail links)	69,512	90,567	99,623
Images accessioned	395	408	100
Outcome: Website visits (unique hosts)	750,268	879,281	967,209
Website requests (hits on servers)	15,971,585	18,687,910	20,556,701
Quality: <i>Maryland Manual Online</i> , increase in use	38%	17%	10%

2006

Estimated*

467
56
180
7,689
108.2
109,785
100
1,063,929
22,612,371
10%

*Estimates are based on an across-the-board 10% increase, except for images accessioned. Image accessions are expected to be less because of the lack of photographic resources.

Information Systems Management

CIO - Wei Yang

July 8, 2004

Description and Goals

Information Systems Management (ISM) provides the necessary infrastructure (technical, programmatic, telecommunication, LAN and WAN resources) for the attainment of the Archives' mission and goals. ISM develops and administers policies, standards, and planning processes to support the management and procurement of IT systems, services, and equipment. In addition, ISM develops, maintains and operates Archives' and Annapolis Campus Network IT application systems, as well as field operations for off site warehouses and *plats.net* and *mdlandrec.net* in the courthouses.

The goal of Information Systems Management for Fiscal Year 2005 is to continue to assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to the Archives and provide the information technology infrastructure to accomplish this goal. The Electronic Archives' program coordinates and manages the development of a permanent archive of electronic records and is responsible for mass data storage management, database management, and multiple-platform network.

Additional MFR Questions

A. A numerical summary and named listing of all individuals supervised, regular and special payroll

Personnel - FY 2004

Regular Payroll	Gen. Funds	Spec. Funds	Contractual Payroll	Gen. Funds	Spec. Funds	Out Source Support
Wei Yang	✓		Thriveni Palanivelu		✓	RESI - db programming
Betsy Bodziak	✓		Frank Patnaude		✓	EIS - scanning
Nancy Bramucci	✓		Marius Cauneac		✓	LGI - network support
Lynne MacAdam	✓		Ryan Polk	✓		
Tony Darden		✓	Kirsten Hair	✓		
Mai Doan		✓	Kyle McLean	✓		
Dan Knight		✓				

Jigna Vasavada - counted under program 1900 (intern) not 1600 (IT)

Mike Morgan - on board FY05

Matt Davis - on board FY05 - continuing intern

B. A one-two page statement of what you see as the most important aspects of your programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (all with an estimate of cost)

Information Systems Management (ISM) provides the necessary infrastructure (technical, programmatic, telecommunication, LAN and WAN resources) for the attainment of the Archives' mission and goals. ISM develops and administers policies, standards, and planning processes to support the management and procurement of IT systems, services, and equipment. In addition, ISM develops, maintains and operates Archives' and Annapolis Campus Network IT application systems, as well as field operations for off site warehouses and plats.net and mdlandrec.net in the courthouses.

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Electronic Archives

off site space for IT disaster recovery
generator for computer room
professional training for IT staff
office space for IT staff

IT Support

1. In FY 2004, the IT Support staff began work to upgrade Archives' NT servers to Win2003 server and to replace every workstation in the Archives, Ordnance Road and Martenet (MSA staff only) with new Gateway E6100 boxes loaded with XP. This work is continuing into FY 2005 and will be completed by the end of the calendar year. In addition, software licenses were upgraded and expanded to coincide with increased Archives' staffing for the mdlandrec.net project. The IT support staff will continue to inventory, maintain and upgrade hardware and software as necessary.
2. Support staff for plats.net and mdlandrec.net in the courts - is the Archives going to provide mdlandrec.net technical help in the courts? This critical question needs to be resolved before going any further or

requesting additional work from the IT staff associated with providing service to the courts. At this time we are told that we are not supporting the courts and in the same moment, support staff is being sent to mdlandrec installations to replace hard drives and repair computers. IT has gone to some expense to specifically hire an individual to be the on-call technician to the mdlandrec workstations in the courts. Additionally, IT personnel have gone to great lengths to install and understand the Fortres/Cooler lock-down software and its relation to the applications loaded on the mdlandrec workstations. IT staff has a good working relationship with the courts staff due to our excellent work/technical backup on the plats.net workstations. It makes good business sense to continue in this vein by installing good quality hardware (the hard drives in the JIS computers are failing at a very high rate - ca. 8 drives so far) and by continuing to provide the quality of service the courts have come to expect from the Archives.

If the Archives is truly going to get out of the court technical support business, then we really do not need to retain Mike Morgan in FY05. If however, we do take on this responsibility, we will need Mike full time (contractual - \$20.93/hr.).

3. Reconfiguring LAN switches to wireless in some areas of the building where network pipes are overloaded (mezzanine, searchroom). Wireless network cards for PCs (\$90/PC) and switches would require funds of at least \$5000 to configure those 2 areas.
4. IT could use some help setting up a real time server monitoring/management program. LGI has offered to work with Wei/Dan on this project. Best guess, cost estimate would be about 8 hours @\$165/hr.
5. IT support includes helping to reconfigure work areas as the Archives staff grows and project areas expand (furniture assembly, network pulls and redirects, telephones, workstation set up etc.). Considerable IT support staff time will be utilized if the senior staff decides to move forward on the recommendations of the space planners. No additional staff will be required. Other building issues - re-keying whole building; new phone system;
6. Who Are Your Elected Officials? - Caliper Corp. - waiting on estimate

of services from Howard Simkowitz. Hopefully will be meeting with them in the next 2 weeks to finish up details and move the application to the web.

IT Development

Functions

1. Providing programming and database support for major web-based applications that provide significant financial income for the Archives
2. Providing programming and database support for the creation of a SQL Server interface for the dBase databases that provide intellectual control over the Archives' holdings of government records.
3. Providing programming and database support for the conversion to Microsoft Access of the remaining dBase databases used by MSA staff on a daily basis.
4. Providing programming and design support as needed for the conversion of ACCESSIO to SQL Server

Accomplishments -- FY 2004

1. Staff provided significant VBA and ColdFusion programming support for the Digital Image Retrieval System for Land Record Indices in Maryland. Existing VBA programming was upgraded and expanded to expedite the processing and cataloging of land record images. Additional modifications were made to the existing ColdFusion web application incorporating changes requested by court clerks, their staff, and the user community.
2. Staff provided continued programming and database support for the Maryland Historical Trust Historic Sites Survey website that provides access to images of the nomination forms for the National Register of Historic Places. Properties listed on the National Register of Historic Places receive a degree of protection from federally licensed or funded projects that might adversely affect them.
3. Staff provided programming support for the conversion of

numerous dBase applications

Future needs

1. Staff are currently providing programming and development support for numerous important ColdFusion applications. Since these applications provide significant financial revenue for the Archives, the program needs the resources to maintain existing applications as well as develop new applications in the future. As a result, the program requires at least one more contractual programmer proficient in ColdFusion programming to expand the current level of support.

C. A one-two page statement of what you would drop from the functions you supervise (including personnel) if called upon to do so, with an estimate of cost saving attached

- new storage devices ---- \$ 1,500,000
- new and replacement of PCs, servers, scanners, printers, etc. ---- \$ 500,000
- new and replacement of software ---- \$ 300,000

D. A one page estimate of what your programmatic functions cost in a fiscal year regardless of the source of funding

See Excel spreadsheet located
at /110/0204/fy06/mfr_continued.xls

**Program 1600 - Information Systems Management
Fiscal Year 2004 Expenditures**

Title	General Fund	Special Fund	Total
Personnel Costs	412,393.26	266,382.81	678,776.07
Communication			
Postage		264.52	264.52
Telecommunications		54,490.97	54,490.97
Misc. Communications		2,446.43	2,446.43
DGS - Office of Telecomm.	2,762.86	3,034.02	5,796.88
Capital Lease Payments	15,472.51		15,472.51
Fixed Charges	283.00		283.00
Travel		540.64	540.64
Contractual Services			
Advertising		2,372.88	2,372.88
Equipment Rental		3,074.68	3,074.68
Equipment Repairs		3,263.60	3,263.60
Building Repairs/Maintenance		1,605.30	1,605.30
Education/Training		1,800.00	1,800.00
Computer Maintenance Contracts		5,000.00	5,000.00
Software Licenses		43,784.81	43,784.81
Applications Software		493.00	493.00
Systems Software (Acquisitions)		1,694.00	1,694.00
Systems Software (Maintenance)		6,417.98	6,417.98
Outside Services - Sys Analy		15,205.00	15,205.00
Other Contractual services		54,373.32	54,373.32
Subtotal			
Supplies & Materials			
Office Supplies		47.83	47.83
Building Supplies		623.13	623.13
Library Supplies		714.19	714.19
Data Processing Supplies		5,359.88	5,359.88
Microcomputer Packaged Applications		26,845.65	26,845.65
Microcomputer Operating System Software		1,500.00	1,500.00
Software Upgrades		1,597.44	1,597.44
Other Office Supplies & Materials		1,590.17	1,590.17
Subtotal			
Equipment - Replacement			
Office Equipment		1,611.00	1,611.00
Data Processing Equipment - Microcomputer		147,915.80	147,915.80
Data Processing Equipment - Workstation		2,757.45	2,757.45
Data Processing Equipment - Peripherals		1,449.72	1,449.72
Other Equipment		12,528.99	12,528.99

Equipment - Additional

Office Equipment	3,404.80	3,404.80
Data Processing Equipment - Microcomputer	23,330.00	23,330.00
Data Processing Equipment - Workstation	7,786.89	7,786.89
Data Processing Equipment - Peripherals	495,741.02	495,741.02
Other Equipment	851,777.65	851,777.65
Subtotal [Equipment]		

Subscriptions

	2,299.00	2,299.00
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Land & Structure

Utilities Extension	181.54	181.54
Building Interiors	80,000.00	80,000.00

TOTAL**2,566,217.74**

IT hardware/software to support mdlandrec

FY 2006

	Cost per unit	No. Units	Total
Storage Server			
Sun Fire E4900 server	351,340	1	351,340
software licenses	125,032	1	125,032
Storage Area Network			
SAN switches	19,600	2	39,200
Wiring/Fiber/transceiver	10,000	1	10,000
Application Server			
hardware (16-way)	383,500	2	767,000
software licenses	132,600	1	132,600
Image Workstations	3,000	10	30,000
Installation and consulting	75,000	1	75,000
Outsource programming	300,000	1	300,000
Training	150,000	1	150,000
Total			1,980,172



Maryland State Archives

Information Technology Master Plan FY 2006 - FY 2010

September 3, 2004

Approved by:

Edward C. Papenfuse, State Archivist
Wei Yang, Director, Information Systems Management

Agency contact:

Timothy D. Baker, Deputy State Archivist
Phone: 410-260-6402
Fax: 410-974-3895
Email: timb@mdarchives.state.md.us

Maryland State Archives
Information Technology Master Plan

Part I
Maryland State Archives

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), fine and decorative arts, business and organizational records, 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.

BUSINESS FUNCTIONS

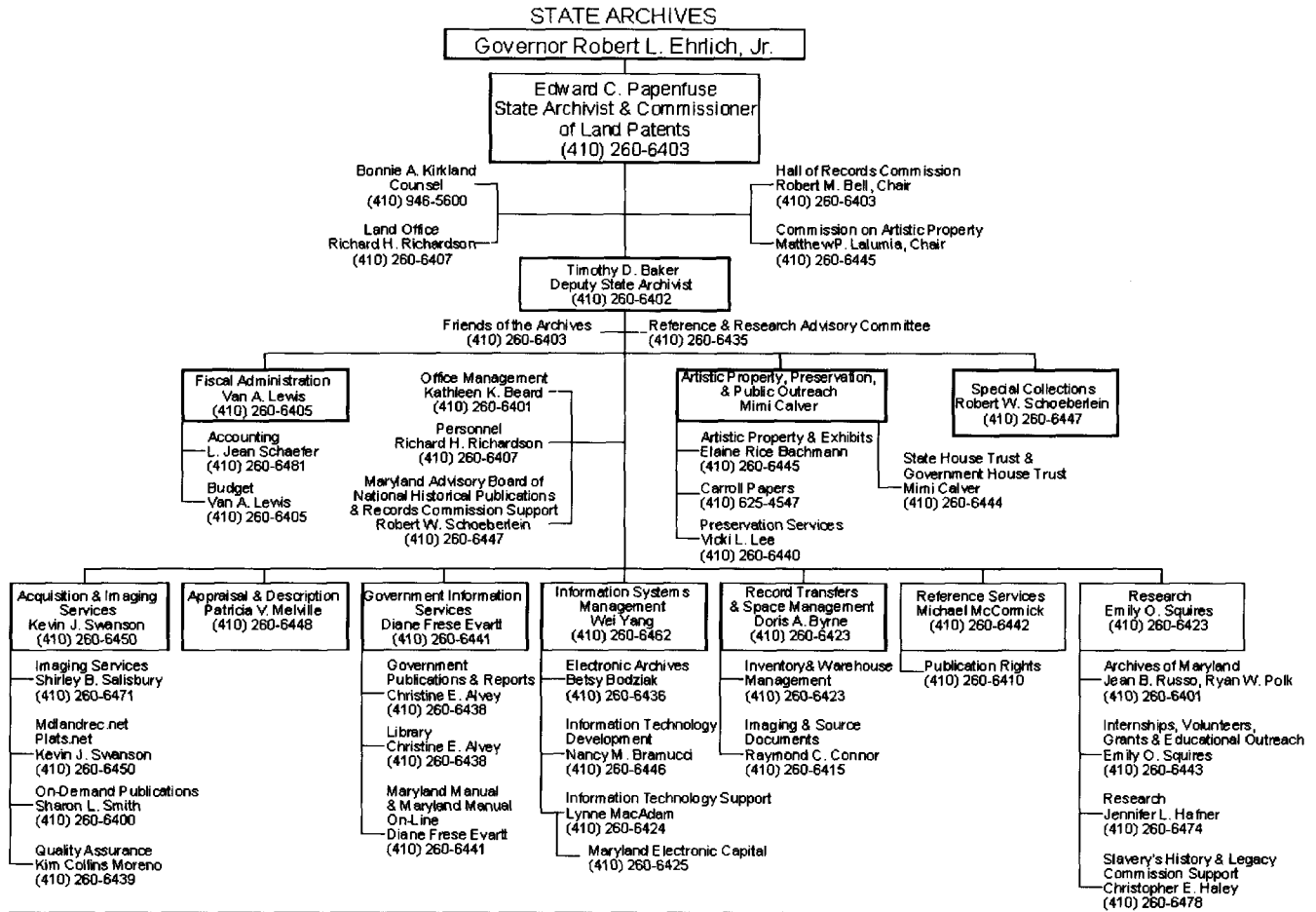
The State Archives serves a diverse group of customers in its role of providing records deemed to have permanent historical, administrative, fiscal, legal, or educational value. Our customers include the courts, General Assembly, lawyers, genealogists, title searchers, historians, educators, land researchers, local and municipal governments, federal government, art historians, general researchers and the public. In addition, the Archives provides service to the public seeking records crucial to their lives to document birth, death, marriage and divorce, property rights and judicial proceedings.

The Archives' interaction with its customers takes place in numerous forms from walk-up service to services provided over the Web. The Archives' major business functions are:

- Digital Acquisition, Processing and Publication Services
- Records Appraisal and Description Services
- Record Transfers and Space Management Services
- Reference Services
- Government Information Services
- Information Systems Management & Electronic Archives
- Research Services
- Special Collections Services
- Artistic Property, Preservation and Public Outreach
 - The Commission on Artistic Property is the official custodian of the State's art collections. Artistic Property, Preservation, Outreach, and Exhibits is responsible, through the Commission on Artistic Property, for the care and management of all State-owned art objects that comprise the Annapolis Complex Art Collection and the Peabody Art Collection, as well as the preservation of State-owned public records. This program creates exhibitions of State-owned art collections and other archival materials, and provides research on the State House and Government House and support for the State House Trust and Government House Trust.

Maryland State Archives
Information Technology Master Plan

Organizational Chart



Organization of Maryland State Government
Maryland State Archives, 16 June 2004

State Archives
BUDREV96\DA10

Maryland State Archives
Information Technology Master Plan

Part II
Maryland State Archives - Goals and Key Strategies

ARCHIVES' GOALS	OBJECTIVES
<p>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 electronically available.</p>	<p>Objective 1.1 By Fiscal Year 2005 assess in a comprehensive way at least 67% of the statewide records inventory still in agency custody; and put in place the physical storage capacity required to take on the records identified; and devise strategy for effective execution of future inventory efforts.</p> <p>Objective 1.2 Through Fiscal Years 2004 and 2005, 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 this goal.</p> <p>Objective 1.3 In Fiscal Year 2005, improve access to records through the expansion of web-based delivery of reference services by 12%</p>
<p>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 an e-Government environment.</p>	<p>Objective 2.1 In Fiscal Year 2005, prepare and continuously update State, county and municipal government information dynamically through the <i>Maryland Manual On-Line</i>.</p>
<p>Goal 3. Facilitate a broad and better understanding of the archival record through educational programs and published historical works including, but not limited to, institutional, legal, geographical, architectural, biographical and topical research and writing, searchable at the <i>Archives of Maryland Online</i> website (http://aomol.net) and specialized research web sites such as mdstatehouse.net, ecpcio.net, msaref.net, mdag.net, mdslavery.net and martenet.org.</p>	<p>Objective 3.1 In Fiscal Year 2005, add value to the understanding of the archival record by locating, identifying, and interpreting records, and making the results accessible through electronically published historical compilations and analyses.</p> <p>Objective 3.2 In Fiscal Year 2005, support the legally mandated goals of the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland by conducting research and publishing the results electronically.</p> <p>Objective 3.3 In Fiscal Year 2005, manage an internship and volunteer program for Maryland high school, college and university students in which General Fund costs are matched by grants and other sources.</p>
ARTISTIC PROPERTY – GOALS	OBJECTIVES
<p>Goal 1. Properly manage State-owned art collections</p>	<p>Objective 1.1 Inventory, appraise, and insure 100% of State-owned art collections on an annual basis.</p>
<p>Goal 2. Preserve State-owned art collections, and State-owned public records.</p>	<p>Objective 2.1 By the close of Fiscal Year 2009, conserve 100% of State-owned art objects from the Annapolis Collection and the Peabody Collection classified as being in poor condition (per 2001 condition survey) in order to preserve the State's investment in the collections and increase the number of works available for exhibition.</p> <p>Objective 2.2 By the close of Fiscal Year 2009 preserve 100% of all public records requiring preservation treatment that are received Archives' Preservation Services.</p>
<p>Goal 3. Provide public access to State-owned art collections.</p>	<p>Objective 3.1 By the close of fiscal year 2004, increase exhibitions of State-owned art objects by 50% in order to enhance public access to the art collections.</p>

Maryland State Archives
Information Technology Master Plan

Part III
Maryland State Archives' IT Strategic Direction

A. Background.

The Archives' Chief Information Officer (CIO) is responsible for the direction and administration for Electronic Archives, IT Development, IT Support and Out Source Support.

Electronic Archives - The Electronic Archives' program coordinates and manages the development of a permanent archive of electronic records and is responsible for mass data storage management, database management, and multiple-platform network. Electronic storage is vital to the preservation of permanent records. The Archives has added electronic storage capacity at a rate of 3,500 gigabytes for Fiscal Year 2003 and 30,000 gigabytes in Fiscal Year 2004; and, is planning for an additional 27,500 gigabytes in Fiscal Years 2005 and 2006 in order to keep up with the demand placed on the system by the mdlandrec.net initiative.

IT Development – moving dBase databases into Access and SQL without disrupting staff work flow.

IT Support – The IT Support staff provides the necessary infrastructure (LAN and WAN resources) for the attainment of the Archives' mission and goals. IT Support develops and administers policies, standards, and planning processes to support the management and procurement of IT systems, services, and equipment. In addition, IT Support develops, maintains and operates Archives' and Annapolis Campus Network IT application systems, as well as field operations for off site warehouses and plats.net and mdlandrec.net in the courthouses.

Out Source Support - It has been necessary to out source some IT projects as time and staff resources are at a premium. Out Source Support has been necessary to fulfill such projects as the Maryland Historical Trust grant for the scanning of the Inventory of Historic Properties, and the migration of land record indices from the JIS mainframe to the Archives' web servers.

B. Drivers and Issues

The main drivers and issues facing the Archives are the State budget and its effect upon IT resources, the security of the Archives' infrastructure, and the ability to recover from a disaster.

Almost overnight, the paper world has been overtaken by the advent of the electronic record, a medium that has grown far faster than the ability of archives all over the world to cope with it. The move to automated systems at all levels of government presents this and all archives with enormous challenges and exciting opportunities. The challenges are to find the resources to store and make accessible the huge volume of electronic records created by government each day. If this can be done, then basic services and records that relate to the lives of every citizen, and the interaction between Maryland citizens and their government, will be available at the click of a mouse. To meet these challenges and take advantage of the opportunities, the primary objective of the Archives in Fiscal Year 2002 was to create and maintain a truly viable and permanent electronic archives. The electronic archives took off with the initiation of a program in conjunction with the Judiciary, called plats.net, to scan and place online all subdivision plats and condominium records for all counties in Maryland.

This partnership was such a success that the Archives has again partnered with the Judiciary in 2004 to put land records online. The new project, *A Digital Image Retrieval System for Land Record Indices in Maryland* is a joint eGovernment pilot project of the Maryland Judiciary and the Maryland State Archives that is integrating indices with existing land record systems to allow for the efficient electronic retrieval of indexes and records online. [Mdlandrec.net](http://mdlandrec.net) is the Maryland State Archives management program for digitizing and displaying archival copies of Maryland land records. The Archives has, with a measure of success, been able to fund essential archival services through revenue producing special fund projects like plats.net and mdlandrec.net. However, not only is this inherently unstable, it ignores the fact that there are legitimate requirements which should be provided for through

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general funds. Without recognition on the part of budget planners that the costs of such basic services as information technology and the storage of records must be considered to be essential elements of the Archives' baseline functions - with a consequent increase in appropriated general funds - we will not have the resources to deal with the tidal wave of records, both electronic and paper when Special Funds are no longer available.

Recent threats to the Archives' infrastructure include computer viruses, worms, spam and spyware. Security is continually an important issue. IT Support updates firewalls, web servers and email servers with patches and software upgrades on a regular basis. As technology advances and hackers become more proficient and spam becomes more prevalent, IT staff will need continuing education to keep up with the latest techniques to thwart attacks.

Recent events have shown that disaster can strike at any time and the Archives' IT staff is concerned about the Archives' ability to recover from a disaster to our computer rooms. Off-site backup for our storage arrays is critical to disaster recovery. In Fiscal Year 2005, it will be necessary to initiate a plan for permanent off-site backup.

C. IT Goals and Strategies

IT Goals	Objectives
Ensure the Archives' information technology infrastructure and core business systems managed by the IT Staff are efficient and effective	<ul style="list-style-type: none"> • Annually, there are less than 2 substantial disruptions of LAN service within operating hours for management systems that support Archives' processes and projects • Annually, there are less than 2 substantial disruptions of web service within normal operating hours • Annually, there are less than 2 substantial disruptions of email service for the Archives' staff
Ensure the WAN infrastructure as it pertains to the Archives' clients	<ul style="list-style-type: none"> • Annually, there are less than 2 substantial disruptions of web service for those agencies with web servers housed at the Archives • Annually, there are less than 2 substantial disruptions of name server service for those agencies whose DNS is hosted by the Archives • Annually, there are less than 2 substantial disruptions of firewall service for those agencies who rely on the Archives' firewalls. • Annually, 90% of customer queries/problems are resolved in 12 or fewer hours

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Performance Measures	2003 Actual	2004 Actual	2005 Estimated	2006 Estimated
Inputs: Electronic storage required for all permanent archival records in State government (gigabytes)	*	*	*	*
Images received (gigabytes)	30.81		2,861	
Images scanned by Archives' staff (gigabytes)	509		8,173	
Database records (SQL & dBase)	18,157,094 ^a	449,615,408 ^b		
Electronic record storage capacity (gigabytes)	4,300	28,000	58,000	85,000
Outputs: Total image files online	7,576,985		50,031,271	
Electronic data online (gigabytes)	1,082		43,857	
Website files online (images, htmls, etc.)	9,537,983		63,039,401	
Outcome: Additional electronic storage (gigabytes)	3,500	30,000	27,000	27,000
Website visits (unique hosts)	1,973,730	2,319,570	3,597,122	4,568,345
Website requests (hits on servers)	60,840,966	73,823,887	95,794,797	113,037,860
Quality: Websites, increase in use (by unique hosts)	35%	18%	35%	18%
Efficiency: Ratio of electronic data online to storage capacity	25%	%	76%	%

* survey/appraisal of all permanent archival records of State government has not been done

^a figures are for November 2002 – June 2003

^b figures include JIS data

Strategies:

- Increase Archives' electronic storage capacity by 27,500 gigabytes to accommodate the electronic data that will be acquired during the plan period
- Install Storage Area Network and upgrade LAN backbone to 1 Gigabit network to accommodate the electronic data that will be acquired during the plan period of Fiscal Years 2005 and 2006

C. IT Accomplishments

The Archives provides 24 x 7 Internet access, e-mail service and firewall security to the Annapolis Campus Network of state agencies which includes the Comptroller, Treasurer, Department of Budget & Management, State Board of Elections, etc. This gateway for the exchange of government information requires the Archives to maintain telecommunications, routing, firewall applications, DNS services for Internet, primary name server for over 100 domains, web servers, mail servers, configuration of security services for special applications, and support for network administrators and webmasters at a number of agencies.

The Archives began tracking the amount of data transferred through the firewalls in Fiscal Year 1999. Through Fiscal Year 2001 there was an average annual increase of 87%. This data includes (but is not limited to) e-mail, HTTP, FTP, and telnet traffic. In Fiscal Year 2002, 1,143 gigabytes (gb) of data was transferred through the firewalls, and in Fiscal Year 2003, 1,191 gb of data was transferred, a 4% increase. In Fiscal Year 2004, 1,586 gigabytes of data was transferred, a 33% increase in traffic over Fiscal Year 2003.

Today the Archives' considerable archival record series data is managed in over 20,000 databases containing 449,615,408 records of data. Depending upon the date of creation the data can be found in either dBASE IV, Access, or SQL. These databases track our collections, and allow for index access to record series in traditional and web-based formats. Approximately 20% of the files on the Archives' web site are textual materials, such as the *Maryland Manual On-Line*, biographical research, educational materials, transcriptions, and finding aids derived from database inventories. The pressing need to move all this data into an information architecture that is readily accessible to employees as well as customers, whether the data is financial or image intensive has reached a critical stage.

WEI – ELECTRONIC STORAGE ACCOMPLISHMENTS – eTC. NEW COMPUTER ROOM

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PROGRAMMING ACCOMPLISHMENTS

The Archives IT Staff provides efficient, effective and quality service in support of the Archives' business plan. IT staff are always seeking innovative ways of providing solutions for electronic access to the collections housed at the Archives. Measures of success point to the large quantities of records received and made accessible, the usefulness of information about the government that created the records it receives, and how effectively patrons are able to use the records. Access to Archives' services is provided through:

- **Mdlandrec.net** – *Mdlandrec.net* is the Maryland State Archives management program for digitizing and displaying archival copies of Maryland land records. The Maryland Judiciary and the Maryland State Archives (MSA) formed a project team to implement the plan presented to the Maryland General Assembly in 2003. Under the original plan, ELROI provided the front-end recordation and verification component along with access to the most recent ten years of land record images and the index system to retrieve the data. Under the revised plan, ELROI provides for the recordation and indexing of new land record filings while Mdlandrec.net makes available index data and land record images that have been archived.

Mdlandrec.net also provides a means to safeguard the permanent record forever. It will also insure that there is a means to preserve and make accessible those records that the Courts have identified as in danger of being lost forever. Finally, *mdlandrec.net* helps to secure the State's significant investment in digital imaging of land records by providing a means of migrating older ELROI images to a cost effective, archival environment. Mdlandrec.net will provide web access to land record filings from Maryland's circuit courts, prospective as well as historic. Mdlandrec.net would be accessible off of existing plats.net stations in the courthouses and remotely at the Archives.

- **Plats.net**: The development of the *Digital Image Reference System for Land Survey, Subdivision, and Condominium Plats* for the Administrative Office of the Courts has resulted in online access to over a million images of plats for 23 counties and Baltimore City. Response to plats.net has been very positive. This program not only serves the interest of the courts and the Archives, but is a model for what the Archives wants to do with other record series in high demand. Both were offered and accepted by the Judiciary as dynamic serial publications of the *Archives of Maryland On Line* (<http://aomol.net>) in a joint effort of the executive and judicial branches of Maryland State Government to improve the delivery and access to Maryland land records.

This system has saved the State hundreds of thousands of dollars in storage and maintenance fees alone for this type of oversized land record. The Archives is well on the way to improve their track record by providing electronic access to Land Records and Land Record indices through mdlandrec.net.

- **Mdvitalrec.net** – The Maryland State Archives Vital Records Indexing Project. The first group of indexes online encompasses all twenty-three counties for 1898-1944. Indexes for later years are scheduled for online access in 2004. (Baltimore City is a separate entity, with indexes to be available in the next five months.) The digital access consists of images derived from microfilm copies of the index cards. Clicking on the image of a card will take you through the steps to order a copy of the death certificate. Future plans include the ability to order copies online in a safe and secure environment. In the meantime, the Archives can accept orders for copies only through regular mail. Mdvitalrec.net went online in October of 2003 and garnered 15,167,603 hits by the end of the Fiscal Year.
- **Mdslavery.net** – *Beneath the Underground: The Flight to Freedom and Antebellum Communities in Maryland*. The Underground Railroad, as traditionally understood, was a loose organization of abolitionists, anti-slavery societies, and vigilance committees based in the Northern states that provided aid to escaped slaves once they had escaped the Southern slave states. The Underground Railroad, however, was only able to offer very limited support to fleeing slaves while they were still in the South. While still in the South, fleeing slaves had to operate beneath the Underground Railroad, and rely on their own sources of aid and information to escape, with only the hope of further assistance once in the free states. This story of slave flight, and how the geography, laws, and communities of Maryland as a slave state aided or hindered escape, is the story *Beneath the Underground: the Flight to Freedom* seeks to reclaim.

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- Teachingamericanhistorymd.net – The *Archives of Maryland Online* series *Teaching American History in Maryland: Documents for the Classroom* is researched and developed by Archives staff and graduate students in the public history program at the University of Maryland Baltimore County (UMBC). *Documents for the Classroom* makes facsimiles of original documents available for use by teachers and students in elementary and secondary schools, as well as colleges and universities. The *Teaching American History in Maryland* program is a joint partnership between the University of Maryland Baltimore County Center for History Education (CHE), the National Council for History Education, the Baltimore County Public School System, the Baltimore City Public School System, the Maryland State Archives, the National Archives, the B & O Railroad Museum, the Enoch Pratt Free Library, and National History Day. It is funded by grants from the U.S. Department of Education and the Maryland State Archives.
- *Archives of Maryland Online*: The Maryland State Archives publication series, *Archives of Maryland Online*, currently provides access to over 471,000 pages of historical documents that form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government. Online access to this information at the Archives' web site enables users to research quickly and easily such topics as Maryland's constitutions and constitutional conventions' proceedings, session laws, proceedings of the General Assembly, governors' papers, and military records. Through this project, the Archives is making accessible in electronic form, and preserving for future generations, records that are scattered among a number of repositories and that often exist only on rapidly disintegrating paper.

In Fiscal Year 2004, over 60,000 pages of material related to the history of Maryland were placed on the *Archives of Maryland Online* web site. The project's main focus for the year was to post the Session Laws of the state from 1637 through 1963. Work was also begun on making available the Proceedings of the House of Delegates for the 19th century. Early insight into the founding of Maryland was made available through the 1635 publication *A Relation of Maryland*, which contains the 1632 charter granted by the king to Lord Baltimore and a narrative of the voyage and early life of the settlers. Constitutional records were also touched on by the posting of the text of the 1851 Constitution of the State of Maryland, and the proposed state constitution that resulted from the 1967 convention. Various other works of historic interest were also made available.

- The Archives' web sites: The Archives placed an Internet site in operation in late February 1995, www.mdarchives.state.md.us (mdsa.net). That site, in addition to plats.net, msaref.net, ecplio.net, mdag.net, mdstatehouse.net and martenet.org now contain over 35 million files relating to every aspect of the Archives' operations, reference resources, and the *Archives of Maryland Online* project. Last year the Archives received 73 million requests for 8067 gigabytes of data on our web site. At the end of Fiscal Year 2004, there were 35 million html, gif, tif, max, or jpg files available to the public up from 9.5 million in Fiscal Year 2003. This approach to automating archival records allows the wide use and appreciation of archival material and greatly enhances public access to documents without damage to original records. The online world is the future of the Archives' reference services program that, until very recently, was based primarily in our public search room and mail answering system. These initiatives represent a significant achievement to ensuring long-term access to important records.
- *Maryland Manual On-Line*: The Archives assists Maryland citizens and public officials with current and historical information about government through the *Maryland Manual On-Line* (mdmanual.net) and the *Maryland Manual* (book & cd editions). The *Maryland Manual On-Line*, a continuously updated guide to Maryland government, has been accessible on the Internet since December 1996. It presents an overview of the organizational structure and staffing of the executive, legislative and judicial branches of Maryland government. It shows agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of government agencies. As the reliability of the *Maryland Manual On-Line* is recognized, its use as a source of government information increases.
- *Who Are Your Elected Officials?:* Would you like to know who represents you in the Maryland General Assembly and in Congress? All you need to know is your street address of your residence to use the look up form to find your elected officials. This site had over 959,650 hits in Fiscal Year 2004 an increase of 7% over Fiscal Year 2003. The mdelect.net and mdmanual.net sites mesh well to provide customers with data on their elected officials in a timely and cost effective manner. In Fiscal Year 2004 the Archives worked with Caliper

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Corporation to upgrade the mdelect.net site with a mapping function so it more accurately reflects election districts and election official information. This new look for the Who Are Your Elected Officials? application will be put online in September 2004.

D. Electronic Government Initiative (50% - 65% - 80%)

The Archives has had tremendous success in utilizing relational databases and internet technologies to successfully deliver access to information in support of the agency mission and the eGovernment initiative. Our approach to automating archival records allows wide use and appreciation of archival material and greatly enhances public access to documents without damage to the originals. The goals of our eGovernment initiative are multifaceted but focus on these key areas:

- Providing useful database driven search engines to aide in finding information
- Provide direct access, where appropriate, to material via the web

In the area of providing useful database driven search engines to aide in finding information, the Archives has achieved 100% collection-level cataloging of material on the web. In other words, anyone can search and learn about the vast holdings of the Archives and at this high level determine what type of records series are housed at the Archives and the time period the record series represents. We also have provided a means by which inquiries can be made to Reference Services via the web.

The Archives houses over 10,650 record series that range from the obscure to the notable. The oldest records at the Archives date back to the founding of the colony of Maryland in 1634 by Lord Baltimore. The most recent records include the near-current files of State government and the security microform of land records. Among the holdings of the Archives are colonial and state executive, legislative, and judicial records; county probate, land, and court records; church records; business records; state publications and reports; and special collections of private papers, maps, photographs, and newspapers. A record series can, in some cases, be quite large while in others quite small. Most importantly, some record series are in very high demand and, when provided via the web, can accrue to government and the public it serves tremendous efficiencies. This is where the Archives focuses its eGovernment effort. Plats.net is an excellent example of the model to be followed. Our efforts, in partnership with the courts, to provide access to land records through a series of projects collectively referred to as mdlandrec.net will be the next significant effort in this regard.

Mdlandrec.net will fulfill the Archives mission to preserve the record, while providing the Courts, (their employees and customers), with more efficient access to these important documents.

REDO THIS SECTION???????

OF IMAGES ON LINE FOR MDLANDREC.NET

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E. Future Agency IT Environment

RE –DO THIS PART !!

Goals for the Archives' principal program focus on the core requirements of the agency to:

- Serve as custodian of the State's permanent records and collections
- Describe government
- Provide intellectual interpretation

The MFR and budget documents together provide a plan for putting in place the fundamental infrastructure required for a successful Archives' program. Implementation of the Archives' IT plan will provide:

- Archival storage for security backup of government records, as well as for converted and electronic records
- Efficient and more cost effective delivery of records and of important interpretive and analytical work
- Intellectual access to records in the form of finding aids, indices and search engines

Maryland government and the public it serves will benefit from the Archives' ability to:

- Take on records of permanent value electronically
- Provide better database driven search engines to index and locate records
- Move paper, microform and other legacy formats into an electronic environment, and
- Where appropriate, provide web accessibility to the Archival record.

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Part IV
Agency Information Technology Investment Portfolio

A. Introduction

B. IT Personnel

Business Function	Name	Cost Including	Turnover	Total by Function
		Turnover		
Chief Information Officer Management/Systems & Programming	Wei Yang	\$91,862	(1,865)	
Management/Web Development	Lynne MacAdam	88,116	(1,727)	\$176,978
Web Development	Ryan Polk	30,318	(1,867)	
Web Development	Kirsten Hair	15,740	(969)	112,507
Database Administration	Betsy Bodziak	44,271	(914)	
Programming	Nancy Bramucci	83,641	(1,697)	
Programming	Mai Doan	66,524	(1,348)	
Programming	Kyle McLean	4,845	(298)	
Programming	Thriveri Palanivelu			
Programming	Frank Patnaude			
Networking	Daniel Knight	55,169	(1,116)	
Networking	Tony Darden	61,732	(1,250)	116,901
Networking	Marius Cauneac			
Quality Control Spec		33,231	(2,046)	
Database Manager		49,296	(3,027)	
Programming/Design Maintenance		40,393	(2,487)	
Systems Service Contract Manager		37,842	(2,330)	
TOTAL		\$783,543	(\$25,280)	\$783,543

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C. IT Infrastructure

Wide Area Network (WAN)

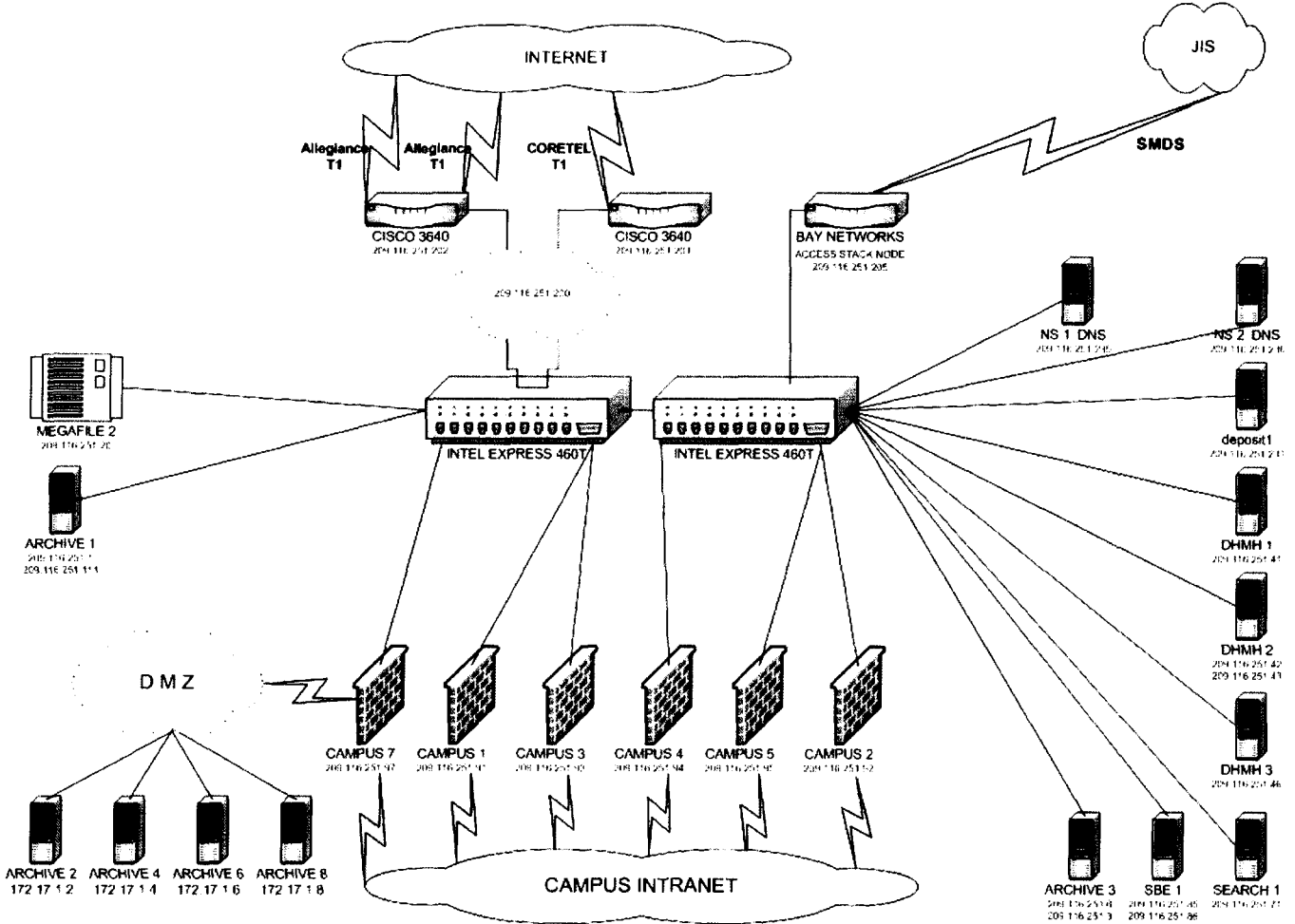
Equipment	Use	Quantity
UNIX servers		
Sun Ultra 5	File server	4
Sun Ultra 10	Firewalls & File server	7
Sun Ultra 60	Firewall	2
Sun Enterprise 450	File server	2
Linux servers	DNS & File servers	4
Win2003/NT servers	Web/file servers	19 (includes DMZ)
Routers	Traffic routing	5
Switches	Internet connectivity	7

Local Area Network (LAN)

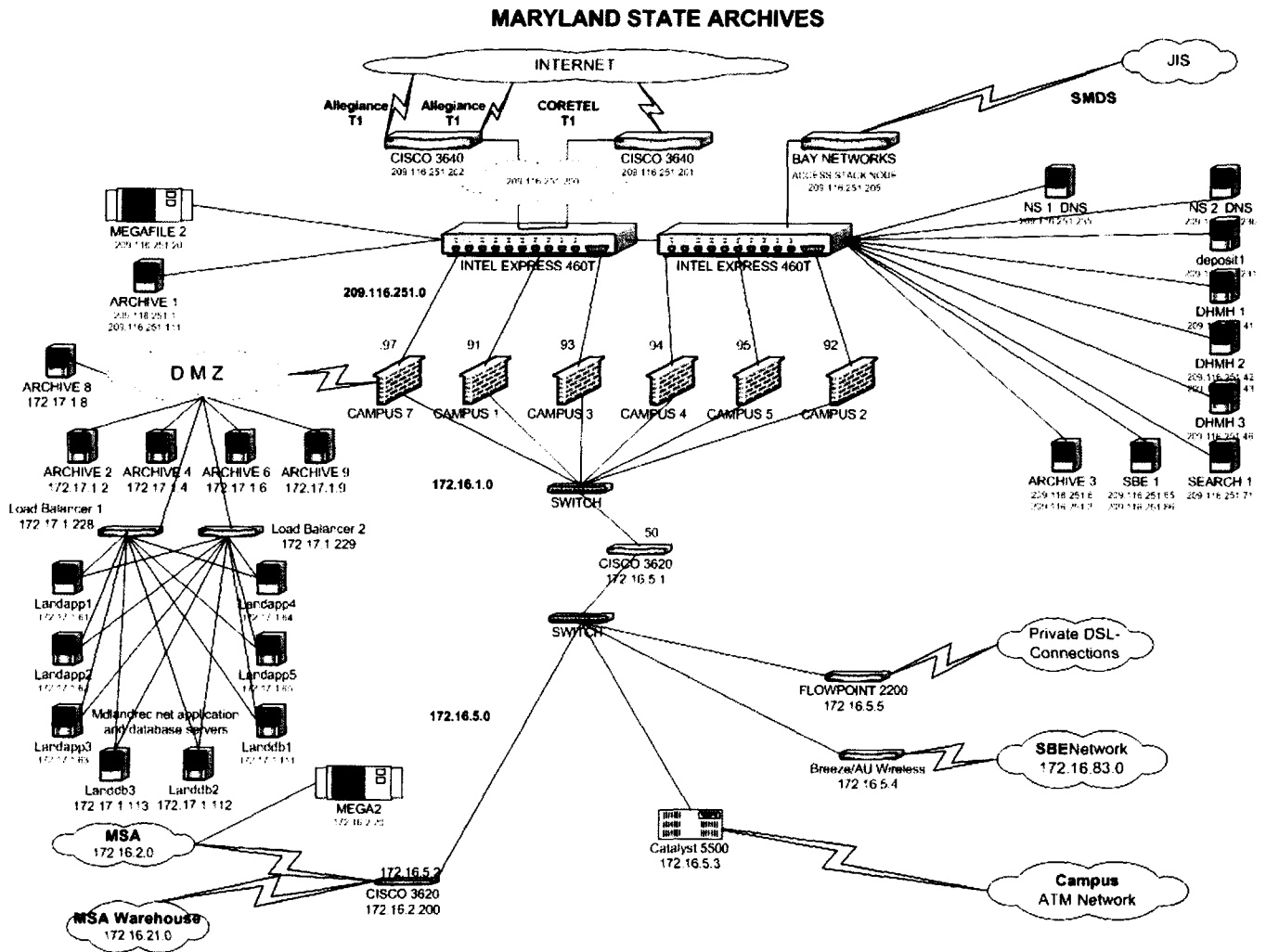
Equipment	Use	Quantity
Win2003/NT servers	Intranet	19
Linux servers	DNS/Search services/file servers	6
PCs	Intranet	158
Printers	Intranet	33
Plotters	Oversize documents	1
Large document scanners	Oversize documents	8
Microfilm scanners	Scan microfilm	4
Zeutchel scanners	Scan volumes	2
Desktop scanners	Routine scanning	7
PaperPort scanners	Routine scanning	10
Fujitsu scanners	Routine scanning	12
Routers	Traffic routing	1
Switches	Intranet connectivity	12
UPS devices	Power backup	55
Laptops	Telecommuting/remote	15
Storage Devices		
Hitachi 5846 Storage Array	Electronic Archives	2
Hitachi 9570 Storage Array	Electronic Archives	2
Andataco ESP GigaRaid SX	Electronic Archives	2
Quantum ATL M1500 Tape Library	Server backup	2

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MARYLAND STATE ARCHIVES OUTSIDE NETWORK



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Part V
IT Policy

- Electronic Mail (E-mail) and Internet Use
- Internet, email and computer network access policy is under review
- Maryland State Archives adheres to the Information Technology Security Policy and Standards as laid out by the Department of Budget & Management IT Division - July 2003
- Cellular Telephones and Service Policies as put out by DBM - October 2003

1. *Numerical summary and named listing of all individuals supervised, regular and special payroll follows:*

Dottie Zimmerman, Executive Associate I, Regular
Theresa Silkworth, Management Associate, Regular
Jennifer Petrisko, Archival Assistant II, Contractual
Laura Schaefer, Office Secretary I, Contractual
Jill Ludlum, Office Secretary I, Contractual

2. *Statement of the most important aspects of programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (with estimate of cost)*

The most important aspects of Administration are internal and external customer fulfillment. For external customers, Administration staff is responsible for meeting a variety of customer requests, including requests for general information, requests for availability of public documents and requests for copies of public documents, certifications and publications. For internal customers, Administration staff is responsible for coordinating the day-to-day operations of executive-level staff, including maintaining the Archives calendar, answering the main telephone number, mail and file management and special projects for all staff of the Archives.

By taking on work order management, work flow, scanning, quality control, payment arrangements, document delivery to customers, and customer inquiries, a backlog of almost 1,000 research letters has been eliminated keeping the Archives to its performance standard of a two-week response time to customers. Administration staff also now manages the courier service and State vehicles assigned to the Archives.

Given the sensitivity of many of the responsibilities and the importance of communication and teamwork, Administration staff feels that they could better serve both internal and external customers if the office could be reconfigured so that all Administration is seated together.

Administration has also become the back-up for on-demand scanning, due to the reduction in the Archival Assistant I's hours. If on-demand scanning were to become part of Administration, it would include the following employees:

Sharon Smith, Archivist I, Contractual
Kaya Warner, Archival Assistant I, Contractual

A wish list would be to reconfigure the on-demand scanning space to include the Zeuschel and also to improve the lighting in this area.

3. *Statement of what would drop from Administration.*

If Administration were to drop any function, it would be the front desk, on-demand scanning personnel. These employees work directly with Reference staff and sometimes feel more a part of that department due to frequency of interaction.

If Administration were not to drop any function and pick up on-demand scanning, the Archival Assistant I position could be eliminated. Presently, the Office Secretary I is performing on-demand scanning on Monday and Tuesday eliminating the build-up of Reference mail that previously was not getting scanned until Wednesday (between search room orders). Additionally, the Archival Assistant II is mailing orders to customers as well as filling in for the Office Secretary I on Monday and Tuesday when she is performing on-demand scanning. This arrangement keeps all staff with little to no down time.

Please note that eliminating the Archival Assistant I position may leave the Office Secretary I with less time to perform project scanning as well as fill in for other Administration staff out of the office.

4. *Cost of Administration functions in FY 2004:*

	FY 04 Actual	FY 05 Appropriation	FY 06 Request
Kathy	73,850	68,907	72,226
Dottie	40,269	48,323	51,589
Theresa	31,499	39,461	42,757
Jennifer	26,763	28,240	27,058
Laura	12,091	0	21,764
Jill	10,883	0	21,003

The above amounts include the cost of fringe benefits.

5. *Statistics*

Administration reported that there were 23,349 pieces of mail logged in to the tracking systems for FY 2003 stating that mail was not increasing. The total pieces of mail logged in to the tracking system for FY 2004 totals 22,263. It can be further broken down as follows:

Reference inquiries received by U.S. mail	5,056
Reference inquiries received by fax	1,947
Reference inquiries received by email	<u>938</u>

Total Reference inquiries for FY 2004 7,941

During FY 2004, Administration manually receipted 3,259 checks, excluding those checks that were returned when Reference suspended filling vital records requests other than for legal reasons. A wish list item would be to modernize this labor-intensive task. Since the last audit, an additional step has been added (Administration is required to fill out a gray deposit bag in which the checks are placed and the bag sealed before putting in the safe).

Budget Submission, FY 2006 – Reference Services Department

1. Numerical summary and listing of personnel, regular and special payroll.

Summary: Three regular payroll employees
Eight special payroll employees

Regular payroll: Associate Director (to be hired)
Evans, Lee
Williams, Don

Special payroll: Allan, Vickie
Barnes, Bob
Demski, Justin
Haymire, Melody
Hose, Janelle
Mason, Joshua
Archivist Trainee (to be hired)
Archival Assistant (to be hired)

2. Highest import programmatic activities and projected expansion.

General purposes: First, Reference Searchroom assistance will help patrons determine the appropriate materials necessary to fulfill their information needs and retrieve resources from storage. Second, Reference Files Services analyzes, retrieves, ships and re-files documents requests from Maryland courts and state agencies. Third, Reference Research Services will provide ready reference to state executive personnel, legislators and agency staff. The department will also provide access and document copies for fee via US Mail, fax and email to public patrons unable to visit the Archives. Reference research also provide immediate response to FBI/NICS and Maryland State Police criminal history inquiries. Finally, Reference usage statistics will help document the use of the various holdings of the Archives and assist with acquisition and description decisions.

Searchroom:

Continuing: Maintenance of searchroom functions is the essential mission of the Reference Services department. Current staffing is adequate for the present hours of operation.

Expansion:

Restoring full searchroom operations, restricted since June, 2002, is a priority goal. This would include full Monday and Tuesday hours. While additional hours will not require additional persons, searchroom archivists need to be familiar with collections and

procedures to be fully effective. The high rates of employee turnover associated with contractual positions work against the acquisition of the necessary skill set. Therefore, three contractual archivists assigned to primary searchroom duties should be converted to permanent, full time. Given a pay rate of \$14.67 per hour (current for Archivist Trainees in Reference) the additional expense for fringe benefits (at 30% of salary) would be approximately \$4.40 per hour per person, or \$27,500 per year.

Security: Changes in searchroom layout and procedures for security enhancement are a department priority. Changes already submitted to Administration should be implemented for rationalization of procedures and clear sight lines in the room. (Catalog computers should be moved to nearer the circulation desk, and can be networked via wireless.) The searchroom will be staffed the entire workday.

Microfilm Equipment: Replacement of obsolete microfilm equipment is a priority. As a new vendor for refurbishing kits for the reader-printers has been located, the immediate need for new reader printers is resolved. Further, Reference staff is inquiring into the acquisition of near new reader/printers from JIS. However, readers should be replaced, as many are now jury rigged for operation. The plan for their replacement projects a cost of \$35,820.

Reference Files Services

Files Services is current and needs only continuation. This service is primarily provided by those Reference archivists not assigned to searchroom duties. All agencies shall receive timely service, but priority will be given to the courts and those agencies and departments which have contractual service agreements with MSA.

Reference Research:

NICS/Maryland State Police Criminal History Checks: The successful continuation of the NICS program is the highest priority of Reference Research. Research resources to comply with the 72 hour time requirement will be allocated as required. No new personnel or resources are necessary.

Ready Reference to state executive personnel, legislators and agency staff: As an agency within the Governor's Office, MSA will respond on a timely basis to information requests from within Maryland government. Demand is low and does not require any personnel or facility expansion.

Mail Program: The mail program is currently operating without a backlog and does not require expansion, as it is directly driven by patron demand.

Reference Usage Statistics: Analysis of circulation patterns will be initiated from the circulation slips. This information will be provided to Appraisal and Description to assist in appraisal and acquisition decisions. This analysis will be abstracted by volunteers and compiled into narrative and tables by department management.

3. Service Cutbacks

Dependent upon the required level of cutbacks, the above functions could be maintained with reasonable response times (10-14 days for file and mail responses vs. 3-4, excepting NICS, which has a mandated response time) by eliminating one contractual archivist and one contractual archival assistant. Payroll savings would be approximately \$56,000. Larger percentages will substantially impact level of services.

4. FY 2006 Program Cost Estimate (Base figures supplied by Fiscal Administration)

A. Salaries and Benefits (FY 2006 budget or projected):

Regular Salaries	\$292,000
Contractual Salaries	247,000
Benefits (from Item 2 above.)	27,500

B. Department Expenses (FY 2004 budget or projected):

Communication Charges	28,192
Travel	8
Contractual Services	13,597
Supplies	8,620
Microfilm Equipment (Item 2 above)	35,820
Equipment, Additional	<u>515</u>

Total Reference Expenses **\$653,252**

C. Earned Income (base figures from FY 2004, projections from change in MSAREF orders):

Courts File Services (+12% per year)	\$110,000
Human Resources File Services (-26%)	25,000
NICS (+11%)	57,300
Traditional income (+10% per year)	164,700

Total Reference Income FY 2006 **\$357,000**

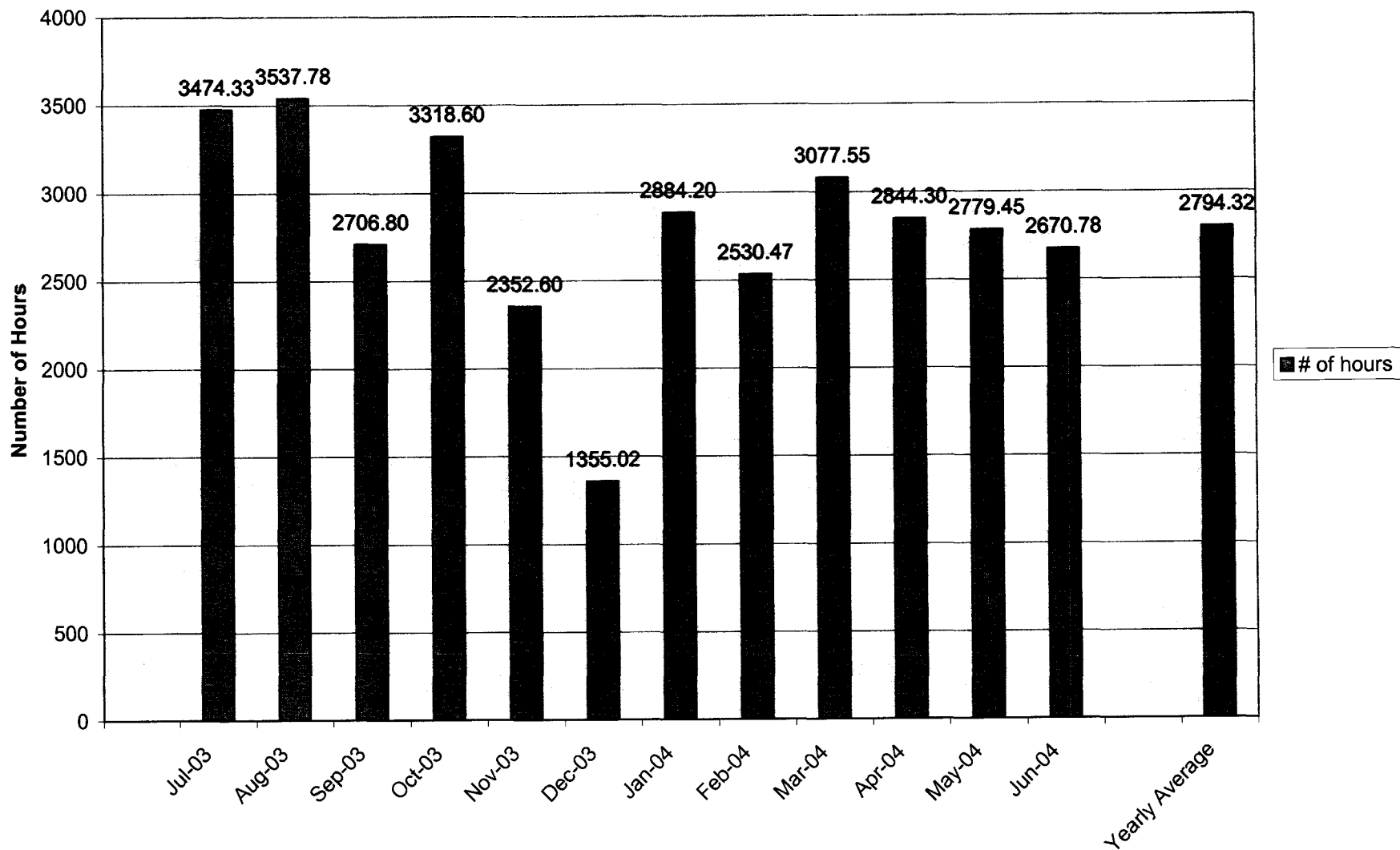
STATE ARCHIVES

Objective 2.2 In Fiscal Year 2006, maintain and improve service to archives patrons utilizing collections both in person and via traditional and electronic correspondence.

Performance Measures	2003	2004	2005	2006
	Actual	Actual	Estimated	Estimated
Inputs: Inquiries received and fulfilled via traditional and electronic sources ^{1 2}	42,689	42,226 ³	43,583 ⁴	46,941
Inputs: In person visits to searchroom	10,443 ⁵	9,518	9,500	9,500
Outputs: Items circulated to Searchroom	19,600 ⁶	11,696	12,000	12,000

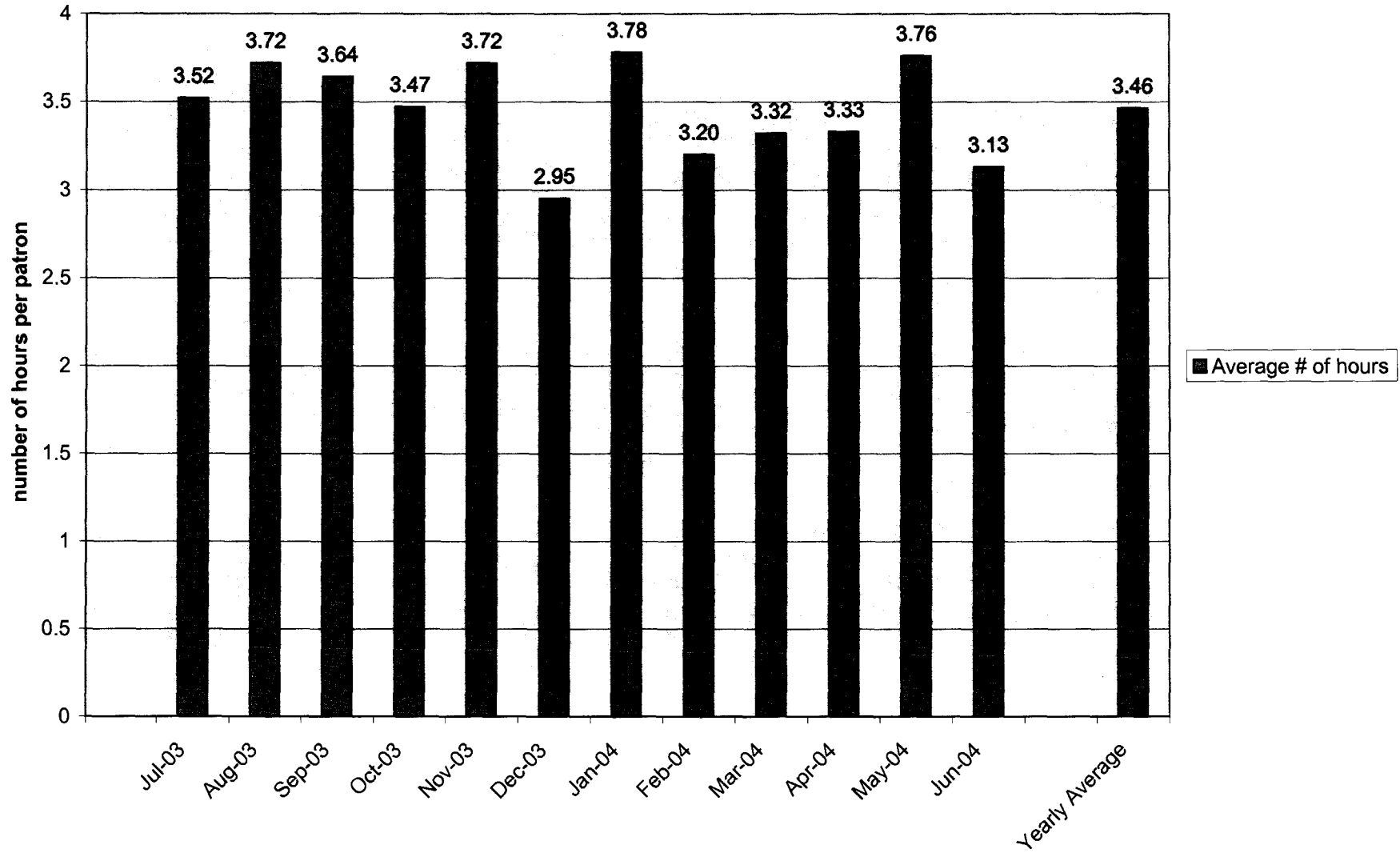
- Inquiries are defined as physical collections or collection information (metadata) requested by and supplied to Archives patrons. These include collection items requested out to the searchroom by patrons working at the Hall of Records, and activities documented in the MSA MSAREF workorder database, including: information about collections holdings, Archives procedures, and operations; document copy requests from the public made through the searchroom or via US Mail, email and fax; file retrievals for Maryland courts and government agencies; and criminal history checks for the Federal Bureau of Investigation National Instant Criminal Background Check (NICS).
- Numbers have been calculated by statistical sampling processes generally accepted in the archival profession. Circulation statistics are derived from cumulative measurement of the request slips, multiplied by the number of slips in a inch stack. Circulation includes not only archival records, but also books from the library collection and materials such as manuscripts, maps, photographs, and newspapers in Special Collections. Due to budgetary cutbacks and personnel changes, actual statistical compilation of circulation requests was discontinued in FY 2004. Other activities are derived from the MSA MSAREF workorder database. MSAREF workorders can include multiple collection requests in a single workorder; therefore, the first one hundred workorders in each series were sampled for multiple file requests and the resulting ratio was applied to the total number of workorders in the series.
- Inquiries reflect two significant changes in Archives and searchroom procedures. The FY2004 implementation of the MDVITALREC Web-based database (by which Archives patrons can order copies of Maryland death certificates) increased orders of such certificates, reflected in an increase in MSAREF orders. Also, the MDVITALREC system has eliminated the need to circulate death certificates to the searchroom. Conversely, in FY 2003 a procedure by which the Archives microfilm research room was changed to a self service facility changed searchroom procedures, further reducing the circulation count.
- Assumptions for current and upcoming budget years. First, the 40% drop in circulation to the searchroom seen from FY2003 to FY2004 is a statistical artifact attributable to the changes in circulation procedures and will not continue. Due to lack of necessary predictive information the assumption is that circulation will remain slightly below FY2004. Similarly, the 32% increase in MSAREF orders will not continue in FY2005 and FY2006. Growth in orders will continue; lacking a sufficient baseline the assumption is scaled back to 10% per year. This assumption is reinforced by plans to complete the death certificates site by FY2006 and planning for incorporating birth records, beginning that year. Similar large increases in orders may be foreseen when birth records come online.
- Searchroom attendance has been affected by outside events. A decline in attendance began in September, 2001. The decline was exacerbated by budgetary cutbacks in June, 2002, that led to a 20% reduction in searchroom hours. Lacking sufficient predictive evidence, and assuming that an improving national economy will see renewed tourism and travel, searchroom visitation is currently projected to remain stable. Likely an increase can be expected, especially if state funding is restored for full searchroom operation.
- See 3. above.

Total Hours used by Search Room Patrons FY04



Month	# of hours	Average # of hours
Jul-03	3474.33	3.52
Aug-03	3537.78	3.72
Sep-03	2706.80	3.64
Oct-03	3318.60	3.47
Nov-03	2352.60	3.72
Dec-03	1355.02	2.95
Jan-04	2884.20	3.78
Feb-04	2530.47	3.20
Mar-04	3077.55	3.32
Apr-04	2844.30	3.33
May-04	2779.45	3.76
Jun-04	2670.78	3.13
Yearly Average	2794.32	3.46
Yearly total hours	33531.88	

Average Search Room Hours user per Patron FY04



Month	Average # of hours
Jul-03	3.52
Aug-03	3.72
Sep-03	3.64
Oct-03	3.47
Nov-03	3.72
Dec-03	2.95
Jan-04	3.78
Feb-04	3.20
Mar-04	3.32
Apr-04	3.33
May-04	3.76
Jun-04	3.13
Yearly Average	3.46

Reference

X-Sender: michaelm@msamail.mdsa.net
X-Mailer: QUALCOMM Windows Eudora Version 4.3.2
Date: Sat, 21 Aug 2004 16:24:39 -0400
To: tim Baker <tbaker@mdsa.net>
From: Michael McCormick <michaelm@mdsa.net>
Subject: MFR Metrics
Cc: "Demski, Justin" <justind@mdsa.net>
X-RCPT-TO: <tbaker@mdsa.net>

Tim:

I have attached revised metrics for the MFR document relating to the operations of the Reference Services Department. Justin and I have been talking out the objective and metric as they exist, vis a vis the narrative statement we sent up earlier. We believe the existing items **do not** quantify and measure the operations of Reference. They attempt to report development and usage of self-service functionality built into MSA's computerized finding aids. While these softwares deliver collection information, they do it without the intervention and interpretation that are the hallmark of the reference archivist/patron interview. Indeed, these systems are intended to be invisible to the day to day operations of Reference. Arguably these systems are the responsibility of the IT staff.

The Reference staff form a service operation, assisting several audiences in: determining precisely what information those audiences need; determining where that information is described and stored; and requesting out the resources that provide the information. While this may be done either face to face in the searchroom or at a remove through correspondence, the essential functions are human interchanges and provision by Archives staff of expertise and assistance to the citizens and government of the state.

The evaluation of efficacy that MFR intends requires metrics that demonstrate whether Reference staff is fulfilling these services. Therefore, we are proposing that we write in a new objective, with new metrics, and a new procedure that will provide feedback on the operation. The first metric will show, on an annual basis, that correspondence inquiries to the archives are being answered on a timely basis. We will show a significant drop in response time between FY 2003 and 2004; the long term goal will be the maintenance of that timely response. The second will provide direct feedback to the staff regarding our provision of service. We will establish a patron survey that will be reviewed on a monthly basis. We are proposing to set up a standalone computer near the exit of the searchroom, with signage inviting patrons to evaluate the performance of the staff and the utility of the finding aids. This would go directly into a database. We will also have cards asking the same questions available for those persons who are uncomfortable with keyboards. These will be entered into the database by MSA volunteers. We will be able to develop a statistic "correlate of satisfaction" from the general categories that we can report on an annualized basis. We will also have a comments section for narrative responses.

While this scraps those other metrics, I do strongly think that they do **not** describe functions over which the Reference Services has any control or any ability to modify or improve. I believe these are far more linear measurements of our ability to provide effective service.



mfr changes.doc

Michael McCormick
Director of Reference Services
Maryland State Archives
350 Rowe Blvd
Annapolis, MD 21401
410-260-6442

MANAGE FUND

Series	49	50	54	58	59	60	63	65	
	14			14	12	14		70	
	18			12	12	15		21	
	8			10	4	16		16	
	5			18	5	10		20	
Records in Series	14			13	7	7		12	
	11				8			18	
	14				23				
	18								
	38								
	57								
	78								
	251			67	71	62		157	
	227			50	55	43		93	
Totals	12259	2569	1869	5202	2699	2285	67	3580	30530

11 APR 1963

Series	12	13	15	22	23	24	25	36	
Records									
in series	14		4	14					
	6		3	9					
	5		8	4					
	18			12					
				9					
	43		15	12					
				60					
Totals	5544	1427	1863	7062	2703	1683	2745	62	23089

**Attendance,
Calendar
Year**

Month	Patrons, 2001	Patrons, 2002	Ratio for 5 day week	Patrons, 2003	Change 2002 to 2003, adjusted to 5 day week equivalent	Patrons, 2004	Change 2003 to 2004
January	1159	927	742	817	110.11%	763	93.39%
Feb	1179	1028	822	574	69.83%	779	135.71%
March	1473	1009	807	1053	130.48%	921	87.46%
April	1201	974	779	834	107.06%	846	101.44%
May	1319	878	702	1001	114.01%	726	72.53%
June	1133	1133	906	887	78.29%	846	95.38%
July	1185	1021		968	94.81%	1002	103.51%
	8649	6970	5780	6134	106.12%	5883	95.91%
August	1335	1127		935	82.96%		
Sept	913	977		736	75.33%		
Oct	981	898		941	104.79%		
Nov	756	723		607	83.96%		
Dec	714	531		450	84.75%		
Totals	13348	11226	10036	9803	87%		

**Attendance,
Fiscal Year**

	FY 2002*	FY 2003	% Change 2002 to 2003	FY 2004	% change 2003 to 2004	FY2005	% change 2004 to 2005
July			1021		968	95%	1002 103.51%
Aug			1127		935	83%	
Sept			977		736	75%	
Oct			898		941	105%	
Nov			723		607	84%	
Dec			531		450	85%	
Jan		742	817	88%	763	93%	
Feb		822	574	56%	779	136%	
Mar		807	1053	104%	921	87%	
April		779	834	86%	846	101%	
May		702	1001	114%	726	73%	
June		906	887	78%	846	95%	
6 month total		4759	5166	109%	4881	94%	
total			10443		9518	91%	

* Adjusted for 5 day week

Subtotal

	FY 2003	FY 2004		FY2005	FY 2006
items circulated	19600	11696	60%	10000	10000
MSAREF orders	23089	30530	132%	33583	36941
Total	42689	42226		43583	46,941

Research and Student Outreach Division

1) a numerical summary and named listing of all individuals supervised, regular and special payroll

The department has the following employees:

Emily Oland Squires, Director
 Christine Alvey, GovPubs/Library AOMOL (shared with Maryland Manual)
vacant, Research Archivist
 Jennifer Hafner, Research Archivist
 Karen Hare, AOMOL (part time)
 Ryan Polk, AOMOL (shared with APC)
 Jean B. Russo, AOMOL (part time)
 Jean E. Russo, AOMOL (part time)
 Chris Haley, *Acting* Director of Underground Railroad Research Project
vacant, Editor and Webmaster (*John Ball has resigned effective 8/20*)
 John Gartrell, Research Archivist
vacant, Research Archivist

Totals:

3 full time permanent (Squires, Hafner, Haley)
 1 shared permanent (Alvey)
 1 full time contractual (Gartrell)
 1 shared contractual (Polk)
 3 part time contractual (Hare, Russo, Russo)
 3 contractual vacancies, (former positions held by Ball, Hare, and Sutton)

2) a one-two page statement of what you see as the most important aspects of your programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (all with an estimate of cost)

The division has a wide range of responsibilities encompassing handling basic, randomly submitted research inquiries, long term project research, student outreach and education programs, and ongoing management of AOMOL, mdag.net, msaref, and the Maryland Newspaper Project.

1) The most important responsibility of our division is our response to complex research requests from federal, local, and state officials (Governor's office, Legislators, Attorney General's office, etc.), the media, other cultural institutions, and the State Archivist and Deputy State Archivist (for presentations, etc.). There were 564 such requests completed in FY04, as tracked in MSAREF and ECPCLIO. This work requires strong research and writing skills, coupled with a working knowledge of Maryland history, law, and government. In addition, research archivists must develop an advanced understanding of the primary documents and information management systems at the Archives in order to perform the detailed work assigned. These requirements, coupled with the long-term nature of projects undertaken, necessitate the retention of highly skilled employees. As these requests often result in positive public relations for the Archives among high ranking state officials, other state agencies, and the general public, this function is highest priority for the benefit of the agency among those handled by our division. However, as other large projects have been assigned to our division, our core staff has actually gotten smaller. In light of this turnover, the division's "wish list" includes filling the vacancy left 17 months ago by the departure of Karen Hare from the core research staff. The workplan for this contractual employee would be to handle the random requests outlined above, freeing up Jennifer Hafner to focus on the program management of AOMOL, the completion of specialized legal research requests, and the conversion of mdag.net to a publicly accessible web site. A proposed recruitment plan is to offer the position to current Maryland Women's Hall of Fame intern, Amy Hobbs who is already on the payroll. Ms. Hobbs has done an outstanding job with biographical research this summer, and therefore, has already received some preliminary training and has familiarity with the division's workload. Ms. Hobbs is currently working on her dissertation, but works part time (20 hours per week) during the academic semester. If allowed to fill this position, Ms. Hobbs would be an outstanding candidate to consider.

2) The next most important function of our department is to meet the requirements of our Department of Education Underground Railroad Grant, which is responsible for the vast majority of funding for our division. This project has been enormously successful, even though plagued with a high turnover rate in staffing. It is the intention of the division to complete the current DOE grant in October 2006 (although at the current, slower rate that funds are being used, we will likely

be able to ask for an extension to secure the funds past that date). The division then plans to seek additional funding to continue the project, perhaps a grant from the National Endowment for the Humanities to conduct a teacher's institute on the Underground Railroad in Maryland. The work of the grant has largely been conducted by short term intern staff. While the division would like to continue using interns, the project needs more ongoing staff support than the one researcher currently assigned (John Gartrell). The DOE grant affords us the opportunity and means to hire these full time, contractual staff members. At minimum, the division needs one full time research archivist (in addition to John Gartrell) and one full time editor/webmaster (to replace John Ball who has resigned). The workplan for these new contractual employees would be to continue strip newspapers for runaway ads, census records for slaves and slave owners, complete case studies, and link research to our online collection of maps. (It is possible that if we recruit, staff may find more quality candidates, in this case, the division may request the right to hire more than the minimum of two individuals. Unfortunately, there are no intern candidates for this position.)

3) The next most important function of our department is the ongoing program management and implementation of the Archives of Maryland Online. AOMOL is a flagship program of our electronic archives, including but not limited to identifying materials to be added, providing editorial content, and posting images and searchable text. This is a new responsibility of the division and the potential has not been fully realized due to timing of the transition. However, the division plans to focus on this element in the fall. Besides continuing to post volumes in the traditional AOMOL format, several other options have been discussed in preliminary planning meetings. One suggestion was to incorporate research topics currently being filed in ECPCLIO and MSAREF into AOMOL to allow public use and improved staff access. Another suggestion was to reorganize AOMOL's volume format into something more user friendly. Other suggestions were: to create a Maryland bibliography with scanned sources where copyright permits and to expand the section of scanned newspaper offerings available online. All of these ideas are exciting, but require time and attention. Currently, the division staff is unable to find the time to simply post new volumes. Any re-visualization and organization of the site will take more time (**including IT time**, since the PERL programs are based on the current volume format), planning, and focus. As Jennifer Hafner is the primary staff person assigned to this program, she needs a more organized support staff (Christine, Ryan, Karen, Jean, and Jean) and a better definition of responsibilities for these staff members. For example, Ryan Polk could take on increased responsibility and higher level duties, as evidenced by his excellent management of the colonial counties intern staff this summer; however, he is currently splitting his time with APC and his role in AOMOL is yet undefined. Certainly, he was underutilized by being limited to OCR work in the past. The division has successfully been able to supply Christine Alvey with additional support staff through the intern program, which allows her to focus on GOVPUB/AOMOL issues (SEE ADDENDUM #1 below for more details). In order for Jennifer Hafner to be more successful in the management of AOMOL, it would help if the division could supply the additional research staff person mentioned in the wish list above to take over some of her short term, day to day responsibilities.

4) The next most important function is our Education, Volunteer, and Student Outreach activities. These activities of the division are crucial for testing new technologies and creating new models of work, in addition to providing students and citizens with enriching opportunities in the field of archives, history, library, conservation, and museum studies. The program has expanded in recent years by adding guest speakers, field trips, extended orientation, detailed program evaluations, and additional layers of project supervision. The division has also sought outside matching funds to defray a portion of the costs and create public/private partnerships. However, the program is almost a victim of its own success. The program is bigger than it has ever been. This summer the division managed 37 people on 16 different projects in 8 different workspaces (including two worksites in Baltimore), the division also managed a record 12 interns on 4 projects during the academic year. In addition to the traditional internship programs in house, throughout the year, the division assists with detailed research and management of law students, as well as coordinating volunteers for academic credit. Given the expanded scope of the program, it is very difficult to meet the specific needs of so many projects and so many students. While it is very important to get a successful product out of the intern projects, the mentoring aspect that the Archives offers to the students is equally as critical. The internship needs to be more than just a job; it needs to be an educational experience. The division tries very hard to provide this experience, but is not always successful at such a large scale. The Archives has also reached capacity in seating and equipping students in our current building.

Unfortunately, after a landmark FY03, the volunteer program declined a bit in FY04. The Archives benefits from the support of patrons who volunteer their time to help staff complete core program objectives. Volunteers answer reference questions; provide orientation for new researchers; assist patrons with online guides and indexes; and demonstrate the use of computers, microfilm readers, and reader printers, process records, keyboard data, and conduct group tours. However, there have been some conflicts in recent months between what volunteers want to contribute and what the Archives needs. Although, volunteer hours (in reference only) decreased by 13% in FY2004, the Archives continues to recruit new trainees and is developing new technologies which would allow volunteers who are unable to travel to Annapolis to work remotely thus dramatically expanding our candidate pool. The division feels strongly that the

realization of this technology is essential in developing a thriving volunteer program.

5) The next most important function of the division is the project coordination of mdvitalrec.net. This division is responsible for coordinating the work of the imaging, processing, programming, and reference staff involved in the mdvitalrec project. While the project has been extremely successful, progress has been delayed. The program has no funding and is dependent on the "free time" of imaging, processing, and programming staff. With major money making projects such as mdlandrec, there virtually is no "free time" available. The division has been unable to secure significant grant/donation funding to support this project. Therefore, the mdvitalrec project frequently pushes back its published deadlines. While these delays are frustrating to some patrons, the division does not recommend an alternative course of action due to lack of resources.

6) The next most important function of the division is work on the Newspaper Project. The Maryland Newspaper Guide is a well used and extremely significant resource on the Archives' website. Unfortunately, there is no dedicated staff member to maintain and improve the site. The resources and time do not exist among current staff. Currently, the responsibility is shared jointly between Jennifer Hafner, Rob Schoeberlien, and Sasha Lourie. The Archives has an opportunity to apply for grant funding through the National Newspaper Program. (SEE ADDENDUM #2 for more detail.) The division would suggest applying for these funds and transferring the management of the Maryland Newspaper Guide to the Special Collections Department. With a successful grant application, it would be possible for the Special Collections Department to get necessary additional staff and to focus on the Newspaper Collection. In addition, the Special Collections Department could be transferred under another pre-existing division in the Archives organization to bring the department under common management control.

7) The next most important function of the division is work on converting mdag.net to a publically accessible web site. Although Jennifer Hafner is the most knowledgeable research archivist remaining on the project, the conversion of this site seems more like a project for IT, rather than for research. Unless additional research and informatin posting is necessary, I would recommend that the data migration and conversion project be removed from this division and the responsibility be given to a traditional, IT trained webmaster.

8) The next most important function of the division is maintenance of msaref.net and ecplio.net. This is, for the most part, a minor responsibility of the division. No adjustments are suggested.

9) The next most important function is our support of the Maryland Commission on Slavery. As the Commission is currently in limbo, without a Chair and without confirmed membership, the division is currently not providing administrative support to the Commission. If the Commission reorganizes, then this function will become a higher priority.

The only items on the "wish list" of expanded functionality relate to the recently vacated position of the Director of Underground Railroad Research Project. The division would like to consider formally adding the following duties to the position (which were informally part of the position and largely uncoordinated prior to the vacancy). The division notes that the foremost responsibility of this position will remain to oversee and manage the Underground Railroad Project as funded by the U.S. Department of Education throughout 2006. This program has been designed and is now recognized, at least, in the wider Metropolitan DC area, as a hallmark achievement toward researching and making digitally accessible thousands of records essential to the study of the Underground Railroad such as census, court, newspaper and laws. It is the task of this position to make sure that both the interpretive and quantitative goals of this project are maintained, pursued and sheperded at a consistent and productive level.

If there is time left over from the grant commitments, the division would like the Archives, through its website and the UGRR director position, to become the central point of communication for all African American historical entities in the State of Maryland. This effort could include the initial, potentially annual, hosting of an African American History Conference. This could be the reimplementaion of the Phebe Jacobsen event that was held in 1990/91. In addition a resouce website could be maintained to create a network of contacts, see:

<http://msaweb/msa/stagser/s1259/161/administrative/contacts/Statewide%20List.html>

It is also incombent upon the division and UGRR director position to keep abreast of topical issues of a cultural, economic, educational, sociological, or political nature that relate to the legacy of slavery, particularly if the Slavery Commission is reorganized. Much like our former study of lynching in Maryland, a future research topic could include the study the institution of peonage or 'legalized slavery' that was largely engaged in during the early 20th in the south. In this situation, impoverished individuals were often fooled into accepting a 'generous offer' and find themselves suddenly indebted for hundreds of dollars and pressured to work these debts off under brutal circumstances.

These additional functions should serve to elevate the Archives to "the place" to go, or at least to begin, any African American/slavery related research. In no uncertain terms, however, would any of this additional functionality be undertaken at the expense of the grant work.

3) a one-two page statement of what you would drop from the functions you supervise (including personnel) if called upon to do so— I want this taken seriously with an estimate of cost saving attached

The internship program could be cut in size. If the summer program is cut in half (hiring only 15 students per year) and if the majority of these students were hired onto the UGRR project covered by grant funds, the savings to the MSA would be approximately \$60,000 in personnel costs. This figure does not include the equipment and overhead costs spent on intern workspace, which would amount to approximately \$15,000 if figured on our normal 25% overhead rate. Total: \$75,000

The division would most benefit from dropping the Maryland Newspaper Project from its responsibilities. Unfortunately, the omission of this duty would not result in any cost savings as there are no staff members dedicated to this project. However, if a successful grant application is made to the National Newspaper Project, resources and responsibility could be transferred to the Special Collections Department. If the division is unable to relinquish this responsibility, perhaps a successful grant application could fund the division's "wish list" employee for general research matters (Karen Hare's replacement).

The division could relinquish the management of mdag.net to a better suited, more appropriately trained IT staff member.

Obviously, personnel cuts are the least desirable, since it seems as if the division is already understaffed for the number of programs managed and the amount of work undertaken. However, if pressed, the division would choose to cut part time AOMOL staff (Russo, Russo). The rationale is that it is more important to have full time employees more completely engaged in the work. This would result in a savings of \$17,323. However, this would obviously further slow the progress of work on AOMOL leaving fewer staff and eliminating knowledgeable colleagues. If pressed, the division could also relinquish 50% of Ryan Polk's time to APC, and 50% of Christine Alvey's time to the Maryland Manual, if those departments have the funding to support them at 100%. Again, this is not desirable, as the division would rather have more not less of Ryan's and Christine's time to work on AOMOL.

Any other personnel cuts, would only impact the UGRR grant, as all other employees and vacancies are charged to the grant (Hafner, Hare, Gartrell, Ball vacancy) or used as matching funds to secure the grant (Squires, Haley).

4) a one page estimate of what your programmatic functions cost in a fiscal year regardless of the source of funding
Currently our costs are in personnel and in our division's share of the overhead (equipment, rent, supplies, etc.).

Annual personnel costs with fringe:

Permanent-

Emily Oland Squires, \$69,220

Jennifer Hafner, \$51,300

Chris Haley, \$68,285

Christine Alvey (50%), \$29,390

Contractual-

John Ball (full time replacement necessary), \$28,182

John Gartrell, \$29,090

Karen Hare, \$14,379

Ryan Polk (50%), \$16,442

Jean B. Russo, \$10,016

Jean E. Russo, \$7,307

vacant UGRR researcher, \$29,090

vacant general researcher, \$29,090

Interns, \$210,000 (includes both MSA funds and donated/grant funds)

TOTAL PERSONNEL COSTS:

\$591,791 if three contractual vacancies are filled and same level of internship is maintained;

Also, we have miscellaneous expenses, such as occasional travel to other repositories (LOC, NARA, etc.), refreshments for meetings (interns, slavery commission hosting), and reimbursement for Jennifer Hafner's work-related, legal research classes. I would estimate these to be a total of **\$1,000** per year, but much of that is charged to the grant.

I am not sure what our total in supply cost/overhead is, but in addition to our portion of the rent and utilities, we use:

PC workstations and maintenance

removable drives

server storage space

clamshells

acid free folders

CD-ROMs

copy paper, pens, pencils, basic office supplies

TOTAL FOR OVERHEAD (based on the normal 25% figure): **\$147,948**

ADDENDUM #1

submitted by Christine Alvey

Staff support for the Library

With intern help for the Library, I can devote more time to Government Publications, including my contributions to the AOMOL. This is especially important given even greater demands that I expect will soon be placed on the Government Publications unit concerning material in electronic formats.

At this time, intern help is best used for the librarian's secondary responsibilities. Government Publications work is too complex for part-time help, except for occasional jobs, such as inventorying and properly boxing materials from the State Library, which Camille Manganello did this summer (SEE Government Publications unaccessioned materials series UN50.).

The librarian cannot adequately concentrate on Government Publications if the simplest of Library tasks, such as shelving and reshelving books, is complicated by conflicting shelving methods; poorly labeled books and books without labels; and tattered books.

This summer's Library intern project has made basic Library functions effective and efficient. The conflicting system of assigning both shelf locations and call numbers to books was replaced with a strict call number organization. Materials in the Searchroom have been converted; books were relabeled and the catalog updated. With continued support for Library interns, materials on the mezzanine will be similarly handled. And staff, particularly research interns, will not need the librarian's help to locate books on the mezzanine.

Additionally, a method was devised to replace the time-consuming standard of formulating a Cutter number for each book. The Cutter number translates the author's name into a number to achieve proper shelving order and, among other things, to accommodate long corporate author names, which do not fit on book spine labels.

A new field, label_name, was added to the Library database to record the abbreviated author name for the librarian's reference. For the reference of staff and patrons, the label name is to appear in the Library catalog after the call number. Example: 400 Carroll Co GS for 400 Carroll County Genealogical Society. GS becomes the standard way to abbreviate Genealogical Society, which appears through out the Library catalog.

Not only did Library interns perform book repair and help with relabeling, but also they put protective mylar covers on flimsy spiral bound publications and book covers on hardbacks with dust jackets. These simple procedures will significantly reduce the quantity of book repair necessary to maintain the Library and properly care for materials, some of which were purchased with State money and others of which were donated to us by Maryland citizens.

Estimated cost for [Library] / Conservation intern Camille de Marco: \$3,703.00

Estimated cost for Library / [Conservation] intern Camille Manganello: \$2,758.00

Many of the small paperback titles on bookcase A in the Searchroom would cost \$25.00 to replace, that is, if they were still in print or used copies in good condition were available. Although it has been difficult this first experience with an inter-departmental project between the Library and Conservation to keep accurate statistics, we hope to provide at least an estimate of how many books were repaired. But we are certain that well over two hundred fifty-four books were repaired, the number needed to break even. And if new publications were purchased instead of repaired, it should be taken into account that this would require staff time to prepare a purchase order and place the order, as well as take time to catalog and process the new books.

ADDENDUM #2

submitted by Jennifer Hafner

Grant Funds from the National Digital Newspaper Program

The budget requirements seem to set up two possible scenarios for us to focus on: 1.) buying new equipment and hiring a person whose sole responsibility it is to do the scanning and OCR work or 2.) outsourcing the scanning and OCR work. Both scenarios obviously raise the question of who will do the quality control and overall project management. The first also raises the question of physical space. Presumably if we outsourced it could be to a shop outside of the building rather than physically bringing people here as has been done with mdlandrec.

Partnerships do not seem to be a requirement, as you seem to have initially believed. The proposal states under eligibility that two or more institutions can collaborate on a project, with one serving as the lead applicant. Nowhere did I see this is a requirement in this initial test phase. This sounds like it will probably be a requirement with NEH's intended second phase when "one organization within each U.S. state or territory will receive an award to collaborate with relevant state partners in this effort."

There is a requirement of cost sharing by the applicant institution, as NEH will assume up to 80% of the total cost. We would obviously need to figure out where our 20%+ contribution would come from. It does say that third party in kind contributions can be included. Given the focus on 1900-1910, it is unjustifiable to use any of our UGRR overhead and contributions, not that it's a likely possibility anyway. I don't know any other general or special funds that could be used either.

Perhaps my main concern is how this our application would be perceived by LOC, although they do not seem to be involved in the selection process. There still seem to be many strong opinions there in regard to newspapers that were transferred to us for microfilming purposes, which was never carried. I have gotten inquiries in the past from patrons referred to us by them, who have been told that we took the papers and never gave them back. I also remember John mentioning a couple of years ago that he had received a letter from them asking, perhaps even demanding, the papers' return if the work was not completed. My vague understanding is that this work was to be done using a prior NEH grant. Depending on who the powers that be are, this history could perhaps be detrimental to us. It also raises a larger issue - the goal's focus is to do primary scanning from film; therefore, what do we do with papers for which we don't have film?

I went through our newspaper guide and printed out the pages for newspapers for which we have complete or nearly complete microfilm for for 1900-1910. Not all of the 24 jurisdictions in Maryland are represented. I think there are also copyright issues, as some of the film seems to be sold by University Microfilms. There of course is also the problem that the Sun and Baltimore American were perhaps the two largest dailies in the state. The Sun is presumably still copyrighted by its publishers. And, as we discovered during the course of the UGRR project, we only have the American in originals. Microfilm of the title is available from LOC. I'm also worried about stepping on the toes of the Caroline County Public Library in regards to the Denton Journal, which they have paid a service to put scan and make images available online by subscription.

Despite these issues, I do not see how we cannot be involved in this project given its scope, since we have put ourselves out there as the main information resource about all newspapers published in Maryland. Perhaps we should not apply for one of the five phase one awards, but instead focus our attention on the envisioned later phases, where we could serve as the collaborator for the state as a whole, as we seem to have done under the original U.S. Newspaper Project grant.

STATE ARCHIVES

Goal 3. Facilitate a broad and better understanding of the archival record through educational programs and published historical works including, but not limited to, institutional, legal, geographical, architectural, biographical and topical research and writing, searchable at the *Archives of Maryland Online* website (<http://aomol.net>) and specialized research web sites such as mdstatehouse.net, ecpclo.net, msaref.net, mdag.net, mdslavery.net and martenet.org.

Objective 3.1 In Fiscal Year 2006, add value to the understanding of the archival record by locating, identifying, and interpreting records, and making the results accessible through electronically published historical compilations and analyses.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: number of complex research inquiries	310	564	400	450
Outputs: number of completed complex research inquiries	310	564	400	450
Number of demand ebook publications completed	90	200 188 ?	300	400
Outcome: number of demand publication web sites	7	7	8	8
Quality: number of complaints outstanding	0	0	0	0
Efficiency: ratio of inquiries to completion of inquiries	1:1	1:1	1:1	1:1

Objective 3.2 In Fiscal Year 2006, fulfill the terms of the Maryland State Archives partnership with the U.S. Department of Education and the Reginald F. Lewis Museum of Maryland African American History and Culture Museum by conducting research on the Underground Railroad in Maryland and publishing the results electronically on (<http://mdslavery.net>).

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Maryland counties to be studied under grants	7	7	7	7
Outputs: Number of individuals identified involved in the Maryland Underground Railroad	9,006	10,876	11,000	12,000
Number of completed biographies	111	241	300	350
Number of newspaper runaway ads identified	4,111	10,385	13,378	16,225
Outcome: Maryland county studies completed under grants	3	4	5	6
Efficiency: Percentage of project completed of total	42%	57%	71%	85%

Objective 3.3 In Fiscal Year 2006, manage an internship and volunteer program for Maryland high school, college and university students in which General Fund costs are matched by grants and other sources.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Number of applicants to internship program	72	120	100	100
Outputs: Number of interns employed	25	48	20	20
Number of volunteer hours (Reference Services only)	6,330	5,526	6,000	6,000
Number of teachers participating in Teaching American History in Maryland Program	41	41	53	65
Intern projects assigned	11	20	10	10
Outcome: Number of intern projects completed	11	20	10	10
Number of workshop presentations to the Teaching American History in Maryland Program	*	4	7	7
New document packets created during the Teaching American History in Maryland Program	*	54	51	20
Total number of document packets available for Teaching American History in Maryland Program	*	54	105	125
Quality: Percentage of satisfactory teachers' feedback relating to Teaching American History in Maryland Program	100%	100%	100%	100%
Percentage of satisfactory intern evaluations	100%	100%	100%	100%

Note: * New measures for which data is not available

STATE ARCHIVES

Managing for Results - Objectives and Strategies

Objective 3.1. In Fiscal Year 2006, add value to the understanding of the archival record by locating, identifying, and interpreting records, and making the results accessible through electronically published historical compilations and analyses.

Strategy 3.1.1 In Fiscal Year 2006, acquire and make available all remaining Laws of Maryland from 1960 through the present, and continue making available the Proceedings of House and Senate from 1836 through the present.

Strategy 3.1.2 In Fiscal Year 2006, complete research on projects concerning significant legal issues before the Maryland courts and biographical studies of prominent Marylanders.

(Strategy 3.1.3 DELETE . . . DATA MOVED BY MIMI TO HER SECTION 4.1)

Objective 3.2. In Fiscal Year 2006, fulfill the terms of the Maryland State Archives partnership with the U.S. Department of Education and the Reginald F. Lewis Museum of Maryland African American History and Culture Museum by conducting research on the Underground Railroad in Maryland and publishing the results electronically.

Strategy 3.2.1 In Fiscal Year 2006, execute the historical research and resource preservation agenda set forth by the U.S. Department of Education Underground Railroad Educational and Cultural Program grant to the Maryland State Archives by completion of the third phase of Maryland Underground Railroad research.

Objective 3.3. In Fiscal Year 2006, manage an internship and volunteer program for Maryland high school and college students in which General Fund costs are matched by grants and other sources.

Strategy 3.3.1 In Fiscal Year 2006, to expand the volunteer internship program to include the academic year by 15%.

DISCUSSION OF PERFORMANCE – UNITS OF MEASUREMENT

Archives – Providing Intellectual interpretation (Goal 3 DA10.01)

An important function of the Archives is to add value to the archival record by identifying, and interpreting records, and making the results accessible through electronically published historical compilations and analyses. In FY2004 areas of research made available through our website included a detailed history of amendments to the State constitutions, the presentation of a selection of significant court cases heard by the Maryland Judiciary, and additional biographies of distinguished Marylanders. By conducting such research, the Archives serves constituencies that include legislators, government agencies, teachers, students, genealogists, and other members of the general public.

Intellectual effort is a difficult area to quantify in a meaningful way. The measures offered here identify the number of complex research requests undertaken which require time, staff expertise, and detailed responses above and beyond that of a basic reference request. In the course of completing these requests, materials are added to our electronic archive, associated research databases, and finding aids, thus adding value to the record.

For FY2004, the *Archives of Maryland Online* put over 60,000 pages of material on the web related to the history of Maryland. The project's main focus was to post the Session Laws of the state from 1637 through 1963. Work was also begun on making available the Proceedings of the House of Delegates for the 19th century. Early insight into the founding of Maryland was made available through the 1635 publication *A Relation of Maryland*, which contains the 1632 charter granted by the king to Lord Baltimore and a narrative of the voyage and early life of the settlers. Constitutional records were also made accessible through the posting of the text of the 1851 Constitution of the State of Maryland, and the proposed state constitution that resulted from the 1967 convention.

In FY2005, the work of making available online the primary historical records of the State will continue. Its focus will be to finish presenting the full text of all laws passed in the State of Maryland from 1647 to the present. At that time, in similar fashion, work will continue making accessible the proceedings of the House and Senate from 1800 to the present (some 500,000 pages). Work on these legislative proceedings will continue in FY2006.

Patrons increasingly are finding answers to their research questions from historical records identified and interpreted by research staff and posted on the Archives' website. In FY2005, a survey of users will continue to gauge customer satisfaction with the reliability, accuracy, and completeness of our web-based research. Our methods of evaluating efficiency also will track e-mail, log phone calls, and distribute questionnaires to walk-in patrons.

The Archives has formed several public-private partnerships in order to fund its research projects. Currently, the Archives is conducting biographical, demographical, and geographical research related to the Underground Railroad in Maryland, including instituting on-line indexing of enslaved population records, and compiling a pool of over 10,000 documented cases of slave flights from the 1830s through the 1860s. For future online access, related documents are being transcribed into a searchable database linked to digital images. Staff also is preserving digitally several significant, often widely unavailable, resources for studying the history and legacy of slavery in Maryland. These sources include narratives and letters about the Underground Railroad and directories of prominent blacks in the legal and business communities. The Archives has also established a partnership with the Reginald F. Lewis Museum of African American History and Culture to feature the results of this research on public computer workstations in the museum's resource center. In FY2003, this work was supported by a \$25,000 grant from the National Park Service, awarded to the Archives because of its unique and fresh perspective brought to this field of history. Also, in FY2003, the Archives won a competitive grant of \$250,665 from the U.S. Department of Education based on a proposal submitted to study the

Underground Railroad in Maryland. In FY2004, the Archives won a second competitive, multi-year grant of \$544,000 from the U.S. Department of Education. This grant will fund the research into FY2007.

The Archives' internship program continues to be an important venue for providing professional archival and research training to high school and university students. During FY2004, applications to the program increased by 68% and participation in student internships to meet community service requirements increased by 150%. Interns processed and interpreted archival collections through research, writing, electronic imaging, computer programming, and record stripping. The Archives has established cooperative partnerships with Maryland schools, such as Morgan State University, to provide qualified students and matching funding for students in the program. The Archives also has benefited from the support of patrons who volunteer their time to help staff complete core program objectives. Volunteers answer reference questions; provide orientation for new researchers; assist patrons with online guides and indexes; and demonstrate the use of computers, microfilm readers, and reader printers. They also process records, keyboard data, and conduct group tours. Although, volunteer hours decreased by 13% in FY2004, the Archives continues to recruit and is developing new technologies which would allow volunteers who are unable to travel to Annapolis to work remotely thus dramatically expanding our candidate pool. In addition, as a partner with the University of Maryland Baltimore County (UMBC), the Archives is participating in the Teaching American History in Maryland Program to mentor educators and assist them in using historical documents in their classrooms.

Space Management

168,480

30,912

50,064

249,456 current Holdings

259,280 last year

14,475

253,729

August, 2004 MFR Meeting

- 1999-2000 - 23,717 cse or 10,125.88 c.f.
- 2000-2001 - 20,749 cse or 9,974.435 c.f.
- 2001-2002 - 24,953 cse or 11,294.423 c.f.
- 2002-2003 - 19,112.34 cse or 8,218.81 c.f.
- 2003-2004 - 33,679.42 cse or 14,474.59 c.f.

Performance Measures FY 2004 Actual:

- Inputs: pending transfers (c.f.)
- Outputs: records in custody (c.f.) 253,728
- Outcome: Shelving Capacity added (c.f.) 32,760
- Quality: reduction of backlog - delete this item as there will never be a backlog again?
- Efficiency: % shelved to records in custody - 100%

As of August, 2004, we have shelving to accommodate only 4,536 cubic feet of records. Courts & agencies have indicated they are preparing inventories for 2848 boxes and about 640 books. Many more are unsure as to quantity. Mdlandrec.net will be the motivator for the courts to transfer land record books to us in large numbers.

Needs:

New warehouse space and shelving to fill this new space.
Proposals on the table are:

40,550 s.f. at 3741 Commerce Drive, Suites 301-305 (5 yr. lease - \$5.50 s.f. to \$6.20 s.f.)

OR

47,100 s.f. new construction behind OR warehouse (5 yr. lease - \$7.00 s.f. to \$7.88 s.f.)

OR

35,000 s.f. at Hammonds Ferry Road (5,000 office, 30,000 warehouse space)

Additional reference staff position to handle the increasing number of reference requests at the warehouses.

Accomplishments:

-326 sections of shelving (27,384 c.f.) installed (16 sections were received at NO COST to MSA due to delivery of damaged shelves by vendor)

-64 sections of shelving (5,376 c.f.) installed April/2004.

-217 pallets or 12,000 c.f. of books assigned locations, labeled and shelved. Finding aids changed on website

-moved 2,032 boxes and 628 books from MSA to OR warehouse, new locations issued, labeled and finding aids changed on website.

-relocated light fixtures & ceiling fans into isle ways

-4 dedicated circuits installed in scanning office

-received new pallet jack

-2 new employees for scanning team (Ray and Carol)

-New OCE scanner with tray and fujitsu scanner installed, and Tangent relocated to OR warehouse

-Zeutschel scanner moved from MSA to OR warehouse, 4 dedicated circuits installed, new phone line for scanning crew

27,384
5,376

32,760

July 1, 2003 to June 30, 2004

<u>Month</u>	<u>Boxes</u>	<u>Books</u>	<u>Plats</u>	<u>CDs</u>	<u>Cards</u>
July	1,300	842	943	3	
Aug	2,103	410	649		
Sept.	1,659	12	650	1	
Oct.	1,384	22	673		
Nov.	642		699		
Dec.	4		875	8	
Jan.	304	2,825	867	2	
Feb.	856	250	644		
Mar	837	650	697	6	
Apr.	1,018	2	982		
May	82		761	7	
June	700	330	1142	24	

TOTAL CSE = 33,679.42 for FY04 or 14,474.59 cubic feet

***Note: Received 326 sections of shelving (16 Free)
As of 12-31-2003, 217 pallets of books or 12,000 c.f. of records
have been assigned locations, labeled and placed on shelves.**

64 sections of shelving delivered & installed 4/13/04.

**2,032 boxes and 628 books were moved out of MSA into OR
warehouse and shelved to make room for MSA staff.**

*Shows if any records
added @ warehouse*

July 1, 2002 to June 30, 2003

<u>Month</u>	<u>Boxes</u>	<u>Books</u>	<u>Plats</u>	<u>CDs</u>	<u>Cards</u>
July	589		595		
Aug	2347	222	826	235	
Sept.	1415	629	586	3	
Oct.	1361	329	657	2	
Nov.	176	0	738	2	
Dec.	82	326	1173	2	
Jan.	111	17	785	3	
Feb.	120	12	667	3	
Mar.	8		699	3	
April	51		666	10	
May	20	6	1,539	3	
June	624		758		
	6,904	1,541	9,689	265	

6,904 x 2.4 = 16,569.6

1,541 x 1.33 = 2,049.53

9,689 x .05 = 484.45

265 x .03 = 7.95

TOTAL CSE = 19,112.34 for FY03 or 8,218.81 cubic feet

***Note: 217 pallets sitting on floor waiting for shelving (217 x 55 c.f. – 11,935 c.f.)**

July 1, 2001 to June 30, 2002

Month	Boxes	Books	Plats	CDs	Cards
July	952	115	11,459		
Aug	1,670		539		
Sept.	131	4,078	773	24	
Oct.	373	76	5,813		
Nov.	482	8	801		
Dec.	824	656	404		
Jan.	808	227	596		
Feb.	147		2,244		3,793
Mar.	177		586		
April	1,143	3	8,323		
May	55		2,147	3	
June	10	80	598	24	
	6,773	5,243	34,283	51	3,793

6,773 x 2.4 = 16,252.2

5,243 x 1.22 = 6,973.19

34,283 x .05 = 1,714.15

51 x .03 = 1.53

3,793 x .003 = 11.379

24,953 total cse for FY 02 or 11,294.423 cubic feet

***Note: 217 pallets sitting on floor waiting for shelving (217 x 55 c.f. – 11,935 c.f.)**

July 1, 2000 to June 30, 2001

Month	Boxes	Books	Plats	CDs	Cards
July	854				
Aug	170				
Sept.	1,091				
Oct.	416	308			
Nov.	699				
Dec.	34	41	481		
Jan.	1,171		528	23	
Feb.	232		690	12	
Mar.	442	224	8,353		
April	239	55	56,517		
May	1,339	164			
June	48	132	556		
	6,735	924	67,125	35	

6,735 x 2.4 = 16,164

924 x 1.33 = 1,228.95

67,125 x .05 = 3,356.25

35 x .03 = .75

20,749.95 total cse for FY 01 or 9,974.435 cubic feet

***Note: 217 pallets sitting on floor waiting for shelving (217 x 55 c.f. – 11,935 c.f.)**

July 1, 1999 to June 30, 2000

Month	Boxes	Books	Plats	CDs	Cards
July	1,516	285			
Aug.	159	103			
Sept.	122	20	6,072		
Oct.	520	5			
Nov.	93	431			
Dec.	65	20			
Jan.	156	141			
Feb.	2,292	48			
Mar.	171	111			
April	1,501	154			
May	563	2,982			
June	145				
	7,303	4,300	6,072		

7,303 x 2.4 = 17,695.2

4,300 x 1.33 = 5,719

6,072 x .05 = 303.6

23,717.8 total cse FY 2000 or 10,125.88 cubic feet

***Note: 217 pallets sitting on floor waiting for shelving (217 x 55 c.f. – 11,935 c.f.)**

MFR FY 2006 Budget Submission

Individuals supervised:

**Raymond Connor, Archivist III (permanent)
Sheila Simms, Archivist II (contractual)
Corey Lewis Archival Assistant II (contractual)
Carol Baker Archival Assistant I (contractual)
Mark Weygandt Archival Assistant II (contractual-part time)
Vacant Archival Assistant II position (contractual)**

Important aspects of responsibilities:

Management of records in the custody of MSA and the transfer of records in the custody of the courts and agencies around the state into MSA control. This is the most important function of my position in my opinion for many reasons. Control is critical. Keyboarding correct inventories into the database, maintaining TRANSER off which the monthly receipts are generated, labeling and proper storage are the benchmark of good inventory control and is what I strive for. This enables regular staff and our reference staff particularly to access any record in MSA holdings with ease. Interaction and daily communication with courts and agencies helps me plan for future warehouse space needed to accommodate incoming record transfers and educates the courts & agencies as to proper procedure so transfers go smoothly.

Management of MSA facilities (offsite warehouses) and warehouse staff is the second most important aspect of this job. Keeping the warehouses clean and orderly maintained is critical. Refiling and interfiling are done weekly to prevent unnecessary backlogs. Reference activity and communication with various courts and state agencies are handled well and in a timely manner. Scanning staff are producing at incredible rates and work well independently. Staff perform their duties with minimal supervision, and for the most part operate well independently doing their daily tasks.

Wish list:

Need to replace current vacancy for reference person in progress. Eventually I foresee a need for a second reference staff person. With the increased number of record transfers, naturally the demand for reference requests increases.

Requests have been put before the personnel committee to reclassify Ray Connor to Archivist IV and Sheila Simms to Archivist III.

New warehouse space is needed ASAP. I understand we must follow procurement procedures, but I was hoping to avoid driving to a third facility. Merritt is still amenable to building 50,000 s.f. building in the rear of OR warehouse and we would not be obligated to take all of the space. We could lease 20,000 s.f. to start. I am getting facts from Ridgely Bennett at Merritt and having her search a 5 mile radius of OR warehouse for MSA for at least 20,000 s.f. vacant warehouse space (\$5.75-\$7.00 s.f.). Will report as soon as I have details. Naturally we will need shelving to fill the space before we would move in. No more palletized materials.

I have a meeting with Ridgely Bennett of Merritt on Tuesday, August 17th to view 35,000 s.f. at Hammonds Ferry. This is good news as it is in the same building as our existing space. It is broken down as 5,000 s.f. office space and the rest is warehouse space ready for shelving. Ridgely will provide a proposal and specs. Since there is so much office space, I think we are looking at about \$9.00 per s.f. I will report after the visit.

Equipment issues-we will need a new ladder, handtruck, fax machine, telephones perhaps a T-1 line and computer access for a new facility.

Drop from functions supervised:

Scanning operation-With the employment of the ISCAN staff (who are doing quite well), I believe Ray Connor could manage all scanning work and personnel. Ray is a valued employee. If

he asserts himself as a supervisor, he could direct staff on the projects they need to complete, do followup and make them responsible in meeting production deadlines.

Functions Costs by fiscal year for HF & OR warehouses:

Rent	\$192,600
BGE	\$ 7,500
Phone	\$ 3,300
T-1 line	\$ 6,000
ORKIN	\$ 2,000
Dumpster	\$ 2,100
Cleaning	\$ 2,700
Snow Removal	(% of total determined each year)
Exterior Lighting	(% of total determined each year)

Budget 7-1-03 thru 6-30-04 Record Transfers & Space Management

The following facts and figures are submitted for the budget.

1999-2000 received 23,717.8 cse or 10,125.88 c.f.

2000-2001 received 20,749.95 cse or 9,974.435 c.f.

2001-2002 received 24,953 cse or 11,294.423 c.f.

2001-2003 received 19,112.34 cse or 8,218.81 c.f.

2003-2004 received 33679.42 cse or 14,474.59 c.f.

HF Warehouse Capacity: (Currently Full)

11 ranges x 382 sections = 30,912 c.f.

OR Warehouse Capacity:

As of 7-1-04 - 650 sections x 84 = 54,600 c.f.

30 ranges x 22 sections (minus 10 sections - poles) = 650 sections capacity

650 sections x 84 c.f. = 54,600 c.f. total capacity

List of PENDING record Transfers (updated 8-19-04)

Courts:

AACC 90 books
ALCC 420 books,100-150 boxes marriage & business licenses, plus
BCCC 1075 boxes, 5,500 aperture cards, 564 books
BACC 800 boxes
CACC 400 books
CHCC 203 boxes
DOCC 100 boxes & 50 books
FRCC
HACC 600 boxes plus land records
KECC 120 boxes & 100 books
PGCC 800-1,000
QACC
SOCC
SMCC 150 boxes plus
WACC 150 boxes

Dept. of Social Services:

State Agencies:

University of MD School of Medicine 75 boxes

Totals: about 4348 boxes, 1624 books

List of PENDING record Transfers (updated 8-10-04)

Courts:

AACC	90 books
ALCC	100-150 boxes marriage & business licenses, plus
BCCC	1075 boxes
BACC	800 boxes
CACC	400 books
CHCC	203 boxes
DOCC	100 boxes & 50 books
FRCC	
HACC	284 boxes plus
KECC	120 boxes & 100 books
PGCC	
QACC	
SOCC	
SMCC	150 boxes plus

Dept. of Social Services:

State Agencies:

University of MD School of Medicine 75 boxes

Totals: about 2732 boxes, 640 books

1. A numerical summary and named listing of all individuals supervised, regular and special payroll (and volunteers/interns)

Staff

The Special Collection Department is currently comprised of two* permanent state employees:

Robert Schoeberlein, whose duties relate to departmental specific duties such as reference services, educational outreach, donor solicitation, database management and collection preservation.

James Hefelfinger, has been reporting to Special Collections since mid-April of 2004. The duties of this employee focus largely upon traditional photograph production and videography.

**It is anticipated that Mr. Hefelfinger will retire from state service at the end of FY 05.*

Interns

The department also directs the activities of 1-2 paid interns/contractual workers during each summer. Recent projects involved historical research, processing, description, and the design of web exhibitions.

Non-employees/Volunteers

Some processing support, in the form of volunteers, does allow for the casual pursuit of very limited special projects. Unpaid workers, due to their erratic availability and limited historical knowledge, must generally perform clerical and rehousing duties.

Current volunteers include Claire Albert, Vernon Robert, Karen Gosnell, and Paul Lurz. Gosnell and Lurz, as somewhat regular weekly volunteers, have provided invaluable project assistance. Gosnell has been updating the database storage locations for Maryland Newspaper titles transferred from the Library of Congress. Lurz, a recent Maryland DHMH retiree, has been reviewing certain mental health related collections to identify HIPPA-related files for restriction and to produce finding aids.

2. A one-two page statement of what you see as the most important aspects of your programmatic responsibilities and why, including any wish list of employees, new functions, expansion of old functions (all with an estimate of cost)

PRESENT FUNCTIONS

Primary duties (not in order of priority):

1] Locate missing collections and update database to reflect correct locations and/or note an "unavailable" status.

Special Collections Department, FY 05 Budget Documents

- 2] Compile meaningful (as in keyword emphasized) collection descriptions and/or finding aids for collections.
- 3] Be mindful of space concerns/stack management issues--send collections infrequently accessed or of marginal research value to warehouse; place others on proposed deaccession list.
- 4] Process collections in a meaningful way to ensure long-term preservation and easy access for patrons and staff. Properly re-house and/or re-folder collections on a case-by-case basis.
- 5] Design process/coordinate the Archives move toward the digital printing of all photographic orders.
- 6] Maximize productivity of Jim Hefelfinger in glass plate printing out project/other imaging projects.
- 7] Coordinate videography and editing/production of videotapes/DVDs.

Other duties:

- 1] Write articles for *Bulldog* and pen press releases for archival journals highlighting new acquisitions and interesting existing Special Collections.
- 2] Assist in the graphic design of other Archives projects on an as needed basis.
- 3] Assist other departments/undertake special projects as required.

Collecting priorities:

- 1] Pursue organizational archives of non-profits that: a] have social history research value; and/or b] groups not well represented here or within the holdings of other repositories.
- 2] Pursue the personal and business papers of state legislators, department heads of state agencies or key individuals at state institutions.
- 3] Increase photographic holdings by borrowing images and making copies or as outright donations.

On-going projects:

Survey moving picture and audiotape collections for content and condition (for the eventual pursuit of a grant for the transfer of certain material to preservation format).

Identify certain microfilmed or CD format Special Collections (those where we only possess the microfilm or CDs and not the originals) for eBook posting in the Special Collections database

PROPOSED ADDITIONAL FUNCTIONS / STAFFING REQUIREMENTS

Proposed Projects - *Ideas to be approved by management*

Design web exhibitions on various historical topics:

Write and publish a book on the African-American related photographic holdings of the Archives (I already have a potential publisher) with a portion of the proceeds going to our

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endowment.

Design an Archives website featuring a selected number of thumbnails of Archives photographs for sale (along the pattern of the current map and drawings pages).

Search the other Special Collections holdings for visual material (prints, etc.) that may hold revenue-generating potential and place them on the web.

Design a traveling exhibition of Archives photographs that may be loaned to venues across the state to generate sales (I recently attended a crowded gallery opening in Ellicott City where printed and framed digital images from the collection of the New York Times Archives were offered for sale). Identify galleries in different regions in Maryland to act as agents for our digital images of photographs, maps, etc.

Assess interest of the University of Maryland School of Architecture (or other groups) to fund the digitalization of certain modernist architect drawings/elevations/blueprints within our collections.

Assess interest in Patriotic/Veterans groups in the production of a "virtual" display of Maryland battleflags and, if interest is present, have groups to pledge funds to build/maintain website and to underwrite cost of publications-quality color images of all flags.

Assess the interest of having the Archives store digital image files (of a photographic nature) from state agencies and, if interest is present, design the mechanism to fulfill image requests from the agencies.

Staffing Requirements

I propose a restructuring of my area with additional functional and supervisory responsibilities shifted to me. *An estimate of new costs is hard due to determine presently due to not having access to certain salary and budget figures (currently held in other departments).*

I request one full time employee to act my department registrar and collection processor in addition to maintaining one full time employee responsible for traditional photograph/ digital image production.

The additional employee would enable me to pursue various business development scenarios (some mentioned above), develop meaningful finding aids to enhance intellectual access to the collections, engage in more public outreach, and pursue collection development activities.

As you will recall, the department employed two full-time employees until the most recent budget cuts. I am, however, not looking for a clerk/typist, a recent B.A., or an archival processor that has little interest in content. The department needs

someone with knowledge of Maryland history (beyond Anne Arundel County) gained through coursework and primary resource research. Most of all—they need to be passionate about special collections work with an attention to detail. Much effort needs to be performed in a survey of collections, writing collection descriptions and completing long overdue aspects of the Maryland Newspaper Project. I know of a few candidates that may meet my requirements and bring enthusiasm to the tasks.

I also request that Jim Hefelfinger (and the person who might assume his PIN after his retirement) continue to report to me. This makes sense since most traditional photography/digital imaging requests relate to Special Collections items.

I see the Special Collection Department as assuming the entire responsibility for the production of visual material and audio/video production. Too often in the past these duties have been diffused among several departments—and from my perspective it mostly creates confusion of responsibilities and costs. Jennifer Cruickshank, currently in conservation, appears to be a likely and willing candidate. She is versed in traditional photography and has experience in videography. With her Fine Arts background (B.A. in Fine Arts) she possesses an visual aesthetic, as well as practical experience in such activities as cutting mats and framing items.

I also request that the supervision of the Conservation Department being transferred to Special Collections. First, Cruickshank desires to continue her work in this area. Frankly, her presence is needed. Second, the lab could be pursuing more outside work projects to generate revenue. This aspect of the department has never been marketed adequately. I envision my proposed outside business development efforts (connections with gallery owners, educational outreach activities, etc.) also as opportunities to sell the services of the lab. Third, the location of the oversize color printing equipment resides in this area and Cruickshank could coordinate the printing and framing of orders. Sasha Lourie would serve as Cruickshank's back up person for the oversize printing orders. The fourth point is that Special Collection consists mostly of paper items and much work has been deferred in this regard. The MSA Map Collection [MSA SC 1427], our main circulating map collection, is a prime candidate for major conservation work and refolding and I could see that the work is performed.

Lastly, I am requesting a reclassification of my job position. My duties more accurately reflect the new classification as Archivist II:

(old Archivist IV position description; now reflects new Archivist II duties)
Archivist IV is a manager and supervisor who assists in the administration an archival program at the State Archives. An Archivist IV performs advanced staff work in the administration of an Archives program under managerial supervision of a senior archivist. An Archivist IV is responsible for assisting in the management of access to and preservation of government records. This position may specialize in a specific archival management area such as reference services; state and local government records; land

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*patents; **special collections**; preservation; imaging services; marketing; publications; education, exhibits and outreach; information systems management; general administration; or government information in print and on-line through the World Wide Web, including the Maryland Manual and the Organization of Maryland Government. An Archivist IV is responsible for assisting an Archivist V in agency program and budget review, development and implementation. An Archivist IV supervises professional, administrative and technical staff and summer interns and volunteers. An Archivist IV receives supervision from an Archivist V and on occasion from the Deputy State Archivist or State Archivist. [Date Revised: July 1, 2001]*

I perform all of the above functions... and do more. In addition, I have helped to enhance the reputation of this institution through other duties, outreach activities and meaningful historical publications. I have counseled other institution and archives as to how preserve their collections and recently shepherded the Oblates application through the NHPRC process. I have presented to community groups, professional archival organizations, and conferences. Since the fall of 2000 I have published two major articles and three minor ones. Four of the articles relate directly to collections held by the MSA. One article won the 2002 MARAC award for best journal article.

I see all of my efforts as part of the role of the Director of Special Collections. It is but a manifestation of my excitement in this job and the potential sitting quietly upon our shelves. I believe I can do more in terms of generating wider public interest in the Special Collections and additional income for this institution with the proper staffing and the commitment of management to certain projects.

3. A one-two page statement of what you would drop from the functions you supervise (including personnel) if called upon to do so---I want this taken seriously with an estimate of cost saving attached

I have nothing of substance to propose on this matter. A possible cost savings would come through paying Jim Hefelfinger's replacement at a lower salary scale (though his salary is not paid currently by Special Collections funds).

4. A a one page estimate of what your programmatic functions cost in a fiscal year regardless of the source of funding

Here are the current costs for Special Collections, as prepared by Van Lewis (see his comments below):

ACTUALS	APPROPRIATION	REQUEST
<u>FY 04</u>	<u>FY 05</u>	<u>FY06</u>

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SALARIES	55,193	53,705	56,518.00
CONTRACTUAL SALARIES	1,791	0	0.00
COMMUNICATION	896	3,710	3,635.00
TRAVEL	0	234	0.00
FUEL	0	0	0.00
VEHICLE	0	0	0.00
CONTRACTUAL SERVICES	0	0	0.00
SUPPLIES	3,539	1,010	3,541.00
REPL. EQUIPMENT	634	319	0.00
NEW EQUIPMENT	0	0	0.00
GRANTS	0	0	0.00
FIXED COSTS	0	0	0.00
	<u>0</u>	<u>0</u>	<u>0.00</u>
	62,053	58,978	63,694

AS YOU CAN SEE, CATEGORIES OF COSTS IN YOUR PROGRAM ARE MINIMAL. YOUR SALARY, COMMUNICATIONS CHARGES (WHICH YOU DO NOT CONTROL), AND SUPPLIES, ARE THE ONLY RELEVANT CATEGORIES OF COSTS. AND MUCH OF THE SUPPLIES COSTS ARE PROBABLY ASSOCIATED WITH MARTENET AND NOT SPECIAL COLLECTIONS. ALTHOUGH JIM HEFELFINGER HAS FUNCTIONALLY MOVED TO YOUR AREA, HIS SALARY IS STILL BEING CHARGED TO IMAGING SERVICES. HOWEVER, FOR PURPOSES OF PROJECTING RELEVANT COST INFORMATION, I WILL PROVIDE THE FOLLOWING SALARY INFORMATION:

	<u>FY04</u> ACTUALS	<u>FY05</u> APPROPRIATION	<u>FY06</u> REQUEST
JIM HEFELFINGER	43,223	43,226	46,008