

# 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 the *Maryland Manual Online*.
- 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.

# STATE ARCHIVES

## D60A10.01 ARCHIVES - STATE ARCHIVES

### PROGRAM DESCRIPTION

The State Archives identifies, appraises, acquires, describes, preserves, and makes permanent records accessible within a secure environment. The 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, OBJECTIVES, AND PERFORMANCE MEASURES

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

**Objective 1.1** Accommodate all permanent records transferred to the Archives through fiscal year 2008.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Inputs:</b> Record storage capacity (cubic feet)	332,028	331,556	331,556	331,556
Records in custody (cubic feet)	258,109	274,251	304,251	319,251
<b>Outcome:</b> Percentage of storage capacity filled	78%	83%	92%	96%

**Objective 1.2** Through fiscal years 2007 and 2008 monitor and assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to or backed up by the Archives and provide the information technology infrastructure to accomplish this objective.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Inputs:</b> Electronic record storage capacity (gigabytes)	56,800	94,700	117,800	153,140
<b>Outputs:</b> Electronic data managed (gigabytes)	38,000	65,000	102,000	105,165
Website files online (images, htmls, etc.)	91,632,605	158,938,394	200,030,031	233,217,050
Database Records Managed (millions)	696,355	6,191,225	8,466,871	10,466,871
<b>Efficiency:</b> Ratio of electronic data managed to storage capacity	67%	69%	87%	69%

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

**Objective 2.1** By fiscal year 2008, increase data transferred via the Web by a factor of 40 over Fiscal Year 2004 actuals.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Inputs:</b> Inquiries received via traditional sources	46,682	52,956	56,679	60,646
In person visits to the Archives	8,185	7,621	7,600	7,600
Website requests (hits on servers)	106,829,999	156,798,582	230,493,916	338,826,056
<b>Outputs:</b> Items circulated to Searchroom (in person)	11,874	8,294*	8,400	8,500
Data transferred via Web (gigabytes)	3,510	10,834	33,477	66,954
<b>Outcome:</b> Percentage increase in data transferred electronically**	130%	609%	2,000%	4,200%

\* note: figure does not include records distributed on microfilm which became a self service operation

\*\*note: percentage calculated from the Fiscal Year 2004 baseline of 1,527 gigabytes

# STATE ARCHIVES

---

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

**Goal 3.** Facilitate a broad and better understanding of State government and the archival record through the *Maryland Manual*, educational programs and published historical works.

**Objective 3.1** In Fiscal Year 2008, continue to describe the agencies, budgets, functions, historical evolution, organizational structure, origin, personnel, reports (mandated), and other aspects of State, county and municipal government in the *Maryland Manual On-Line*.

	2005	2006	2007	2008
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Inputs:</b> Government agencies described	678	662	662	662
<b>Outputs:</b> Files maintained, compiled, edited, & posted	6,933	7,368	8,114	8,925
Text & image files (megabytes)	110	116	132	145
Website requests (hits on servers)	22,142,162	20,540,446	22,594,490	25,853,939
<b>Outcome:</b> <i>Maryland Manual On-Line</i> increase in use	19%	-7%	10%	14%

**Objective 3.2** In Fiscal Year 2008, add value to the understanding of the archival record by interpreting records and making the results accessible through electronically published historical compilations and analyses, and research on the Underground Railroad (UGRR) in Maryland (<http://mdslavery.net>).

	2005	2006	2007	2008
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Outputs:</b> Number of completed complex research inquiries	572	649	611	611
Number of individuals identified by UGRR project	11,480	23,676	24,676	25,676
Number of newspaper runaway ads identified	11,263	12,514	13,014	13,514

# STATE ARCHIVES

---

## D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

### PROGRAM DESCRIPTION

The Commission on Artistic Property is the official custodian of the State's art collections. Artistic Property, Conservation, 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 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, and conservation. 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 the documentary history of 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.** Inventory, catalogue, insure, and preserve State-owned art collections

**Objective 1.1** Inventory and catalog 100% of State-owned art collections on an annual basis.

<b>Performance Measures</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Estimated</b>
<b>Inputs:</b> Annapolis Collection:				
Fine arts objects	996	1004	1024	1044
Insured value of collection (in millions)	\$10,314	\$10,409	\$10,609	\$10,809
<b>Peabody Collection:</b>				
Fine arts objects	368	368	368	368
Works on paper (watercolors, drawings & prints)	1,100	1,100	1,100	1,100
Insured value of collection (in millions)	\$19,205	\$19,205	\$19,205	\$19,205
<b>Outputs:</b> Completion of inventory of Annapolis and Peabody Collections:				
Percentage of capitalized fine arts objects inventoried	100%	100%	100%	100%
<b>Quality:</b> Rate of compliance with government regulations to inventory state-owned art collections				
	100%	100%	100%	100%

**Objective 1.2** By the close of Fiscal Year 2009, conserve 100% of State-owned art from the Annapolis Collection that are on public display and are classified as being in poor or fair condition (per 2000 condition survey) in order to preserve the State's investment in the collections and increase the number of works available for exhibition. By the close of Fiscal Year 2010, conserve 100% of State-owned art from the Peabody Collection classified as being in poor or fair condition (per 2001 condition survey) in order to preserve the State's investment in the collection and increase the number of works available for exhibition.

<b>Performance Measures</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Estimated</b>
<b>Inputs:</b> Annapolis Collection:				
Items in poor condition	205	215	225	235
Items in fair condition	299	314	324	334
<b>Peabody Collection:</b>				
Fine arts objects in poor condition	154	154	154	154
Fine arts objects in fair condition	95	94	92	89

## STATE ARCHIVES

---

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

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
Fine arts objects in good condition	119	120	122	125
Works on paper in poor condition (watercolors, drawings & prints)	109	109	109	109
Works on paper in fair condition	647	647	647	647
Works on paper in good condition	344	344	344	344
<b>Outputs:</b> Annapolis Collection objects conserved	8	5	5	5
Peabody Collection fine arts objects and works on paper conserved	1	3	2	3
<b>Outcomes:</b> Percent of items in poor/fair condition conserved	.6%	0.5%	0.5%	0.5%
<b>Efficiency:</b> Percent of Annapolis Collection fine arts in good condition	49%	47%	46%	45%
Peabody Collection percent of fine arts objects and works on paper in good condition	31.5%	31.6%	31.7%	31.9%

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

**Objective 2.1** By June 2008, increase the number of items in Annapolis and Peabody Collections on display to the public.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Inputs:</b> Total number of items in Annapolis Collection (capitalized inventory only)	741	749	759	769
Total number of items in Peabody Art Collection (not including works on paper collection)	368	368	368	368
<b>Outputs:</b> Number of items in Annapolis Collection on display (capitalized inventory only)	637	645	653	661
Number of items in Peabody Art Collection on display (not including works on paper)	139	139	140	142
<b>Outcome:</b> Percent of items in Annapolis Collection on display	86%	86%	86%	86%
Percent of items in Peabody Art Collection on display (not including works on paper)	37.8%	37.8%	38%	39%

**Objective 2.2** By June 2008, increase the number of online catalogue pages for the State-owned art collections available on the Internet by 10% in order to increase public awareness of the collections.

	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Outputs:</b> Online catalogues of art	324	332	368	406

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2008</b>	<b>Page 1 of 5</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
--	--	---

## DISCUSSION OF PERFORMANCE – UNITS OF MEASUREMENT

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

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

**Fundamental Infrastructure.** MFR and budget documents together define the fundamental infrastructure required for a successful archives. Requirements include a physical infrastructure (storage requirements for permanent records) and information technology infrastructure. The IT infrastructure will provide:

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

**Electronic Records.** 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.

**Electronic Archives.** To meet these challenges, the primary response of the Archives has been to create a truly viable and permanent electronic archives. The electronic archives encompasses a number of 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 an electronic archives. Examples of these initiatives include:

- *mdlandrec.net* An image retrieval system for land records and land record indices in Maryland
- *plats.net* The image reference system for Land Survey, Subdivision, and Condominium Plats
- *aomol.net* The Archives of Maryland Online currently provides access to over 471,000 historical documents that form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government
- *mdihp.net* The Maryland Historical Trust's Historic Sites Survey materials
- *mdgovpics.net* The model program for preserving contemporary photos taken by the State's photographers
- *mdhistpics.net* An image retrieval system for historical photos from our special collections (under development)

The primary focus of the Program in FY2006 was on completing the initial development, implementation, and roll out of *mdlandrec.net*. Through successful implementation of the *plats.net*, ELROI (the courts' recordation system), and the *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 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.

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2008</b>	<b>Page 2 of 5</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
--	--	---

By the end of FY2006, mdlandrec.net was fully implemented in 18 counties. In all, the Archives acquired and migrated 61,868,166 land record and index images into the Archives' mass storage arrays. Additionally, the Archives generated archival microfilm and provided security duplicates of approximately 12,291,749 images of recent filings from the courts. Archives added 72,394 images to plats.net, Maryland's digital system for accessing plats. As of June 30, 2006, the Archives has been able to make available more than 145,000,000 digital images of Maryland plats, land records, and indices through plats.net and mdlandrec.net.

"Phase I" of mdlandrec.net will be completed by the end of September 2006. As currently envisioned, this will encompass 60 years retrospective, (from present day back), of land records online. Following completion of this initial phase, the focus will shift with the Archives completing the following in fiscal years 2007 and 2008:

- Placement online of all remaining extent land records and index books
- Development of an enhanced version of mdlandrec.net that will provide greater system security, faster, more effective searching capability and upgraded database and operating system structures
- Implementation of a disaster recovery and business continuity model
- Image improvement and record reconstitution for those images scanned from poor quality microfilm that are difficult to read
- Validation and verification exercises to guarantee image quality.

By the end of FY2008, 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 200,000,000 plat, land record, and index images.

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 and demonstrate the efficiency with which self-help digital delivery of records can improve archival service, reduce costs, and promote preservation.

**Archives – Custodian of the Permanent Record (Goals 1 and 2 of Program DA10.01)**

To care for and maintain the integrity of government records requires basic storage facilities, an information technology infrastructure, and reference services.

**Storage Requirements**

The most basic requirement for record preservation is to move records from a costly (often destructive) office environment to the secure and environmentally stable custody of the State Archives. A huge obstacle to achieving this primary objective is the lack of space in which to safely house archival material. Presently, in addition to the Dr. Edward C. Papenfuse State Archives Building in Annapolis, three adjunct facilities hold government records. Together, these facilities store 274,251 cubic feet of permanent record material. Significantly, nearly half of that amount is held in substandard, rented facilities. The lack of temperature and humidity controls in the rented spaces threatens the longevity of these permanent records. The plan to build an archival facility, approved in the five-year capital budget plan, should be fast-tracked to remedy of this situation.

In addition, despite the migration from paper to electronic records in government, the quantity of permanent records created by State and local government continues to grow. The rate of growth is now impossible to determine because of inaccurate and incomplete reporting of record retention schedules to DGS. Several years ago this incomplete records inventory conducted by the Department of General Services showed an additional estimated 164,913 cubic feet of permanent material still housed with originating agencies. This estimate is now bound to be quite low.

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2008</b>	<b>Page 3 of 5</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
--	--	---

### Information Technology

In FY2006, the Archives received 156,798,582 requests for 65,000 gigabytes of data on our website, a 46.8% increase in requests and 71.1% increase in data available over FY2005. At the end of FY2006, some 158,938,394 files (html, gif, tif, max, or jpg) were made available to the public. Approximately 2% of the files are textual materials, such as the Maryland Manual On-Line, biographical research, educational materials, transcriptions, and finding aids derived from 6,191,225,270 database records. The balance of the site holds roughly 144,368,224 images of land records and indices in Archives' custody.

### Reference Services

In the past, genealogists and historical researchers constituted a major component of the Archives' patronage. Visits by this traditional group has leveled off and even fallen over the years. Our newer patrons are those individuals who have an immediate need for access to vital records, deeds to property, criminal and civil court cases, tax assessments and a wide-variety of other documents needed for legal purposes. In effect, the State Archives provides these individuals with the essential evidence they need to secure and protect their rights. But, far more significant than the "new" patron seeking more contemporary records, is the new model for reference services - - the one in which patrons request and receive service through the Internet. Some facts:

- Last year users of plats.net accessed 1,818,727 plat images, 90.7% from their homes and offices
- At the close of FY 2006, the Archives had over 14,000 individual subscribers to mlandrec.net. This compares to 7,621 visitors to our Search Room for all of last year.
- Tens of thousands of photographs were downloaded from the *mdgovpics.net* site which hosts contemporary photos taken by the State's photographers. In the past, these photos were developed by traditional means and sent via U.S. mail at considerable expense.
- In the past, obtaining a copy of a vital record (birth and death), entailed searching index information at the Archives. By placing some of the indexes online, the Archives allows customers to do their own research and thus speed up retrieval. Last year, 56% of all orders were from individuals who found their own index reference online without the help of an archivist.

Reference Services continues to serve the Maryland Judiciary and other State agencies by maintaining records in a secure and safe environment and by providing timely access, either traditionally through providing paper copies or electronically with on-line access. Given the increase in the transfer of court records and other State agency records to the Archives and its three off-site warehouses, the demand for access will only grow. The Archives could do an even more efficient and effective job if all the records were located centrally in our main building in Annapolis, rather than being dispersed in three off-site locations.

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

An important function of the Archives is to add value to the archival record by interpreting primary documents and making the results accessible through electronically published historical compilations and analyses. By conducting such research, the Archives serves constituencies that include legislators, government officials, historians, teachers, students, land title researchers, genealogists, and the general public.

### Archives of Maryland Online

During FY2006, the Archives of Maryland Online placed over 40,000 pages of material on the web related to Maryland history, not including the land record material noted above. The main priority of <http://aomol.net> remained the Laws of Maryland from the last quarter of the twentieth century. Work also focused on making the Proceedings of the House of Delegates from the nineteenth century available, as well as early judicial records from state and county courts. All of these sources are placed online initially as images, and fully searchable text is added later as time and resources allow. The Archives maintains public private partnerships with concerned donors such as the Maryland State Questers and the Kitty Knight Questers, Chapter 1031. These groups presented the Archives with grant funds to be used for the conservation and preservation scanning of a volume of early Kent

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2008</b>	<b>Page 4 of 5</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
--	--	---

County, Maryland, probate records. The results of this project will be placed on the Archives of Maryland Online site during FY2007. Staff will continue to pursue these goals through FY2008 in an effort to provide access to records which form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government.

### **Underground Railroad in Maryland**

In FY2002 using largely volunteer staff, the Archives began conducting biographical, demographic and geographical research related to the Underground Railroad in Maryland. To date, this study has resulted in a database of approximately 12,000 documented cases of slave flights and over 100,000 electronic records related to free and enslaved blacks. Focusing primarily on the years between 1830 and 1860, these database records were made publicly accessible and searchable in FY2007 through <http://mdslavery.net>. This project was initially supported by a \$25,000 grant from the National Park Service awarded because of the unique perspective and wealth of primary resources the Archives brought to the study. Also in FY2003, the Archives won a competitive grant of \$250,665 and, in FY2004, a second competitive, multi-year grant of \$544,000 from the U.S. Department of Education to continue this project. The Archives has formed a number of public private partnerships to support the initiative. With the Reginald F. Lewis Maryland Museum of African American History and Culture, the Archives established a partnership to feature the results of this research on public computer workstations in the Museum's resource center. In FY2007 the Archives has applied for a new grant from the U.S. Department of Education with the support of several additional partners such as the Banneker-Douglass Museum and Historic Stanton Center of Annapolis, Maryland. Notification of the funding status from the federal government is expected in September 2006, which will enable this groundbreaking project to continue.

### **Conclusion**

It is the Archive's essential mission to appraise, acquire, describe, preserve, and make electronically available the permanent records of the past, while providing current information about Maryland State, county and municipal government. As we enter the 21<sup>st</sup> Century, the advent of electronic government has meant that the Archives also must increasingly must also assume a greater responsibility in disaster recovery and business continuity planning for State government.

Since 1995, the Archives has led in the use of the Web to deliver services electronically to Maryland citizens. Through its partnership with Maryland's Judiciary, the Archives has inaugurated a model electronic archives that has proven a success. Plats and mdlandrec customer traffic in the court has been diminished. The ease of access has afforded an economic benefit to the State and to the companies that use these legal instruments. This phenomenal increase in access to public records was accompanied by a similar increase in the effective preservation of these materials. Hundreds of thousands of originals were retired from public circulation and transferred to secure archival storage. They were replaced by digital copies that could be more easily and widely distributed than was ever possible with the originals. This effort will continue through FY2008, making it possible to retire tens of thousands of deteriorating at-risk original land records from public circulation in the courthouses, placing them in archival storage, and effectively preserving them for future generations. At the same time, these materials are being made available digitally to a far broader constituency than was ever dreamed of at any prior time in history.

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2008</b>	<b>Page 5 of 5</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
--	--	---

**DA10.02 ARTISTIC PROPERTY**

The State of Maryland is extremely fortunate to own two art collections that are of enormous national artistic and historical importance - the Annapolis Collection and the Peabody Collection. Both are important cultural assets for Maryland and its citizens. The Annapolis Collection, collected by the State over more than two centuries, is on display throughout the Annapolis complex and adds immeasurably to the interpretation of these public buildings, especially the State House. Without paintings such as Washington, Lafayette and Tilghman at Yorktown; Washington Resigning His Commission; and the portraits of Maryland's four Signers of the Declaration of Independence, the State House would not be nearly as historically and artistically interesting as it is today.

Assembled by prominent Baltimoreans, the Peabody Collection is a significant collection of American and European art of the 18th, 19th and 20th centuries. Both collections are made accessible to the public through exhibitions within the Annapolis complex, at cultural institutions in Baltimore, and on the Archives' website. Recent loan requests for paintings in the Peabody Collection have come from major cultural institutions in Europe and the U.S. This collection, once largely unknown, has been made more accessible through imaging technology and is an important resource for art history scholars around the world.

In FY2007 and FY2008, the Commission will be conserving some of the most historically and artistically important items in the collections, beginning with the renowned portraits of William Pitt, William Paca and Maryland's four Signers of the Declaration of Independence, most of which were assessed as being in poor condition during the 2000 and 2001 condition assessments of the two collections. We are gratified that the state is recognizing the importance of the art work it owns and is taking responsibility for its long-term preservation. To supplement these funds, the Commission will also seek other sources of funding for conservation, through loans to other institutions which have agreed to pay for conservation of borrowed items and through grants to conserve specific, historically important works of art. The Commission staff also works closely with the staff of Government House on matters relating to artwork, exhibits, furnishings, and the preservation of the residence.

Finally, FY2007 marks the beginning of an historic effort by the Commission to completely transform the visitor experience to the State House. This will include improving signage around State Circle, upgrading entrance and security procedures, new exhibits that interpret four centuries of the history of Maryland and the State House, and crowd control methods to make the environment more enjoyable for both visitors and those who work in the building. The first phase, which is already underway, is a master plan for all of the exterior and interior spaces within State Circle. For FY2008, the Commission will be submitting a request for Over the Target funding for the implementation of this very exciting project, including detailed design and construction of the new exhibits and other aspects of the master plan.

# STATE ARCHIVES

## Data Definitions

---

### D60A10.01 Archives

**Electronic record storage capacity (gigabytes)** This is the total storage space available in Hitachi Data Systems 9570V and 9585V after creating RAID-5 groups, formatting LUNs and configuring volumes. It is only counted for one set of the mirror storage devices which are physically located in two different computer rooms. This data is reported by the Hitachi Resource Manager (DAMP) and is verified by Veritas Volume Manager. Note: the ratio of electronic data online to storage capacity should ideally be about 60%.

**Electronic data managed (gigabytes)** Defined as the amount of data available to the public as an electronic publication of the *Archives of Maryland Online Series*. Data is reported by the Solaris operating system by using the “df – k” command on server mega0 and then aggregating the size of all volumes together. Data is verified by Veritas Volume Manager. This data does not include mirrored data, protected data, data backed-up to other media including disk or tape or data managed remotely.

**Website files online (images, htms, etc.)** Total number of files available to the public as an electronic publication of the *Archives of Maryland Online Series*. Data are derived by running a script on megafile2 every weekend to collect file name, size, and last modified date of all files. Data are aggregated and reported via SQL server. This number does not include mirrored data, protected data, data backed-up to other media including disk or tape or data managed remotely.

**Database Records Managed (millions)** Total number of database records resident on all Archive servers including those used for redundancy or load balancing of incoming data requests.

**Ratio of electronic data managed to storage capacity** This ratio measures the usage of electronic storage space and its availability. Formula: electronic data online / electronic record storage capacity. Figure should be less than 60% for optimal operation of storage arrays.

**Inquiries received via traditional sources** Requests for information and / or record material received as written requests via U.S. mail, reference phone inquiries, e-mail requests, as well as inquiries received about Maryland State government.

**Website requests (hits on servers)** This is the total successful visits received by web servers. It is derived by aggregating the hits on all of the Archives’ web servers. FY06 actual data is pulled from log files at <http://stats.mdarchives.state.md.us/spandex.htm> which includes Archive1, Archive4, Archive5, Archive8, Archive9 and Guide. The estimated data for FY07 and FY08 are based on increasing from FY05 to FY06, which is about 47%.

**Data Transferred via the Web** Total size of all files downloaded by the public.

**Complex Research Inquires** 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. Many times these requests originate from other state agencies, government officials or the press. 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.

The source of this data is the MSAREF workorder database MSA SC 5458 both series 51 and 35. The figure includes research questions, internal scanning, and internal records transfer requests, but does not include requests for Xidex copying reels of film for placement in the searchroom or for NICS orders (criminal background checks).

# STATE ARCHIVES

## Data Definitions

---

**Number of individuals identified by the UGRR project** The department recommends changing this output measure title to the above, as the number reflects more than just the individuals with documented connections to the UGRR. The project staff, in working on the mapping element of mdslavery.net, has identified many landowners on the county cadastral maps who do not have a documented involvement with the slave flight or resistance. However, we still recorded this information once obtained, rather than losing it for its genealogical and research value. Therefore, this project goes beyond the study of the UGRR only.

The source of this data is the SQL database for the UGRR project, specifically the case studies table. The case studies table is a PIN number database for the UGRR project where staff gives each unique individual an identification number in which to unify additional work done on the individual. It is akin to a social security number assigned by database.

**Number of newspaper runaway ads** The source of this data is the SQL database for the UGRR project, specifically the runaway ads table. The runaway ads table is where the staff strips information found in Maryland contemporary newspapers advertising for the return of runaways to their owners. Note that committal notices are included in this total (these are ads placed by local law enforcement officials about presumed slaves they have in custody). However, 1,780 Domestic Traffic Ads are not included in the above 2006 Actual number (these are advertisements looking to sell, buy, or hire out slaves).

### D60A10.02 Artistic Property

**Catalogue** A complete description of an object in a collection including maker, medium, date, dimensions and history of ownership.

**Conservation** Reconditioning and preserving a work of art or decorative art object to stabilize any active deterioration and allow for safe display. Requires professional treatment by a trained conservator who specializes in the individual areas such as painting, sculpture, furniture, ceramics or textiles.

**Inventory** The process of accounting for each item in the state's collection by physically confirming its location and condition.

**Preservation** To keep or maintain intact a work of art or decorative art object and protect it from deterioration and damage.

# STATE ARCHIVES

## Objectives and Strategies Fiscal Year 2008

---

### D60A10.01 ARCHIVES - STATE ARCHIVES

**Objective 1.1** Accommodate all permanent records transferred to the Archives through fiscal year 2008.

- Strategy 1.1.1 Continue to monitor records transfers to ensure that requests for transfers do not exceed capacity
- Strategy 1.1.2 Continue to work with DGS and DBM to develop facilities master plan to build archival facility to accommodate records in substandard, rented facilities
- Strategy 1.1.3 Provide daily updates to land record index data
- Strategy 1.1.4 Process on a daily basis all land record instruments transferred from the courts

**Objective 2.1** By fiscal year 2008, increase data transferred via the Web by a factor of 40 over Fiscal Year 2004 actuals.

- Strategy 2.1.1 Increase storage capacity while retiring existing Hitachi 5400 series storage array
- Strategy 2.1.2 Continue to monitor usage of critical applications and add server, load balancing and bandwidth capacity as necessary
- Strategy 2.1.3 Rescan from paper or use image enhancing techniques to make more legible images that were derived from poor microfilm
- Strategy 2.1.4 As resources allow, scan other indexes and record series and make available via the web

**Objective 3.1** In Fiscal Year 2008, continue to describe the agencies, budgets, functions, historical evolution, organizational structure, origin, personnel, reports (mandated), and other aspects of State, county and municipal government in the *Maryland Manual On-Line*.

- Strategy 3.1.1 In Fiscal Year 2008, compile print version and publish the *Maryland Manual, 2008: A Guide to Maryland Government*.
- Strategy 3.1.2 Preserve and make accessible for research electronic government publications and reports.

**Objective 3.2** In Fiscal Year 2008, add value to the understanding of the archival record by interpreting records and making the results accessible through electronically published historical compilations and analyses, and research on the Underground Railroad in Maryland (<http://mdslavery.net>).

- Strategy 3.2.1 Reapplication for new UGRR grant to allow us to continue and expand the project to new counties. Close out work on current DOE grant by end of 2006 calendar year, and hopefully start work on new grant January 2007.
- Strategy 3.2.2 Convert *Archives of Maryland Online* (aomol.net) to more up-to-date, less labor intensive, more user-friendly model. Migrate existing file formats to PDF format.
- Strategy 3.2.3 Continue to answer complex research inquiries that come in from other government agencies, officials, and the press, and prepare research materials for use in public speeches and presentations by the State Archivist. Scan related materials and place them online.
- Strategy 3.2.4 Conduct cooperative paid research project with the SHA on the 100th anniversary of the agency with research results published online. This includes scanning special collections and government documents for presentation online.
- Strategy 3.2.5 Pursue a volunteer pilot project on Black Entrepreneurship in Maryland to be pursued in greater depth if the UGRR project does not get new grant funding. Seek grant funding.
- Strategy 3.2.6 Conduct cooperative research project on the history of Maryland Women in the Law. Seek grant funding.
- Strategy 3.2.7 Continue to assist with local law school students and the State Archivist in the random sampling, appraisal, and analysis of our court files including teaching students how to find and read records and imaging materials for posting online.

### DA10.02 ARTISTIC PROPERTY - STATE ARCHIVES

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

- Strategy 1.1.1 In Fiscal Years 2007 and 2008 conduct annual physical inventory of all State-owned artwork. Revalue the most important works and report updated insurance values to the appropriate fiscal officers.

**STATE ARCHIVES**  
**Objectives and Strategies Fiscal Year 2008**

---

Objective 1.2 By close of Fiscal Year 2009, conserve 100% of State-owned art objects in the Annapolis Collection that are on public display and are classified as being in poor or fair condition (per 2000 condition survey), in order to preserve the State's investment in the collection. By close of Fiscal Year 2010, conserve 100% of State-owned art objects in the Peabody Collection classified as being in poor or fair condition (per 2001 condition survey) in order to preserve the State's investment in the collection and increase the number of works available for exhibition.

Strategy 1.2.1 The appropriation of State funding for conservation work in Fiscal Years 2007 and 2008 will make possible the preservation of three to five of the most historically and artistically important objects in the State-owned art collections in each fiscal year. In order to pursue funding for additional conservation activities, the agency will actively solicit grant monies from Federal and private sources based on the national historical significance of the collections. It will pursue 100% reimbursable conservation projects with other agencies interested in displaying State-owned artwork and will explore the establishment of partnerships with other institutions to achieve conservation goals through the potential loan of artwork from the collections.

Objective 2.1 By June 2008, increase the number of items in the Annapolis and Peabody Collections on display to the public

Strategy 2.1.1 The agency will pursue opportunities to display objects in the State-owned art collections in State-owned facilities and exhibition sites. It will also pursue opportunities with museums and other arts organizations to collaborate on exhibitions that feature objects from the State-owned art collections.

Objective 2.2 By June 2008, increase the number of online catalogue pages for the State-owned art collections available on the Internet by 10% in order to increase public awareness of the collections

Strategy 2.2.1 The agency will continue updating electronic records accession records for the State-owned art collections. The agency will also continue to place research data and other information relating to the State-owned art objects on-line.