

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 businesses and associations, fine and decorative arts, as well as maps, newspapers, photographs, and private papers, including oral histories, and religious bodies (particularly as they relate to the recording of births, deaths, and marriages). Our central mission is to identify, 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 administrative, fiscal, legal, historical or educational value. Where appropriate, make these materials available online.
- Goal 2.** Describe the agencies, budgets, functions, historical evolution, organizational structure, origin, personnel, reports (mandated) and other aspects of State, county and municipal government in the *Maryland Manual On-Line* (mdmanual.net).
- Goal 3.** Facilitate a broad and better understanding of the archival record through educational programs and published historical works searchable in the *Archives of Maryland Online* (aomol.net).
- Goal 4.** Manage, conserve, exhibit, and interpret State fine arts collections.

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D60A10.01 ARCHIVES - STATE ARCHIVES

PROGRAM DESCRIPTION

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

MISSION

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

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

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

Objective 1.1 Seek resources to secure all permanent records transferred to the Archives through Fiscal Year 2011.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Record storage capacity (cubic feet)	331,556	331,556	331,556	331,556
Records in custody (cubic feet)	327,924	334,458	349,458	364,458
Outcome: Percent of storage capacity filled	99%	101%	105%	110%

Note: * As of December 2008, the Archives' warehouses were filled to capacity.

Objective 1.2 Through Fiscal Year 2011 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 achieve these objectives.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Electronic record storage capacity (gigabytes)	153,600	153,600	153,600	153,600
Output: Electronic data managed (gigabytes)	75,778	76,031	76,988	78,040
Website files online (images, htmls, etc.)	197,444,647	205,607,595	215,700,595	226,730,595
Database records managed (millions)	9,097	12,525	13,525	14,525
Efficiency: Ratio of electronic data managed to storage capacity	49%	49%	50%	51%

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

Objective 2.1 By Fiscal Year 2011 increase data transferred via web by at least 5,731% over Fiscal Year 2004.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Inquiries received via traditional sources	115,185	126,128	137,480	149,853
In-person visits to the Archives	5,323	6,083	6,883	7,683
Website requests - hits on servers (in thousands)	631,229	614,806	598,810	583,230
Output: Items circulated to Searchroom (in person)	8,194	9,587	11,217	12,124
Data transferred via web (gigabytes)	52,465	62,581	74,648	89,041
Outcome: Increase in data transferred electronically**	3,336%	3,998%	4,789%	5,731%

Note: ** Calculated from Fiscal Year 2004 baseline of 1,527 gigabytes

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D60A10.01 ARCHIVES - STATE ARCHIVES (Continued)

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

Objective 3.1 In Fiscal Year 2011, describe Maryland State, county and municipal government in the *Maryland Manual Online*; seek funding for a printed edition; and identify, preserve, and make accessible online government publications and reports.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Government agencies described	720	723	723	723
Output: Files maintained, compiled, edited, & posted	8,911	9,431	10,374	11,411
Graphics accessioned & scanned	757	1,138	500	500
Government publications accessioned	5,789	8,895	11,210	11,220

Objective 3.2 In Fiscal Year 2011 add value to the understanding of the archival record by interpretation of records, electronic publication of historical compilations and analyses, and research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government (aomol.net), and the Legacy of Slavery in Maryland (mdslavery.net.)

	2008	2009	2010	2011
Performance Measures*	Actual	Actual	Estimated	Estimated
Output: Number of volumes of <i>Archives of Maryland Online</i>	754	816	828	840
Image files of the <i>Archives of Maryland Online</i> posted on web	584,646	600,046	624,646	644,646
<i>Archives of Maryland Online</i> website requests – hits on servers	25,048,471	12,092,964	14,511,557	17,413,868
Number of individuals identified by <i>Legacy of Slavery Program</i>	35,446	47,961	50,000	52,500
Number of outreach activities by <i>Legacy of Slavery Program</i>	49	65	75	85
Outcome: <i>Archives of Maryland Online</i> increased use over prior year	142%	-52%	20%	20%

Note: * For non-land record-related volumes

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D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

PROGRAM DESCRIPTION

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

MISSION

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

VISION

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

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASUREMENTS

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

Objective 1.1 Inventory, catalogue, and insure all of the State art collections annually.

Performance Measures	2008 Actual	2009 Actual	2010 Estimated	2011 Estimated
Input: Annapolis Collection:				
Fine arts objects	1,553	1,560	1,575	1,590
Insured value of collection (in millions)	\$11,842	\$11,875	\$11,900	\$11,930
Peabody Collection:				
Fine arts objects	449	449	449	449
Works on paper (watercolors, drawings & prints)	1,100	1,100	1,100	1,100
Insured value of collection (in millions)	\$19,205	\$19,205	\$19,205	\$19,205
Output: Percent of capitalized fine arts objects inventoried – Annapolis and Peabody Collections	100%	100%	100%	100%
Quality: Rate of compliance with government regulations to inventory State art collections	100%	100%	100%	100%

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

Performance Measures	2008 Actual	2009 Actual	2010 Estimated	2011 Estimated
Input: Annapolis Collection:				
Items in poor condition	422	427	432	437
Items in fair condition	520	525	530	535
Items in good condition	611	608	613	618
Peabody Collection:				
Fine arts objects in poor condition	152	150	150	150
Fine arts objects in fair condition	92	89	89	89

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	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Fine arts objects in good condition	205	208	209	210
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
Output: Annapolis Collection objects conserved	44	9	3	3
Peabody Collection fine arts objects & works on paper conserved	5	3	1	1
Outcome: Percent of items in poor or fair condition conserved	2.5%	1%	.2%	.2%
Efficiency: Percent of Annapolis Collection fine arts in good condition	39%	39%	39%	39%
Percent of Peabody Collection fine arts objects & works on paper in good condition	35%	36%	36%	36%

Goal 2. Provide public access to State art collections and guided tours and interpretation of State House.

Objective 2.1 By June 2011 increase the number of items in the Annapolis and Peabody Collections on display to the public.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Annapolis Collection total number of items (capitalized inventory only)	793	801	816	831
Peabody Art Collection total number of items (not including works on paper collection)	449	449	449	449
Output: Annapolis Collection items on display (capitalized inventory only)	517	546	592	604
Peabody Art Collection items on display (not including works on paper)	254	257	260	265
Outcome: Percent of Annapolis Collection items on display	65%	68%	72%	73%
Percent of Peabody Art Collection items on display (not including works on paper)	57%	57%	58%	59%

Objective 2.2 By June 2011, increase the number of online catalogue pages for the State art collections on the web by 10% in order to promote public awareness of the collections.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Output: Online catalog pages of State-owned art collections available on Archives' website	1,027	1,527	1,575	1,600

Objective 2.3 By June 2011, increase the number of visitors to the State House who receive guided interpretive tour.

	2008	2009	2010	2011
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Number of visitors to the State House	*	92,112**	200,000	210,000
Output: Number of visitors to the State House receiving guided interpretive tour	*	9,395**	23,290	29,290
Outcome: Percent of visitors to State House receiving guided Interpretive tour	*	10%	12%	14%

*no data available

** FY 2009, data available for January through June

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D60A10.01 Archives

The Managing For Results (MFR) submission for the State Archives highlights core functions of the agency and presents a plan for achieving measureable results. Goals for the principal program (DA 10.01) focus on the requirements of the agency to:

- Serve as custodian of the State’s permanent records and fine art,
- Make publicly accessible these treasures, and
- Provide intellectual interpretation.

Achieving these goals is hindered by a lack of archival space to store permanent records and fine art storage and the lack of General Fund support for agency operations.

When the Archives main facility in Annapolis became full in 2000, the State rented storage space as a stop-gap measure. These warehouses, however, do not meet archival standards, lacking any temperature and humidity controls. They also fall far short of archival requirements covering: the fabric of the building (its floors, foundation, structural columns, roof, etc.); available HVAC to maintain a constant level of temperature, humidity, and air quality; the means to control light, building security, and fire detection and suppression systems. The plan to build an archival facility should be fast-tracked as a long-term solution to address this unsatisfactory situation.

In addition, these rented facilities filled to capacity by December 2008. The most elemental requirement for records preservation is to move records from a costly and often destructive office environment to the secure and environmentally stable custody of the State Archives. Our experience has demonstrated that the Archives can expect 20,000 to 25,000 cubic feet of record transfers each year for the near term. The time has come to move forward on fulfilling this most fundamental responsibility and provide a permanent home for Maryland’s documentary and artistic treasures. *See* Capital Budget project request: www.msa.md.gov/msa/intromsa/html/budget.html.

Support for a Records Management Program in Maryland

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

When an agency fails to update its retention and disposition schedule, no knowledge of important records exists outside of that agency. Nor is there any legitimate way to determine what to keep or for how long, nor any legitimate process for an agency to dispose of any records. The absence of a records schedule (the lynch pin of records management) stymies effective planning for and execution of any information lifecycle management scheme. It also can have fiscal and legal repercussions. Executive management of all three branches of Maryland State government, county and municipal leaders, and the Archives need to support and expand upon the records scheduling activities of the Records Management Division of the Department of General Services (DGS) to:

- Provide a reasonable level of outreach to county and local government agencies, many of whom are not aware of their records management duties;
- Encourage State agencies to use DGS warehouse facilities and staff to store and then destroy nonpermanent records;
- Encourage all levels of government to regularly deposit permanent electronic data in the electronic archives;
- Safeguard those electronic records created and maintained in proprietary agency systems by transfer into the nonproprietary, State-controlled electronic archives maintained by the Archives;
- Establish policies, procedures, and online resources to make the inventory and transfer of permanent electronic records easier; and
- Revise records management and archives regulations, as necessary, to facilitate the scheduling of government records and publications.

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Particular attention must be paid to the State's permanent electronic records.

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

Conclusion

Maryland is in the midst of the greatest economic challenge of our time. No one who takes up a career in public service does so with the expectation of having to slowly dismantle the programs they sought to improve. Yet, looking at the agency budget alone, one might infer that is in fact what has happened. Since 2002 the Maryland State Archives has seen its budget cut by one quarter. Archives all over the country are suffering from the economic downturn. Nevertheless, Maryland will weather this storm and continue to be a model for other states to emulate.

Long ago, the Archives recognized that innovative ways deliver vital services with greater efficiencies and effectiveness. Since 1995, the Archives has led in the electronic delivery of services to Maryland citizens. Through partnership with Maryland's Judiciary, the Archives inaugurated a model electronic archives. With *plats.net* and *mdlandrec.net* on the web, customer traffic in the court diminished. The ease of access afforded an economic benefit to the State and to the companies using these legal instruments. This phenomenal increase in access to public records accompanied a similar increase in the effective preservation of these materials. Hundreds of thousands of original records were retired from public circulation, and transferred to secure archival storage. Replaced by digital copies, they more easily and widely are distributed than ever was possible with the originals. Through Fiscal Year 2011, this effort will continue: tens of thousands of deteriorating, at-risk original records will be retired from public circulation, placed in archival storage, and effectively preserved for future generations. At the same time, materials are being made available digitally to a far broader constituency than ever before. But for all this achievement, in some ways, Maryland's public records potentially are at greater collective risk than at any previous time. Leadership, at all levels and in all branches of government, must:

- Provide secure archival storage;
- Revitalize agency records management programs; and
- Give clear guidance and direction on records management practices to government agencies, as well as devise an easy-to-use mechanism for records inventory.

Finally, the State's considerable investment in information technology must be safeguarded by the prudent and orderly preservation of electronic records. The principles upon which we as a people were founded depend on it.

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DA10.02 ARTISTIC PROPERTY

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

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

Assembled by prominent Baltimoreans for the benefit of all Maryland citizens, the Peabody Collection is a significant collection of American and European art of the 18th, 19th and 20th centuries. Major cultural institutions in Europe and the United States have requested loans of paintings from the Peabody Collection. Once largely unknown, the Collection has been made more accessible through imaging technology, and is an important resource for art history scholars around the world.

With funding provided in Fiscal Year 2009, the Commission conserved two of the most historically significant paintings in the Collection: Charles Willson Peale's portraits of William Paca and William Pitt. With funding available in Fiscal Year 2010, the frames for the portrait of William Paca, and the highly valuable and historically significant original 18th century frame for *Washington, Lafayette and Tilghman at Yorktown*, will be conserved, allowing these portraits to return to public display. However, due to budget cuts, no conservation funds are available in Fiscal Year 2011 baseline. This jeopardizes the Commission's ability to conserve the paintings scheduled to return to public display as part of the recreation of the Old House of Delegates Chamber in the State House. To complete the necessary conservation treatment for *The Planting of the Colony of Maryland* and the portrait of Governor Thomas Hicks funds must be sought.

Commission staff also works closely with the staff of Government House on matters relating to artwork and exhibits, and the preservation of the residence and its furnishings.

In Fiscal Year 2009, the Commission began operating the State House Visitor Center in order to fill the vacuum left by the departure this year of the Division of Tourism Development which formerly ran a welcome center, offering interpretive tours. To staff the Visitor Center and provide guided tours and information to thousands of visitors each month, the Archives hired three contractual staff. Despite authorization by the State House Trust to operate the Center and hire staff, no funding was provided to the Archives for this public service. Funds need to be allocated for this staff if the Archives is going to be able to continue offering visitor services in the State House.

Finally, one of the most fundamental responsibilities of cultural institutions which own fine art on behalf of the public is to adequately store and care for collection elements not on display. At this time, over 1,000 items in the collections are housed at other institutions. Many, including the Baltimore Museum of Art, the Walters, MICA, the Peabody, and others, do not charge the State for storage. Indeed, many of these institutions even assist with conservation. Most of those objects, however, are stored in rented space for which the Archives is not funded. In Fiscal Year 2009, due to budget reductions, Commission staff were required to move most of the stored collection out of a rented warehouse and consolidate the items in rented Archives warehouses that are not suitable for fine arts storage. Those items deemed too historically valuable to be housed in nonclimate-controlled warehouses have been placed in rented professional art storage facilities for which the Archives is not funded. Funds need to be allocated for the storage of our fine arts until such time as permanent Archival storage for art collections is made available through the capital program for the Archives building expansion.