

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.

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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 2004 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.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Records pending transfer to Archives (cubic feet)	*	161,113	164,913	168,713
Records received (cubic feet)	10,932	10,397	10,500	10,500
Storage space (square feet)	75,075	75,075	75,075	85,075
Outputs: Records in custody (cubic feet)	220,638	231,035	241,535	252,035
Pallet capacity (cubic feet)	19,062	17,027	20,303	18,637
Shelving capacity (cubic feet)	201,576	214,008	221,232	233,398
Outcome: Shelving capacity added (cubic feet)	6,462	12,432	7,224	12,166
Additional square feet of leased space	0	0	0	10,000
Quality: Reduction of backlog of permanent State records (annualized)	4%	4%	4%	4%
Efficiency: Percent records shelved to records received	59%	120%	68%	116%
Records (cubic feet) stored per square foot	2.94	3.08	3.22	2.96

Note: * New measures for which data is not available.

Objective 1.2 Through Fiscal Years 2003 and 2004, 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.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Electronic storage required for all permanent archival records in State government (gigabytes)	*	902,582	911,582	920,582
Images received from <i>mllandrec.net</i> , Registers of Wills & State Highway Administration (gigabytes)	*	14.5	990	567
Images scanned by Archives' staff (gigabytes)	110	273	603	1567
Electronic record storage capacity (gigabytes)	500	800	2,500	4,500
Outputs: Total image files online	935,014	2,951,566	9,326,949	29,473,159
Electronic data online (gigabytes)	190	463	2,056	4,190
Website files online (images, htmls, etc.)	2,081,363	4,157,738	8,305,511	16,527,967
Outcome: Additional electronic storage (gigabytes)	400	300	1700	2000
Website visits (unique hosts)	1,142,540	1,467,422	1,645,258	2,404,224
Website requests (hits on servers)	34,641,292	53,422,258	73,722,716	101,737,348
Quality: Websites, increase in use (by unique hosts)	30%	30%	30%	30%

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Efficiency: Ratio of files online to storage capacity	38%	58%	82%	93%
Percentage of all permanent State records online		0.05%	0.22%	0.44%

Note: * New measures for which data is not available.

Objective 1.3 In Fiscal Year 2004 improve access to records through the expansion of web-based delivery of reference services by 12%.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Patron inquiries (traditional)	76,633	79,731	82,920	86,237
Patron visits (traditional)	15,091	13,498	14,000	14,500
Patron inquiries (web-based)	34,641,292	53,422,258	73,722,716	101,737,348
Outputs: Records circulated (traditional)	150,927	143,026	150,000	150,000
Records circulated (web-based provided as data transferred in gigabytes)	563.58	1051.24	1965.82	3676.08
Records circulated (<i>plats.net</i>)	313,147	768,773	850,000	950,000
Outcome: Percentage of traditional inquiries handled within prescribed response time	61%	51%	40%	35%
Increase in electronically circulated records (<i>plats.net</i>)		146%	11%	12%
Percentage increase in records circulated (web-based)	NA	87%	87%	87%
Images online (<i>plats.net</i>)	186,059	516,575	637,623	991,153
Quality: Patron satisfaction (percentage of images replaced on <i>plats.net</i>)	0.54%	0.44%	0.34%	0.24%
Reference services error rate	Unknown	1.99	3.98	3.98
Average response on Archives' service patron survey	*	*	*	*
Efficiency: Ratio of records digitally delivered (i.e., plats) vs. traditional 2 to 1		5.37 to 1	5.66 to 1	6.33 to 1
Percent of work completed based on demand for service (traditional)	*	*	48%	52%

Note: * New measures for which data is not 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.

Objective 2.1 In Fiscal Year 2004, prepare and continuously update State, county and municipal government information dynamically through the *Maryland Manual On-Line*, and derive the legally mandated print version of the *Maryland Manual*.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: State agencies described	242	427	443	457
Intercounty agencies described	10	12	12	12
County governments described	23	23	23	23
Municipal governments described	157	157	157	157
Text & image files online	3,557	4,330	4,763	5,239
Text & image files (megabytes)	46.4	48.8	51.2	53.7
Outputs: Files compiled, revised, updated, edited & posted	3,557	4,330	4,763	5,239
Hyperlinks (internal, external & e-mail links)	42,823	63,893	70,281	77,307
Images accessioned	273	177	100	50
Outcome: Website visits (unique hosts)	411,253	545,358	599,893	659,882
Website requests (hits on servers)	8,308,892	11,474,707	12,935,048	14,228,552
<i>Maryland Manual</i> biannual distribution	0	2,784	0	2,800
Quality: <i>Maryland Manual On-Line</i> , increase in use	*	38%	20%	20%

Note: * New measures for which data is not available.

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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>).

Objective 3.1 In Fiscal Year 2004, 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.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: <i>Archives of Maryland Online</i> files stored (gigabytes)	46.9	55.9	64.7	73.7
<i>Archives of Maryland Online</i> files targeted	3,494,535	3,650,000	3,800,000	3,950,000
Biographical files stored (gigabytes)	4.08	4.29	4.48	4.68
Targeted Biographies	8,500	8,500	8,500	8,500
Reference files stored on <i>msaref.net</i> (gigabytes)	*	10.48	31.00	51.00
Topical Research files stored on <i>ecplio.net</i> (gigabytes)	6.04	23.18	40.00	57.00
Legal reference files on Potomac River on <i>mdag.net</i> (gigabytes)	3.54	4.36	5.50	5.50
State House historical files stored on <i>mdstatehouse.net</i> (gigabytes)	*	6.5	7.6	7.6
Special Collections catalog records stored (gigabytes)	20.00	34.14	48.00	62.00
Land survey descriptions stored on <i>martenet.org</i> (gigabytes)	15.50	43.86	71.00	99.00
Outputs: <i>Archives of Maryland Online</i> files created	198,937	246,886	241,322	250,000
Biographical files created or revised online	12,353	11,725	12,000	12,000
Reference database entries created or revised (<i>msaref.net</i>)	*	4,195	8,390	8,390
Topic files database entries created (<i>ecplio.net</i>)	407	1,831	1,800	1,800
Legal database entries on Potomac River created/revised (<i>mdag.net</i>)	2039	370	150	150
State House historical database entries created (<i>mdstatehouse.net</i>)	*	1047	185	0
Land survey descriptions database entries created (<i>martenet.org</i>)	*	16,683	17,000	17,000
Outcome: <i>Archives of Maryland Online</i> web hits	3,893,982	8,086,524	10,512,481	13,666,226
<i>Archives of Maryland Online</i> website visitors served	77,575	100,102	129,170	166,629
Targeted biographies completed (cumulative)	1,500	1,862	2,224	2,586
Legal reference files accessed Potomac River (<i>mdag.net</i>)	102,848	35,177	12,000	9,000
Legal reference website visitors (<i>mdag.net</i>)	51	150	50	25
Land survey descriptions accessed on web (<i>martenet.org</i>)	26,283	109,363	200,000	200,000
Land survey descriptions website visitors (<i>martenet.org</i>)	56	45	50	50
Files online (<i>msaref.net</i>)	*	19,659	60,000	98,000
Files online (<i>ecplio.net</i>)	101,369	219,495	320,000	440,000
Files online (<i>mdag.net</i>)	48,390	50,204	60,000	60,000
Files online (<i>mdstatehouse.net</i>)	*	24,815	28,537	28,537
Files online (special collections)	*	1,448,725	1,490,725	1,532,725
Files online (<i>martenet.org</i>)	76,420	179,056	281,000	383,000
Quality: User satisfaction survey will begin Fiscal Year 2003	*	*	*	*
Efficiency: Percentage of total biographies completed	17%	22%	26%	30%
Percentage of total biographies placed online	14.6%	18.8%	23%	27.3%
Percentage of <i>Archives of Maryland Online</i> files completed	5.7%	6.7%	6.3%	6.3%

Note: * New measures for which data is not available.

Objective 3.2 In Fiscal Year 2004, 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.

	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Slavery Commission mandated research projects	NA	7	7	7
Outputs: Files stored (gigabytes)	NA	31	32	33
Files created (administrative)	NA	200	400	400
Files created or revised (research)	NA	228,085	79,500	83,030
Outcome: Slavery Commission mandated projects completed	NA	2	5	7
Efficiency: Percentage of projects completed of total	NA	28.5%	85.7%	100%

Note: * New measures for which data is not available

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Objective 3.3 In Fiscal Year 2004, 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.

Performance Measures	2001	2002	2003	2004
	Actual	Actual	Estimated	Estimated
Inputs: Number of applicants to internship program	28	49	39	39
Outputs: Number of interns employed	20	14	19	19
Number of volunteer hours (Reference Services only)	3,666	4,297	8,500	8,500
Number of teachers participating in Teaching American History in Maryland Program	*	*	37	45
Outcome: Volunteer and intern projects assigned	14	10	9	9
Lesson plans created by teachers participating in Teaching American History in Maryland Program	*	*	111	135
Quality: Teachers' feedback relating to Teaching American History in Maryland Program			*	*

Note: * New measures for which data is not available

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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, 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. This program creates exhibitions of State-owned art collections and other archival materials, and provides research on the State House and support for the State House Trust and Government House Trust

MISSION

To manage the State-owned art collections through their proper appraisal, 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 research on the State House.

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 building.

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	2001 Actual	2002 Actual	2003 Estimated	2004 Estimated
Inputs: Annapolis Collection				
Fine arts objects (per 2001 condition survey)	850	857	867	880
Insured value of collection (in millions)	\$7.702	\$7.894	\$8.091	\$8.283
Total number of objects	1,319	1,329	1,339	1,349
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)	\$19.354	\$19.837	\$20.333	\$20.841
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	70%	100%	100%	100%
Quality: Rate of compliance with government regulations to Inventory state-owned art collections	70%	100%	100%	100%

Goal 2. Preserve State-owned art collections.

Objective 2.1 By the close of Fiscal Year 2009, conserve 100% of State-owned art objects from the Annapolis Collection classified as being in poor 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.

Performance Measures	2001 Actual	2002 Actual	2003 Estimated	2004 Estimated
Inputs: Annapolis Collection				
Fine arts objects in poor condition	187	186	179	152
Fine arts objects in fair condition	256	259	253	253
Fine arts objects in good condition	407	412	435	475
Object conservation funding (all materials, contracts & administrative costs)	\$10,628	\$6,250	\$14,245	\$186,643
Outputs: Annapolis Collection				
Objects conserved	3	2	22	35

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Outcome: Annapolis Collection				
Objects conserved, increase	*	0%	1000%	59%
Efficiency: Annapolis Collection				
Fine arts objects suitable for public display	*	4%	4.9%	5.3%

Note: * New measures for which data is not available

Objective 2.2 By the close of Fiscal Year 2010, conserve 100% of State-owned art objects from the Peabody Collection classified as being in poor 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.

Performance Measures	2001 Actual	2002 Actual	2003 Estimated	2004 Estimated
Inputs: Peabody Collection				
Fine arts objects in poor condition	149	149	149	119
Fine arts objects in fair condition	100	100	98	98
Fine arts objects in good condition	119	119	121	131
Works on paper in poor condition	*	109	109	87
Works on paper in fair condition	*	650	650	650
Works on paper in good condition	*	341	341	383
Object conservation funding (all materials, contracts & administrative costs)	0	0	0	\$239,640
Outputs: Peabody Collection fine arts objects and works on paper conserved	5	2	3	52
Outcome: Peabody Collection				
Increase in fine arts objects and works on paper conserved	*	0%	50%	1633%
Efficiency: Peabody Collection				
Fine arts objects and works on paper suitable for display	1%	3%	3%	4%

Note: * New measures for which data is not available

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.

Performance Measures	2001 Actual	2002 Actual	2003 Estimated	2004 Estimated
Inputs: Public exhibitions funding	\$8,887	\$6,250	\$6,250	\$10,000
Outputs: Public exhibitions	1	2	2	3
Outcome: Public exhibitions, increase	0	1	0	1

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.

Performance Measures	2001 Actual	2002 Actual	2003 Estimated	2004 Estimated
Inputs: Requests for information related to State-owned art collections	*	45	50	55
Outputs: Electronic research entries on State-owned art objects available on Archives' website	0	2	117	232
Outcome: Electronic research entries of State-owned art Objects available on Archives' website, increase	*	200%	5750%	98%

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

Objective 4.1 In Fiscal Year 2004, 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.

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	2001	2002	2003	2004
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Files created relating to State House Trust activities	*	100	120	140
Record series searched for historical records	39	80	20	10
Image series searched for historical images	30	40	25	10
Outputs: Records placed online (cumulative)	800	2540	3940	4740
Images placed online	550	810	960	1035
Outcome: Percent increase in records placed online	*	218%	55%	20%
Percent increase in images placed online	*	47%	19%	8%

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Managing for Results - Objectives and Strategies

Objective 1.1 By Fiscal Year 2004 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.

Strategy 1.1.2 Provide adequate storage space for the proper care of the paper records by the end of Fiscal Year 2004 by installing 42 sections of shelving in existing leased space and acquiring 10,000 square feet of additional leased space.

Strategy 1.1.3 Implement by Fiscal Year 2004 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.

Objective 1.2 Through Fiscal Years 2003 and 2004, 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.

Strategy 1.2.1 Increase Archives' electronic storage capacity by 3700 gigabytes to accommodate the electronic data that will be acquired during the plan period.

Strategy 1.2.2 Through Fiscal Years 2003 and 2004 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.

Objective 1.3 In Fiscal Year 2004, 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.

Strategy 1.3.2 In Fiscal Year 2004, complete Phase II of *plats.net* installations in eight jurisdictions.

Strategy 1.3.3 In Fiscal Year 2004, complete retrospective land record scanning for the two jurisdictions targeted for *mlandrec.net*.

Strategy 1.3.4 By the end of Fiscal Year 2004, double the number of volunteer hours contributed to reference work and collection processing by recruiting and training volunteers from the historical and genealogical communities that use our facilities.

Strategy 1.3.5 Deploy staff, volunteers, and interns to review the content and scope of all government record descriptions and all special collections with emphasis on discerning the key historical and educational subject matter within each.

Objective 2.1 In Fiscal Year 2004, prepare and continuously update State, county and municipal government information dynamically through the *Maryland Manual On-Line*, and derive the legally mandated print version of the *Maryland Manual*.

Strategy 2.1.1 In Fiscal Year 2004, provide government information services through web-based presentations and respond to an estimated 20 % increase in inquiries about government via e-mail.

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- Strategy 2.1.2** In Fiscal Year 2004, compile, verify, and make web-accessible the local election returns of Maryland counties and municipalities.
- Strategy 2.1.3** In Fiscal Year 2004, update and maintain 105 organizational charts of State government agencies, and 24 organizational charts of local jurisdictions.
- Strategy 2.1.4** In Fiscal Year 2004, compile, edit, and print the *Maryland Manual* (book edition).
- Objective 3.1.** In Fiscal Year 2004, 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 2004, complete the acquisition and conversion of all the Laws of Maryland from 1912 through 1950.
- Strategy 3.1.2** In Fiscal Year 2004, complete research on specially funded projects concerning prominent Marylanders, such as women nominated to the Women's Hall of Fame and individuals presented with awards by the Legislature.
- Strategy 3.1.3** In Fiscal Year 2004, complete the remaining 15% of research and documentation of the history of the State House for the Historic Structure Report.
- Objective 3.2.** In Fiscal Year 2004, 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.
- Strategy 3.2.1** By Fiscal Year 2004, execute the historical research and resources preservation agenda set forth by the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland, including completion of the first phase of Maryland Underground Railroad research.
- Objective 3.3.** In Fiscal Year 2004, 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.
- Strategy 3.3.1** In Fiscal Year 2004, revise the approach to the intern program by exploring a new model of managing internship resources.
- Strategy 3.3.2** In Fiscal Year 2004, conduct tours, workshops, and training sessions at the Archives for teachers, students, and researchers, as well as for delegations from other countries on the value and usefulness of permanent records.