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MARYLAND STATE ARCHIVES

(8/31/2004)

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

In FY2004, the Archives acquired and migrated 26,519,803 land record and index images into the Archives mass storage arrays. All of these have been incorporated into *mdlandrec.net*, the archival system for managing preservation of and access to land records and indexes. At the same time, *mdlandrec.net* was fully implemented in Howard and Worcester counties in FY2004. Additionally, the Archives generated archival microfilm and provided security duplicates of approximately 14,387,400 images of recent filings from ELROI, Maryland's digital land recordation system. The Archives also added 171,090 images to PLATO (*plats.net*), Maryland's digital system for accessing plats. And, in the same period, users of PLATO accessed 1,088,705 plat images (77.8% from their homes & offices). Through *mdlandrec.net* and *plats.net*, the Archives has made available more than 30,000,000 digital images of Maryland land records and indices, and plats, as of June 30, 2004.

By the end of FY2004, the Archives had stored over 4,386 gigabytes of electronic archival records. In FY2005, the Archives expects to take on an additional 87,588,871 land record images through the *mdlandrec.net* initiative. In FY2006, this number will increase by another 32,235,524 images. In FY2006, the partnership with the Judiciary will afford the electronic storage and servers necessary to archivally preserve and offer enhanced public access to more than 147,000,000 plat, land record and index images, as well as provide for arrangements for disaster recovery and business continuity in time of emergency.

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The documented achievements of these interagency land-record initiatives (*ELROI*, *mdlandrec.net*, & *plats.net*), impressive as they may be, represent just a portion of the challenge confronting the State Archives. Thousands of records (many of them vital to the lives of our citizens) require preservation in electronic form. The success of these initiatives (well documented in the MFR) serves as a model for meeting this challenge. Tight budgets argue strenuously for improved access to records through the expansion of web-based delivery services. The undeniable success of *plats.net* demonstrates the efficiency with which self-help digital delivery of records can improve archival service, reduce costs, promote preservation, and potentially produce revenue.

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 Hall of Records in Annapolis, two adjunct facilities hold government records. Together, their shelving capacity totals 253,992 cubic feet. Holdings at all facilities now total 253,729 cubic feet. Nonetheless, despite the migration from paper to electronic records in government, the quantity of permanent records created by State and local government continues to grow at an estimated rate of 3,800 cubic feet per year. In addition, the statewide records inventory conducted by the Department of General Services shows an additional estimated 164,913 cubic feet of material housed with originating agencies.

At the close of FY2004, the Hall of Records in Annapolis was filled to capacity, housing 168,480 cubic feet of records (3.74 cubic feet of material per square foot of space). Similarly, the storage facility in Linthicum is filled to capacity, housing 30,912 cubic feet of records (3.03 cubic feet of material per square foot of space). The remaining facility in Glen Burnie, even with the acquisition of 32,760 additional cubic feet of shelving in FY2004, is filled nearly to capacity, housing 50,064 cubic feet (2.70 cubic feet of material per square foot of space). Records transfers already scheduled through the end of calendar year 2004 will exceed the facility's current shelving capacity of 54,600 cubic feet. Moreover, the steady roll out of the *ELROI* and *mdlandrec.net* systems will necessitate the transfer of additional thousands of cubic feet of court records to the Archives. To accommodate agency demand for records transfers and meet minimum transfer requirements through FY2007, the Archives will acquire and construct 73,584 cubic feet of additional shelving and lease an additional 25,000 square feet of space. Special Funds are identified in the FY2005 budget for this purpose.

Perhaps most importantly, budget constraints are compelling a shift of requisite funds for warehouse storage from General Funds to Special Funds. It is hoped that the General Fund support can be restored.

Information Technology

Requirements for the information technology infrastructure continue to grow, despite a zeroing out of the General Fund IT budget for the Archives in FY2003 and FY2004. Nevertheless, performance in the area of providing access to government records through electronic means continues to exceed expectations.

In FY2004, the Archives received 73,823,887 requests for 4,386 gigabytes of data on our website, a 21.3% increase in requests and 305% increase in data available over FY2003. At the end of FY2004, some 35,163,325 files (html, gif, tif, max, jpg, or pdf) were available to the public. Approximately 4.6% of the files are textual materials, such as much of the *Maryland Manual On-Line*, biographical research, educational materials, transcriptions, and finding aids derived from 449,615,408 database records. The balance of the site holds roughly 33,545,773 images of land records and indices in Archives' custody.

Two principal initiatives collectively represent a significant achievement by ensuring long-term access to and preservation of important records and will serve as a model for the future development of a true electronic archives: *mdlandrec.net*, and *plats.net*. The *mdlandrec.net* is a *Digital-Image Retrieval System for Land Records and Indices in Maryland* (a

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joint project of the Maryland Judiciary and the State Archives). The *plats.net* is a *Digital-Image Reference System for Land Survey Subdivision, and Condominium Plats*. Together, they represent a substantial addition to the digital publications offered through the *Archives of Maryland Online* series. With the expansion of *mdlandrec.net* to incorporate all of Maryland's 24 jurisdictions, the *Archives of Maryland Online* series will grow significantly in FY2006.

Reference Services

Archives' reference staff perform a service operation, assisting patrons in determining precisely what information is needed, where it is described and stored; and securing it for the patron. While this may be done either face to face in the Searchroom or remotely through written or electronic correspondence, the essential functions are human interchanges and provision by Archives staff expertise and assistance to the citizens and government of the state. Staff levels, particularly in reference area, remain below that necessary to properly respond to government and individuals. To deal with some of these issues, the Archives is in the process of converting many services to web-enabled, self-help systems in order to handle some of the overwhelming demand. Unfortunately, the necessity of providing essential and immediately required certified copies of legal documents to citizens, or of returning required files to originating agencies, or of assisting patrons in person in the Search Room, cannot be met entirely with a digital solution. As a result, while many inquiries can be handled through enhanced electronic services many more demands for traditional services are going unmet in both qualitative and quantitative terms.

Those record series (especially indices) most frequently used, are scanned for web-based publication. Part of the vital records index was made available on-line in FY2004, and will be expanded through FY2005 and FY2006. Even with digital solutions, however, there exists a need to support basic reference services and recruit and retain archivists with appropriate skills and knowledge. Homeland and personal security depend on this expert Archives staff. Social security payments, remarriage permission, employment, and gun permits all require the work of Archives personnel. Finally, any understanding of our past, as a society, as families, or as individuals requires an understanding of the permanent records and the ability to access them.

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

An important function of the Archives is to add value to the archival record by interpreting records 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

For FY2004, the *Archives of Maryland Online* placed over 60,000 pages of material on the web related to Maryland history (in addition to the land record material noted above). The main focus was to post images of the Laws of Maryland from 1637 to 1963. Other sources made available online include *A Relation of Maryland* (1635), which contains early commentary on the founding of Maryland, the 1632 charter granted by King Charles I to Lord Baltimore, and a narrative of the voyage and early life of the settlers. Maryland constitutional materials also were posted on the web, including the searchable text of the 1851 Constitution and the constitution proposed by the Constitutional Convention of 1967-1968. In FY2005, additions to the full searchable text for the Laws of Maryland will continue. Work will begin as well on making accessible the proceedings of the House of Delegates from 1800 to the present.

Underground Railroad in Maryland

Several public-private partnerships were formed by the State Archives in FY2004 in order to fund research projects. Currently, the Archives is conducting biographical, demographical and geographical research related to the Underground Railroad in Maryland. This research will institute online indexing of enslaved population records, and compile a pool of over 10,000 documented cases of slave flights from the 1830s through the 1860s. Documents are being transcribed into a searchable database linked to digital images. With the Reginald F. Lewis Museum of African American History and Culture, the Archives has established a partnership to feature the results of this research on public computer workstations in the Museum's resource center. In FY2003, this work was supported by a \$25,000 grant from the National Park Service, awarded to the Archives because of its unique and fresh perspective brought to this field of history. The Archives won a competitive grant of \$250,665 in FY2003 and a second competitive, multi-year grant of

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\$544,000 in FY2004 from the U.S. Department of Education based on a proposal submitted to study the Underground Railroad in Maryland. The second grant will fund research into FY2007.

Conclusion

It is our 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.

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. Indeed, by the end of FY2006, all Maryland land records from the founding of the State up to and including the present will be electronically archived. Accordingly, performance measures now show a rapid increase in the quantity of electronic images of records placed online: a nearly 500% actual increase from FY2003 to FY2004, and an almost 400% increase projected for FY2005. More dramatically reflecting the acceleration of change, the actual number of database records managed has leaped from eighteen million in FY2003 to nearly four hundred and fifty million in FY2004 (23 times as large as before), while the projected number will more than double by FY2006. At the same time, the actual number of website files online nearly quadrupled since FY2003, and is expected to quadruple again by FY2005. It is critical that the staff and fundamental infrastructure of the Archives be maintained to support this technological revolution in government records that proceeds at an ever-quickenning pace.

Finally, to perform the agency’s most fundamental function, accommodation must be made for the requisite funds to pay for the storage of the public’s records.

DA10.02 ARTISTIC PROPERTY

The two State-owned art collections - the Annapolis Collection and the Peabody Collection - are valuable artistic and cultural assets to Maryland and its citizens. Both are nationally and internationally recognized for their artistic and historical importance. The Annapolis Collection represents three centuries of Maryland history. Assembled by prominent Baltimoreans, the Peabody Collection is a significant collection of American and European art of the nineteenth and twentieth 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. The paintings and furniture in the Annapolis Collection help interpret Maryland history for visitors to the State House, Government House, the State Senate and House of Delegates office buildings, and other structures in the Annapolis complex. Recent loan requests for paintings in the Peabody Collection have come from major cultural institutions in London, Copenhagen, and Bilbao, as well as Washington, DC; Los Angeles; Portland, Oregon; Rochester, New York; and Williamstown, Massachusetts.

In FY2001, the General Assembly appropriated \$30,000 for a conservation assessment of the Annapolis Collection, and in FY2002, another \$30,000 to assess the Peabody Collection. These surveys identified and prioritized the need for conservation in order to preserve the collections for future generations. They also indicated a critical need for significant conservation within both collections. Because of recent budget constraints, requested funds for conservation have not been forthcoming. Nonetheless, the Commission on Artistic Property has sought other sources of funding for conservation, through loans to other institutions which have agreed to pay for conservation of borrowed items. The Commission also has applied for grant funding to conserve specific, historically important works of art. It is the hope of the Commission that, when the State’s budget picture improves, the State will fund the care and exhibition of these two very important collections.

Finally, the Artistic Property staff also provides support for the State House Trust and the Government House Trust. They also maintain contact with the members of the State House Trust, the Department of General Services and the Maryland Historical Trust on all matters relating to the use of the public areas of the building, and issues regarding its maintenance and preservation. The department also works closely with the staff of Government House on matters relating to artwork, exhibits, furnishings, and the preservation of the residence.

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