

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.
- Goal 5.** Provide disaster recovery and security backup for all records vital to the operation of Maryland government.

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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 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 2007.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Record storage capacity (cubic feet)	253,992	332,028	332,028	332,028
Records in custody (cubic feet)	249,456	258,109	297,000	312,000
Outcome: Percentage of storage capacity filled	98%	78%	89%	94%

Objective 1.2 Through Fiscal years 2006 and 2007 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.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Electronic record storage capacity (gigabytes)	28,000	56,800	85,800	117,800
Outputs: Electronic data managed (gigabytes)	4,386	38,000	70,000	102,000
Website files online (images, htmls, etc.)	35,163,325	91,632,605	186,030,000	200,000,000
Database Records Managed (millions)	449,615	696,355	1,011,635	1,466,871
Efficiency: Ratio of electronic data managed to storage capacity	16%	67%	82%	87%

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

Objective 2.1 By fiscal year 2007, increase data transferred via the Web by a factor of 10 over Fiscal Year 2004 actuals.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs:				
Inquiries received via traditional sources	42,226	46,682	51,600	56,769
In person visits to the Archives	9,518	8,185	8,200	8,200
Website requests (hits on servers)	73,823,887	106,829,999	113,037,860	133,384,675
Outputs: Items circulated to Searchroom (in person)	11,696	11,874	12,000	12,200
Data transferred via Web (gigabytes)	1,527	3,510	8,072	15,016
Outcome: Percentage increase in data transferred electronically	*	130%	130%	86%

* new measure

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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 2007, 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*.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Government agencies described	681	678	678	678
Outputs: Files maintained, compiled, edited, & posted	6,379	6,933	7,626	8,388
Text & image files (megabytes)	95.9	110	121	133
Website requests (hits on servers)	18,687,910	22,142,162	24,356,378	26,791,015
Outcome:				
<i>Maryland Manual On-Line</i> increase in use	17%	19%	10%	10%

Objective 3.2 In Fiscal Year 2007, 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>).

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Outputs: Number of completed complex research inquiries	564	572	500	550
Number of individuals documented that MSA has documented involvement in the Underground Railroad	10,876	11,480	12,000	12,500
Number of newspaper runaway ads identified	10,385	11,263	11,500	12,000

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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, 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.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Annapolis Collection				
Fine arts objects	955	996	1026	1056
Insured value of collection (in millions)	\$10.155	\$10.314	\$10.500	\$10.650
Peabody Collection				
Fine arts objects	368	368	368	368
Works on paper (watercolors, drawings & prints)	1100	1100	1100	1100
Insured value of collection (in millions)	\$19.205	\$19.205	\$19.205	\$19.205
Outputs: Completion of inventory of Annapolis and Peabody Collections				
Percentage of capitalized fine arts objects inventoried	100%	100%	100%	100%
Quality: Rate of compliance with government regulations to Inventory state-owned art collections				
	100%	100%	100%	100%

Objective 1.2 By the close of Fiscal Year 2009, conserve 100% of State-owned art from the Annapolis Collection 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.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs:				
Annapolis Collection				
Items in poor condition	190	205	215	225
Items in fair condition	279	299	314	329
Peabody Collection				
Fine arts objects in poor condition	149	154	159	164
Fine arts objects in fair condition	95	95	95	95

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Fine arts objects in good condition	124	119	114	109
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
Outputs:				
Annapolis Collection objects conserved	2	8	0	0
Peabody Collection fine arts objects and works on paper conserved	3	1	0	0
Outcomes: Percent of items in poor/fair condition conserved	.004%	.02%	0	0
Efficiency: Percent of Annapolis Collection fine arts in good condition	50.1%	49.4%	48.4%	47.5%
Peabody Collection percent of fine arts objects and works on paper in good condition	31.9%	31.5%	31.2%	30.9%

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

Objective 2.1 By June 2007, increase the number of items in Annapolis and Peabody Collections on display to the public

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Total number of items in Annapolis Collection (capitalized inventory only)	660	692	712	732
Total number of items in Peabody Art Collection (not including works on paper collection)	368	368	368	368
Outputs: Number of items in Annapolis Collection on display (capitalized inventory only)	520	528	548	558
Number of items in Peabody Art Collection on display (not including works on paper)	139	139	139	139
Outcome: Percent of items in Annapolis Collection on display	78.8%	76.3%	77.4%	77%
Percent increase of items in Annapolis Collection on display		1.5%	3.8%	1.8%
Percent of items in Peabody Art Collection on display (not including works on paper)	37.7%	37.7%	37.7%	37.7%
Percent increase of items in Peabody Collection on display	0%	0%	0%	0%

Objective 2.2 By June 2007, 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.

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Requests for information related to State-owned art collections	150	500	600	660
Outputs: Online catalogue pages for State-owned art collections available on Archives' website	304	324	356	391
Outcome: Percentage increase in online catalogue pages of State-owned art collection available on Archives' web site	10.5%	6%	10%	10%

Goal 3. Support the work of the State House Trust and the Government House Trust and conduct research on the history of the State House and Government House. In Fiscal Year 2007, 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.

Objective 3.1: Maintain records relating to the State House and Government House

	2004	2005	2006	2007
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Files created relating to State House Trust activities	60	81	90	90
Files created relating to Government House Trust activities	15	20	20	20
Outputs: Record and images series searched for historical records	50	10	10	15
Records & images relating to State House in <i>mdstatehouse.net</i>	5242	5358	5908	6443
Outcome: Percent increase in State House records in <i>mdstatehouse.net</i>	*	2.2%	10.3%	9.1%

* new measure