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**MARYLAND STATE ARCHIVES**  
**MANAGING FOR RESULTS**  
**DISCUSSION OF PERFORMANCE – UNITS OF MEASUREMENT**

August 31, 2005

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. This initial effort will be completed in FY2006. In FY2007, we then can turn our attention to the digital capture and preservation of additional record series vital to establishing and safeguarding real property rights and to issues such as disaster recovery and the enhancement and replacement of defective images.

In FY2005, the Archives acquired and migrated 55,967,279 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* has been made available in every jurisdiction but Baltimore City. In FY2006, the Archives and the Judiciary will complete roll out of the improved PDF version of *mdlandrec.net* into all 24 Maryland jurisdictions. Additionally, the Archives generated archival microfilm of 13,166,706 images of recent filings from ELROI, Maryland's digital land recordation system, and provided 19,569,261 duplicate security images, on film or CD, to Maryland's courts. The Archives also added 144,003 images to PLATO (*plats.net*), Maryland's digital system for accessing plats. And, in the same period, users of PLATO accessed 1,366,768 plat images (81% from their homes & offices). Through *mdlandrec.net* and *plats.net*, the Archives has made available more than 83,445,775 digital images of Maryland land records and indices, and plats, as of June 30, 2005.

By the end of FY2005, the Archives had stored over 38,000 gigabytes of electronic archival records. In FY2006, the Archives expects to take on an additional 67,050,486 land record images through the *mdlandrec.net* initiative. In FY2007, this number will increase by another 20,000,000 images. In FY2007 and through FY2008, the partnership with

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the Judiciary will afford the electronic storage and servers necessary to archivally preserve and offer enhanced public access to more than 170,000,000 plat, land record and index images, as well as provide for arrangements for disaster recovery and business continuity in time of emergency.

The documented achievements of these interagency land-record initiatives (ELROI, *mlandrec.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. The undeniable success of *mlandrec.net* and *plats.net* also demonstrate 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 Dr. Edward C. Papenfuse State Archives Building in Annapolis, three adjunct facilities hold government records. Together, these facilities store 258,109 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. 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 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.

The Archives will be working with the Department of Budget and Management and the Department of General Services to develop a capital budget program to address the long term storage requirements of the State.

#### **Information Technology**

The Archives provides 24 x 7 Internet access, e-mail service, and firewall security to the Annapolis Campus Network of state agencies which includes the Comptroller, Treasurer, Department of Budget & Management, State Board of Elections, etc. This gateway for the exchange of government information requires the Archives to maintain telecommunications, routing, firewall applications, DNS services for Internet, primary name server for over 200 domains, web servers, mail servers, configuration of security services for special applications, and support for network administrators and webmasters at a number of agencies.

The Archives has added electronic storage capacity at a rate of 4,300 gigabytes for Fiscal Year 2003 and 23,700 gigabytes in Fiscal Year 2004; and, an additional 28,800 gigabytes in Fiscal Year 2005 in order to keep up with the demand placed on the system by the millions of images generated by the *mlandrec.net* initiative.

The Archives began tracking the amount of data transferred through the firewalls in Fiscal Year 1999. Through Fiscal Year 2001 there was an average annual increase of 87%. This data includes (but is not limited to) e-mail, HTTP, FTP, and telnet traffic. There was only a 4% increase in data transferred from Fiscal Year 2003 to Fiscal Year 2004. However, the Fiscal Year 2004 increase from 2003 was 33% and the Fiscal Year 2005 increase from 2004 is now over 100%.

Today the Archives' considerable archival record series data is managed in over 25,276 databases containing 696,354,773 records of data. Over the last Fiscal Year, about 98% of the databases were migrated from dBASE IV to SQL with an Access front end. There are only 107 databases remaining in dBASE IV which will be migrated to SQL this Fiscal Year. This has been a major accomplishment on the part of the database administrators as it was becoming more and more difficult to maintain data in the older format. These

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tables (databases) track our collections, and allow for index access to record series in traditional and web-based formats as well as aiding in the maintenance of the normal business functions of the Archives.

There are approximately 91,632,605 html and image files on the Archives' web site. Only 2% are textual materials, such as the Maryland Manual On-Line, biographical research, educational materials, transcriptions, and finding aids derived from database inventories. The remaining 98% of the files are images of volumes on the Archives of Maryland Online website at <http://aomol.net> and land records and indices for [mdlandrec.net](http://mdlandrec.net).

### **Reference Services**

Reference Services at the State Archives continues to serve citizens, the Maryland Judiciary, and other State agencies by providing ready access to public records which touch upon the daily lives of Marylanders and which facilitate the efficient and effective running of State government. Reference Services provides individuals with 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 individuals with the essential evidence they need to secure and protect their rights. Traditionally, these records have also been used by genealogists and historical researchers, who in the past have been a major component of the Archives' patronage. While visits by our traditional patrons, i. e. genealogists and historical researchers have been on the decline, visits by our new patrons seeking more modern records has remained steady and given the increase in court records and other records being transferred to the Archives, will grow. Reference Services also serves the Maryland Judiciary and other State agencies by maintaining their 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.

One major trend in Archives' individual patronage in the past decade is the gradual movement from the repeat patron, such as the genealogist or historical researcher to the one time visitor who is seeking records for immediate legal use, such as an old tax assessment to prove the value his property or the widow who needs a marriage record in order to collect retirements benefits. The Judiciary and other State agencies continue to transfer large quantities of paper, microfilm, and electronic records to the Archives. The Archives will continue to provide access to these records both for the individual patron and for Judiciary and State agency personnel.

### **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**

During FY2005, the Archives of Maryland Online placed over 50,000 pages of material on the web related to Maryland history (in addition to the land record material noted above). The main priority was to post images of the Laws of Maryland from 1963 to the end of the twentieth century. Work also focused on making available the Proceedings of the House of Delegates for the nineteenth century. All of these sources are placed online initially as images, and fully searchable text is added later as time and resources allow. Various other works of historic interest were also made available, such as eighteenth century newspapers detailing the Revolutionary War in Maryland and the building of the new nation. Staff will pursue these same goals in FY06, in an effort to continue providing worldwide electronic access to records which help form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government. The Archives formed a public-private partnership with the Maryland State Questers and the Kitty Knight Questers, Chapter 1031. Through a grant, they paid for the conservation, scanning, and transcription of early Kent County, Maryland, court records the results of which have been posted online. The Questers have applied for a similar grant for FY06 to benefit the Archives.

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### **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 11,000 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 \$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 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 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. Since 1995, the number of plats viewed each year by Maryland citizens has increased more than twenty-seven fold, from fewer than 50,000 in 1995 to more than 1.3 million in 2005. Not only has this alleviated traffic in the courthouses, it has provided an ease of access that 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 original plats were retired from public circulation and transferred to secure archival storage. Their place was taken by digital copies that could be more easily and widely distributed than was ever possible with the originals. This model will be expanded in 2006 and 2007. 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 in *mdlandrec.net*. This will be accomplished by, at a minimum, having an electronic representation of the instruments provided from the archival microfilm. Through FY2007 and beyond, replacement images from original paper volumes will be added as needed. This will make 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, 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. In FY2007, this effort will be expanded to include other key, targeted series vital to defining and protecting land use and ownership, like equity records, liens, and judgments. Accordingly, performance measures now show a rapid increase in the quantity of electronic images of records placed online.

It is critical that the Archives be able to maintain the secure, temperature and humidity controlled, archival storage environment needed to support this ever-quickening technological revolution in the way that government records are created, preserved, and made accessible in perpetuity.

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## **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 represents three centuries of Maryland history. It is on display throughout the Annapolis complex and adds immeasurably to the interpretation of the buildings in it, 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. These paintings, as well as the historic furnishings in the Old Senate Chamber and elsewhere, are vital to the experience of the 400,000 visitors who come to the State House each year. As noted below, many of these historic paintings are in urgent need of conservation in order to preserve them for future generations of Marylanders.

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. Works on paper from the Peabody Collection are featured prominently in a joint BMA/Walters Art Museum exhibition, currently on display at the BMA, called French Drawings from Ingres to Degas.

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, with the State's budget picture improving, 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.