

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), businesses and associations, fine and decorative arts, as well as 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 available on-line.
- 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*.
- 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 On-line* website (aomol.net).
- Goal 4.** Manage, conserve, and exhibit State fine arts collections.

STATE ARCHIVES

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, historical evolution, reports, 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 administrative, fiscal, legal, historical or educational value.

Objective 1.1 Seek resources to secure all permanent records transferred to the Archives through FY2013.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Record storage capacity (cubic feet)	168,680	168,680	168,680	168,680
Output: Records in custody (cubic feet) ¹	353,365	362,386	377,386	392,386
Outcome: Percent of storage capacity filled	209%	215%	224%	233%

Objective 1.2 Annually 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.

	2010	2011	2012	2013
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)	77,018	77,142	78,194	79,246
Website files on-line [images, htmls, etc.] (millions)	216.3	224.1	235.1	257.4
Database records managed (millions)	15,291	15,629	16,629	17,629

Goal 2. Make accessible records of permanent value. Where appropriate and possible, place these records on-line.

Objective 2.1 By FY2013, increase data transferred via web by at least 4,904% over FY2004.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input: FY2004 baseline of 1,527 gigabytes				
Output: Data transferred via web (gigabytes)	69,554	71,769	74,055	76,413
Outcome: Increase in data transferred electronically	4,455%	4,600%	4,750%	4,904%

¹ Records held in the Archives' warehouses exceed archival storage capacity. More than half (53 percent) of all records in Archives custody are not housed in environmentally controlled space, are not properly shelved, and many are held on pallets on floor space. In FY2010, total holdings were at 213 percent of archival capacity. Total holdings are estimated to be at 224 percent of archival capacity in FY2012, and at 233 percent of archival capacity in FY2013.

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Objective 2.2 Maintain a customer friendly reference and document copy service for visitors to the Archives, and an efficient interagency file retrieval service for paper-based records.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input Inquiries received via US Mail, telephone, fax & email	18,351	19,370	20,338	21,335
In-person visits to Archives	6,712	7,815	9,065	10,515
Total inquiries & requests for paper-based records	25,063	27,185	29,403	31,850
Output: Records copied for patrons or returned to originating agencies for use.	60,005	41,822	48,513	56,276
Items provided to researchers in Searchroom	10,546	12,233	14,191	16,461
Total materials provided to Archives patrons	70,551	54,055	62,704	72,737

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

Objective 3.1 Describe and update daily Maryland State, county and municipal government in the *Maryland Manual On-Line*; and identify, preserve, and make accessible current and retrospective on-line government publications and reports.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Government agencies described	732	750	750	750
Output: Files maintained, compiled, edited, and posted	10,269	11,165	12,281	13,509
Graphics accessioned and scanned (Maryland Manual only)	453	1,341	500	500
Government publications accessioned	24,755	4,142	4,000	4,000

Objective 3.2 On a daily basis add value to the understanding of the archival record by the on-line publication of interpretations, compilations, analyses, inventories, catalogs, and original research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government.

	2010	2011	2012	2013
Performance Measures*	Actual	Actual	Estimated	Estimated
Input: Number of catalog entries for all archival collections (millions)	1.33	2.17	2.92	3.67
Number of individuals identified for biographical study	65,572	67,004	67,254	67,504
Output: Number of biographical files maintained on-line	46,932	47,707	47,957	48,207
Outcome: Number of digital files delivered on-line from catalog entries (millions)	212.0	222.6	230.0	240.0

Note: * For nonland record-related volumes.

STATE ARCHIVES

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, and 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.

	2010 Actual	2011 Actual	2012 Estimated	2013 Estimated
Performance Measures				
Input: State-owned art collection:				
Number of objects in collection	3,481	3,485	3,500	3,515
Insured value of collection (in millions)	\$31,114	\$31,126	\$31,150	\$31,170
Output: Percent of collection inventoried	100%	100%	100%	100%
Outcome: Rate of compliance with government regulations to inventory State art collections	100%	100%	100%	100%

Objective 1.2 By the close of FY 2013, conserve all objects in the state-owned art collection that are on public display and are classified as being in poor or fair condition (per FY2000 condition survey), in order to preserve the State's investment in the collections and increase the number of works available for exhibition.

	2010 Actual	2011 Actual	2012 Estimated	2013 Estimated
Performance Measures				
Input: State-owned art collection:				
Objects in good condition	1,419	1,432	1,425	1,430
Objects in fair condition	1,368	1,362	1,368	1,377
Objects in poor condition	694	692	707	708
Output: Number of objects conserved	6	77	3	25
Number of objects in poor or fair condition conserved	4	18	1	1
Outcome: Percent of objects in good condition	41%	41%	41%	41%

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D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES (Continued)

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

Objective 2.1 By June 2013, increase the number of objects in the State-owned art collection on display to the public.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Number of objects in the State-owned art collection	3,481	3,485	3,500	3,515
Output: Total number of items on display	820	886	889	905
Outcome: Percent of State-owned art collection on display	24%	25%	23%	26%

Objective 2.2 By June 2013, increase the number of on-line catalogue pages for the State art collections on the web by 10 percent over FY2009 baseline of 1,527 pages.

	2010	2011	2012	2013
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Baseline catalog pages on-line of 1,527				
Output: On-line catalog pages of State-owned art collections available on Archives' website	1,527	1,579	1,629	1,675
Outcome: Percent increase of catalog pages on-line	0%	4%	7%	10%

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The Maryland State Archives is the record keeper for all agencies of Maryland state and local government. Of all the materials generated by our government, only a very small portion of these are so important that they are designated to be kept forever. These documents tell the stories of our lives: of rights lost, and rights regained. They tell of our struggles, triumphs, and failures. They help to define who we are as a society.

The Managing for Results narrative for FY 2012 focuses on the need to address a critical shortcoming in the Archives ability to carry out its core mission to preserve and make accessible the State’s fine art and documentary treasures.

Records Storage – The Archives has suitable storage capacity for records totaling 168,680 cubic feet (cf). The Archives has in its custody 362,386 cf of record material, 193,706 cf of which is stored in spaces that are ill-suited, and even detrimental, to the long-term preservation of permanent record material.

The problems relating to records management in general, and the Archives in particular, have only gotten worse with time. Since the Archives first requested a capital allowance in 2005, the amount of space suitable to house permanent records has remained the same. The Archives’ main facility in Annapolis – the only suitable facility available – was filled to capacity of 168,680 cubic feet in the year 2000. Since that time, the Archives has taken on 193,706 cubic feet of record material. Well over half of the state’s total permanent holdings are housed in rented facilities that are inappropriate. A revised capital budget request has been submitted to the Department of Budget and Management and to the Department of General Services (DGS). DGS is assisting the archives in identifying a suitable location for a new building and by transferring to the Archives the old surplus property warehouse to be used as a stop gap storage facility until an archival space can be constructed.

Artistic Property – There are a total of 3,485 objects in the state's collection. Nearly half of those items (1,639 objects) are not in the state’s possession. Artistic property is stored in a combination of spaces and institutions including at the Maryland State Archives; in rented warehouse space; in rented art storage facilities; in museums in Maryland; and in private conservators’ studios. For decades, institutions throughout Maryland, such as the Baltimore Museum of Art and the Peabody Institute, have housed items from the Peabody Collection. The Peabody Collection became state property in 1996 when the state endowed the Peabody with \$15 million in order to avoid the sale of the collection piece-by-piece at public auction.

Heretofore, these institutions and the conservators have not charged the state storage fees. However, over the past couple of years, due to economic constraints on all cultural institutions, some of the institutions have requested that artistic property be removed. The Archives does not have space for these items. Further, the very modest amount of money that had been budgeted in the past for rent has been completely eliminated.

Portions of the state’s fine art collection remain in storage in non-climate controlled warehouses with insufficient security. This places at risk irreplaceable works of art that are part of Maryland’s cultural heritage. As the stewards of this cultural heritage, it is our responsibility, at the very least, to preserve these items so that they can be viewed and studied by future generations. Lack of funding for conservation, which has been

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completely eliminated, means that more and more pieces from the state’s art collection will require storage as they cannot safely be placed on public display. The more time these items spend in non-archival storage facilities causes their condition to deteriorate at a faster rate, which leads to higher costs of future conservation, or losses beyond repair.

Damage due to improper environmental conditions is a very real threat to the collection when it is stored in rented warehouses that are not temperature and humidity controlled. This is the case for many items from the state’s collection that have been moved into less expensive rented warehouses due to the prohibitive cost of specialized art storage facilities. Storage of artwork in a facility without suitable climate control for museum objects has caused damage to the objects and artifacts in that location. Visible mold growth has been documented on several pieces of furniture and continued exposure to inappropriate environmental conditions will cause additional mold growth, flaking paint, corroding surfaces, failing mattes, losses of ornament on gilt frames, and embrittlement of all objects. Damage has also occurred where the items are being stored with third party vendors. One such incident occurred recently to an historic Senate desk, normally on display in the State House. While in rented space, the desk was improperly moved causing a piece of the desk to be broken off. This is an irreplaceable artifact that has survived since the founding of our great state.

To reiterate, the state made a commitment when it acquired fine art collections to adequately house them and to display the art for the benefit of Marylanders. The large dispersal of the collection (1,646 items) makes it difficult for the Commission staff to effectively care for and preserve the collection. Consolidation of the storage space for the state-owned art collection into an adequately designed building will significantly increase its overall access, security, and preservation.

We urge that there be given favorable consideration to the Archives’ capital request.

Generally speaking, the Maryland State Archives’ MFR depicts a tremendous growth in providing public access to permanent record material over the Internet. By measuring the actual amount of data transmitted via the web, the Archives provides a vivid and more meaningful measure of this success. We do, however, continue to provide considerable service “the old fashion way” in our public Searchroom, by correspondence and through an efficient file retrieval service for government agencies. Even though the Archives is actively digitizing critical records, much remains to completed, and physical access to paper records remains important for the foreseeable future. For example, correspondence requests for research and copies have historically grown 5% per annum since 1995, a pace that currently continues. In-person visits, which had declined immediately after the 9-11 attacks are growing again. Conversely, it should be noted that the significant decrease in “records copied, returned to agencies or interfiled” is directly attributable to a continuing decline in interfiles sent to the Archives by the District Court of Maryland which began in late FY 2009 and continued through FY 2010. Otherwise the files services provided to state agencies remain very active. Overall, demand for traditional reference services has maintained a steady growth pattern and is expected to continue.

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Our research endeavors have also been quite active, augmented by grants from the federal government. The research encompasses many diverse programs, all of which share the common goals of providing improved access to, interpretation of, and preservation of Maryland history through original documentary resources. It is through the understanding and use of the records in the collections at the Maryland State Archives that we truly learn their value to our citizens and society. Objective 3.2 highlights our biographical efforts to document the lives and careers of individuals who have shaped the history of Maryland. Much of our focus is on the biographies of the men and women who have served in Maryland state government and is based on the belief that how well we remember those who represented us is closely tied to how highly government is valued and the degree to which the record of government can be improved.

In addition to state government officials, the scope of biographical research broadens to include special topic areas highlighting significant contributions from Maryland women, African Americans, military personnel, Native Americans, teachers, doctors, artists, lawyers, as well as federal, county, and local government officials. The Archives has received several major federal grants from the U.S. Department of Education and the National Parks Service to fund research on African American history, slavery and the Underground Railroad in Maryland. The Archives is also responsible for providing research services in support of the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland, as mandated by the Maryland Legislature (Chapter 316, Acts of 2000). This research is designed to identify and maintain library and archival resources through the production of catalogs and the maintenance of on-line databases for holdings relevant to the history and legacy of slavery. Through the study of these resources, the research staff seeks to add to the interpretation, scholarship, and understanding of the institution of slavery in Maryland, as well as to add to the collective biography of African Americans in Maryland.

To reach the widest possible audience, the staff prepares all research results for publication on the Archives' website and also produces print media as needed. However, the department does not have enough resources to provide access to the vast array of biographical material at its disposal. As noted in the performance measures, we have identified approximately 20,000 more individuals to perform biographical research on than we have the staff resources to conduct, and we continue to discover more daily. As resources permit, we will place more biographical profiles and scanned documentary resources online for students, teachers, public officials, family historians, the press, and Maryland citizens. By showing the general public exactly how to use our records and bringing to light the valuable detail contained in their pages, we clearly demonstrate what treasures lie in our collections at the Maryland State Archives.

Finally, on another positive note we mention the considerable progress that has been made in the salvaging of the Baltimore City Archives. The Maryland State Archives (MSA) entered in to a memorandum of understanding with the City a couple years ago which delegated the management of the City Archives to MSA in exchange for a small stipend and much needed warehouse space. We have successfully implemented a model program for records management and for describing and providing access to significant historical material. We are certain that this model can be replicated in other areas of the State. See baltimorecityhistory.net for more details.