

# 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 Archives also describes Maryland State, county and municipal government agencies, and their origin, functions, structure, personnel, historical evolution, reports, and other aspects of Maryland and its history, and encourages the study of Maryland government and history.

### MISSION

Our central mission is to acquire, describe, preserve, and make electronically available (in a secure & dynamic environment) the permanent records of Maryland's past, while providing reliable current information to citizens and public officials for the better administration of Maryland government and understanding of Maryland 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.

	2011	2012	2013	2014
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Input:</b> Record storage capacity (cubic feet)	168,680	168,680	168,680	168,680
<b>Output:</b> Records in custody (cubic feet) <sup>1</sup>	362,386	364,817	367,976	371,976
<b>Outcome:</b> Storage capacity filled	215%	216%	218%	221%

**Objective 1.2** Annually monitor and assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to, backed up by, or preserved by the Archives; and provide the information technology infrastructure to meet these objectives.

	2011	2012	2013	2014
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Input:</b> Electronic record storage capacity (gigabytes)	153,600	190,800	318,000	318,000
<b>Output:</b> Electronic data managed (gigabytes)	77,142	78,194	127,490	128,542
Website files on-line [images, htmls, etc.] (millions)	224.1	237.5	259.8	282.0
Database records managed (millions)	15,629	13,338	14,338	15,338

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

**Objective 2.1** By fiscal year 2014, increase data transferred via web by at least 288 percent over fiscal year 2009 baseline of 62,581 gigabytes.

	2011	2012	2013	2014
Performance Measures	Actual	Actual	Estimated	Estimated
<b>Output:</b> Data transferred via web (gigabytes)	71,769	96,498	129,748	174,454
<b>Outcome:</b> Increase in data transferred electronically	115%	154%	207%	279%

<sup>1</sup> Records held in Archives' warehouses exceed archival storage capacity. Over half (54%) of records in Archives' custody are not housed in environmentally controlled space, and not properly shelved. Many lie on pallets on the floor. By end of fiscal year 2013, all current available space will be filled. The Archives' ability to accept any new record materials in fiscal year 2014 will depend upon acquiring additional space. Currently there is a backlog of 13,000 cubic feet of record material awaiting transfer.

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## D60A10.01 ARCHIVES - STATE ARCHIVES (Continued)

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

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input</b> Inquiries received via mail, phone, fax & e-mail	19,370	18,401	19,689	21,068
In-person visits to Archives	7,815	9,065	7,951	8,507
Total inquiries & requests for paper-based records	27,185	27,466	27,640	29,575
<b>Output:</b> Records copied for patrons or returned to agencies for use	41,822	44,023	47,100	50,400
Items provided to researchers in Searchroom	12,233	11,611	14,425	15,435
Total materials provided to Archives patrons	54,055	55,634	61,525	65,835

**Goal 3.** Facilitate a broad and better understanding of Maryland and its 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 information in the *Maryland Manual On-Line*; and identify, preserve, and make accessible current and retrospective on-line government publications and reports.

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Government agencies described	750	750	750	750
<b>Output:</b> Files maintained, compiled, edited, & posted	11,165	12,281	13,509	14,859
Graphics accessioned & scanned (Maryland Manual)	1,341	500	500	500
Government publications accessioned	4,142	4,000	4,000	4,000

**Objective 3.2** 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.

	2011	2012	2013	2014
<b>Performance Measures<sup>1</sup></b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Catalog entries for archival collections (millions)	2.17	2.25	2.34	2.43
Individuals identified for biographical study	67,004	67,763	68,763	69,000
<b>Output:</b> Biographical files maintained on-line	47,707	48,194	48,444	48,694
<b>Outcome:</b> Digital files delivered on-line from catalog entries (millions)	222.6	231.4	240.2	249.0

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<sup>1</sup> For non-land 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. Through the Commission, Artistic Property, Preservation and Public Outreach cares for and manages all State-owned art objects comprising the Annapolis Collection and the Peabody Art Collection, and creates exhibitions of these works and other archival materials.

### MISSION

To manage the State art collections by proper appraisal, storage, and conservation. To support the State House Trust, and Government House Trust, and research and document their histories. To interpret and exhibit State-owned artwork in public buildings and other places accessible to the public. To promote an understanding of the State's fine art and 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, catalog, insure and preserve the State art collections.

**Objective 1.1** Inventory, catalog, and insure the State art collections annually.

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> State-owned art collection: Objects in collection	3,485	3,557	3,572	3,597
Insured value of collection (in millions)	\$31.1	\$31.4	\$31.4	\$32.0
<b>Output:</b> Collection inventoried	100%	100%	100%	100%
<b>Outcome:</b> Compliance with government regulations to inventory State art collections	100%	100%	100%	100%

**Objective 1.2** Decrease the number of stored items from the State art collections by finding alternative sources of funding to conserve objects and increase the number of works available for exhibition.

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Items in storage	2,599	2,595	2,605	2,595
<b>Output:</b> Objects conserved	28	14	25	25

**Goal 2.** Increase public access to the State art collections through exhibition, interpretation, and on-line access.

**Objective 2.1** By June 2014, increase the number of objects in State art collections on display to the public.

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Objects in State-owned art collection	3,485	3,557	3,572	3,597
<b>Output:</b> Items on display	886	962	967	992
<b>Outcome:</b> State-owned art collection on display	25%	27%	27%	28%

**Objective 2.2** By June 2014, increase the number of on-line catalog pages for State art collections on the web by 10 percent over fiscal year 2009 baseline of 1,527 pages.

	2011	2012	2013	2014
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Output:</b> Catalog pages of State art collections on Archives' website	1,579	1,670	1,721	1,775
<b>Outcome:</b> Increase of catalog pages on-line.	3%	5%	3%	3%

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2014</b>	<b>Page 1 of 2</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
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The 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 small portion are deemed so important that they are designated for permanent retention. Records document the lives of our people, the governments they create, and the rights they secure. They tell of our struggles, triumphs, and failures. They define who we are as a society.

At this time, to preserve and make accessible the State’s documentary and fine art treasures, a critical shortcoming in storage space needs to be addressed.

**Records Storage** –The Archives’ main facility in Annapolis – the only available facility suitable for records storage – was filled to its capacity of 168,680 cubic feet (cf) in 2000. Unsuitable rental facilities have held all permanently valuable records transferred to the Archives since then. Starting in 2005, the Archives annually has requested a capital allowance for space suitable to house permanent records. By June 2012, the Archives had in its custody 364,817 cf of record material, 196,137 cf of which is stored in spaces ill-suited and even detrimental to long-term preservation. Even such unsuitable, nonarchival warehouse space will be filled by June 2013. Unless something is done immediately to address this space issue, the Archives will not be able to accept any more records as of July 1, 2013.

**Artistic Property** – As is the case with the State’s documentary heritage, significant portions of the State fine art collections remain in storage in nonclimate-controlled warehouses with insufficient security. This places at risk irreplaceable works of art that are part of Maryland’s cultural heritage. As stewards of this heritage, we are responsible, at the very least, for preserving these items for future generations. Because funding for conservation has been completely eliminated, more and more pieces from the State art collections will require storage as they cannot safely be placed on public display. The longer these items spend in nonarchival storage, the more their condition deteriorates. This leads to higher future costs for conservation, or even losses beyond repair.

Improper environmental conditions damage art work and threaten the collections when stored in rented warehouses without temperature and humidity controls. Keeping art work in such facilities has damaged objects and artifacts. Visible mold growth has been documented on several pieces of furniture. Moreover, continued exposure to harmful environmental conditions will cause additional mold growth, flaking paint, corroding surfaces, failing mattes, losses of ornament on gilt frames, and embrittlement of all objects.

When the State acquired fine art collections, it made a commitment to house them adequately and to display them for the benefit of Marylanders. The large dispersal of the collections (1,646 items) makes it difficult for Commission staff to care effectively for and preserve the State’s artistic property. Consolidation of storage space for State art collections into an adequately designed building will increase significantly overall access, security, and preservation.

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In the State's art collections are 3,557 objects. Nearly half of these (1,511 objects) are not in the State's possession. Rather, they are stored in a combination of spaces and institutions, including the State Archives, rented warehouse space, rented art storage facilities, Maryland museums, and private conservator studios. Heretofore, these institutions and conservators have not charged the State for storage. Due to economic constraints on all cultural institutions over the past few years, however, some institutions have asked the State to remove its artistic property from their sites. Yet, the Archives does not have space for these items. Further, the very modest amount budgeted in the past for rent has been eliminated completely from the Archives budget.

Favorable consideration of the Archives' capital request is desperately needed.

**Increasing Public Access** - The Archives' MFR depicts a tremendous growth in providing public access to permanent record material over the Internet: a 16.75% average annual increase in online activity since 2009. Indeed, fiscal year 2012 saw a staggering 34% increase in the quantity of data (96.5 terabytes) delivered by the Archives online to citizens and government officials.

Since fiscal year 2009 demand for traditional reference services has increased by 14% annually and this trend is expected to continue. Reference services are provided in our public Searchroom, by correspondence, and through an efficient file retrieval service for government agencies. In-person visits, which had declined after the 9-11 attacks, now are increasing, and files services provided to State agencies remain very active.

In addition, considerable progress has been made in salvaging the Baltimore City Archives. By a memorandum of understanding a few years ago, the City delegated management of the City Archives to the State Archives in exchange for a small stipend and much needed warehouse space. A model program for records management and for describing and providing access to significant historical material has been implemented. In other areas of the State, that model can be replicated. For more details, see: [baltimorecityhistory.net](http://baltimorecityhistory.net).