

Maryland State Archives
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02/25/2005

Tracking No. 05-14087

Broccolina, Frank
State Court Administrator
Administrative Office of the Courts
Maryland Judicial Center, 580 Taylor Avenue
Annapolis, MD 21401
410-260-1295 frank.broccolina@courts.state.md.us

Date Received: 02/25/2005
Receipt No:
Amount Received: 0.00

Staff: ECP

Subject: FULLY EXECUTED COPY of
MOU with the minor change
suggested by the Clerks to
Appendix B

ecp 2-384-27



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

MEMORANDUM

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@courts.state.md.us

PHILIP S. BRAXTON
Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1000 Fax: (410) 974-7170
philip.braxton@courts.state.md.us

DANIEL A. COLEMAN
Executive Director
Procurement & Contract
Administration
(410) 260-1263 Fax: (410) 260-1749
daniel.coleman@courts.state.md.us

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@courts.state.md.us

VINCENT MARSIGLIA
Executive Director
Finance
(410) 260-1419 Fax: (410) 260-1290
vince.marsiglia@courts.state.md.us

LINDA LOVE McCORMICK
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
linda.love.mccormick@courts.state.md.us

PAMELA CARDULLO ORTIZ
Executive Director
Family Administration
(410) 260-1580 Fax: (410) 974-5577
pamela.ortiz@courts.state.md.us

FAYE D. GASKIN
Manager
Management Analysis & Research
(410) 260-1257 Fax: (410) 974-2066
faye.gaskin@courts.state.md.us

ROXANNE P. MCKAGAN
Manager
Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@courts.state.md.us

DEBORAH A. UNITUS
Manager
Program Services
(410) 260-1291 Fax: (410) 974-5577
deborah.unitus@courts.state.md.us

TTY Users: 1-800-735-2258

To: Honorable Robert M. Bell
Dr. Ed Papenfuse

From: Frank Broccolina

Date: February 23, 2005

Subject: Executed MOU

Enclosed please find an executed Memorandum of Understanding for your records.

Enclosure

cc: Land Records Access Committee
David R. Durfee Jr.
Rhea Reed
Kelley O'Connor
Barbara Hansman

RECEIVED

FEB 25 2005

MARYLAND STATE ARCHIVES

Memorandum of Understanding
Between The Maryland Judiciary And The Maryland State Archives

5 This Memorandum of Understanding (MOU) is made this 11th day of February 2004, by and between the Maryland Judiciary (Judiciary) and the Maryland State Archives (Archives). Throughout this MOU, the aforementioned shall be referred to collectively as "the Parties."

Section 1 Scope

This MOU replaces the prior Agreement dated February 5, 2003, between the Parties pertaining to the *mdlandrec.net* system and further provides for the on-going partnership of the Judiciary and the Archives.

Pursuant to this agreement, it is the intention of the parties for *mdlandrec.net* to:

1. Serve as the principal reporting and retrieval system, as well as the archival repository and security back-up system for all recorded and verified land records documents within Clerk of Court offices.
2. Integrate Judicial Information System (JIS) index data and images of bound volumes of land record indices in a searchable web-enabled environment accessible in courts as facilitated by JIS and the Maryland State Archives (MSA).
3. Perform conservation imaging as determined by an appraisal team consisting of a conservation archivist from the staff of the Maryland State Archives, and a designee of the State Court Administrator and approved by the State Court Administrator or his designee on those land record instruments identified by the Archives as most in danger of being lost due to poor filming, deterioration or theft.
4. Develop an application that will access and deliver the conserved images from the Judiciary's ELROI system, as well as any images, requiring conservation.

This understanding further establishes the level of system operation, service, support and maintenance required of the Parties to provide business and public interests with timely, reliable access to the *mdlandrec.net* system with accurate, verified information. For purposes of this MOU and consistent with Real Property Article 3-303, the Archives is designated by the Judiciary as joint custodian of the land and land-related records including all verified recorded documents, and verified indices as provided for in this agreement.

Appendix A and B to this MOU entitled respectively Statement of Work and Project Cost Reporting contain detailed direction guiding the performance of the Parties under this Agreement.

Section 2 Background

The Archives' *mdlandrec.net* system is designed to facilitate improved, cost-effective access to land record information and to provide an effective means to conserve these permanent records.

Section 3 Time of Performance

The term of this MOU shall be for an initial period of three (3) years beginning on July 1, 2005 and ending on June 30, 2008. The Judiciary, at its sole option, shall have the right to extend the MOU term thereafter in three (3) year increments.

Section 4 Administration

For purposes of this MOU, the Land Records Access Committee as established by the Judiciary's Conference of Circuit Court Clerks will serve to oversee the administration of this agreement and provide advice to the Chief Judge of the Court of Appeals on all related matters.

The Archives will designate a project manager to work collaboratively with the Judiciary's land records project manager in the implementation, operation, service and maintenance of the *mdlandrec.net* system.

An annual work plan will be developed collaboratively between the respective project managers of the Parties and will be submitted to the Administrative Office of the Courts by August 1 for the coming year commencing on January 1. The Administrative Office of the Courts will coordinate the review of the annual work plan by the Judiciary's Land Records Access Committee and the Oversight Committee of the Circuit Court Real Property Records Improvement Fund. The respective committees shall make their recommendations for approval or modification to the Chief Judge of the Court of Appeals and the Hall of Records Commission.

The Parties may make changes in the annual work plan or in the related work directed in this MOU only by written order and with the concurrence of the Judiciary's Land Records Access Committee and the approval of the Chief Judge of the Court of Appeals or the Chief Judge's designee. No other order, statement, or conduct, by the designated representative, or any other person shall be treated as a change or entitle the Archives to an equitable adjustment as provided in this agreement.

Except as otherwise provided in this MOU, if any changes initiated by the Judiciary cause an increase or decrease in the Archives' cost of, or time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment shall be made and the MOU modified in writing accordingly. The Archives must assert in writing its right to an adjustment under this section within thirty days of receipt of a written change order and shall include a written statement setting forth the nature and price for such claim.

Nothing in this section shall excuse the Archives from proceeding with its obligations under this Agreement during the pendency of a dispute.

The annual work plan shall provide the Judiciary with price projections for each year of this MOU as outlined in Appendix B of this agreement and which estimates the costs that the Archives will assess the Judiciary in the forthcoming year.

If, during the year, the Archives reasonably believes that the amount that it will be charging the Judiciary will exceed the cost it has estimated in its annual price projection, it shall notify the Judiciary in writing within two weeks of said information being made known to the

Archives, with an estimate of the revised cost(s). The increased cost(s) must be reviewed by the Land Records Access Committee and approved in writing by the Judiciary's project manager before payment may be made. If reviewed and approved, an equitable adjustment will be made in the MOU. In no event shall the increased cost exceed by more than 10% the original price without a statement of justification and prior approval by the Judiciary. No other order, statement, or conduct, by the designated representative, or any other person, shall be treated as a change or entitle the Archives to an equitable adjustment.

Failure to agree to an adjustment under this section shall be a dispute under the Disputes Clause of the Maryland Judiciary's Procurement Policy. The clause reads as follows:

Any claim regarding the proper interpretation of this agreement shall be submitted in writing, to the procurement officer and shall be resolved pursuant to the requirements set forth in the Procurement Policy for the Judicial Branch, Article VI, "Protests and Claims," published at <http://www.courts.md.us/procurement/procurementpolicy1-02.pdf>.

The final arbiter of disputes arising under the terms of this agreement shall be the Chief Judge of the Court of Appeals or his designee.

Section 5 Payment

Payments to the Archives pursuant to this MOU shall be made quarterly based upon the cost projections developed in the approved annual work plan. A proper invoice must be in the form, and contain the information, specified in Appendix B of this MOU.

In addition to any other available remedies, if in the opinion of the Judiciary the Archives fails to perform in a satisfactory and timely manner, the Judiciary may refuse or limit approval of any invoice for payment, and may cause payments to the Archives to be reduced or withheld until such time as the Archives meets performance standards as established in the approved work plan in accordance with this MOU.

Section 6 Maryland Law

The place of performance of this MOU shall be the State of Maryland. This MOU shall be construed, interpreted, and enforced according to the laws of the State.

The designation of joint custody over verified land records by the Judiciary to the Archives is in no way intended as affecting or impairing either the Clerks' of Courts constitutional, statutory and regulatory obligations with respect to land records or the constitutional, statutory and regulatory obligation of the State Archivist with regard to land records. This agreement further delegates to the Archives the responsibility for responding to all electronic requests for verified land records information. That delegation is subject to revocation in writing by the Judiciary.

Section 7 Non-Discrimination in Employment

The Archives agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, sexual orientation, marital status,

national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.

Section 8 System Functionality

The *mdlandrec.net* system shall provide timely and responsive access to verified land records in all jurisdictions. The system's search functions shall use original verified indices from individual Clerk Offices and provide at minimum the same search functionality provided by the ELROI OPTIX system, including: book and page; name; partial name; corporation name; partial corporation name; identification of capacity; parcel ID where applicable; and reference number.

The system shall provide the data requested within a reasonable response time that shall be determined by the Land Records Access Committee in consultation with the respective project managers of the Parties. The system shall be operational and useable during all normal business hours of the Judiciary and specifically within any individual Clerk's Office, during workdays and at such normal hours that the system is in use. The Archives will not be held responsible for any interruption in system service beyond its control.

The system must provide complete, clear, legible, and acceptable copies of land record documents produced from the system's electronic images for business and public customers accessing *mdlandrec.net* in Clerk of Court Offices and be compatible with the Judiciary's payment system installed in each office. In order to implement the system in a cost effective and efficient manner, it is understood that images are first to be derived from the archival microfilm but within the context of a dynamic system that provides for the timely substitution from paper records as necessary, and as provided for within the approved annual work plan.

The system must include an e-mail function for on-line communications to enable system users to notify the Archives of missing, illegible or unacceptable images. A concurrent copy of this communication also will be provided to the respective Clerk of Court or the Clerk's designee. System images that are missing or lack clarity and legibility and are determined by customers not to be acceptable for their purposes must be replaced in the system by the Archives by scanning the current recorded paper document within two business days upon notification of the problem if the problem instruments are within the custody of the Archives and three business days if the problem instruments are not within the custody of the Archives. A follow-up notification from the Archives that the image problem has been corrected shall be transmitted to the customer and the Clerk of Court or the Clerk's designee. The Archives will not be held responsible for the clarity and legibility of system images if the paper records are of poor quality and lack the requisite clarity and legibility.

Section 9 Image Delivery and Index Transfer

The Judiciary will ensure the transfer and delivery of all verified and contiguous land record instrument images to the Archives from the ELROI system on a daily basis. The Judiciary also will provide the Archives with updated verified index data on a nightly basis via FTP transfer from JIS. Any adaptation, format change or reconfiguration of the original index data must be agreed to by the respective project managers of the Parties and approved by the Land Records Access Committee. Unverified instruments in the ELROI Work in Progress database shall not be printable from *Mdlandrec.net*.

Section 10 Maryland Land Records

The Archives shall receive verified land records from the Judiciary electronically. The Archives shares custody of the verified land records it receives for the purpose of responding to public requests for access to such records and consistent with statutes requiring that a security back up copy be maintained by the Archives. All remote and bulk data requests received by the Judiciary for electronic copies of such records are to be referred to the Archives for appropriate handling.

Section 11 Disaster Recovery and Back-Up Images

The Archives and the Judiciary shall establish necessary data protection and disaster recovery to ensure the continuity of operations within Clerk of Court Offices in the event of *mdlandrec.net* system problems. The Archives shall present documentation of the data protection function and the disaster recovery plan to the Judiciary's project manager who, in consultation with the Land Records Access Committee, will review the documents for sufficiency.

The Archives shall provide at least sixty years of land record images to each Clerk of Court Office to serve as the primary back-up system in the event of system or network problems. These images will be in a form agreed to by the respective project managers of the Parties and as approved by the Land Records Access Committee. Additional backups shall be provided by the Archives to Clerk of Court Offices by CDs and COM tapes on request of the individual Clerks and as provided for in the approved annual work plan and schedule of charges.

Section 12 System Implementation

The implementation of the *mdlandrec.net* system will be consistent with the approved annual work plan as executed by the respective project managers of the Parties and as superintended by the Land Records Access Committee. All images, index information, software and training must be made fully available, installed and completed before the systems may become operational.

Installation of public access computers and required software is the responsibility of the Archives. The application software on these computers is to be determined by the Clerk of Court in consultation with the project managers. The Archives is responsible for procuring any software and licensing that is required specific to the *mdlandrec.net* system. The Archives must work with applicable software vendors and the Judiciary's project manager to ensure that all applications are functional before the system may become operational. The Judiciary's project manager will ensure that the Archives is notified of software changes either by the Judiciary or the Judiciary's contractors in a timely manner as determined by the approved annual work plan and in consultation with the State Archivist.

The Judiciary's project manager shall ensure that the Archives has remote access to all machines for which the Archives is responsible. The Judiciary's project manager shall provide in advance of installation all applications required to be installed on all public workstations for testing. The Judiciary also will ensure that the Archives has an adequate software testing platform

by assisting with the implementation of a subnet at the Archives that is similar to the network configuration in a typical courthouse.

Section 13 Training and Support

The Archives shall provide on-site training in the use and operation of the *mdlandrec.net* system within each Clerk of Court Office directed to all necessary court staff and business customers at no additional cost. The training will consist of an agreed-to number of sessions in consultation with the Clerk of Court and the Judiciary's project manager. The training will include but not be limited to how to access document images using all variations of search techniques, printing documents, and when and how to use the on-line Help Desk feature. The Archives will provide each court staff member with a comprehensive *mdlandrec.net* system users guide. Each public access computer will be provided user documentation in the form of a laminated instructional guide that includes instructions for basic searches of index information, image retrieval, printing, trouble-shooting and help. Additional training and revised documentation will be provided to court staff and customers in advance of any system upgrades.

The Archives will provide on-site operational and technical support upon implementation of the *mdlandrec.net* system for a minimum period of ten (10) business days. Support will include assisting all staff members in use of the system, trouble-shooting hardware and software problems and providing informal training sessions for those who missed the initial training sessions or who may need additional training.

Section 14 Quality Assurance

The Archives, jointly with the Judiciary, shall ensure that the land record images they have received represent complete and verified documents recorded by Clerk Offices.

Prior to the installation of the *mdlandrec.net* system in individual Clerk of Court Offices, the Archives will conduct a comprehensive review of system images to identify any missing or incomplete images and report the book and page information of the missing documents to the Clerk of Court. Upon this determination, the Archives will ensure that the missing documents are scanned into the system from the recorded paper documents before the system may become operational, or if agreeable with the respective project managers of the Parties and the Clerk of Court, this list will be posted in a public area and on *mdlandrec.net* specifying what is missing and when it will be complete.

Section 15 Help Desk and Technical Support

The Archives shall provide a Help Desk for the *mdlandrec.net* system during normal business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday. Help desk contact information will be included in all user support documentation prepared by the Archives. The Archives' Help Desk shall respond within two (2) hours to calls from court staff related to public access computer problems and resolve the problem or communicate the intended resolution of the problem within four (4) hours of problem notification. Resolution of public access computer problems shall be resolved in all cases as quickly as possible and in no event shall resolution

exceed two (2) business days. If the Archives determines that the problem is related to the Judiciary's network or applications, the Archives will contact the JIS Help Desk who will immediately notify the Clerk of Court or Clerk designee of JIS responsibility to resolve the problem.

If the problem is associated with a software application not part of the *mdlandrec.net* system, the Archives is responsible for the coordination with appropriate software vendors to provide, either on-site or remotely, access to unlock the lock-down software and reactivate the lock-down software when the repairs are complete to ensure protection from viruses and prevent any customer reconfiguration or misuse of the computers. The Archives in all such cases shall be responsible for this unlocking and re-locking of the public access computers. The Archives shall provide the Judiciary with the unlocking and re-locking passwords for emergency situations.

All hardware-related problems concerning the public access computers shall be reported to the appropriate help desk and resolved jointly by the Archives and the Judiciary. When the hardware problem has been resolved, it is the responsibility of the Archives to reload all software or clone the computer. To expedite this process, the Archives will maintain pre-configured hard drives or PCs in sufficient quantity to avoid any unnecessary delays. In all cases, it is the responsibility of the Archives to ensure public access computers are working properly upon such repairs.

Emergency contact information for the reporting of problems off hours will be provided to the JIS help desk manager and the Judiciary project manager.

A panel consisting of the chairperson or designee of the Land Records Access Committee, the State Archivist or designee, and the State Court Administrator or designee will resolve any dispute concerning the responsibility for the correction of problems associated with the public access computers. All disputes and resolutions will be reported in writing with copies provided to the State Court Administrator.

Section 16 System Enhancements and Changes

Any enhancements or changes to the *mdlandrec.net* system must be agreed to by the respective project managers of the Parties and approved by the Land Records Access Committee. The Judiciary will issue a formal authorization in writing for all enhancements and changes with copies provided to the State Court Administrator.

Section 17 System Fees

The setting of fees by the Archives for remote access to the *mdlandrec.net* system by business and public customers shall be established in consultation with the Land Records Access Committee.

Section 18 Liability for Loss of Data

In the event of loss of any data or records necessary for the performance of this MOU, where such loss is due to the error or negligence of the Archives, the Archives shall be

responsible, irrespective of cost to the Archives, for recreating such lost data or records in the manner and time specified by the Judiciary's project management.

Section 19 Removal of Defective Work

All work and materials, which do not conform to the requirements of this MOU, will be considered unacceptable. Any unacceptable or defective work shall be removed promptly and replaced by work and materials that shall conform to the MOU requirements or shall be remedied otherwise in an acceptable manner authorized by the Procurement Officer.

Section 20 Suspension Due to Non-Availability of Funding

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this MOU succeeding the first fiscal year, this MOU shall be suspended until such time as funds become available; provided, however, that this will not affect either the Judiciary's rights or the Archives' rights under any termination clause in this MOU. The effect of suspension of the MOU hereunder will be to discharge both the Archives and the Judiciary from future performance of the MOU, but not from their rights and obligations existing at the time of termination

If the Judiciary amends its budget as the result of requests from other branches of government so that funds are no longer available for continued performance, this agreement shall be suspended until such time as funds become available as of the date of the amendment. Provided, however, that this will not affect either the Judiciary's rights or the Archives' rights under any termination clause in this MOU.

The effect of suspension of the MOU hereunder will be to discharge both the Archives and the Judiciary from future performance of the MOU, but not from their rights and obligations existing at the time of suspension. The Archives shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Archives. The Judiciary shall notify the Archives as soon as it has knowledge that funds may not be available for the continuation of this MOU for each succeeding fiscal period beyond the first.

Section 21 Termination for Cause

If the Archives fails to fulfill its obligations under this MOU properly and on time, or otherwise violates any provision of the MOU, the Judiciary may terminate the MOU by written notice to the Archives. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Archives shall, at the Judiciary's option, become the Judiciary's property. The Judiciary shall pay the Archives fair and equitable compensation for satisfactory performance prior to receipt of notice of termination.

Section 22 Termination for Convenience

The performance of work under this MOU may be terminated by the Judiciary in accordance with this clause in whole, or, from time to time, in part whenever the Judiciary shall determine that such termination is in the best interest of the Judiciary. The Judiciary will pay all reasonable costs associated with this MOU that the Archives has incurred up to the date of

termination, and all reasonable costs associated with termination of the MOU; however, the Archives shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.


Section 23 Invoicing


Invoicing shall be quarterly according to the agreed upon pricing and detailed in the annual proposal.

Section 24 Joint Responsibilities and Requirements

The Parties to this MOU will jointly work to make sure that the *mdlandrec.net* system is a successful endeavor in the State of Maryland.

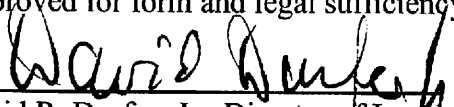
IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized officers, agents, or officials.

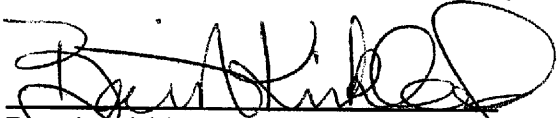
By: 
Edward C. Papenfuse, Ph.D.
State Archivist

By: 
Robert M. Bell, Chief Judge
Court of Appeals of Maryland

Date: 2/11/2005

Date: February 24 2005

Approved for form and legal sufficiency this 22nd day of February, 2005.

David R. Durfee, Jr., Director of Legal Affairs

Approved for form and legal sufficiency this 11th day of February, 2005.

Bonnie Kirkland, Assistant Attorney General

Appendix A Statement of Work *Mdlandrec.net* Project

A. IT Solution

1. Technology

Hardware requirements: storage arrays, Storage Area Network (SAN), web servers, images servers, application servers, SQL database servers and PC workstations with vertical monitors. Software requirements: Microsoft SQL server, Microsoft Network OS, and Macromedia ColdFusion and other software as to be determined by the State Archives.

Index data from the JIS mainframe will be transferred to the Archives on a regular basis for incorporation into Microsoft SQL databases. Programming using ColdFusion or equally effective software will make the index data in the SQL server searchable through the web server.

In cases where images of land records are in the custody of the Archives, direct access will be provided from the index to the land record images, either through existing JIS index data or traditional book and page data. In cases where the images are not in the custody of the Archives, book and page references will be provided to facilitate research at the courthouses.

As funds are available, the Archives will acquire and provide digital images of those land records identified by the courts as requiring conservation. Traditional bound index volumes and microfilm will be scanned conforming to the archival standard of 300 dpi (bitonal group IV tifs) and placed in a standard archival hierarchical filing structure. Archives shall endeavor to first capture an acceptable image from the security copy microfilm. If an acceptable image cannot be obtained from microfilm or if the record has been altered (such as marginal release information) and therefore the microfilm no longer reflects the true record, Archives will then scan the original volume.

2. Program Strategic Goals

Mdlandrec.net supports the Archives' mission to identify, appraise, acquire, describe, preserve, and make accessible records deemed to have permanent historical, administrative, fiscal, legal or educational value. Where appropriate, these materials are made available electronically in a web-based environment. *Mdlandrec.net* provides a plan for accessioning and incorporating land record indexing information from the JIS mainframe. Moreover, this application helps to secure the State's significant investment in digital imaging of land records by providing a means of migrating older images to a cost effective, archival environment.

3. Critical Success Factors

- Provide access to all existing JIS land record indices
- Incorporate images of all existing traditional bound volume indices
- Acquire and integrate images of land records that are identified by the courts as requiring conservation

- Provide programming application that seamlessly transitions from index entry to specific instrument through user input of book and page citation
- Install IT infrastructure to ensure that the archival copies of land records are properly deposited within a secure/accessible environment

Performance measures to include (each Fiscal Year):

- Index Database Entries – number in system
- Index Images – number posted to system
- Images – number successfully conserved and incorporated into system
- Annual Storage Requirements (est.) – based on average size of number of images scanned and received
- Records Circulated – number measured in gigabytes
- Patron Inquiries to *mdlandrec.net* - number (web-based)
- User Satisfaction – based on feedback survey

4. Major Stakeholders

The major stakeholders for the *mdlandrec.net* project include: Clerks of the Circuit Courts, the Maryland State Archives, the Judiciary, State government, County government, Administrative Office of the Courts.

5. Major Customers

The major customers for the *mdlandrec.net* project include: Clerks of the Circuit Courts and their staff; archivist; land title researchers; real estate attorneys; real estate and title companies, and the public.

6. External Dependencies

JIS will continue to support the project by providing all index access and network bandwidth for the courts.

7. Acquisition Strategy

The Archives will adhere to COMAR procurement policies and procedures.

8. Authority Mandate

Legal mandates of the State Archives provide for the acquisition, custody, management, and control of State archives (State Government Article, sects. 2-1513(b), 3-404(b), 70213(a), 9-1001 through 9-1027, 10-611 through 10-628, 10-631 through 10-634, 10-637 through 1-642 of the Annotated Code of Maryland). The Annotated Code of Maryland specifies additional legal mandates of the State Archives in the Courts and Judicial Proceedings Article, sec. 2-205 (disposition of Circuit Court and District Court records), sec. 13-602 (membership on Oversight Committee on the Circuit Court Real Property Records Improvement Fund); Real Property

Article, sects. 3-109 (electronic recordation of State Highway Administration plats), 3-303 (microfilm and other copies of court records), 3-304 (subdivision plats).

Legal mandates for the Clerks of Court include: Article IV, § 20 of the Maryland Constitution (the Clerks of Court shall have charge and custody of records and other papers); Courts and Judicial Proceedings Article, §§ 2-201, 2-202, 2-203, and 2-205; Courts and Judicial Proceedings Article §§ 13-601, et seq.; Real Property Article, §§ 3-301 through 3-304; and Court Rules 16-302b, 16-306, 16-307, 16-308, and 16-818; and Rules 16-1001 et seq.

B. Business Need/Justification

Land records constitute one of the most voluminous, and arguably most important record series created by government. Court clerks have been vested with responsibility to record and maintain all land records which include deeds, mortgages, releases, leases, assignments, powers of attorney, agreements, easements and other instruments affecting title to or interest in real property including plats.

The responsibility for preserving and providing access to land records is vested in the Archives. The indices, both electronic and historic bound volumes, provide users with the means to research land record instruments. *Mdlandrec.net* provides a comprehensive way to access these land record indices.

Maryland will become the first state in the nation to provide comprehensive, cost-effective and efficient access to land record indices and instruments. This effort will also insure that there is a means to preserve and make accessible those records in perpetuity. Moreover, this application helps to secure the State's significant investment in digital imaging of land records by providing a means of migrating older images to a cost effective, archival environment.

C. Benefits

1. External

- Provide State and local officials, private researchers, the land title community, and the public with comprehensive access to recent and historical land record indices
- Preserve and make accessible those records that the Courts have identified as in danger of being lost forever
- Provide improved customer service

2. Internal

- Preserve and safeguard the permanent archival copy of land record indices and instruments
- Provide cost and procedural efficiencies to the State
- Provide a framework for retiring images from ELROI
- Eliminate, in time, the need to purchase and maintain costly microfilm reader printers and film storage devices in the courthouse

3. Return on Investment

See under BENEFITS (internal and external) above.

D. Implementation Schedule

The current implementation schedule is outlined in the approved work plan submitted August 1, 2004.

SCP 2/11/2005

Appendix B: Project Cost Reporting for mdlandrec.net, an *Archives of Maryland* publication

The Archives shall provide to the Judiciary annually documentation of all anticipated *mdlandrec.net* expenditures with the annual work plan for inclusion in the Judiciary's annual budget submission for the Land Records Improvement Fund.

The Archives shall maintain detailed project cost accounting records, which shall include budgeted costs and all actual costs (both direct and indirect), and annually disclose to the Judiciary all project activity including actual revenues and expenditures and a reconciliation of budgeted to actual expenditures.

Invoicing shall be on a quarterly basis, based on the annual anticipated expenditures, and will be supported by an itemized list of expenditures for the preceding quarter, including direct labor, materials and overhead. The Archives shall also provide a progress report with each invoice.

Equipment to be installed in the courts shall have the prior approval of the Judiciary's ELROI project manager and shall be the property of the Judiciary. Equipment to be installed at the Archives shall be determined by the Archives and shall be the property of the Archives. Such equipment shall not be incompatible with the Judiciary's IT environment.