

**Maryland State Archives**  
**<http://www.mdlandrec.net> Project Status Report**  
**Public Safety and Administration Subcommittee**  
**Wednesday, March 10, 2004**

The budget analysis presented by Mr. Stoops and our testimony presented here today describes the distressing shape of our General Fund posture. I hope the testimony also provides a glimpse into some of the very positive things that are happening at the Archives. We are very grateful for the fine working partnership that we have been able to forge with Maryland's Judiciary. It is through that partnership that we have been able to realize some of the most significant accomplishments of the Archives in this fiscal year. Those accomplishments are embodied in the projects we refer to as *plats.net*, *mdlandrec.net*, and ELROI. This document summarizes the anticipated expenditure categories and provides a bulleted list of accomplishments related to the largest source of our Special Fund Income.

Anticipated Expenditure Category	FY2004	FY2005
Electronic Mass Storage Devices	1,889,242	839,621
Warehouse Storage and DGS Rent (space requirement for processing and storing permanent paper records)	134,759	633,609
Contractual Services (scanning of microfilm and paper records by carefully selected vendors)	2,303,320	2,325,000
Personnel: Programming; Management; Help Desk; Quality Control	755,008	977,476
Servers, Software, and Security Firewall Device Implementation	1,649,800	1,011,300
Communications, including networking and data transmission lines	55,500	671,500
Other, e.g. Treasurer Lease Costs, Misc. Equipment and Supplies	<u>288,356</u>	<u>164,081</u>
	7,075,985	6,622,587

The bulk of expected expenditures will be for equipment necessary to accommodate the vast number of land record images that will be placed into the system and the services required to render the images in electronic format. Note that the total Archives request from the Circuit Court Real Property Records Improvement Fund for FY 2005 may increase based upon the budget analyst's recommendation and the Judiciary's concurrence to include all land record images in <http://mdlandrec.net>. This will only require the redistribution of expenditures from the fund and may indeed include cost savings to the fund.

As for personnel, the Department of Budget and Management has granted the Archives an exemption to hire an additional twelve contractual employees. With this permission, the Archives put in place the staff necessary to accomplish this work. The employees are performing within the following general areas:

**Records Preservation**

- o Archivists to manage incoming electronic images from the courts and from vendors
- o Archivists to evaluate paper and microfilm conversion and to perform quality verification
- o Archival Assistants to scan records, plats and other material; develop security copy microfilm for the courts and provide patrons and courts with access and assistance.

**Records Management / Reference**

- o An Archivist to provide information and appraisal services to Archives staff and the public
- o Archival Assistants to provide retrieval, copying and refilling of records in the Archives Search Room and the warehouse facilities.

## Information Systems Management

- o Database Specialist Manager to manage the conversion of data
- o DP Programmer Analyst to design, develop and maintain the computerized collections management system used to secure intellectual control over the electronic archives
- o Administrator I to manage information systems service contracts and provide administrative support to the IT staff.

Here are a few highlights of what the Archives has been able to accomplish with the resources that have been allocated:

- Implementation of a management and retrieval system for land records that is simple to operate and comprehensive (includes access and a retrieval framework for all indexing formats including images of bound volume indices that only exist on paper). 15 counties will be covered as of July 1 with all remaining counties on line at the court houses and the Archives by the end of Fiscal Year 2005
- As of February 29, 2004, a total of 790,607 images have been posted online on plats.net
- As of March 5, 2004, a total of 14,001,120 images have been posted on mdlandrec.net
- By July 1, 2004, the first year of operation of Mdlandrec.net, there will be a total of 35,129,931 images posted and available for public use, 34,170,431 images on Mdlandrec.net and 959,500 images on plats.net.
- Milestones achieved in Fiscal Year 2004:

Mdlandrec.net installed in Worcester County in August 2003

- o Worcester County has a total of 2,644,942 images on mdlandrec.net,
- o Images on Worcester County mdlandrec.net encompass the entire span of the county's existence, from 1742 to the present

Mdlandrec.net installed in Prince George's County in February 2004

- o By the end of this Fiscal Year, there will be approximately 3,300,000 Prince George's County images on mdlandrec.net. These were placed in the system as a conservation measure and to save expensive office space through the retirement to the Archives of bound volumes of land records.

Mdlandrec.net will be installed on all ELROI workstations in Howard County in May/June 2004

- o 5,300,000 images will be made available which will encompass the entire span of the county's existence, from 1840 to the present

Backfile images

- o Calvert County: 1,691,801 images
- o Charles County: 1,622,944 images
- o Archives on-schedule for ELROI backfile images

- Security Copy Microfilm / COM

Under the partnership arrangement, the Archives is responsible for developing and distributing security copy microfilm, microfilm duplicates and CD ROM copies. At the end of this fiscal year, the Archives will have processed 13,091,981 images into security copy microfilm and 12,110,863 images into CD ROMs for use at the courthouses.