

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), fine and decorative arts, business and organizational records, 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 electronically available.
- 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 Online*.
- 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 Online* website (<http://aomol.net>).
- Goal 4.** Manage, conserve, and exhibit State-owned fine arts collections; preserve State-owned public records.

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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 State Archives articulates the origin, functions, structure, personnel, 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 information to the public 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 historical, administrative, fiscal, legal or educational value.

Objective 1.1 Put in place the physical storage capacity required to take on 74,000 cubic feet of records by the end of FY 2006 and devise a strategy for effective execution of future appraisal efforts.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Records in custody (cubic feet)	234,981*	249,456	264,456	279,456
Outcome: Shelving capacity added (cubic feet)	33,936	32,760	73,584	0

* Number adjusted downward slightly because a significant amount of material was being stored on pallets on the warehouse floor in FY2003. Those records have since been appropriately inventoried and placed on shelving.

Objective 1.2 Through Fiscal Years 2005 and 2006 continue to address the information technology requirements for the permanent storage of electronic records.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Electronic record storage capacity (gigabytes)	4,300	28,000	56,800	85,800
Outputs: Electronic data online (gigabytes)	1,082	4,386	18,737	25,345
Website files online (images, htmls, etc.)	9,537,983	35,163,325	137,526,745	186,030,031
Database records managed (millions)	18,157	449,615	674,423	1,011,635
Outcomes: Additional electronic storage (gigabytes)	3,500	23,700	28,800	29,000
Efficiency: Ratio of electronic data online to storage capacity	25%	16%	33%	30%

Goal 2. Make accessible records of permanent value. Where appropriate and possible, make those records available electronically.

Objective 2.1 In FY 2006, improve access to records through the expansion of web-based delivery of records by 18%.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Web site requests (hits on servers)	60,840,966	73,823,887	95,794,797	113,037,860
Web site visits (unique hosts)	1,973,730	2,319,570	3,597,122	4,568,345
Inquiries received via traditional sources	42,689	42,226	43,583	46,941
In person visits to the Archives	10,443	9,518	9,500	9,500
Outputs: Items circulated to Searchroom (in person)	19,600	11,696	12,000	12,000
Outcome: In-person visit in hours (average length)	3.63	3.46	3.00	3.00
Quality: Websites increase in use (by unique hosts)	35%	18%	35%	18%

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Goal 3. Facilitate a broad and better understanding of State government and the archival record through the Maryland Manual, educational programs and published historical works.

Objective 3.1 In Fiscal Year 2006, add value to the understanding of the archival record by interpreting records and making the results accessible through electronically published historical compilations and analyses.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Outputs: number of completed complex research inquiries	310	564	400	450

Objective 3.2 In Fiscal Year 2006, fulfill the terms of the Maryland State Archives partnership with the U.S. Department of Education and the Reginald F. Lewis Museum of Maryland African American History and Culture by conducting research on the Underground Railroad in Maryland and publishing the results electronically on (<http://mdslavery.net>).

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Outputs: Number of individuals that MSA has documented involvement in the Underground Railroad	9,006	10,876	11,000	12,000
Number of newspaper runaway ads identified	4,111	10,385	13,378	16,225

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, Conservation, Outreach, and Exhibits 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, as well as the preservation of State-owned public records. This program creates exhibitions of State-owned art collections and other archival materials, and provides research on the State House and Government House and support for the State House Trust and Government House Trust.

MISSION

To manage the State-owned art collections through their proper appraisal, storage, conservation, and research. To interpret and exhibit State-owned artwork through display in public buildings and other places accessible to the public. To provide support for activities of the State House Trust and Government House Trust and research the documentary history of the State House and Government House. To preserve, through conservation, proper storage, and preservation scanning, the State's written public record.

VISION

A state that promotes an appreciation of the visual and decorative arts through the exhibition and interpretation of its artistic property and an appreciation and understanding of its most historic buildings.

KEY GOALS AND OBJECTIVES

Goal 1. Properly manage State-owned art collections.

Objective 1.1 Inventory and insure 100% of State-owned art collections on an annual basis.

	2003	2004	2005	2006
Performance Measures	Actual	Actual	Estimated	Estimated
Inputs: Annapolis Collection				
Fine arts items	914	955	983	1013
Insured value of collection (in millions)	\$9.995	\$10.155	\$10.157	\$10.160

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Peabody Collection				
Fine arts items	368	368	368	368
Works on paper (watercolors, drawings & prints)	1100	1100	1100	1100
Insured value of collection (in millions)	\$19.205	\$19.205	\$20.165	\$21.173
Outputs: Percentage of capitalized fine arts items inventoried	100%	100%	100%	100%
Quality: Rate of compliance with government regulations to Inventory state-owned art collections	100%	100%	100%	100%

Goal 2. Preserve State-owned art collections.

Objective 2.1 By the close of Fiscal Year 2009, conserve 100% of State-owned art in the Annapolis Collection classified as being in poor or fair condition (per 2000 condition survey) in order to preserve the State's investment in the collections and increase the number of works available for exhibition.

Performance Measures	2003 Actual	2004 Actual	2005 Estimated	2006 Estimated
Inputs:				
Items in Annapolis Collection in poor or fair condition*	462	469	484	499
Conservation funding	\$14,245	0	0	0
Outputs:				
Items in Annapolis Collection conserved	12	2	0	0
Efficiency:				
Percent of fine arts in Annapolis Collection in good condition	49.5%	50.1%	51.1%	51.3%

* This number increases as new items are accessioned into the collection

Objective 2.2 By the end of Fiscal Year 2010, conserve 100% of the Peabody Collection classified as being in poor or fair condition (per 2001 condition survey) in order to preserve the State's investment in the collections and increase the number of works available for exhibition.

Performance Measures	2003 Actual	2004 Actual	2005 Estimated	2006 Estimated
Inputs:				
Peabody Collection				
Fine arts items in poor or fair condition	247	244	241	240
Works on paper in poor or fair condition	759	756	756	756
Object conservation funding	0	0	0	0
Outputs:				
Peabody Collection fine arts items and works on paper conserved	6	3	1	2
Efficiency:				
Percent of fine arts and works on paper in Peabody Collection in good condition	31.5%	31.9%	32%	32.2%

Goal 3. Provide public access to State-owned art collections.

Objective 3.1 By June 2006, increase the number of items in Annapolis and Peabody Collections on display to the public

Performance Measures	2003 Actual	2004 Actual	2005 Estimated	2006 Estimated
Inputs: Total number of items in Annapolis Collection (capitalized inventory only)*				
Total number of items in Peabody Art Collection (not including works on paper collection)	346	346	346	346
Outputs: Number of items in Annapolis Collection on display	510	520	540	550

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(capitalized inventory only)				
Number of items in Peabody Art Collection on display (not including works on paper)	137	139	142	155
Outcome: Percent of items in Annapolis Collection on display	79.0%	78.8%	80.0%	79.8%
Percent of items in Peabody Art Collection on display (not including works on paper)	39.6%	40.2%	41.0%	44.8%

* A number of the items have not been appraised, so are not included in the Capitalized Inventory

Objective 3.2 By June 2006, increase the number of items in the State-owned art collections viewable on the Internet by 25% in order to increase public understanding of the collections.

Performance Measures	2003 Actual	2004 Actual	2005 Estimated	2006 Estimated
Inputs: Requests for information related to State-owned art collections	50	150	300	400
Outputs: Online catalogue pages for State-owned art collections available on Archives' website	275	304	336	380
Outcome: Online catalogue pages of State-owned art collections available on Archives' website, increase	NA	10.5%	10.5%	13.1%