

STATE ARCHIVES

D60A10.01 ARCHIVES - STATE ARCHIVES

PROGRAM DESCRIPTION

The State Archives identifies, appraises, acquires, describes, preserves, and makes permanent Maryland government 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

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.

	2012	2013	2014	2015
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)	364,817	366,916	366,916	366,916
Outcome: Storage capacity filled	216%	218%	218%	218%

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

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Electronic record storage capacity (gigabytes)	190,800	320,400	320,400	320,400
Output: Electronic data managed (gigabytes)	116,438	121,856	122,908	123,960
Website files on-line [images, htmls, etc.] (millions)	237.5	246.9	269.1	291.4
Database records managed (millions)	13,338	14,589	15,589	16,589

Goal 2. Make accessible records of permanent value and, where appropriate and possible, post them on-line.

Objective 2.1 By fiscal year 2015, increase data transferred via web by 111 percent (over fiscal year 2011 baseline of 71,769 gigabytes).

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Output: Data transferred via web (gigabytes)	96,498	111,493	130,136	151,229
Outcome: Increase in data transferred electronically	34%	55%	81%	111%

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

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Inquiries received via mail, phone, fax & e-mail	18,401	31,083	34,191	37,610
In-person visits to Archives	7,495	6,364	6,700	7,000
Total inquiries & requests for paper-based records	25,896	37,447	40,891	44,310
Output: Records copied for patrons or returned to agencies for use	44,023	34,921	35,000	35,000
Items provided to researchers in Searchroom	11,611	9,869	10,390	10,855
Total materials provided to Archives patrons	55,634	44,790	45,390	45,850

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, published historical works, and preservation of 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.

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Government agencies described	750	820	820	820
Output: Files maintained, compiled, edited, & posted	12,281	11,824	13,006	14,306
Graphics accessioned & scanned (<i>Maryland Manual On-Line</i>)	500	237	500	500
Government publications accessioned	5,292	4,698	5,000	5,000

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

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Catalog entries for archival collections (millions)	2.25	2.37	2.49	2.61
Individuals identified for biographical study	67,763	69,032	69,500	70,000
Output: Biographical files maintained on-line	48,194	50,032	50,500	51,000
Outcome: Digital files delivered on-line from catalog entries (millions)	231.4	241.1	250.8	260.5

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D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

PROGRAM DESCRIPTION

The Commission on Artistic Property is the official custodian of State 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 exhibits of these works and other archival materials.

MISSION

To manage State art collections by proper appraisal, storage, and conservation; and interpret and exhibit State-owned artwork in public buildings and other places accessible to the public. To promote an understanding of State fine art and historic buildings, and an appreciation of Maryland's visual and decorative arts through the exhibition and interpretation of its artistic property. To support the State House Trust, and Government House Trust, and research and document their histories.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASUREMENTS

Goal 1. Inventory, catalog and preserve State art collections.

Objective 1.1 Inventory and catalog State art collections annually.

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Objects in State-owned art collections	4,085	4,131	4,141	4,161
Output: Collection inventoried	100%	100%	100%	100%
Outcome: Compliance with government regulations to inventory State art collections	100%	100%	100%	100%

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

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Items in storage	2,219	2,264	2,254	2,249
Output: Objects conserved	14	2	35	5

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

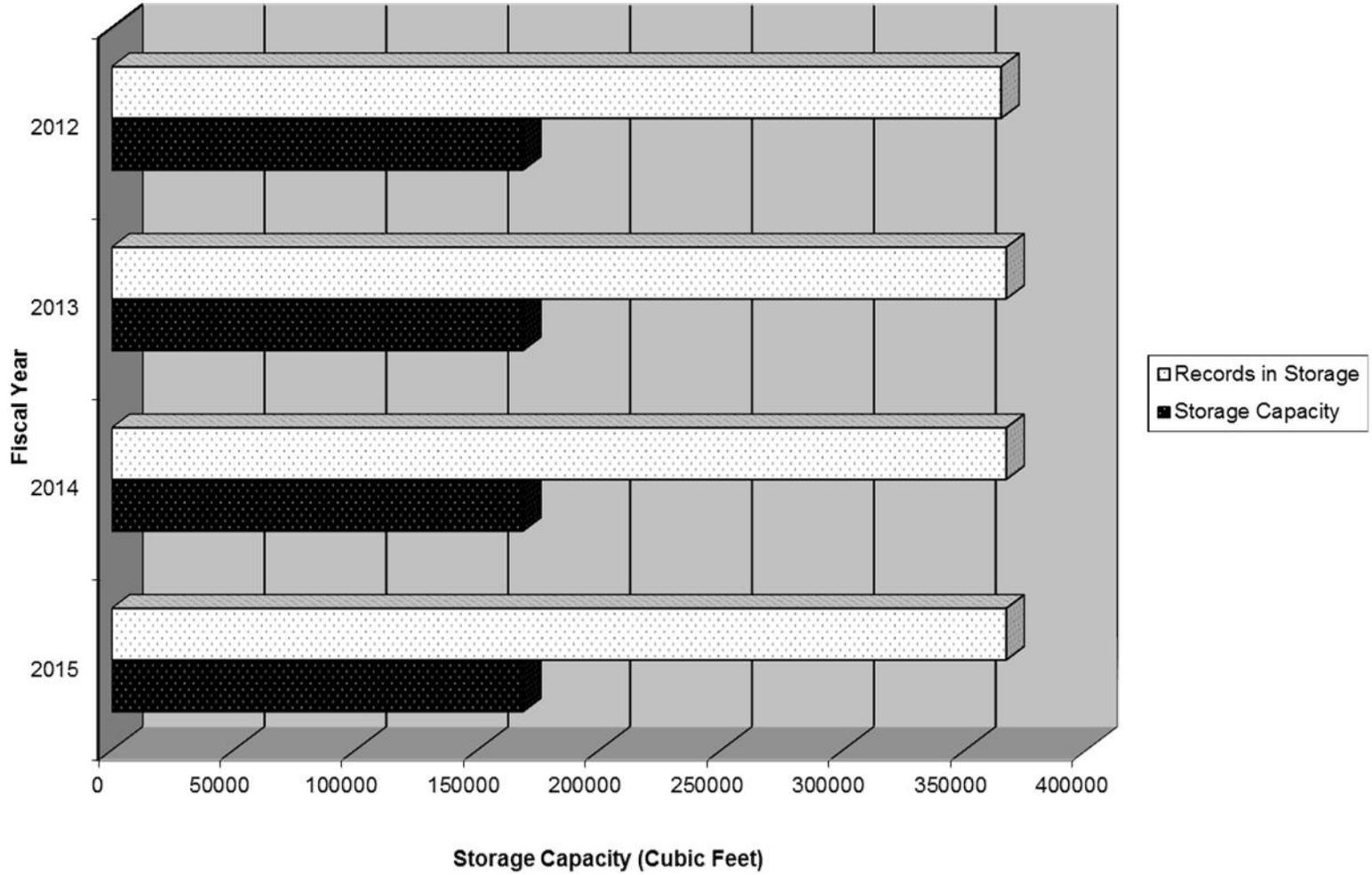
Objective 2.1 By June 2015, increase the number of objects from State art collections that are placed on display for the public.

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Input: Objects in State-owned art collections	4,085	4,131	4,141	4,161
Output: Items on display	1,866	1,867	1,892	1,900
Outcome: State-owned art collections on display	46%	45%	46%	46%

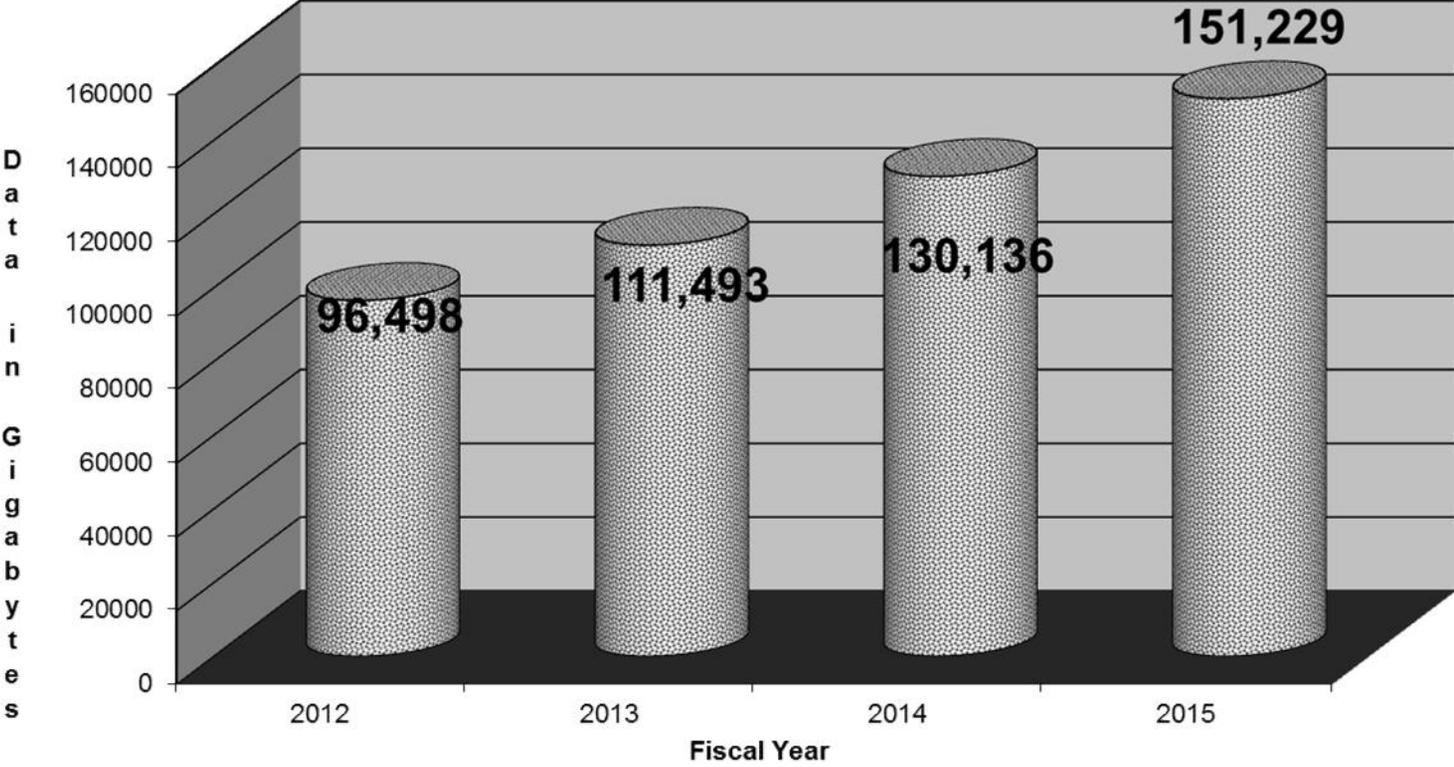
Objective 2.2 By June 2015, increase the number of on-line catalog pages for State art collections by 30 percent (over fiscal year 2011 baseline of 1,579 pages).

	2012	2013	2014	2015
Performance Measures	Actual	Actual	Estimated	Estimated
Output: Catalog pages of State art collections on Archives' website	1,670	1,901	2,000	2,050
Outcome: Increase of on-line catalog pages	6%	20.4%	27%	30%

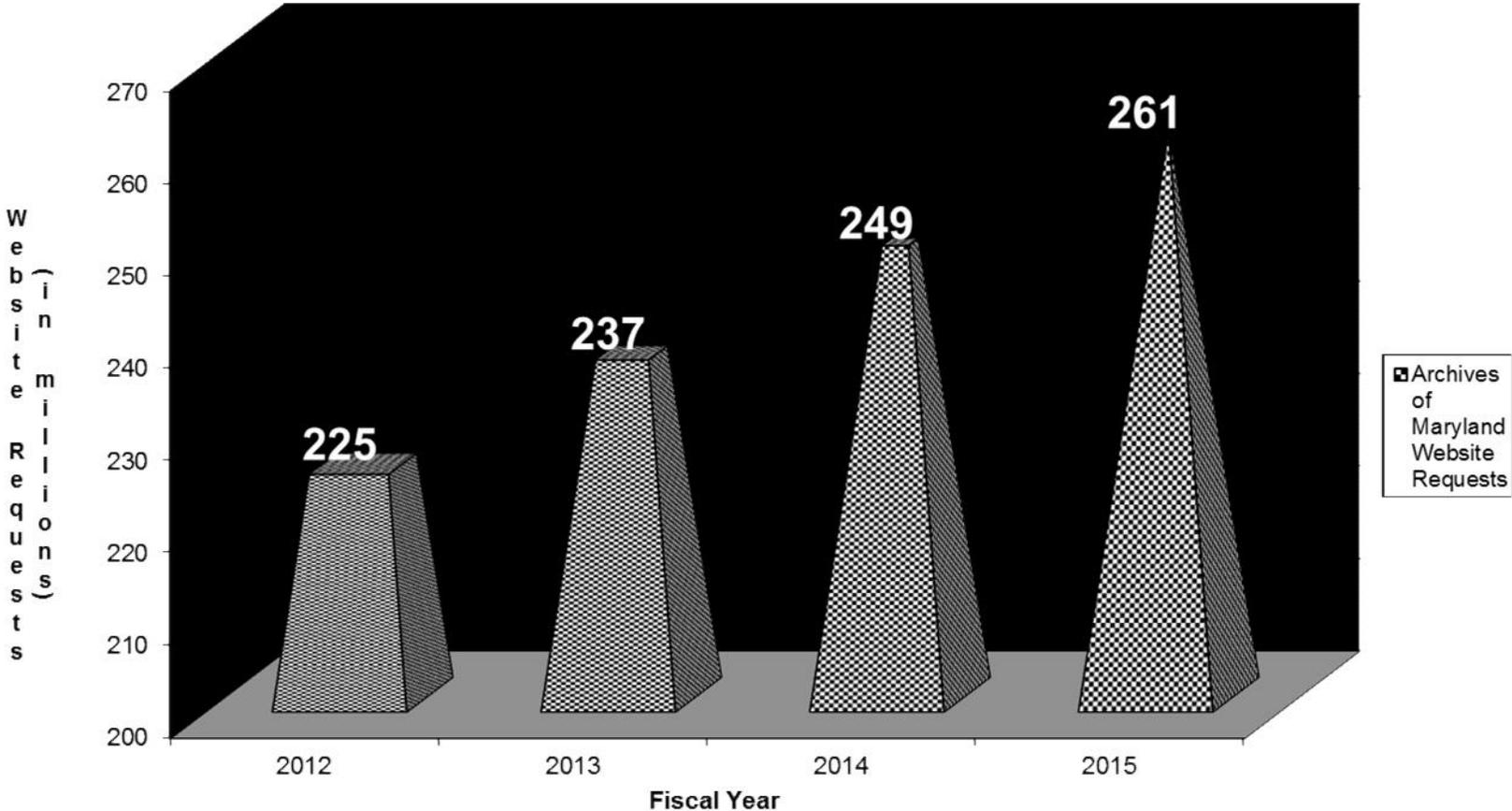
**Record Storage
Goal 1
Objective 1.1**



**Data Transferred via Web
Goal 2
Objective 2.1**



Number of Digital Files Delivered Online From Catalog Entries
Goal 3
Objective 3.2



Dept. of Budget & Management Budget Form DBM-DA-2 (Revised 4/02) Submit Original and 2 Duplicates	BUDGET ESTIMATES FISCAL YEAR 2015	Page 1 of 1 Executive Department State Archives & Hall of Records Commission D60A1000 Archives and Artistic Property
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Records document the lives of our people, the governments they create, and the rights they enjoy. They tell of our struggles, triumphs, and failures. They define who we are as a society. Of all the materials generated by our government, only a small portion is deemed so important as to be designated for permanent retention. The State Archives is the place where these permanently valuable records are preserved and made accessible over time.

The State Archives is the record keeper for all agencies of Maryland State and local government. The Archives collects the records that make transparent government possible, preserves the evidence protecting individual and property rights, and protects Maryland's most essential records from natural and man-made disasters.

At this time, if the Archives is to continue to achieve its mandate to preserve and make accessible the State's documentary and fine art treasures, a critical shortage of suitable archival storage space needs to be addressed.

The Archives' main facility in Annapolis – the only available facility suitable for records preservation over time – 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 requested a capital allowance for space suitable to house permanent records. By June 2013, the Archives had in its custody 366,916 cf of record material, 198,236 cf of which was stored in spaces ill-suited and even detrimental to long-term preservation.

There is no more space for transfers. Thousands of cf of records wait in the queue.

STATE ARCHIVES
Objectives & Strategies, Fiscal Year 2015

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

- Strategy 1.1.1 Monitor agency requests for records transfers.
- Strategy 1.1.2 Work with DGS to encourage agencies to move towards electronic management of permanent records and away from paper.
- Strategy 1.1.3 Develop streamlined methods for records scheduling and disposal.
- Strategy 1.1.4 Work with DGS and DBM on a facilities master plan for an archival facility to safeguard records housed in substandard, rented facilities.
- Strategy 1.1.5 Process, on a daily basis, all electronic records transferred to the Archives.

Objective 2.1 Provide efficient and measureable on-line service delivery of electronic archives.

- Strategy 2.1.1 Implement new data security strategy with upgrades to core switches, intrusion detection systems, and security analytics.
- Strategy 2.1.2 Centralize and standardize index capability for faster search of databases and full text.
- Strategy 2.1.3 Increase stability and reliability of on-line access.
- Strategy 2.1.4 Provide efficient and compatible file format and data quality.
- Strategy 2.1.5 Ensure data complies with State legal requirements.
- Strategy 2.1.6 Provide disaster recovery and business continuity for on-line access to permanent record data.
- Strategy 2.1.7 Program content management systems and data-sharing system.

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.

- Strategy 3.1.1 Monitor government websites with automated tools to capture publications and content.
- Strategy 3.1.2 Identify, preserve, and make accessible on-line electronic government publications and reports.
- Strategy 3.1.3 Work with DOIT, the Depository program, and other agencies to adopt and implement better metadata standards for cataloging.

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

- Strategy 3.2.1 Incorporate the *Archives of Maryland Online* (aomol.net) into the *Guide to Government Records* online (guide.mdsa.net).
- Strategy 3.2.2 Answer research inquiries from government agencies, officials, and the press, and prepare research materials for use while digitizing related materials and placing them online.
- Strategy 3.2.3 Apply for additional grants to continue and expand research in the Legacy of Slavery in Maryland program.
- Strategy 3.2.4 Help Maryland teachers incorporate of archival material into the Maryland Common Core State Standards, and the National History Standard curricula, to bring primary sources into the classroom.
- Strategy 3.2.5 Provide support and research for the Commission on the Commemoration of the 100th Anniversary of the passage of the 19th Amendment to the U.S. Constitution.
- Strategy 3.2.6 Manage student outreach to teach students the proper usage and significance of historical records.
- Strategy 3.2.7 Oversee internships to mentor young people interested in the archival field whose work preserves, interprets, and makes accessible Maryland records.

STATE ARCHIVES
Objectives & Strategies, Fiscal Year 2015

D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES

Objective 1.1 Inventory and catalogue State art collections annually.

Strategy 1.1.1 Conduct and maintain an annual physical inventory of State artwork.

Strategy 1.1.2 Adopt updated inventory control standards.

Strategy 1.1.3 Migrate inventory database to a more robust and feature-rich SQL environment.

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

Strategy 1.2.1 Since State funding for the conservation of State art collections has been eliminated completely; seek outside sources to conserve specific works of art on a case-by-case basis.

Strategy 1.2.2 Work with members of the Commission on Artistic Property to advocate for the restoration of public funding to conserve State art.

Objective 2.1 By June 2015, increase the number of objects from State-owned art collections that are placed on display for the public.

Strategy 2.1.1 Pursue opportunities to display objects from State art collections in State facilities and exhibit sites, and collaborate with museums and other arts organizations on exhibits featuring these objects.

Objective 2.2 By June 2015, increase the number of on-line catalog pages for State art collections by 30 percent (over fiscal year 2011 baseline of 1,579 pages).

Strategy 2.2.1 Update electronic records accession data for State art collections, and place on-line research data and other information relating to State-owned art objects.