



# Maryland State Archives

## Information Technology Master Plan FY 2004 - FY 2008

August 30, 2002

**Approved by:**

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Maryland State Archives  
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**Part I**  
***General Agency Information***

**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.

**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.

**BUSINESS FUNCTIONS**

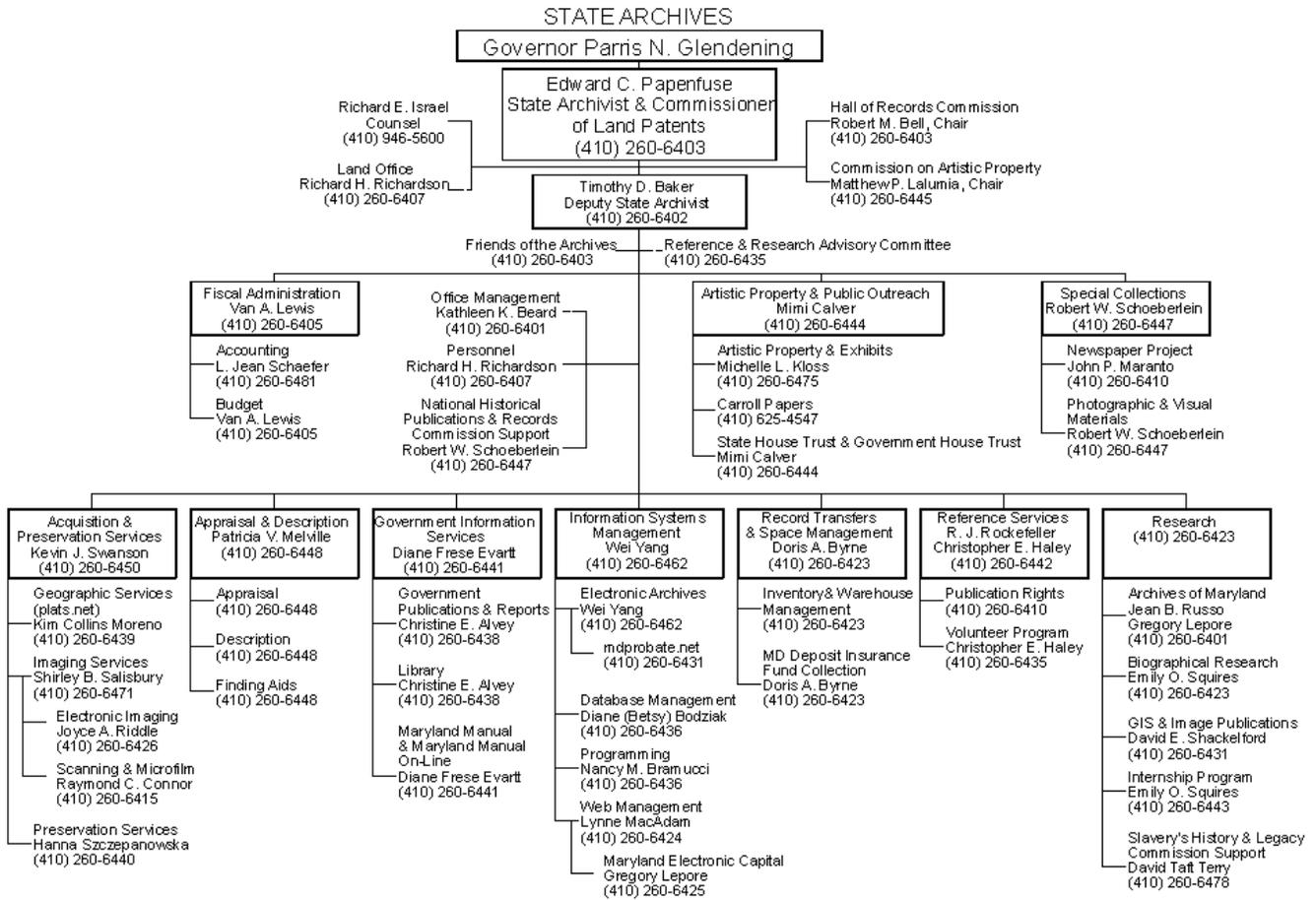
The State Archives serves a diverse group of customers in its role of providing records deemed to have permanent historical, administrative, fiscal, legal, or educational value. Our customers include the courts, General Assembly, lawyers, genealogists, title searchers, historians, educators, land researchers, local and municipal governments, federal government, art historians, general researchers and the public. In addition, the Archives provides service to the public seeking records crucial to their lives to document birth, death, marriage and divorce, property rights and judicial proceedings.

The Archives' interaction with its customers takes place in numerous forms from walk-up service to email and fax. The Archives' major business functions are:

- Acquisition and preservation services
- Records appraisal and description services
- Record transfers and space management services
- Reference services
- Government information services
- Electronic Archives
- Research services

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**Organizational Chart**



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**Part II**  
***Agency Goals and Key Strategies***

**A. Executive Summary**

**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 an eGovernment environment.
- 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.

**STRATEGIES**

Three major strategies infuse both daily operations and annual initiatives:

1. A need to continuously improve Service to all customers of the State of Maryland, whether the customer is an individual citizen, business, or other government organization.
2. A need to create and maintain a truly viable and permanent electronic archives in order to continuously improve access to the Archives' resource.
3. A need to continuously improve the Efficiency and Effectiveness of government with increased emphasis on technical solutions that enable ongoing stewardship of the public trust while improving the delivery of government services.

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**Part III**  
***Agency IT Strategic Direction***

**A. Background, Drivers and Issues.**

Over the past five years, the Maryland State Archives has confronted a revolution in the very nature of government records: how they are created, stored, and made accessible. Almost overnight, the paper world has been overtaken by the advent of the electronic record, a medium that has grown far faster than the ability of archives all over the world to cope with it. The move to electronic communications at all levels of government presents this and all archives with enormous challenges and exciting opportunities. The challenges are to work with other agencies to integrate systems and then find the resources to store and to make accessible the huge volume of electronic records that are being created by government each day. This challenge is compounded by the fact that the Archives continues to receive large quantities of traditional paper records which need to be stored, appraised and potentially scanned for electronic access, particularly if it is a record series that is in high demand or if the records are deteriorating. If these challenges can't be met, the present time may turn out to be the least documented period in all of recorded history. If the challenges are met, basic services and records that relate to the lives of every citizen, and the interaction between Maryland citizens and their government, will be available at the click of a mouse.

To meet these challenges and take advantage of the opportunities, the primary objective of the State Archives in 2002 and beyond is to preserve and make accessible government records and to move beyond the paper archives to expand and maintain a truly viable and permanent electronic archives. The Archives' business plan has changed considerably over the years with the advent of new technology. The move from paper & microfilm to electronic formats has improved access to the records and data housed at the Archives, but it has also required a technological adaptability to new hardware and software as the processes evolved and improved with time. An example of how Marylanders benefit from such a facility is found in the matter of land records. The Archives has initiated a program in conjunction with the Judiciary, called plats.net, to scan and place online all subdivision plats and condominium records for all counties in Maryland. These oversized paper records are difficult to store and deteriorate over time from repeated use. Subdivision and condominium plats represent just a small portion of the thousands of records, many of them vital to the lives of our citizens, which require preservation in an electronic format.

The Archives' core mission is preserving the historical records of Maryland government, and making them accessible through the electronic media to the public. A successful archival program provides our citizens the resources to understand the government that serves them, who the people of our state are, where they have lived, and what they have done. An archives must seek out, preserve, and make accessible the records that can be used to answer these questions. Because of the temporal nature of the electronic record and the ever-growing technology needs of state government, we must incur the costs for equipment and staff.

Every aspect of Archives operations is dependent upon IT infrastructure. Electronic storage is vital to the preservation of permanent records. This includes records for which the only archival copy is in electronic format such as property assessment records, candidate lists, campaign finance records, executive administrative files, and increasingly, land records. The Archives will run out of electronic storage to house these records by the end of calendar year 2002. Without the additional electronic storage space, core Archives functions will be adversely affected. Without additional storage, the Archives' ability to generate Special Fund revenue, which accounts for 42% of the overall budget, will be diminished.

Today the Archives' considerable record series data is managed in thousands of databases. Depending upon the date of creation the data can be found in either dBASE IV, Access, or, more recently, SQL programs. These databases track our collections, and allow for index access to record series in traditional and web-based formats. There is a pressing need to move all this information into an information architecture that is readily accessible to employees as well as customers, whether the data is financial or image intensive.

The Archives provides 24 x 7 Internet access, e-mail service, and firewall security to the Annapolis Campus Network of state agencies. This includes the State House, Comptroller, Treasurer, Secretary of State, Department of Budget & Management, State Board of Elections, etc. This gateway for the exchange of government information requires the Archives to maintain telecommunications, routing, firewall applications, DNS services for Internet, primary name server for

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over 60 domains, web servers, mail servers, configuration of security services for special applications, and support for network administrators and webmasters at a number of agencies.

During Fiscal Year 2000, 684 gigabytes (gb) of data were transferred through the firewalls. This includes (but is not limited to) e-mail traffic, HTTP traffic, FTP traffic, and telnet traffic. It represents a 73% increase over Fiscal Year 1999. Fiscal Year 2001 statistics show a total of 1,376 gb of data were transferred through our firewalls. This is an increase of 101% over the same period of Fiscal Year 2000. In Fiscal Year 2002, 2,671 gb of data were transferred through the firewalls, a 94% increase over fiscal year 2001. In addition, a new network traffic monitor shows that during Fiscal Year 2002, 2791 terabytes (tb) of data was transferred over the Archives' network. This includes data transferred by state agencies (e-mail, HTTP, ftp, SQL, and telnet traffic) in the Annapolis campus behind the Archives' firewall (Governor's Office, Secretary of State, Comptroller, State Board of Elections, Department of Budget and Management). In addition, a wireless connection has recently been placed in service between the Archives and the State Board of Elections (SBE). This integration of services between agencies will facilitate the move of candidate lists, election results and campaign finance reports which are only available in electronic format and provide long term cost savings to both agencies.

The Archives needs increased General Fund help for basic information technology functions and adequate electronic record storage. The Archives has, with some measure of success, been able to fund essential archival services through revenue producing special fund projects. However, not only is this inherently unstable, it ignores the fact that there are legitimate requirements, particularly for IT, that should be provided for through general funds. In future years, plats.net will not continue at current revenue levels, and it is becoming more and more difficult to find similar sources of income. The economic recession and downturn in state revenues have made this method of funding even more problematic. Without recognition on the part of budget planners that the costs of such basic services as information technology and the storage of records must be considered to be essential elements of the Archives' baseline functions - with a consequent increase in appropriated general funds - we will not have the resources to deal with the tidal wave of records, both electronic and paper.

### **B. IT Goals and Strategies**

Information Systems Management (ISM) provides the necessary infrastructure (technical, programmatic, LAN and WAN resources) for the attainment of the Archives' mission and goals. ISM develops and administers policies, standards, and planning processes to support the management and procurement of IT systems, services, and equipment. In addition, ISM develops, maintains and operates Archives' and Annapolis Campus Network IT application systems, as well as field operations for plats.net.

Information Systems Management provides electronic records management, database administration, electronic file management, geographic information systems and network/internet services for the State Archives, 24 x 7 Internet access, e-mail service, and firewall security to the Annapolis Campus Network of state agencies, and web design and web site assistance for State agency clients. This gateway for the exchange of government information requires the Archives to maintain telecommunications, routing, firewall applications, DNS maintenance for over 60 domains, web servers, mail servers, configuration of security services for special applications, and support for network administrators and web masters at a number of agencies.

The critical goal of Information Systems Management for 2003 and 2004 is to assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to or backed up by the Archives and provide the information technology infrastructure to accomplish this goal. The Electronic Archives' program coordinates and manages the development of a permanent archive of electronic records and is responsible for mass data storage management, database management, and multiple-platform network. The Archives takes on permanent government records in paper and electronic formats. These records are appraised and described in thousands of databases which then provide index access to our collections for the public and government officials.

Using the Department of General Services records inventory as the baseline for existing permanent records, the Archives is able to calculate an approximation of the amount of electronic storage needed to take on the existing permanent records in an imaged environment. The appraisal formula for conversion into an imaged environment would require 902,582 gigabytes of storage capacity. Recognizing the enormity of this requirement, the sensible approach that the Archives' plan

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contemplates is to identify those permanent records that, if made available online, would offer the highest return on investment.

<b>Performance Measures</b>	<b>2001 Actual</b>	<b>2002 Actual</b>	<b>2003 Estimated</b>	<b>2004 Estimated</b>
<b>Inputs:</b> Electronic storage required for all permanent archival records in State government (gigabytes)	*	902,582	911,582	920,582
Images received from <i>mdlandrec.net</i> , Registers of Wills & State Highway Administration (gigabytes)	*	14.5	990	567
Images scanned by Archives' staff (gigabytes)	110	273	603	1567
Electronic record storage capacity (gigabytes)	500	800	2,500	4,500
<b>Outputs:</b> Total image files online	935,014	2,951,566	9,326,949	29,473,159
Electronic data online (gigabytes)	190	463	2,056	4,190
Website files online (images, htmls, etc.)	2,081,363	4,157,738	8,305,511	16,527,967
<b>Outcome:</b> Additional electronic storage (gigabytes)	400	300	1700	2000
Website visits (unique hosts)	1,142,540	1,467,422	1,645,258	2,404,224
Website requests (hits on servers)	34,641,292	53,422,258	73,722,716	101,737,348
<b>Quality:</b> Websites, increase in use (by unique hosts)	30%	30%	30%	30%
<b>Efficiency:</b> Ratio of files online to storage capacity	38%	58%	82%	93%
Percentage of all permanent State records online		0.05%	0.22%	0.44%

**Note:** \* New measures for which data is not available.

**Strategies:**

- Increase Archives' electronic storage capacity by 3700 gigabytes to accommodate the electronic data that will be acquired during the plan period.
- Through fiscal years 2003 and 2004, install Storage Area Network and upgrade LAN backbone to 1 Gigabit network to accommodate the electronic data that will be acquired during the plan period.

The Archives has submitted an over the CSB request that presents the requirements necessary to receive electronic records from the State Highway Administration (road plats), State Department of Assessment and Taxation (assessment records) and State Board of Elections (candidate lists, campaign finance reports and election results).

In addition, working in cooperation with the Judiciary, the Archives proposes to establish a system called *mdlandrec.net*. *Mdlandrec.net* will provide web access to land record filings from Maryland's circuit courts, prospective as well as historic. The Archives will be applying to the IT Fund to fund the executive branch portion of this dynamic project. *Mdlandrec.net* would be accessible off of existing *Plats.net* stations in the courthouses and remotely via the Internet.

The Archives has, and has had for three years now, a simple plan for modernizing and placing on the web, land record resources. We have proven it in part through our innovative approach to subdivision and condominium plats, *plats.net*, which we have installed in all jurisdictions except Baltimore City (we are awaiting approval of our proposal). For a modest investment at the Archives of \$4 million dollars over the past six years from the Land Records Improvement Fund and the Judiciary, the Archives has introduced a web based system that has no peer in any other state for the care, preservation and access of oversized recorded records relating to property of the citizens of Maryland. This system has saved the State hundreds of thousands of dollars in storage and maintenance fees alone for this type of oversized land record.

The proposed *mdlandrec.net* project will:

- Make land records more widely accessible via the Internet through image delivery in an easy to use format using the existing ELROI and *plats.net* systems based in the courts.
- Reduce or eliminate the need for constituents to visit the courthouse in order to access land records.
- Enable the courts to provide constituents (state and local government, researchers and the land record user community) with comprehensive access to recent and historical land record filings in conjunction with existing materials relating to land use and ownership.

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- Free the courts from the costs of storing and caring for collections of large, deteriorating materials that are difficult and expensive to maintain and duplicate.
- Over time, eliminate the need to maintain costly and bulky microfilm reader printer equipment and film storage devices in the State's courthouses.
- Operate in conjunction with ELROI and plats.net to provide local and remote access to indexes and retrieval of digital images maintained by the Archives.
- Provide timely updates and efficient preservation of new land record filings.
- Secure the State's significant investment in digital imaging and provide authentication and backup of scanned images through duplicate archival images in the electronic 'vaults' of the Maryland State Archives.

### C. IT Accomplishments

Information Systems Management provides efficient, effective and quality service in support of the Archives' business plan. IT staff are always seeking innovative ways of providing solutions for electronic access to the collections housed at the Archives. Measures of success point to the large quantities of records received and made accessible, the usefulness of information about the government that created the records it receives, and how effectively patrons are able to use the records. Access to Archives' services is provided through:

- *Plats.net*: The development of the *Digital Image Reference System for Land Survey, Subdivision, and Condominium Plats* for the Administrative Office of the Courts has resulted in online access to over 768,000 images of plats for 23 counties. In fiscal year 2002, users of plats.net viewed 768,773 plat images. In addition, system users accessed 1,436,043 bibliographic htmls and 35,875 index entries. This represents a significant increase over fiscal year 2001 usage, with html hits up 96% (732,427) and index access up over 550% (5,491). Response to plats.net has been very positive. System use has been on a steady upward trend since the first system was installed in the Baltimore County Circuit Court in May 1999. Archives anticipates the steady increase in system use to continue as Baltimore City Circuit Court plats are brought online in the fall of 2002, thereby making available oversize materials relating to land use and ownership for all 24 Maryland jurisdictions. This program not only serves the interest of the courts and the Archives, but is a model for what the Archives wants to do with other record series in high demand.
- *Archives of Maryland Online*: The Maryland State Archives publication series, *Archives of Maryland Online*, currently provides access to over 305,000 pages of historical documents that form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government. Online access to this information at the Archives' web site enables users to research quickly and easily such topics as Maryland's constitutions and constitutional conventions' proceedings, session laws, proceedings of the General Assembly, governors' papers, and military records. Through this project, the Archives is making accessible in electronic form, and preserving for future generations, records that are scattered among a number of repositories and that often exist only on rapidly disintegrating paper. Fiscal year 2002 started with a joint effort between the State Archives and the Office of Comptroller of Maryland to put together material celebrating the 150th Anniversary of the Comptroller's Office. The Archives scanned and made available every annual report of that office, over 23,300 pages detailing annual expenditures. In addition to supporting the Comptroller's Office, the *Archives of Maryland Online* team worked with the *Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland* to begin making available records of slavery in Maryland. The Muster Rolls of the United States Colored Troops during the Civil War were made available, as were Slave Statistics for St. Mary's County. During calendar year 2001, the *Archives of Maryland Online* also fulfilled one of its basic goals: to make available all compilations of the Maryland Code up through 1939. Another important accomplishment during the year was the creation of a comprehensive, chronological collection of all amendments to Maryland constitutions, as well as putting the full text of these amendments online. This work was done in conjunction with the University of Maryland, College Park.
- The Archives' web sites: The Archives placed an Internet site in operation in late February 1995, www.mdarchives.state.md.us. That site, in addition to plats.net, msaref.net, ecplio.net, mdag.net, mdstatehouse.net and martenet.org now contains over 2 million files relating to every aspect of the Archives' operations, reference resources, and the *Archives of Maryland Online* project. Last year the Archives received 54.4 million requests for 463 gigabytes of data on our web site. This is a 41 percent increase over fiscal year 2001. At the end of fiscal 2002, there were 4.2 million html, gif, tif, max, or jpg files available to the public. This approach to automating archival records allows the wide use and appreciation of archival material and greatly enhances public access to documents

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without damage to original records. The change has come about in the last five years. In 1994, the Archives reached about 30,000 people annually, through visits to our public search room or by mail requests for information or documents. Today, the Archives' website gets about 54 million hits per year, most of which are answered by information on the web site. To assist online visitors, as well as researchers who come to our public search room, the Archives has placed most search room finding aids on the web site. Now, many requests for further information can be answered via e-mail. The online world is the future of the Archives' reference services program which, until very recently, was based primarily in our public search room and mail answering system. These initiatives represent a significant achievement to ensuring long-term access to important records.

- *Maryland Manual On-Line*: The Archives assists Maryland citizens and public officials with current and historical information about government through the *Maryland Manual On-Line* (mdmanual.net) and the *Maryland Manual* (book & cd editions). The *Maryland Manual On-Line*, a continuously updated guide to Maryland government, has been accessible on the Internet since December 1996. It presents an overview of the organizational structure and staffing of the executive, legislative and judicial branches of Maryland government. It shows agency budgets and organizational charts, lists mandated reports, and provides the origin, historical evolution, and functions of government agencies. As the reliability of the *Maryland Manual On-Line* is recognized, its use as a source of government information increases. In fiscal year 2002, the number of hits on the server increased by 38% and the number of people looking at the Manual online rose 33%.
- *Who Are Your Elected Officials?:* Would you like to know who represents you in the Maryland General Assembly and in Congress? All you need to know is your street address and the zip code of your residence to use the look up form to find your elected officials. Redistricting information has been added to the lookup feature, candidate lists are available and the newly elected officials will be online within days of the November election. This site had over 790,000 hits in fiscal year 2002 and added to the total hit count on the *Maryland Manual On-Line* as the elected officials are linked to their biographical information on the *Manual* web site. The two sites mesh well to provide customers with data on their elected officials in a timely and cost effective manner.

### **D. Electronic Government Initiative (50% - 65% - 80%)**

The Archives has had tremendous success in utilizing relational databases and internet technologies to successfully deliver access to information in support of the agency mission and the eGovernment initiative. Our approach to automating archival records allows wide use and appreciation of archival material and greatly enhances public access to documents without damage to the originals. The goals of our eGovernment initiative are multifaceted but focus on these key areas:

- Providing useful database driven search engines to aide in finding information
- Provide direct access, where appropriate, to material via the web

In the area of providing useful database driven search engines to aide in finding information, the Archives has achieved 100% collection-level cataloging of material on the web. In other words, anyone can search and learn about the vast holdings of the Archives and at this high level determine what type of records series are housed at the Archives and the time period the record series represents. We also have provided a means by which inquiries can be made to Reference Services via the web.

The Archives houses over 10,650 record series that range from the obscure to the notable. The oldest records at the Archives date back to the founding of the colony of Maryland in 1634 by Lord Baltimore. The most recent records include the near-current files of State government and the security microform of land records. Among the holdings of the Archives are colonial and state executive, legislative, and judicial records; county probate, land, and court records; church records; business records; state publications and reports; and special collections of private papers, maps, photographs, and newspapers.

A record series can, in some cases, be quite large while in others quite small. Most importantly, some record series are in very high demand and, when provided via the web, can accrue to government and the public it serves tremendous efficiencies. This is where the Archives focuses its eGovernment effort. Plats.net is an excellent example of the model to be followed. Our efforts, in partnership with the courts, to provide access to land records through a series of projects collectively referred to as mdlandrec.net will be the next significant effort in this regard.

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Mdlandrec.net will fulfill the Archives mission to preserve the record, while providing the Courts, (their employees and customers), with more efficient access to these important documents.

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**E. Future Agency IT Environment**

**Vision Statement**

Goals for the Archives' principle program focus on the core requirements of the agency to:

- Serve as custodian of the State's permanent records and collections
- Describe government
- Provide intellectual interpretation

The MFR and budget documents together provide a plan for putting in place the fundamental infrastructure required for a successful Archives program. Implementation of the Archives IT plan will provide:

- Archival storage for security backup of certain records, as well as for converted and electronic records
- Efficient and more cost effective delivery of records, and of important interpretive and analytical work
- Intellectual access to records in the form of finding aids and search engines

Once implemented, Maryland government and the public it serves will benefit from the Archives' ability to:

- Take on records of permanent value electronically
- Provide better database driven search engines to locate and index records
- Convert paper, microform and other legacy forms to an electronic environment, and
- Where appropriate, provide web accessibility to the record.

**Part IV**

***Agency Information Technology Investment Portfolio***

**A. IT Personnel**

<b>Business Function</b>	<b>Name</b>	<b>Cost Including Turnover</b>	<b>Turnover</b>	<b>Total by Function</b>
Management/Systems & Programming	Wei Yang	\$91,484	(1,858)	
Management/Web Development	Lynne MacAdam	84,768	(1,720)	<b>\$176,252</b>
Web Development	Greg Lepore	66,078	(1,339)	
Web Development	Ryan Polk	30,310	(1,866)	
Web Development	Kirsten Hair	15,736	(969)	<b>112,124</b>
Programming	Betsy Bodziak	44,934	(907)	
Programming	Nancy Bramucci	83,294	(1,690)	
Programming	Mai Doan	66,182	(1,341)	
Programming	Kyle McLean	4,845	(298)	
Programming	Sean Neubert	3,288	(202)	<b>202,543</b>
Networking	Daniel Knight	54,829	(1,109)	
Networking	Tony Darden	60,373	(1,222)	<b>115,202</b>
<b>TOTAL</b>		<b>\$606,121</b>	<b>(\$14,521)</b>	<b>\$606,121</b>

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**A. IT Project Portfolio**

**1. IT Infrastructure**

**Wide Area Network (WAN)**

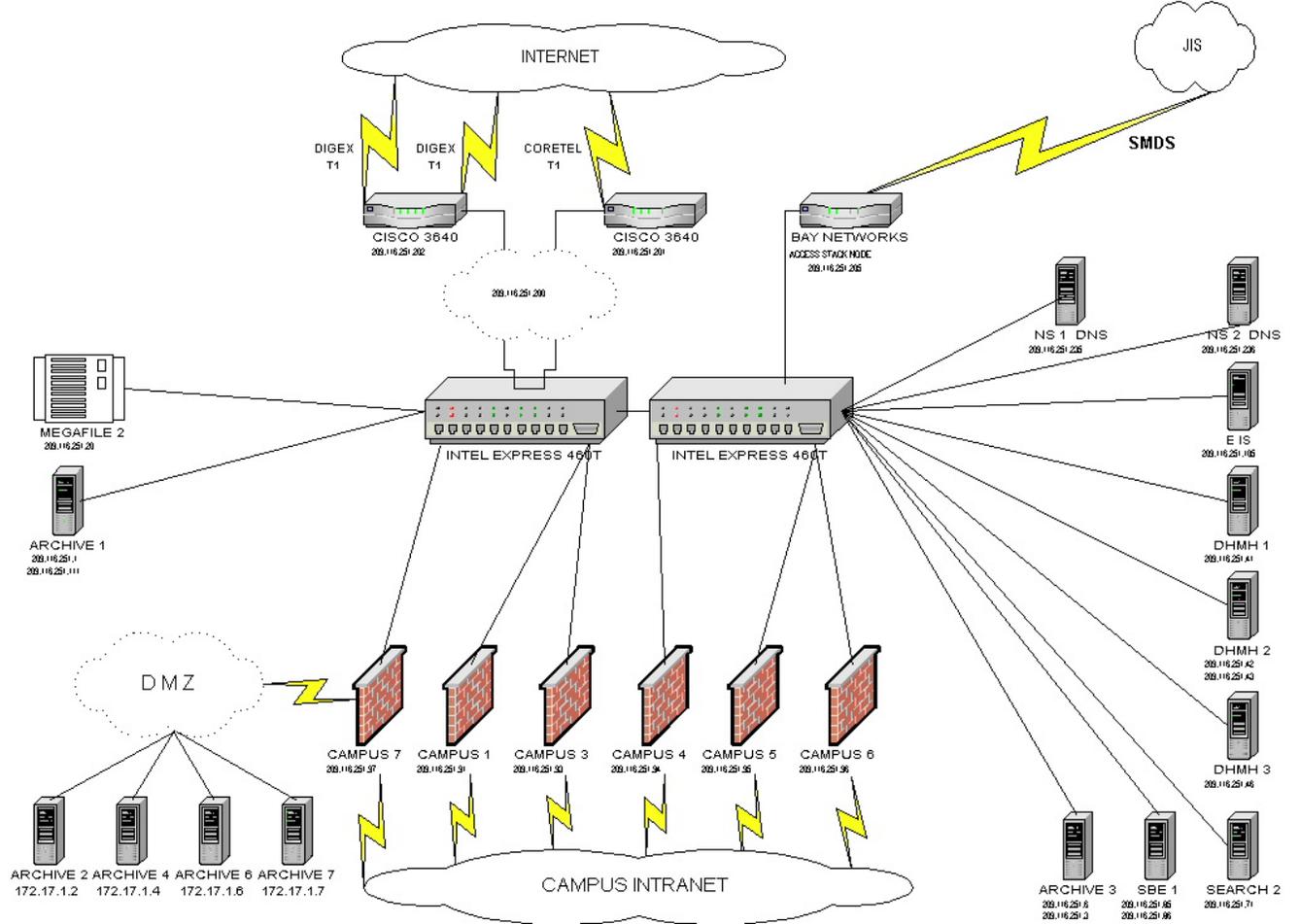
<b>Equipment</b>	<b>Use</b>	<b>Quantity</b>
<b>UNIX servers</b>		
Sun Sparc 5	Email	1
Sun Ultra 5	File server	4
Sun Ultra 10	Firewalls	7
Sun Ultra 60	Firewall	1
<b>Linux servers</b>	DNS/Search services	3
<b>NT servers</b>	Web/file servers	5
<b>Routers</b>	Traffic routing	6
<b>Switches</b>	Internet connectivity	4

**Local Area Network (LAN)**

<b>Equipment</b>	<b>Use</b>	<b>Quantity</b>
<b>NT servers</b>	Intranet	14
<b>Linux servers</b>	DNS/Search services/file servers	6
<b>PCs</b>	Intranet	150
<b>Printers</b>	Intranet	33
<b>Plotters</b>	Oversize documents	2
<b>Large document scanners</b>	Oversize documents	5
<b>Microfilm scanners</b>	Scan microfilm	2
<b>Zeutschel scanners</b>	Scan volumes	2
<b>Desktop scanners</b>	Routine scanning	5
<b>PaperPort scanners</b>	Routine scanning	45
<b>Routers</b>	Traffic routing	1
<b>Switches</b>	Intranet connectivity	14
<b>UPS devices</b>	Power backup	29
<b>Laptops</b>	Telecommuting/remote	3
<b>Storage Devices</b>		
Hitachi 500 GB Storage Array	Electronic Archives	2
Andataco ESP GigaRaid SX	Electronic Archives	2

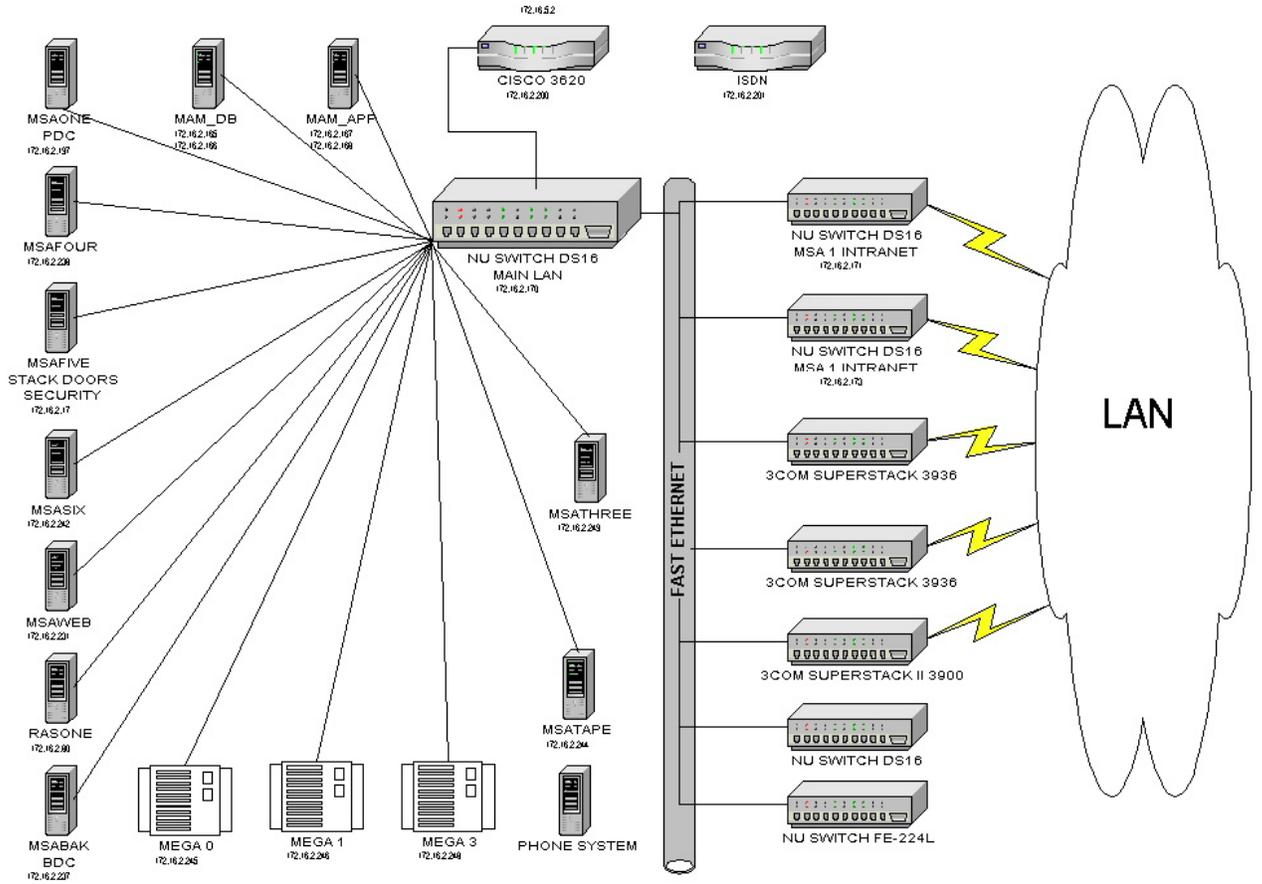
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**MARYLAND STATE ARCHIVES  
OUTSIDE NETWORK**



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**MARYLAND STATE ARCHIVES  
INSIDE NETWORK**



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**2. Project Summaries**

Section	Title	Description
1	Project Title	Baseline Information Technology Replacement Equipment
2	Major Project (Y/N)	No
3	Project Description	Hardware infrastructure required for the support of the Archives' mission.
4	Project Management	Wei Yang, Director, Information Systems Management & Electronic Archives
5	Project Status	The Archives has experienced several episodes of equipment failure in items as basic as servers, routers, switches and uninterrupted power supply (UPS) units. When equipment slows or failures occur due to aging hardware, the Archives' mandated mission is severely hampered.
6	Project Estimated Cost	
7	Major Milestones	None - due to lack of funding.
8	Managing for Results (MFR)	Our primary goal is to preserve and make accessible, in an electronic environment, records deemed to have permanent value. A modest IT budget allows Archives to manage and present permanent records effectively and efficiently. Additionally, the internet provides the vehicle to describe government and facilitate a broad and better understanding of government and the archival record.
9	List of Other Projects Impacted by this Project	The entire Archives' operations including but not limited to administration, reference services, and <i>Maryland Manual On-Line</i> . Also Special Funds projects, e.g., plats.net and <i>Archives of Maryland Online</i>
10	List of System Interfaces	N/A

Section	Title	Description
1	Project Title	Mdlandrec.net
2	Major Project (Y/N)	No
3	Project Description	Access to and preservation of Maryland's land records. At present, there is no statewide electronic land record system available to the public and professionals that use land records on a daily basis. Recently recorded land records are available only at the courthouse, where users access the records through microfilm or paper volumes (often missing pages). This process slows title searches, lengthens proceedings related to land purchase, planning and use, and costs the State thousands of dollars in both private and public money. Initiatives that the State undertakes, such as managed development of urban and rural areas, natural resource preservation (such as watersheds), and similar planning and zoning issues related to planning require efficient and reliable access to the State's land records. The mdlandrec.net project, will integrate with existing land record systems to efficiently allow for the electronic retrieval of indexes and records, and will provide a means by which the permanent record forever will be safeguarded.
4	Project Management	Kevin Swanson, Director, Acquisition & Preservation; Dave Shackelford, Deputy Director, Acquisition & Preservation
5	Project Status	Currently in development.
6	Project Estimated Cost	See Over the CSB documents
7	Major Milestones	Development plans presented to the Judiciary: July and

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8	Managing for Results (MFR)	Our primary goal is to preserve and make accessible, in an electronic environment, records deemed to have permanent value. A modest IT budget allows Archives to effectively and more efficiently manage and present permanent records. Additionally, the internet provides the vehicle to describe government and facilitate a broad and better understanding of government and the archival record.
9	List of Other Projects Impacted by this Project	
10	List of System Interfaces	N/A

Section	Title	Description
1	Project Title	Critical IT Infrastructure
2	Major Project (Y/N)	No
3	Project Description	Every aspect of Archives operations is dependent upon IT infrastructure. Electronic storage is vital to the preservation of all permanent government records. This includes records for which the only archival copy is in electronic format such as property assessment records, campaign finance records, executive administrative files, and increasingly, land records. The Archives will run out of electronic storage to house these records by the end of calendar year 2002. Without the additional electronic storage space, core Archives functions will be adversely affected. More importantly, this will substantially diminish the Archives' ability to generate Special Fund revenue which accounts for 42% of the overall budget.
4	Project Management	Wei Yang, Director, Information Systems Management & Electronic Archives
5	Project Status	At the end of Fiscal Year 2002, the Archives had stored over 463 gigabytes of electronic archival records. In Fiscal Year 2003, the Archives is expecting to take on over 990 gigabytes of land records, State Highway Administration records, and estate papers from the Registers of Wills, as well as 603 gigabytes of archival data generated from other government series for a total of 1,593 gigabytes. In Fiscal Year 2004, this number will increase by another 2,134 gigabytes. Archival storage capacity for electronic records at the end of Fiscal Year 2002 is 800 gigabytes. The request for an additional 1700 gb storage device in the Fiscal Year 2003 budget was denied. At the present rate of electronic data accumulation, the Archives' storage capacity will be depleted by the end of Calendar Year 2002.
6	Project Estimated Cost	See over the CSB document
7	Major Milestones	Purchase of 1 terabyte in FY 2001

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8	Managing for Results (MFR)	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. Goal 1, objective 1.2 states that through fiscal years 2003 and 2004, Archives will assess requirements for the permanent storage of electronic records that are legally mandated to be transferred to or backed up by the Archives and provide the information technology infrastructure to accomplish this goal.
9	List of Other Projects Impacted by this Project	Plats.net, mdlandrec.net, <i>Archives of Maryland Online</i> , reference and research projects, and receipt of electronic records from other agencies, e.g., candidate lists and campaign finance reports from State Board of Elections.
10	List of System Interfaces	N/A

Section	Title	Description
1	Project Title	Archives of Maryland Online
2	Major Project (Y/N)	No
3	Project Description	This work supports a scanning and text authentication environment at aomol.net that provides on-line access to the recent permanent constitutional, legal, legislative, and administrative records of state government. This work will provide the archival context for retiring and accessing the Executive and Legislative archival records of the last decade.
4	Project Management	Greg Lepore, Director, <i>Archives of Maryland Online</i>
5	Project Status	<i>Archives of Maryland Online</i> currently provides access to over 305,000 pages of historical documents that form the constitutional, legal, legislative, judicial, and administrative basis of Maryland's government.
6	Project Estimated Cost	
7	Major Milestones	<p>Fiscal year 2002 started with a joint effort between the State Archives and the Office of Comptroller of Maryland to put together material celebrating the 150th Anniversary of the Comptroller's Office. The Archives scanned and made available every annual report of that office, over 23,300 pages detailing annual expenditures.</p> <p>In addition, the <i>Archives of Maryland Online</i> team worked with the Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland to begin making available records of slavery in Maryland. The Muster Rolls of the United States Colored Troops during the Civil War were made available, as were Slave Statistics for St. Mary's County.</p> <p>During calendar year 2001, the <i>Archives of Maryland Online</i> also fulfilled one of its basic goals: to make available all compilations of the Maryland Code up through 1939. Another important accomplishment during the year was the creation of a comprehensive, chronological collection of all amendments to Maryland constitutions, as well as putting the full text of these amendments online. This work was done in conjunction with</p>

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		the University of Maryland, College Park.
8	Managing for Results (MFR)	Goal 3. Facilitate a broad and better understanding of the archival record through educational programs and published historical works including, but not limited to, institutional, legal, geographical, architectural, biographical and topical research and writing, searchable at the <i>Archives of Maryland Online</i> website ( <a href="http://aomol.net">http://aomol.net</a> )
9	List of Other Projects Impacted by this Project	Research done by Commission to Coordinate the Study, Commemoration, and Impact of Slavery's History and Legacy in Maryland; 150th Anniversary of the Comptroller's Office (comptroller's annual reports).
10	List of System Interfaces	N/A

Section	Title	Description
1	Project Title	LAN and WAN Communications
2	Major Project (Y/N)	No
3	Project Description	<p>The Archives can meet the information transport needs of its clients, partners and staff at this time. However, the agency will not be able to keep pace with the sharply growing demand for services by citizens, clients and government alike as the volume of information increases and the response time is expected to decrease.</p> <p>In FY2002, the Archives had 4 T1 connections to the Internet and 100 megabit Ethernet backbone. During this same period, 2791 Terabytes of data was transferred over the Archives' network. This includes data transferred by state agencies (e-mail, HTTP, ftp, SQL, and telnet traffic) in the Annapolis campus behind the Archives' firewall (Governor's Office, Secretary of State, Comptroller, State Board of Elections, Department of Budget and Management). There is a pressing need to upgrade Archives' network backbone and bandwidth to support an anticipated increase in demand. This business plan impacts not only the Archives, but also a number of state agencies in the Annapolis campus.</p>
4	Project Management	Wei Yang, Director, Information Systems Management & Electronic Archives
5	Project Status	The Archives currently has 100 mb Ethernet backbone and two T-1 connections to the Internet for communication. There is a pressing need to replace the existing backbone with 1 gigabit Ethernet backbone and existing T-1 connections with super T connections.
6	Project Estimated Cost	
7	Major Milestones	Will convert three T1 lines to a super T line with cost savings in September 2002.
8	Managing for Results (MFR)	Our primary goal is to preserve and make accessible, in an electronic environment, records deemed to have permanent value. The internet provides the vehicle to describe government and facilitate a broad and better understanding of government and the archival record.
9	List of Other Projects Impacted by this Project	This impacts all the Archives' projects noted in the IT Master Plan as well as other agency projects which use the Archives' network to access the Internet.

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10	List of System Interfaces	N/A
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Section	Title	Description
1	Project Title	The Digital Image Reference System for Land Survey, Subdivision, and Condominium Plats - Plats.net
2	Major Project (Y/N)	No
3	Project Description	In partnership with the county circuit courts, the Archives initiated this program, called <i>plats.net</i> , to scan and place online all subdivision plats and condominium records in Maryland. Difficult to store, these oversize paper records deteriorate over time from repeated use. Yet they are vital to land recordation.
4	Project Management	Kevin Swanson, Director, Acquisition & Preservation; Wei Yang, Director, Information Systems Management
5	Project Status	During fiscal year 2002, the plats.net system was installed in the remaining Maryland counties bringing all of Maryland's 24 jurisdictions online with the system.
6	Project Estimated Cost	
7	Major Milestones	All 23 Maryland counties brought online by the end of FY2002. Baltimore City to be online by the end of CY2002. A pilot project for scanning more than 60,000 right-of-way plats of the State Highway Administration (mdroads.net) was developed in CY2001 by Geographic Services.
8	Managing for Results (MFR)	A web-based, searchable presentation system, plats.net reflects the mission of the State Archives to provide greater access to public records.
9	List of Other Projects Impacted by this Project	Subdivision and condominium plats represent just a small portion of the thousands of records, many of them vital to the lives of our citizens, which require preservation in an electronic format. Yet the success of <i>plats.net</i> (well documented in the MFR) serves as a model for the eGovernment initiative of the Archives.
10	List of System Interfaces	N/A

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**Part V**  
***IT Policy***

The Archives' IT Policies are currently under review.