

# STATE ARCHIVES

## 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 agency also describes 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 current information to Maryland citizens and public officials 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** Seek resources to secure all permanent records transferred to the Archives through fiscal year 2012.

<b>Performance Measures</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Estimated</b>
<b>Input:</b> Record storage capacity (cubic feet)	168,680	168,680	168,680	168,680
Records in custody (cubic feet)	*334,458	*359,631	*369,881	*378,881
<b>Outcome:</b> Percent of storage capacity filled	198%	213%	219%	225%

**Note:** \* Records held in the Archives' warehouses exceed archival storage capacity. More than half (53%) of all records in Archives custody are not housed in environmentally controlled space, are not all properly shelved, and many are held on pallets on floor space. In fiscal year 2010, total holdings were at 213% of archival capacity. Total holdings are estimated to be at 219% of archival capacity in fiscal year 2011, and at 225% of archival capacity in fiscal year 2012.

**Objective 1.2** Annually monitor and 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 achieve these objectives.

<b>Performance Measures</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Estimated</b>
<b>Input:</b> Electronic record storage capacity (gigabytes)	153,600	153,600	153,600	153,600
<b>Output:</b> Electronic data managed (gigabytes)	76,031	77,018	78,070	79,122
Website files online (images, htms, etc.)	205,607,595	216,334,262	227,364,262	238,394,262
Database records managed (millions)	12,525	15,291	16,291	17,291
<b>Efficiency:</b> Ratio of electronic data managed to storage capacity	49%	50%	51%	52%

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

**Objective 2.1** By fiscal year 2012 increase data transferred via web by at least 5,527% over fiscal year 2004.

<b>Performance Measures</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Estimated</b>
<b>Input:</b> Inquiries received via traditional sources	126,128	*75,060	149,853	164,858
In-person visits to the Archives	6,083	6,712	7,383	8,121
<b>Output:</b> Items circulated to Searchroom (in person)	9,587	10,546	11,600	12,760
Data transferred via web (gigabytes)	62,581	69,554	77,304	85,917
<b>Outcome:</b> Increase in data transferred electronically**	3,998%	4455%	4962%	5527%

**Note:** \* Requests were impacted by a significant decrease in interfiles transferred to the Archives by the Judiciary. Analysis of

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four years' data indicates that the decrease is likely an aberration of timing. Interfiles have resumed their historical increase.

\*\* Calculated from fiscal year 2004 baseline of 1,527 gigabytes.

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## D60A10.01 ARCHIVES - STATE ARCHIVES (Continued)

**Goal 3.** Facilitate a broad and better understanding of Maryland government and the archival record through the *Maryland Manual*, educational programs, and published historical works; and preserve for research Maryland government publications and reports.

**Objective 3.1** Annually describe Maryland State, county and municipal government in the *Maryland Manual Online* and identify, preserve, and make accessible online government publications and reports.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Government agencies described	723	732	732	732
<b>Output:</b> Files maintained, compiled, edited, and posted	9,431	10,269	11,295	12,424
Graphics accessioned and scanned	1,138	453	500	500
Government publications accessioned	8,895	24,755	9,000	9,500

**Objective 3.2** Annually add value to the understanding of the archival record by interpretation of records, electronic publication of historical compilations and analyses, and research on the constitutional, legal, legislative, judicial and administrative basis of Maryland government (aomol.net), and the Legacy of Slavery in Maryland (mdslavery.net.)

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Performance Measures*</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Output:</b> Number of volumes of <i>Archives of Maryland Online</i>	816	833	845	857
Image files of the <i>Archives of Maryland Online</i> posted on web	600,046	604,670	610,000	615,000
<i>Archives of Maryland Online</i> website requests – hits on servers	12,092,964	8,277,037	8,880,000	9,380,000
Number of individuals identified by <i>Legacy of Slavery Program</i>	47,961	50,285	53,300	56,000
Number of outreach activities by <i>Legacy of Slavery Program</i>	65	58	85	85
<b>Outcome:</b> <i>Archives of Maryland Online</i> increased use over prior year	-52%	-46%	7%	6%

**Note:** \* For non-land record related volumes.

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## 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, Preservation and Public Outreach 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. This program provides research on the State House and Government House, and support for the State House Trust and Government House Trust. Support of the State House Trust includes management of the State House Visitor Center, and providing guided tours and interpretation to visitors. This program also creates exhibitions of State-owned art collections and other archival materials.

### MISSION

To manage the State art collections through their proper appraisal, storage, and conservation. To provide support for the State House Trust, and Government House Trust, and research their documentary histories. To interpret and exhibit State-owned artwork through display in public buildings and other places accessible to the public.

### VISION

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

### KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASUREMENTS

**Goal 1.** Inventory, catalogue, insure, and preserve State art collections.

**Objective 1.1** Inventory, catalogue, and insure all of the State art collections annually.

	2009 Actual	2010 Actual	2011 Estimated	2012 Estimated
<b>Performance Measures</b>				
<b>Input:</b> State-owned art collection:				
Number of objects in collection	3,310	3,481	3,496	3,511
Insured value of collection (in millions)	\$31,080	\$31,114	\$31,140	\$31,165
<b>Output:</b> Percent of collection inventoried	100%	100%	100%	100%
<b>Quality:</b> Rate of compliance with government regulations to inventory state art collections	100%	100%	100%	100%

**Objective 1.2** By the close of fiscal year 2012, conserve all objects in the state-owned art collection that are on public display and are classified as being in poor or fair condition (per fiscal year 2000 condition survey), in order to preserve the State's investment in the collections and increase the number of works available for exhibition.

	2009 Actual	2010 Actual	2011 Estimated	2012 Estimated
<b>Performance Measures</b>				
<b>Input:</b> State-owned art collection				
Objects in good condition	1,403	1,414	1,417	1,402
Objects in fair condition	1,353	1,363	1,370	1,377
Objects in poor condition	686	691	696	701

	2009 Actual	2010 Actual	2011 Estimated	2012 Estimated
<b>Performance Measures</b>				
<b>Output:</b> Number of objects conserved	12	6	3	0
<b>Outcome:</b> Number of objects in poor or fair condition conserved	8	4	2	1
Percent of objects in good condition	42%	41%	41%	40%

**Goal 2.** Provide public access to State art collections and guided tours and interpretation of the State House.

**Objective 2.1** By June 2012, increase the number of objects in the state-owned art collection on display to the public.

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### D60A10.02 ARTISTIC PROPERTY - STATE ARCHIVES (Continued)

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Number of objects in the state-owned art collection	3,310	3,481	3,496	3,511
<b>Output:</b> Total number of items on display	803	820	821	831
<b>Outcome:</b> Percent of state-owned art collection on display	24%	24%	23%	24%

**Objective 2.2** By June 2012, increase the number of online catalogue pages for the State art collections on the web by 10 percent in order to promote public awareness of the collections.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Output:</b> Online catalog pages of State-owned art collections available on Archives' website**	1,527	1,579	1,629	1,675

**Objective 2.3** By June 2012, increase the number of visitors to the State House who receive a guided interpretive tour.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Performance Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
<b>Input:</b> Number of visitors to the State House	92,112*	139,084	150,000	165,000
<b>Output:</b> Number of visitors to the State House receiving guided interpretive tour	9,395*	17,374	21,000	26,400
<b>Outcome:</b> Percent of visitors to State House receiving guided interpretive tour	10%	12%	14%	16%

**Note:** \* Fiscal year 2009 data available for January through June only.

\*\* Calculated from fiscal year 2009 baseline of 1,527 online catalog pages.

<b>Dept. of Budget &amp; Management</b> <b>Budget Form DBM-DA-2 (Revised 4/02)</b> <b>Submit Original and 2 Duplicates</b>	<b>BUDGET ESTIMATES</b> <b>FISCAL YEAR 2012</b>	<b>Page 1 of 3</b> <b>Executive Department</b> <b>State Archives &amp; Hall of Records Commission</b> <b>D60A1000 Archives and Artistic Property</b>
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The Maryland State Archives is the record keeper for all agencies of Maryland state and local government. Of all the materials generated by our government, only a very small portion of these are so important that they are designated to be kept forever. These documents tell the stories of our lives; of rights lost, and rights regained. They tell of our struggles, triumphs, and failures. They help to define who we are as a society.

The Managing for Results narrative for FY 2012 focuses on the need to address a critical shortcoming in the Archives ability to carry out its core mission to preserve and make accessible the State's fine art and documentary treasures.

**Records Storage** – The Archives has suitable storage capacity for records totaling 168,680 cubic feet (cf). The Archives has in its custody 359,633 cf of record material, 190,963 cf of which is stored in spaces that are ill-suited, and even detrimental, to the long-term preservation of permanent record material.

The problems relating to records management in general, and the Archives in particular, have only gotten worse with time. Since the Archives first requested a capital allowance in 2005, the amount of space suitable to house permanent records has remained the same. The Archives' main facility in Annapolis – the only suitable facility available – was filled to capacity of 168,680 cubic feet in the year 2,000. Since that time, the Archives has taken on 190,953 cubic feet of record material. Thus, almost 200,000 cubic feet of record material - - well over half of the state's total permanent holdings - - are housed in rented facilities that are totally inappropriate. As we enter fiscal year 2011, all of the adjunct warehouse space has been taken up. The Archives has pending requests for transfer totaling 17,227 cf.

Environmental control is vitally important to the long-term preservation of record material and fine art. The impact of environmental conditions, (temperature, relative humidity, air quality / pollution and light), have been studied and recognized the world over. The lack of temperature and humidity controls at the adjunct warehouses, without question, puts this record material at risk. The consequence of our inaction is the degradation and ultimate destruction of Maryland's treasures.

**Artistic Property** – There are a total of 3,189 objects in the state's collection. Over half of those items (1,646 objects) are not in the state's possession.

Artistic property is stored in a combination of spaces and institutions including at the Maryland State Archives; in rented warehouse space; in rented art storage facilities; in museums in Maryland; and in private conservators' studios. For decades, institutions throughout Maryland, such as the Baltimore Museum of Art and the Peabody Institute, have housed items from the Peabody Collection. The Peabody collection became state property in 1996 when the state endowed the Peabody with \$15 million in order to avoid the sale of the collection piece-by-piece at public auction.

Heretofore, these institutions and the conservators have not charged the state storage fees. However, over the past couple of years, due to economic constraints on all cultural institutions, some of the institutions have requested that artistic property be removed. The Archives does not have space for these items. Further, the very modest amount of money that had been budgeted in the past for rent has been completely eliminated.

Portions of the state's fine art collection remain in storage in non-climate controlled warehouses with insufficient security. This places at risk irreplaceable works of art that are part of Maryland's cultural heritage. As the stewards of this cultural heritage, it is our responsibility, at the very least, to preserve these items so that they can be viewed and studied by future generations. Lack of funding for conservation, which this year was completely eliminated, means that more and more pieces from the state's art collection will require storage as they cannot safely be placed on public display. The more time these items spend in non-archival storage facilities causes their condition to deteriorate at a faster rate, which leads to higher costs of future conservation, or losses beyond repair.

Damage due to improper environmental conditions is a very real threat to the collection when it is stored in rented warehouses that are not temperature and humidity controlled. This is the case for many items from the state's collection that have been moved into less expensive rented warehouses due to the prohibitive cost of specialized art storage facilities.

*Storage of artwork in a facility without suitable climate control for museum objects has caused damage to the objects and artifacts in that location. Visible mold growth has been documented on several pieces of furniture and continued exposure to inappropriate environmental conditions will cause additional mold growth, flaking paint, corroding surfaces, failing mattes, losses of ornament on gilt frames, and embrittlement of all objects.*

The longer that artistic property is stored in these conditions, the more deterioration will occur, requiring more hours of costly conservation treatment when these items are able to be returned to public view. Some of the damage will invariably be irreversible.

Many pieces of furniture were moved to our rented warehouse on Ordnance Road because of budget cuts.

- o *This facility was broken into within the last month;*
- o *a fire which caused extensive smoke erupted in the adjacent space within the last year; and*
- o *two other thefts of equipment have been reported within the last three years.*

Security at the rented warehouses is nonexistent.

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Damage has also occurred where the items are being stored with third party vendors. One such incident occurred recently to an historic Senate desk, normally on display in the State House, which has had to be stored in a non-state facility while construction work is underway in the Old Senate Chamber. While in this rented space, the desk was improperly moved by personnel of that facility and without authorization from Archives staff. A piece of the desk was broken off and now requires conservation treatment. Despite the fact that this was the fault of the vendor, the only insurance compensation that was received was \$21.00, based on the standard insurance valuation coverage of \$0.30 per pound of the item. The cost of conserving this desk may be several thousand dollars, but damage to irreplaceable artifacts, even if repairable, should not be tolerated at all. This damage occurred in a professionally managed art storage facility, illustrating that whenever the art collection is forced to be stored outside of the direct care of the Artistic Property staff it is placed at risk.

To reiterate, the state made a commitment when it acquired fine art collections to adequately house them and to display the art for the benefit of Marylanders. The large dispersal of the collection (1,646 items) makes it difficult for the Commission staff to effectively care for and preserve the collection. Consolidation of the storage space for the state-owned art collection into an adequately designed building will significantly increase its overall access, security, and preservation.

The Archives has developed a capital program to address this long-standing problem. The program calls for the construction of a 200,000 gross square foot addition to the existing Maryland State Archives facility in Annapolis.