



The CONNservator

Newsletter of the Office of the Public Records Administrator

February 2003

Volume 3 Number 1

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- Mark Jones, Ph. D., State Archivist

Grant Program Staff

- LeAnn Johnson, Public Records Program Grant Specialist
- Lizette Pelletier, Archival Consultant and Editor

2003 Cycle 2 Grant Recipients

The Office of the Public Records Administrator announces fifty-five grants totaling \$327,570 to the following towns from the Historic Documents Grant Programs. These grants combined with the one hundred and nine grants awarded last summer set a program record of one hundred sixty-four grants totally more than one million dollars. This represents a ninety-seven percent town participation rate in the program.

Municipality	Category	Amount	Municipality	Category	Amount
Ashford	Paper Conservation	\$ 5,000	Cromwell	Paper Conservation	\$ 5,000
Beacon Falls	Paper Conservation	\$ 5,000	Danbury	Paper Conservation	\$10,000
Bethany	Preservation Microfilming	\$ 5,000	Deep River	Paper Conservation	\$ 5,000
Bloomfield	Paper Conservation	\$ 5,000	Derby	Paper Conservation	\$ 5,000
Bridgewater	Paper Conservation	\$ 5,000	Durham	Paper Conservation	\$ 5,000
Brooklyn	Preservation Microfilming	\$ 5,000	East Granby	Index Re-creation	\$ 5,000
Canterbury	Paper Conservation	\$ 5,000	East Haddam	Paper Conservation	\$ 5,000
Chaplin	Paper Conservation	\$ 5,000	Eastford	Paper Conservation	\$ 5,000
Colebrook	Paper Conservation	\$ 5,000	Essex	Paper Conservation	\$ 5,000

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Notes from the Public Records Administrator

Eunice G. DiBella, Public Records Administrator, Connecticut State Library

The 2003/2004 granting cycle marks the third year of the historic documents preservation grant program. The towns and the State Library have gained a great deal from this program during the past three years. Town participation has increased from 132 towns (seventy-eight percent) the first year to 164 towns (ninety-seven percent) this past year. Only two towns have never applied for a grant. Total grants awarded more than doubled from \$425,000 the first year to over one million dollars last year. We consider this a great accomplishment.

Even if a town did not apply for a grant, every municipality has benefited from the grant program since its inception. Each town clerk has his/her portion of the filing fee to use as necessary. Also, the preservation workshops, paid for from the State Library's portion of the fund, have proven very successful. The speakers have educated as well as inspired those attending.

While the current real estate boom appears to be reaching its end, it continues to have a significant impact on the program. The

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Public Records Administrator

Municipality	Category	Amount	Municipality	Category	Amount
Fairfield	Paper Conservation	\$10,000	Salisbury	Paper Conservation	\$ 5,000
Haddam	Paper Conservation	\$ 5,000	Scotland	Paper Conservation	\$ 5,000
Hampton	Paper Conservation	\$ 5,000	Simsbury	Paper Conservation	\$ 5,000
Killingly	Preservation Microfilming	\$ 5,000	Somers	Paper Conservation	\$ 5,000
Lebanon	Paper Conservation	\$ 5,000	Stamford	Paper Conservation	\$15,000
Ledyard	Index Re-creation	\$ 5,000	Sterling	Preservation Microfilming	\$ 5,000
Monroe	Paper Conservation	\$ 5,000	Suffield	Paper Conservation	\$ 5,000
Naugatuck	Paper Conservation	\$10,000	Trumbull	Paper Conservation	\$10,000
New Haven	Index Re-creation	\$15,000	Union	Paper Conservation	\$ 4,270
Newington	Paper Conservation	\$10,000	Voluntown	Paper Conservation	\$ 5,000
Norfolk	Paper Conservation	\$ 5,000	Warren	Paper Conservation	\$ 5,000
North Haven	Paper Conservation	\$ 5,000	West Hartford	Paper Conservation	\$10,000
Old Lyme	Paper Conservation	\$ 5,000	West Haven	Index Re-creation	\$10,000
Plainfield	Paper Conservation	\$ 5,000	Winchester	Paper Conservation	\$ 5,000
Pomfret	Preservation Microfilming	\$ 5,000	Windham	Paper Conservation	\$ 5,000
Portland	Paper Conservation	\$ 5,000	Windsor Locks	Paper Conservation	\$ 5,000
Putnam	Paper Conservation	\$ 5,000	Woodbridge	Index Re-creation	\$ 5,000
Roxbury	Paper Conservation	\$ 5,000	Woodbury	Preservation Survey	\$ 5,000
			Woodstock	Paper Conservation	\$ 3,300

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program will once again be able to increase the grant amounts by \$2,000 for each tier during the 2003/2004 grant year. In addition, the categories have been expanded to include records storage equipment and records management surveys.

A records management survey is the most important step to take in establishing a municipal records management program. It differs from the preservation planning survey in that a preservation survey looks at the physical condition of records and the institutional environment in which they are stored in order to identify environmental hazards and to develop preventive maintenance strategies. A records management survey includes an examination of the types of records created, storage equipment used, records medium (paper, microfilm, electronic), volume of records, and the immediate physical environment. It may also include an examination of workflow to determine how records are used.

The first step in the records management survey is a physical inventory of both records and records storage

equipment. This time consuming task should look beyond the town clerks vault. The survey reveals what records a town has and where they are kept. It can also help to determine what paper records can be reformatted to other media. It can reveal a great deal about a town's records keeping practices or lack thereof.

The completed assessment aids the town in applying existing retention schedules or developing new ones. It also helps the town to evaluate its long and short-term record storage needs. A survey also provides information that is needed for planning cost effective microfilming or imaging projects.

My office is developing an inventory form for the towns to use as well as compiling a list of qualified consultants for these projects. We are also planning a records management workshop to be offered on June 11, 2003 at the Holiday Inn in Cromwell, CT.

I encourage every town to apply for a grant in the upcoming grant year, and I especially encourage you to consider the records management survey for your next project.

"A Word from the Archives"

by Mark Jones, State Archivist, Connecticut State Library

In January, the State Archives issued its first *Guide to the Archives in the Connecticut State Library* since 1981. A soft – cover publication totaling eighty-one pages, the *Guide* provides researchers information about the holdings of the State Archives. The publication is divided into almost 180 groups. Each entry gives the name of the group, the span of dates of the records in each group, the quantity of records expressed in cubic feet such as RG 062, Town and Borough Governments, 1674 – 1984. 1,282 cu. ft. The entry also includes a summary of the record group. RG 062 reads for example:

“Town and Borough Governments contain a wide variety of local records from some 120 of Connecticut’s 169 towns. These records include town meeting records, selectmen’s records, tax abstracts and tax lists, grand lists, assessment books, treasurer records, deeds and land records, school records, vital records, election returns and lists of electors, indentures, roads and highway records, justice court

papers, public assistance and welfare records, old age assistance files, cemetery records, licenses and license applications, and military service records.”

Registers at the History and Genealogy Reference Unit Desk provide additional information including container lists and researchers should consult them for any group of interest. The *Guide* also contains reproductions of several images from the records themselves or from the State Archives’ vast collections of photographs. Staff prepared an index of subject terms, i.e., Civil War, and related record group numbers that one should explore.

The State Library’s share of the Historical Documents Preservation Account provided the funds for printing the *Guide*. Staff sent copies to all public libraries in Connecticut and all academic libraries in privately or publicly funded institutions of higher education. Copies are available at no cost at the H&G desk or through the mail. Contact the State Archivist to receive one.

Items of Interest

LeAnn Johnson, Public Records Program Grant Specialist

How well does your organization manage its records? Are they an asset or a liability? The answers could mean the difference between survival and failure! Our next workshop, “Establishing and Managing Successful Records Management Programs,” on Wednesday, June 11, 2003 features Dr. Mark Langemo, CRM, FAI, one of the country’s leading experts in records management.

This workshop will address the importance of why every organization needs a records management program. Topics will include: recommended components of a organization-wide program, including a records management survey, developing state-of-the-art filing systems for active records, managing inactive and vital records, and how to develop and implement successful records retention programs.

Dr. Langemo is a Professor Emeritus in the College of Business and Public Administration at the University of North Dakota. He has a distinguished record as a university professor, author, consultant, industry executive, and seminar leader. He has conducted over 600 records man-

agement seminars during his 36 years in records and information management. He is a very enthusiastic and entertaining speaker. His consulting work has involved work for U.S. and Canadian governments, state and provincial governments, city and county governments, and major corporations such as 3M and General Mills.



Please mark your calendars for **Wednesday, June 11, 2003**. The workshop brochure, which will be mailed to you in the near future, will explain the program in further detail.

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NEWSLETTER OF THE OFFICE OF THE PUBLIC
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Financial Report

As of December 31, 2002

Total Receipts:

Town filings and interest \$4,080,099.32

Disbursements

Grants Awarded \$1,451,740.00
Operational expenses \$ 263,822.78
\$1,715,562.78

Set asides

Disaster Recovery Grants \$ 100,000.00
Future Competitive Grants \$ 150,000.00
\$ 250,000.00

Current Available Balance \$2,114,536.54

Corrections

The last issue of the *CONNservator* incorrectly listed the total grants awarded as \$669,255. The correct amount was \$699,255. We regret the error.



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Town Clerks should receive the new grant application booklet for the 2003/2004 granting cycle by February 1, 2003. If you do not receive one by February 15, 2003, please contact the office. We are pleased to report that we are increasing the grant amounts by \$2,000 for each population tier as well as expanding the grant categories to include records storage equipment and records management surveys. It is our goal to award grants to all 169 towns in the upcoming fiscal year.

We hope that you are displaying the poster "Preserving the Past, Protecting the Future" in a prominent place in your office. The poster, designed by Cummings and Good and funded by the State Library portion of the preservation fund, promotes the Historic Document Preservation Grant Program and features town records in the State Archives Collection at the Connecticut State Library.

The Public Records office is happy to report that we are also having brochures printed to promote this important program. The brochure gives general information about the grant program in a question and answer format. You will be receiving brochures in the near future along with bookmarks similar to the one displayed on the left.