



# The CONNservator

Newsletter of the Office of the Public Records  
Administrator

March 2006

Volume 6 Number 1

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## Grant Program Staff

- LeAnn Johnson, Public Records Grant Program Specialist
- Lizette Pelletier, Archival Consultant and Editor
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## 2006 Cycle 2 Grant Recipients

The Office of the Public Records Administrator announces forty-six grants totaling \$354,861 from the Historic Documents Preservation Grant Program. This year's grants range from \$7,000 to \$17,000. The awards consisted of \$13,293 for Inventory and Planning grants to conduct records management, preservation or disaster planning surveys; \$72,536 for Organization and Indexing grants to improve indexing or automate the retrieval process; \$201,266 for Preservation/Conservation grants; and \$67,766 for Storage and Facilities grants for upgrading records storage and environmental monitoring equipment.

For a complete list of grantees, please turn to page 2.

## Think outside the vault

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

By the time you read this article you should have received the new grant materials for the 2007 grant cycle. Many of you attended the competitive grant training that was held in January. The most notable change is that instead of one booklet, we now have two. The gold book contains the guidelines and application materials for the competitive grant program, and the green book contains the materials for targeted grants and for disaster recovery grants.

When the Historic Documents Grant program began, I knew that if we were going to be able to distribute grants in a timely fashion, the first round of grants had to be limited in scope. The question was what area would meet the most town clerks' needs. Prior to the inception of the grant program, the State Library had received an education grant from the National Historic Preservation Records Commission (NHPRC). As part of the grant, we conducted a needs assessment

survey of town clerks, similar to the surveys that we require towns to conduct to be eligible for a competitive grant. The majority of town clerks identified paper preservation as their most pressing need. Therefore, we decided to award the initial grants in two specific areas: paper preservation and preservation surveys. From the information gathered in the preservation surveys, we would be able to expand the targeted grants.

The grant program, as conceived of in those early days, was and still continues to be different from any other local grant program in the country as far as we are aware. We are committed to making grants available to all 169 municipalities every year. We identify areas of need and allocate money on the basis of population. Many of our current targeted grant categories are considered only for competitive grants in other states.

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For some time, my office has planned to implement another aspect of the grant program: a competitive program to address areas not covered by targeted grants or to create a more extensive town-wide records management or archives management project by combining eligible targeted grant projects. Competitive grants must go beyond a limited scope of records, which up to now has been primarily those in the town clerk's vault. The focus of the competitive grants is not conservation of books.

We have set aside \$300,000 for this first year. This

amount may change depending upon the response that we receive this year coupled with our projected revenues. It is important to remember that the grant program is a work in progress. Its success depends upon our ability to work with municipalities in a constructive manner. We have seen vast improvements in the way that historic records are handled on the local level, and believe that by adding this new facet to the grant program, we will be able to make even greater progress in the future. We all look forward to this new initiative, and to continue working with all of you.

## 2006 Cycle 2 Grant Recipients

TOWN	PROJECT	AMOUNT	TOWN	PROJECT	AMOUNT
<b>Bethlehem</b>	Paper Conservation Archival Storage Equipment Archival Supplies	\$7,000.00	<b>Granby</b>	Document Reformatting w/ Microfilm	\$7,000.00
<b>Bolton</b>	Document Reformatting Paper Conservation	\$7,000.00	<b>Hampton</b>	Preservation Survey Paper Conservation Archival Supplies	\$7,000.00
<b>Chaplin</b>	Index Re-creation On-line access and retrieval	\$7,000.00	<b>Harwinton</b>	On-line access and retrieval Paper Conservation Archival Storage Equipment	\$7,000.00
<b>Colebrook</b>	Archival Supplies Document Reformatting w/ Microfilm Paper Conservation Preservation Microfilming	\$7,000.00	<b>Kent</b>	On-line access and retrieval	\$7,000.00
<b>Columbia</b>	Document Reformatting w/ Microfilm	\$7,000.00	<b>Killingly</b>	Index Re-creation	\$7,000.00
<b>Cromwell</b>	Document Reformatting w/ Microfilm	\$7,000.00	<b>Lebanon</b>	Index Re-creation Preservation Microfilming	\$7,000.00
<b>Deep River</b>	On-line access and retrieval Document Reformatting w/ Microfilm Paper Conservation Archival Storage Equipment	\$7,000.00	<b>Monroe</b>	Preservation Survey Paper Conservation	\$7,000.00
<b>Durham</b>	Index Re-creation Preservation Microfilming	\$7,000.00	<b>New London</b>	Paper Conservation Archival Supplies	\$12,000.00
<b>East Granby</b>	Archival Storage Equipment	\$7,000.00	<b>North Branford</b>	Archival Storage Equipment	\$7,000.00
<b>East Haddam</b>	On-line access and retrieval Preservation Microfilming	\$7,000.00	<b>North Haven</b>	Document Reformatting Document Reformatting w/ Microfilm Preservation Microfilming Archival Storage Equipment	\$7,000.00
<b>East Lyme</b>	Index Re-creation On-line access and retrieval	\$7,000.00	<b>Plainfield</b>	Archival Storage Equipment	\$7,000.00
<b>Eastford</b>	On-line access and retrieval	\$7,000.00	<b>Ridgefield</b>	Document Reformatting Archival Supplies	\$7,000.00
<b>Fairfield</b>	Preservation Survey Paper Conservation	\$12,000.00	<b>Scotland</b>	Document Reformatting w/ Microfilm Archival Storage Equipment	\$7,000.00
<b>Goshen</b>	Document Reformatting w/ Microfilm Preservation Microfilming	\$4,861.00	<b>Sharon</b>	Document Reformatting w/ Microfilm Archival Storage Equipment Paper Conservation	\$7,000.00
			<b>Southbury</b>	Paper Conservation	\$7,000.00
			<b>Stamford</b>	Paper Conservation Archival Storage Equipment	\$17,000.00

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TOWN	PROJECT	AMOUNT	TOWN	PROJECT	AMOUNT
<b>Sterling</b>	Document Reformatting w/ Imaging On-line access and retrieval	\$7,000.00	<b>West Haven</b>	Document Reformatting w/ Microfilm Archival Supplies	\$12,000.00
<b>Stonington</b>	On-line access and retrieval	\$7,000.00	<b>Westbrook</b>	Paper Conservation	\$7,000.00
<b>Suffield</b>	Document Reformatting	\$7,000.00	<b>Weston</b>	Preservation Microfilming	\$7,000.00
<b>Thomaston</b>	Codification	\$7,000.00	<b>Windsor Locks</b>	Document Reformatting	\$7,000.00
<b>Trumbull</b>	Document Reformatting	\$12,000.00	<b>Wolcott</b>	Document Reformatting w/ Microfilm Archival Supplies	\$7,000.00
<b>Union</b>	Archival Supplies Archival Storage Equipment	\$7,000.00	<b>Woodbridge</b>	Index Re-creation	\$7,000.00
<b>Wallingford</b>	Document Reformatting	\$12,000.00	<b>Woodbury</b>	Document Reformatting Archival Storage Equipment	\$7,000.00
<b>Washington</b>	On-line access and retrieval Paper Conservation Archival Supplies	\$7,000.00	<b>Total</b>		<b>\$354,861.00</b>
<b>Watertown</b>	Paper Conservation Archival Storage Equipment Archival Supplies	\$7,000.00			

## Competitive Grant Training

Fifty-one town clerks and other municipal staff from forty-one towns attended competitive grant training held at the State Library's Van Block facility on January 12th and 19th, 2006. Eligible towns wishing to apply for a competitive grant in FY2007 were required to participate in one of the sessions. To be eligible, towns must have previously conducted a planning survey as part of a targeted grant or with local funds. A number of other towns seeking additional information on the competitive grants attended as well.



Eunice DiBella, Public Records Administrator, welcomes the participants.

Each half-day session covered a variety of topics such as choosing and designing a project; setting goals and objectives; developing a timetable and a budget; and how to effectively communicate a project in an application. The grant staff with the assistance of the State Archives staff and the Public Records Administrator also discussed the review process and criteria that will be used. Staff also covered administrative issues such as

eligibility requirements, funding amounts, grant period and deadlines.

Following the session, staff members met with individual town officials to discuss ideas for potential applications. For the first year of the competitive program, projects will be limited to those that create or expand town-wide records management programs, establish a town records center as part of a records management program or manage archival records. After these informal discussions, the grant staff is confident that a number of towns will submit strong competitive applications in these areas.



State Library staff answer questions about designing a grant project.



Town clerks (l-r) Louisa Trakas, Plainfield; Dan Carey, Hartford; and Laura Francis, Durham listen intently to how to write a narrative.

**NEWSLETTER OF THE OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR**

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This newsletter is published semi-annually by the Office of the Public Records Administrator. Please send submissions to:

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## Grant Funds Financial Report

### Historic Documents Preservation Fund

Receipts FY2006	\$ 998,415.00
Interest accrued FY2006	<u>\$ 59,354.62</u>
<b>Total income FY2006</b>	<b>\$1,057,769.62</b>
<i>(through December 2005)</i>	

### Grants to Towns & Municipalities

Grant funds received (70% of income)	\$ 740,438.73
Grant balance carried from previous FY	<u>\$2,252,690.38</u>
<b>Total Grant Funds</b>	<b>\$2,993,129.11</b>
Grants Awarded FY2006	
<i>Targeted</i>	\$1,293,861.00
Set Asides (Replenished)	
<i>Disaster Recovery Grant in FY2005</i>	<u>\$ 5,000.00</u>
<b>Total Expended</b>	<b>\$1,298,861.00</b>

**Grant Funds Available FY2007**      **\$1,694,268.11**

## Reminder Dates/Upcoming Events

LeAnn Johnson, Public Records Grant Program Specialist

### Mark your calendars

**When:** June 8, 2006

**Where:** Keeney Memorial Cultural Center,  
Wethersfield, CT

**Why:** Town Clerks Workshop

**What:** \* Evaluating preservation needs  
\* Preservation treatment options  
\* Setting priorities  
\* Environmental monitoring in vaults and storage areas.

**Who:** Lori Foley, *NEDCC*;  
Jane Cullinane, *Connecticut State Library*;  
Patricia Ford, *Image Permanence Institute*,  
*Rochester Institute of Technology*

**Watch your mail for further information  
and registration materials.**