

# Maryland State Archives

## MISSION

To acquire, describe, preserve, and make electronically available (in a secure and 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, preserve, and manage records, government publications, art, and other material deemed to have permanent administrative, fiscal, legal, historical, or educational value.**

**Obj. 1.1** Manage resources to secure all permanent records, government publications, art, and all other material of permanent value.

**Obj. 1.2** Manage resources for the permanent storage of electronic records that are legally mandated to be transferred to, backed up by, or preserved by the State Archives.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Collections material (measured in cubic feet)	367,367	375,219	383,740	389,077	391,812	396,812	401,812
Electronic data managed (gigabytes)	125,982	129,033	154,416	159,393	159,744	172,052	178,446
Database records managed (millions)	13,278	22,113	13,209	21,406	26,438	29,585	32,062

**Goal 2. Make accessible State Archives' holdings of records, government publications, art, and other material of permanent value.**

**Obj. 2.1** Maintain customer-friendly reference services, and provide an efficient interagency file-retrieval service for paper-based records.

**Obj. 2.2** Increase data transferred over the web by 8 percent over the prior year.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
<sup>1</sup> Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	42,006	34,041	35,271	51,945	74,575	75,321	76,074
Data transferred via web (gigabytes)	112,163	112,613	145,731	177,869	182,239	209,175	236,507

**Goal 3. Facilitate a broad knowledge of Maryland and its government through the *Maryland Manual On-Line*.**

**Obj. 3.1** Describe and daily update information on Maryland and its State, county and municipal government in the *Maryland Manual On-Line*.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	12,038	18,719	17,355	17,441	18,251	18,251	18,251

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**Goal 4. Increase knowledge and understanding of Maryland history and the collections of the Maryland State Archives through research, education, exhibits, and public programming.**

**Obj. 4.1** Increase research-based public programming using State Archives collections.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Number of public programs offered	148	209	176	86	94	75	75

**Goal 5. Manage State-owned art collection in the custody of the Commission on Artistic Property, and create exhibits of these works and other archival materials.**

**Obj. 5.1** Manage State-owned art collection through proper appraisal, storage, and preservation.

**Obj. 5.2** Promote an understanding of State-owned art collection and historic buildings to the public, and an appreciation of Maryland's visual and decorative arts, through the exhibition and interpretation of artistic property.

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Objects in State-owned art collection	4,130	4,150	4,130	3,513	3,520	3,538	3,543
Number of items on public display in State-owned art collection	1,826	1,705	1,730	1,315	1,329	1,340	1,348

## NOTES

<sup>1</sup> Beginning fiscal year 2015, the Archives chose not to count any request received that did not result in the delivery of a document.

## State Archives

### Summary of State Archives

	<b>2018 Actual</b>	<b>2019 Appropriation</b>	<b>2020 Allowance</b>
Number of Authorized Positions	62.50	63.00	63.00
Number of Contractual Positions	11.60	10.50	10.90
Salaries, Wages and Fringe Benefits	5,665,833	5,859,720	5,992,225
Technical and Special Fees	316,444	389,223	389,223
Operating Expenses	2,554,323	2,644,011	2,628,141
Net General Fund Expenditure	5,347,255	6,284,531	6,814,178
Special Fund Expenditure	3,185,801	2,593,423	2,195,411
Federal Fund Expenditure	3,544	15,000	0
Total Expenditure	<u>8,536,600</u>	<u>8,892,954</u>	<u>9,009,589</u>

## State Archives

### D60A10.01 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 records descriptions of Maryland State, county and municipal government agencies, and their origin, functions, structure, personnel, historical evolution, and reports. The Archives describes and preserves other aspects of Maryland and its history, and encourages the study of Maryland government and history.

#### Appropriation Statement

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	58.50	59.00	59.00
Number of Contractual Positions	11.60	10.50	10.90
01 Salaries, Wages and Fringe Benefits	5,297,963	5,510,499	5,633,001
02 Technical and Special Fees	316,444	389,223	389,223
03 Communications	143,972	206,070	136,800
04 Travel	7,694	8,800	8,800
06 Fuel and Utilities	216,309	216,600	216,600
07 Motor Vehicle Operation and Maintenance	3,542	7,820	7,820
08 Contractual Services	664,586	791,740	829,352
09 Supplies and Materials	61,363	55,857	55,857
10 Equipment - Replacement	336,576	337,000	337,000
11 Equipment - Additional	165,287	75,000	75,000
13 Fixed Charges	848,133	897,554	911,274
Total Operating Expenses	2,447,462	2,596,441	2,578,503
Total Expenditure	8,061,869	8,496,163	8,600,727
Net General Fund Expenditure	4,899,310	5,919,869	6,439,513
Special Fund Expenditure	3,159,015	2,561,294	2,161,214
Federal Fund Expenditure	3,544	15,000	0
Total Expenditure	8,061,869	8,496,163	8,600,727
<b>Special Fund Expenditure</b>			
D60344 Consolidated Publications Account	3,159,015	2,561,294	2,161,214
Total	3,159,015	2,561,294	2,161,214
<b>Federal Fund Expenditure</b>			
15.946 Cultural Resources Management	0	15,000	0
89.003 National Historical Publications and Records Grants	3,544	0	0
Total	3,544	15,000	0

## State Archives

### D60A10.02 Artistic Property

#### 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.

#### Appropriation Statement

	<b>2018 Actual</b>	<b>2019 Appropriation</b>	<b>2020 Allowance</b>
Number of Authorized Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	367,870	349,221	359,224
03 Communications	632	400	400
04 Travel	1,264	1,000	1,000
07 Motor Vehicle Operation and Maintenance	669	2,800	2,800
08 Contractual Services	88,343	25,441	25,441
09 Supplies and Materials	5,282	9,257	9,257
13 Fixed Charges	10,671	8,672	10,740
Total Operating Expenses	<u>106,861</u>	<u>47,570</u>	<u>49,638</u>
Total Expenditure	<u>474,731</u>	<u>396,791</u>	<u>408,862</u>
Net General Fund Expenditure	447,945	364,662	374,665
Special Fund Expenditure	<u>26,786</u>	<u>32,129</u>	<u>34,197</u>
Total Expenditure	<u>474,731</u>	<u>396,791</u>	<u>408,862</u>
<b>Special Fund Expenditure</b>			
D60344 Consolidated Publications Account	<u>26,786</u>	<u>32,129</u>	<u>34,197</u>
Total	<u>26,786</u>	<u>32,129</u>	<u>34,197</u>

### 3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
<b>D60 - State Archives</b>						
<b>D60A1001 - Archives</b>						
Admin Officer III	1.00	51,452	1.00	51,452	1.00	52,482
Administrator II	1.00	65,625	1.00	65,625	1.00	66,938
Administrator III	0.00	72,777	0.00	0	0.00	0
Administrator IV	1.00	80,784	1.00	77,699	1.00	83,892
Administrator V	2.00	170,943	2.00	170,942	2.00	174,362
Archivist I	18.00	1,001,599	18.50	919,889	18.50	932,157
Archivist II	6.00	380,815	6.00	365,986	6.00	373,309
Archivist Supervisor	9.00	605,292	9.00	625,646	9.00	638,162
Archivist Trainee	5.00	222,438	5.00	222,436	5.00	226,889
Computer Network Spec I	1.00	52,846	1.00	52,846	1.00	53,903
Computer Network Spec II	1.00	66,888	1.00	66,888	1.00	68,226
Computer Network Spec Mgr	0.50	44,700	0.50	44,700	0.50	45,594
Computer Network Spec Supr	1.00	71,972	1.00	71,972	1.00	73,412
Database Specialist II	2.00	146,230	2.00	146,229	2.00	149,155
Database Specialist Supervisor	1.00	11,387	1.00	53,193	0.00	0
Exec Assoc III	1.00	50,403	1.00	50,403	1.00	51,412
IT Asst Director II	1.00	74,123	1.00	78,952	1.00	80,532
IT Asst Director III	1.00	103,743	1.00	103,743	1.00	105,818
IT Programmer	0.00	16,275	0.00	0	1.00	45,436
IT Programmer Analyst I	1.00	0	1.00	44,017	0.00	0
IT Programmer Analyst II	0.00	6,376	0.00	0	1.00	60,864
IT Programmer Analyst Lead/Advanced	1.00	50,540	1.00	64,902	1.00	50,897
Prgm Mgr Senior II	2.00	206,501	2.00	206,500	2.00	210,631
State Archivist	1.00	132,569	1.00	132,569	1.00	135,220
Webmaster I	1.00	50,915	1.00	50,915	1.00	51,934
<b>Total D60A1001</b>	<b>58.50</b>	<b>3,737,193</b>	<b>59.00</b>	<b>3,667,504</b>	<b>59.00</b>	<b>3,731,225</b>
<b>D60A1002 - Artistic Property</b>						
Administrator III	1.00	0	1.00	49,899	1.00	74,233
Archivist I	2.00	0	2.00	102,330	2.00	104,378
Archivist II	1.00	55,931	1.00	55,931	1.00	57,050
<b>Total D60A1002</b>	<b>4.00</b>	<b>55,931</b>	<b>4.00</b>	<b>208,160</b>	<b>4.00</b>	<b>235,661</b>
<b>Total D60 State Archives</b>	<b>62.50</b>	<b>3,793,124</b>	<b>63.00</b>	<b>3,875,664</b>	<b>63.00</b>	<b>3,966,886</b>