

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Collections material (measured in cubic feet)	389,077	391,812	396,513	398,127	400,610	402,110	403,610
Electronic data managed (gigabytes)	159,393	159,744	161,095	161,568	161,724	162,390	162,824
Database records managed (millions)	21,406	26,438	24,324	19,746	22,893	23,616	23,637

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	51,945	74,575	60,112	54,153	52,034	57,000	57,000
Data transferred via web (gigabytes)	177,869	182,239	141,439	133,311	63,060	64,952	66,900

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	17,441	18,251	19,460	20,478	22,893	25,238	26,499

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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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Number of public programs offered	86	94	137	106	56	60	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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Objects in State-owned art collection	3,513	3,520	3,533	3,536	3,541	3,547	3,553
Number of items on public display in State-owned art collection	1,315	1,329	1,339	1,341	1,348	1,275	1,290

State Archives

Summary of State Archives

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	61.00	61.00	61.00
Number of Contractual Positions	2.90	8.80	8.80
Salaries, Wages and Fringe Benefits	6,049,198	6,136,341	6,230,435
Technical and Special Fees	85,247	364,689	368,737
Operating Expenses	2,928,634	2,446,136	2,619,685
Net General Fund Expenditure	6,972,829	6,573,028	7,050,127
Special Fund Expenditure	2,070,792	2,374,138	2,128,730
Federal Fund Expenditure	19,458	0	40,000
Total Expenditure	9,063,079	8,947,166	9,218,857

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	57.00	57.00	57.00
Number of Contractual Positions	2.90	8.80	8.80
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01 Salaries, Wages and Fringe Benefits	5,676,802	5,757,791	5,844,466
02 Technical and Special Fees	85,247	364,689	368,737
03 Communications	31,389	136,800	136,800
04 Travel	151	8,800	8,800
06 Fuel and Utilities	144,392	117,403	117,403
07 Motor Vehicle Operation and Maintenance	23,122	7,820	7,820
08 Contractual Services	1,174,453	765,196	777,941
09 Supplies and Materials	31,635	55,857	55,857
10 Equipment - Replacement	519,970	228,934	380,000
11 Equipment - Additional	19,548	75,000	75,000
13 Fixed Charges	956,575	1,009,819	1,018,180
Total Operating Expenses	2,901,235	2,405,629	2,577,801
Total Expenditure	8,663,284	8,528,109	8,791,004
Net General Fund Expenditure	6,588,533	6,190,299	6,659,979
Special Fund Expenditure	2,055,293	2,337,810	2,091,025
Federal Fund Expenditure	19,458	0	40,000
Total Expenditure	8,663,284	8,528,109	8,791,004
Special Fund Expenditure			
D60344 Consolidated Publications Account	2,055,293	2,337,810	2,091,025
Total	2,055,293	2,337,810	2,091,025
Federal Fund Expenditure			
89.003 National Historical Publications and Records Grants	19,458	0	40,000
Total	19,458	0	40,000

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

	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	372,396	378,550	385,969
03 Communications	259	400	400
04 Travel	0	1,000	1,000
07 Motor Vehicle Operation and Maintenance	35	2,800	2,800
08 Contractual Services	13,510	14,179	14,179
09 Supplies and Materials	846	9,257	9,257
13 Fixed Charges	12,749	12,871	14,248
Total Operating Expenses	27,399	40,507	41,884
Total Expenditure	399,795	419,057	427,853
Net General Fund Expenditure	384,296	382,729	390,148
Special Fund Expenditure	15,499	36,328	37,705
Total Expenditure	399,795	419,057	427,853
Special Fund Expenditure			
D60344 Consolidated Publications Account	15,499	36,328	37,705
Total	15,499	36,328	37,705

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
D60 - State Archives						
D60A1001 - Archives						
Admin Officer III	1.00	51,397	1.00	55,970	2.00	104,220
Administrator II	1.00	124,962	2.00	126,215	2.00	126,215
Administrator III	0.00	78,380	0.00	0	0.00	0
Administrator IV	1.00	159,290	2.00	159,283	2.00	162,714
Administrator V	1.00	85,980	1.00	86,842	1.00	86,842
Archivist I	14.50	686,698	11.50	620,755	11.50	597,190
Archivist II	8.00	619,158	10.00	643,166	10.00	627,856
Archivist Supervisor	8.00	595,156	8.00	601,122	8.00	601,122
Archivist Trainee	7.00	298,152	7.00	317,624	6.00	264,916
Computer Network Spec II	2.00	132,752	2.00	134,083	2.00	134,083
Computer Network Spec Mgr	0.50	48,140	0.50	48,622	0.50	48,622
Computer Network Spec Supr	1.00	77,513	1.00	78,290	1.00	78,290
Database Specialist I	1.00	54,834	1.00	55,384	0.00	0
Database Specialist II	2.00	151,305	2.00	164,771	3.00	227,785
Exec Assoc III	1.00	0	0.00	0	0.00	0
IT Asst Director II	1.00	85,030	1.00	85,882	1.00	85,882
IT Asst Director III	1.00	37,343	1.00	112,848	1.00	70,280
IT Programmer Analyst I	1.00	56,914	1.00	57,485	0.00	0
IT Programmer Analyst II	1.00	26,849	1.00	64,909	1.00	50,971
IT Programmer Analyst Lead/Advanced	0.00	43,856	0.00	0	1.00	69,268
Prgm Mgr Senior II	2.00	222,394	2.00	224,624	2.00	206,211
State Archivist	1.00	142,772	1.00	144,203	1.00	144,203
Webmaster II	1.00	58,478	1.00	59,064	1.00	59,064
Total D60A1001	57.00	3,837,353	57.00	3,841,142	57.00	3,745,734
D60A1002 - Artistic Property						
Administrator III	1.00	0	1.00	79,166	1.00	79,166
Archivist I	2.00	0	2.00	111,315	2.00	111,315
Archivist II	1.00	60,237	1.00	60,841	1.00	60,841
Total D60A1002	4.00	60,237	4.00	251,322	4.00	251,322
Total D60 State Archives	61.00	3,897,590	61.00	4,092,464	61.00	3,997,056