

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Collections material (measured in cubic feet)	391,812	396,513	398,127	400,610	404,872	408,872	412,872
Electronic data managed (gigabytes)	159,744	161,095	161,568	161,724	167,936	170,305	173,341
Database records managed (millions)	26,438	24,324	19,746	22,893	22,533	22,198	23,151

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	74,575	60,112	54,153	52,034	58,049	60,951	63,998
Data transferred via web (gigabytes)	182,239	141,439	133,311	63,060	85,837	87,949	90,587

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	18,251	19,460	20,478	22,893	23,184	24,343	25,560

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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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Number of public programs offered	94	137	106	56	114	100	100

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Objects in State-owned art collection	3,520	3,533	3,536	3,541	3,554	3,564	3,570
Number of items on public display in State-owned art collection	1,329	1,339	1,341	1,348	1,281	1,301	1,305

State Archives

Summary of State Archives

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	61.00	61.00	62.00
Number of Contractual Positions	8.80	8.80	8.80
Salaries, Wages and Fringe Benefits	5,966,468	6,660,678	7,177,333
Technical and Special Fees	231,254	400,833	402,608
Operating Expenses	2,444,215	2,619,685	3,199,896
Net General Fund Expenditure	6,724,584	7,435,784	8,528,221
Special Fund Expenditure	1,917,353	2,205,412	2,211,616
Federal Fund Expenditure	0	40,000	40,000
Total Expenditure	8,641,937	9,681,196	10,779,837

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	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	57.00	57.00	58.00
Number of Contractual Positions	8.80	8.80	8.80
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01 Salaries, Wages and Fringe Benefits	5,580,402	6,250,539	6,737,000
02 Technical and Special Fees	231,254	400,833	402,608
03 Communications	32,803	136,800	69,000
04 Travel	963	8,800	9,000
06 Fuel and Utilities	158,433	117,403	162,826
07 Motor Vehicle Operation and Maintenance	7,916	7,820	8,540
08 Contractual Services	892,705	777,941	930,906
09 Supplies and Materials	83,694	55,857	59,700
10 Equipment - Replacement	202,251	380,000	833,626
11 Equipment - Additional	14,375	75,000	75,000
13 Fixed Charges	1,023,773	1,018,180	1,006,250
Total Operating Expenses	2,416,913	2,577,801	3,154,848
Total Expenditure	8,228,569	9,229,173	10,294,456
Net General Fund Expenditure	6,333,919	7,021,466	8,082,888
Special Fund Expenditure	1,894,650	2,167,707	2,171,568
Federal Fund Expenditure	0	40,000	40,000
Total Expenditure	8,228,569	9,229,173	10,294,456
Special Fund Expenditure			
D60344 Consolidated Publications Account	1,894,650	2,167,707	2,171,568
Federal Fund Expenditure			
89.003 National Historical Publications and Records Grants	0	40,000	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

	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	386,066	410,139	440,333
03 Communications	68	400	2,000
04 Travel	0	1,000	1,500
07 Motor Vehicle Operation and Maintenance	188	2,800	2,800
08 Contractual Services	16,739	14,179	15,000
09 Supplies and Materials	6,446	9,257	9,400
13 Fixed Charges	3,861	14,248	14,348
Total Operating Expenses	27,302	41,884	45,048
Total Expenditure	413,368	452,023	485,381
Net General Fund Expenditure	390,665	414,318	445,333
Special Fund Expenditure	22,703	37,705	40,048
Total Expenditure	413,368	452,023	485,381
Special Fund Expenditure			
D60344 Consolidated Publications Account	22,703	37,705	40,048

3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
D60 - State Archives						
D60A1001 - Archives						
Accountant II	0.00	4,772	0.00	0	1.00	63,688
Admin Officer III	1.00	60,086	2.00	113,706	1.00	66,875
Administrator II	2.00	128,549	2.00	137,866	2.00	144,832
Administrator III	0.00	80,317	0.00	0	0.00	0
Administrator IV	2.00	117,965	2.00	175,288	2.00	146,653
Administrator V	1.00	120,552	1.00	93,813	2.00	182,199
Archivist I	11.50	867,186	11.50	656,904	16.50	999,179
Archivist II	10.00	563,085	10.00	676,986	10.00	701,969
Archivist Supervisor	8.00	610,822	8.00	649,162	8.00	668,791
Archivist Trainee	7.00	120,009	6.00	288,571	3.00	132,566
Computer Network Spec II	2.00	136,024	2.00	144,273	2.00	151,414
Computer Network Spec Mgr	0.50	49,325	0.50	52,580	0.50	54,947
Computer Network Spec Supr	1.00	79,428	1.00	83,819	1.00	88,429
Database Specialist I	1.00	0	0.00	0	0.00	0
Database Specialist II	2.00	246,274	3.00	245,224	3.00	258,742
IT Asst Director II	1.00	87,124	1.00	92,785	2.00	174,165
IT Asst Director III	1.00	0	1.00	77,388	0.00	0
IT Programmer Analyst I	1.00	0	0.00	0	0.00	0
IT Programmer Analyst II	1.00	12,884	1.00	57,041	0.00	0
IT Programmer Analyst Lead/Advanced	0.00	70,272	1.00	74,859	1.00	78,228
Prgm Mgr Senior II	2.00	133,054	2.00	224,962	1.00	142,566
State Archivist	1.00	141,371	1.00	156,029	1.00	163,050
Webmaster II	1.00	60,480	1.00	65,014	1.00	67,940
Total D60A1001	57.00	3,689,579	57.00	4,066,270	58.00	4,286,233
D60A1002 - Artistic Property						
Administrator III	1.00	0	1.00	85,570	1.00	89,421
Archivist I	2.00	0	2.00	119,695	2.00	125,626
Archivist II	1.00	61,719	1.00	65,119	1.00	68,697
Total D60A1002	4.00	61,719	4.00	270,384	4.00	283,744
Total D60 State Archives	61.00	3,751,298	61.00	4,336,654	62.00	4,569,977