

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, 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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Collections material (measured in cubic feet)	366,916	367,367	375,219	383,740	389,077	399,077	409,077
Electronic data managed (gigabytes)	121,856	125,982	129,033	154,416	159,393	172,844	190,897
Database records managed (millions)	14,589	13,278	22,113	13,209	21,406	18,568	18,824

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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
¹ Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	44,790	42,006	34,041	35,271	51,945	53,503	55,108
Data transferred via web (gigabytes)	111,493	112,163	112,613	145,731	177,869	207,698	248,306

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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	11,824	12,038	18,719	17,355	17,441	17,441	17,441

D60

<http://msa.maryland.gov/>

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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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Number of public programs offered	109	148	209	176	86	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	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Objects in State-owned art collection	4,131	4,130	4,150	4,130	3,513	3,530	3,540
Number of items on public display in State-owned art collection	1,867	1,826	1,705	1,730	1,315	1,325	1,340

NOTES

¹ Beginning fiscal year 2015, the Archives chose not to count any request received that did not result in the delivery of a document. This accounts for the decrease between fiscal years 2014 and 2015.

State Archives

Summary of State Archives

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	62.50	62.50	63.00
Number of Contractual Positions	16.80	12.30	10.80
Salaries, Wages and Fringe Benefits	5,678,826	5,968,798	5,838,746
Technical and Special Fees	377,838	254,908	389,223
Operating Expenses	2,725,722	2,800,796	2,627,178
Net General Fund Expenditure	2,402,731	5,418,117	6,257,884
Special Fund Expenditure	6,326,877	3,606,385	2,597,263
Federal Fund Expenditure	52,778	0	0
Total Expenditure	8,782,386	9,024,502	8,855,147

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

		2017 Actual	2018 Appropriation	2019 Allowance
	Number of Authorized Positions	58.50	58.50	59.00
	Number of Contractual Positions	16.80	12.30	10.80
01	Salaries, Wages and Fringe Benefits	5,381,742	5,529,424	5,489,739
02	Technical and Special Fees	377,838	254,908	389,223
03	Communications	113,344	217,493	206,070
04	Travel	6,227	13,900	8,800
06	Fuel and Utilities	138,491	136,309	216,600
07	Motor Vehicle Operation and Maintenance	4,008	7,820	7,820
08	Contractual Services	1,273,909	922,242	774,907
09	Supplies and Materials	53,648	68,057	55,857
10	Equipment - Replacement	333,215	392,000	337,000
11	Equipment - Additional	3,095	110,000	75,000
13	Fixed Charges	707,597	880,547	897,554
	Total Operating Expenses	2,633,534	2,748,368	2,579,608
	Total Expenditure	8,393,114	8,532,700	8,458,570
	Net General Fund Expenditure	2,046,314	4,963,302	5,893,436
	Special Fund Expenditure	6,294,022	3,569,398	2,565,134
	Federal Fund Expenditure	52,778	0	0
	Total Expenditure	8,393,114	8,532,700	8,458,570
Special Fund Income				
D60344	Consolidated Publications Account	6,294,022	3,569,398	2,565,134
	Total	6,294,022	3,569,398	2,565,134
Federal Fund Income				
89.003	National Historical Publications and Records Grants	52,778	0	0
	Total	52,778	0	0

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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

		2017 Actual	2018 Appropriation	2019 Allowance
	Number of Authorized Positions	4.00	4.00	4.00
01	Salaries, Wages and Fringe Benefits	297,084	439,374	349,007
03	Communications	304	400	400
04	Travel	51	1,250	1,000
07	Motor Vehicle Operation and Maintenance	939	2,800	2,800
08	Contractual Services	71,460	25,441	25,441
09	Supplies and Materials	7,604	10,400	9,257
11	Equipment - Additional	558	0	0
13	Fixed Charges	11,272	12,137	8,672
	Total Operating Expenses	92,188	52,428	47,570
	Total Expenditure	<u>389,272</u>	<u>491,802</u>	<u>396,577</u>
	Net General Fund Expenditure	356,417	454,815	364,448
	Special Fund Expenditure	32,855	36,987	32,129
	Total Expenditure	<u>389,272</u>	<u>491,802</u>	<u>396,577</u>
Special Fund Income				
D60344	Consolidated Publications Account	32,855	36,987	32,129
	Total	<u>32,855</u>	<u>36,987</u>	<u>32,129</u>

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
D60 - State Archives						
D60A1001 - Archives						
Admin Officer III	1.00	52,231	1.00	51,452	1.00	51,452
Administrator II	1.00	64,998	1.00	65,625	1.00	65,625
Administrator IV	1.00	77,693	1.00	77,699	1.00	77,699
Administrator V	2.00	170,929	2.00	170,942	2.00	170,942
Archivist I	17.00	869,884	17.00	866,261	17.50	888,711
Archivist II	10.00	532,722	9.00	535,103	9.00	535,103
Archivist Supervisor	5.00	372,217	5.00	404,509	5.00	404,509
Archivist Trainee	7.00	278,137	7.00	305,634	7.00	305,634
Computer Network Spec I	1.00	51,870	1.00	52,846	1.00	52,846
Computer Network Spec II	1.00	66,883	0.00	0	0.00	0
Computer Network Spec II	0.00	0	1.00	66,888	1.00	66,888
Computer Network Spec Mgr	0.50	44,697	0.50	44,700	0.50	44,700
Computer Network Spec Supr	1.00	71,281	1.00	71,972	1.00	71,972
Database Specialist II	1.00	79,044	2.00	146,229	2.00	146,229
Database Specialist Supervisor	1.00	69,268	1.00	53,193	1.00	53,193
Exec Assoc III	1.00	50,398	1.00	50,403	1.00	50,403
IT Asst Director II	1.00	97,196	1.00	78,952	1.00	78,952
IT Asst Director III	1.00	103,739	1.00	103,743	1.00	103,743
IT Programmer Analyst I	1.00	24,933	1.00	44,017	1.00	44,017
IT Programmer Analyst Lead/Advanced	1.00	61,615	1.00	64,902	1.00	64,902
Prgm Mgr Senior II	2.00	207,707	2.00	206,500	2.00	206,500
State Archivist	1.00	132,542	1.00	132,569	1.00	132,569
Webmaster I	1.00	41,283	1.00	50,915	1.00	50,915
Total D60A1001	58.50	3,521,267	58.50	3,645,054	59.00	3,667,504
D60A1002 - Artistic Property						
Administrator III	1.00	50,845	1.00	49,899	1.00	49,899
Archivist I	2.00	102,330	2.00	102,330	2.00	102,330
Archivist II	1.00	56,863	1.00	55,931	1.00	55,931
Total D60A1002	4.00	210,038	4.00	208,160	4.00	208,160
Total D60 State Archives	62.50	3,731,305	62.50	3,853,214	63.00	3,875,664