

# 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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Collections material (measured in cubic feet)	375,219	383,740	389,077	391,812	396,513	401,513	406,513
Electronic data managed (gigabytes)	129,033	154,416	159,393	159,744	161,095	163,398	164,457
Database records managed (millions)	22,113	13,209	21,406	26,438	24,324	25,150	26,991

**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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	34,041	35,271	51,945	74,575	60,112	60,000	55,000
Data transferred via web (gigabytes)	112,613	145,731	177,869	182,239	141,439	142,439	143,312

**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	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	18,719	17,355	17,441	18,251	19,460	21,405	23,546

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

# Maryland State Archives

**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.

<b>Performance Measures</b>	<b>2015 Act.</b>	<b>2016 Act.</b>	<b>2017 Act.</b>	<b>2018 Act.</b>	<b>2019 Act.</b>	<b>2020 Est.</b>	<b>2021 Est.</b>
Number of public programs offered	209	176	86	94	137	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.

<b>Performance Measures</b>	<b>2015 Act.</b>	<b>2016 Act.</b>	<b>2017 Act.</b>	<b>2018 Act.</b>	<b>2019 Act.</b>	<b>2020 Est.</b>	<b>2021 Est.</b>
Objects in State-owned art collection	4,150	4,130	3,513	3,520	3,533	3,543	3,555
Number of items on public display in State-owned art collection	1,705	1,730	1,315	1,329	1,339	1,348	1,359

## State Archives

### Summary of State Archives

	<b>2019 Actual</b>	<b>2020 Appropriation</b>	<b>2021 Allowance</b>
Number of Authorized Positions	63.00	63.00	63.00
Number of Contractual Positions	5.90	10.90	8.80
Salaries, Wages and Fringe Benefits	5,787,319	6,150,086	6,187,342
Technical and Special Fees	215,188	389,223	364,689
Operating Expenses	2,923,806	2,647,996	2,840,356
Net General Fund Expenditure	6,319,556	6,954,195	7,146,000
Special Fund Expenditure	2,591,757	2,212,905	2,246,387
Federal Fund Expenditure	15,000	20,205	0
Total Expenditure	<u>8,926,313</u>	<u>9,187,305</u>	<u>9,392,387</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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	59.00	59.00	59.00
Number of Contractual Positions	5.90	10.90	8.80
01 Salaries, Wages and Fringe Benefits	5,432,508	5,781,285	5,812,997
02 Technical and Special Fees	215,188	389,223	364,689
03 Communications	155,915	136,800	136,800
04 Travel	9,642	8,800	8,800
06 Fuel and Utilities	143,454	216,600	228,600
07 Motor Vehicle Operation and Maintenance	3,239	7,820	7,820
08 Contractual Services	696,704	849,207	841,148
09 Supplies and Materials	52,344	55,857	55,857
10 Equipment - Replacement	887,817	337,000	228,934
11 Equipment - Additional	1,569	75,000	75,000
13 Fixed Charges	928,642	911,274	1,210,890
Total Operating Expenses	2,879,326	2,598,358	2,793,849
Total Expenditure	8,527,022	8,768,866	8,971,535
Net General Fund Expenditure	5,952,371	6,569,953	6,761,476
Special Fund Expenditure	2,559,651	2,178,708	2,210,059
Federal Fund Expenditure	15,000	20,205	0
Total Expenditure	8,527,022	8,768,866	8,971,535
<b>Special Fund Expenditure</b>			
D60344 Consolidated Publications Account	2,559,651	2,178,708	2,210,059
Total	2,559,651	2,178,708	2,210,059
<b>Federal Fund Expenditure</b>			
15.946 Cultural Resources Management	10,560	0	0
84.345 Underground Railroad Educational and Cultural Programs	4,440	0	0
89.003 National Historical Publications and Records Grants	0	20,205	0
Total	15,000	20,205	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

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	354,811	368,801	374,345
03 Communications	379	400	400
04 Travel	29	1,000	1,000
07 Motor Vehicle Operation and Maintenance	4,054	2,800	2,800
08 Contractual Services	24,250	25,441	20,179
09 Supplies and Materials	5,262	9,257	9,257
13 Fixed Charges	10,506	10,740	12,871
Total Operating Expenses	44,480	49,638	46,507
Total Expenditure	399,291	418,439	420,852
Net General Fund Expenditure	367,185	384,242	384,524
Special Fund Expenditure	32,106	34,197	36,328
Total Expenditure	399,291	418,439	420,852
<b>Special Fund Expenditure</b>			
D60344 Consolidated Publications Account	32,106	34,197	36,328
Total	32,106	34,197	36,328

### 3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
<b>D60 - State Archives</b>						
<b>D60A1001 - Archives</b>						
Admin Officer III	1.00	52,031	1.00	54,328	1.00	54,328
Administrator II	1.00	66,362	1.00	69,292	1.00	69,292
Administrator III	0.00	73,595	0.00	0	0.00	0
Administrator IV	1.00	83,170	1.00	86,842	1.00	86,842
Administrator V	2.00	172,862	2.00	180,493	2.00	180,493
Archivist I	18.50	955,395	18.50	964,940	15.50	815,577
Archivist II	6.00	419,072	6.00	386,434	8.00	499,098
Archivist Supervisor	9.00	569,557	9.00	660,602	8.00	582,274
Archivist Trainee	5.00	197,682	5.00	234,870	7.00	308,304
Computer Network Spec I	1.00	45,661	1.00	55,799	0.00	0
Computer Network Spec II	1.00	76,189	1.00	70,626	2.00	130,150
Computer Network Spec Mgr	0.50	45,202	0.50	47,197	0.50	47,197
Computer Network Spec Supr	1.00	72,781	1.00	75,994	1.00	75,994
Database Specialist I	0.00	11,726	0.00	0	1.00	53,760
Database Specialist II	2.00	142,521	2.00	154,400	2.00	159,940
Database Specialist Supervisor	1.00	0	0.00	0	0.00	0
Exec Assoc III	1.00	50,970	1.00	53,221	1.00	53,221
IT Asst Director II	1.00	79,839	1.00	83,364	1.00	83,364
IT Asst Director III	1.00	104,908	1.00	109,539	1.00	109,539
IT Programmer	0.00	19,161	1.00	47,034	0.00	0
IT Programmer Analyst I	1.00	27,823	0.00	0	1.00	46,477
IT Programmer Analyst II	0.00	60,341	1.00	63,005	1.00	63,005
IT Programmer Analyst Lead/Advanced	1.00	0	1.00	52,687	0.00	0
Prgm Mgr Senior II	2.00	208,819	2.00	218,037	2.00	218,037
State Archivist	1.00	134,058	1.00	139,980	1.00	139,980
Webmaster I	1.00	43,991	1.00	53,760	0.00	0
Webmaster II	0.00	8,235	0.00	0	1.00	57,331
<b>Total D60A1001</b>	<b>59.00</b>	<b>3,721,951</b>	<b>59.00</b>	<b>3,862,444</b>	<b>59.00</b>	<b>3,834,203</b>
<b>D60A1002 - Artistic Property</b>						
Administrator III	1.00	0	1.00	76,844	1.00	76,844
Archivist I	2.00	0	2.00	108,049	2.00	108,049
Archivist II	1.00	56,559	1.00	59,057	1.00	59,057
<b>Total D60A1002</b>	<b>4.00</b>	<b>56,559</b>	<b>4.00</b>	<b>243,950</b>	<b>4.00</b>	<b>243,950</b>
<b>Total D60 State Archives</b>	<b>63.00</b>	<b>3,778,510</b>	<b>63.00</b>	<b>4,106,394</b>	<b>63.00</b>	<b>4,078,153</b>