

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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Collections material (measured in cubic feet)	383,740	389,077	391,812	396,513	398,127	399,127	400,127
Electronic data managed (gigabytes)	154,416	159,393	159,744	161,095	161,568	162,300	163,162
Database records managed (millions)	13,209	21,406	26,438	24,324	19,746	20,094	20,017

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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Total materials provided to searchroom patrons; phone, email and mail requests; and interagency requests	35,271	51,945	74,575	60,112	54,153	45,888	57,000
Data transferred via web (gigabytes)	145,731	177,869	182,239	141,439	133,311	121,900	106,990

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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Files and graphics created, maintained, compiled, edited, posted, accessioned, and scanned	17,355	17,441	18,251	19,460	20,478	20,400	20,400

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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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Number of public programs offered	176	86	94	137	106	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	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Objects in State-owned art collection	4,130	3,513	3,520	3,533	3,536	3,543	3,550
Number of items on public display in State-owned art collection	1,730	1,315	1,329	1,339	1,341	1,348	1,355

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Summary of State Archives

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	63.00	61.00	61.00
Number of Contractual Positions	3.90	8.80	8.80
Salaries, Wages and Fringe Benefits	6,048,016	6,049,648	6,034,830
Technical and Special Fees	155,056	363,679	364,689
Operating Expenses	2,627,662	2,753,780	2,446,136
Net General Fund Expenditure	6,954,195	6,918,963	6,482,190
Special Fund Expenditure	1,841,554	2,248,144	2,363,465
Federal Fund Expenditure	34,985	0	0
Total Expenditure	8,830,734	9,167,107	8,845,655

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

	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	59.00	57.00	57.00
Number of Contractual Positions	3.90	8.80	8.80
01 Salaries, Wages and Fringe Benefits	5,698,365	5,673,702	5,662,628
02 Technical and Special Fees	155,056	363,679	364,689
03 Communications	57,048	136,800	136,800
04 Travel	5,339	8,800	8,800
06 Fuel and Utilities	158,479	228,600	117,403
07 Motor Vehicle Operation and Maintenance	3,868	7,820	7,820
08 Contractual Services	1,196,679	841,148	765,196
09 Supplies and Materials	54,267	55,857	55,857
10 Equipment - Replacement	60,188	228,934	228,934
11 Equipment - Additional	42,399	75,000	75,000
13 Fixed Charges	981,374	1,124,314	1,009,819
Total Operating Expenses	2,559,641	2,707,273	2,405,629
Total Expenditure	8,413,062	8,744,654	8,432,946
Net General Fund Expenditure	6,569,953	6,532,838	6,105,809
Special Fund Expenditure	1,808,124	2,211,816	2,327,137
Federal Fund Expenditure	34,985	0	0
Total Expenditure	8,413,062	8,744,654	8,432,946
Special Fund Expenditure			
D60344 Consolidated Publications Account	1,808,124	2,211,816	2,327,137
Total	1,808,124	2,211,816	2,327,137
Federal Fund Expenditure			
89.003 National Historical Publications and Records Grants	34,985	0	0
Total	34,985	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	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	4.00	4.00	4.00
01 Salaries, Wages and Fringe Benefits	349,651	375,946	372,202
03 Communications	676	400	400
04 Travel	385	1,000	1,000
07 Motor Vehicle Operation and Maintenance	399	2,800	2,800
08 Contractual Services	38,073	20,179	14,179
09 Supplies and Materials	14,707	9,257	9,257
11 Equipment - Additional	778	0	0
13 Fixed Charges	13,003	12,871	12,871
Total Operating Expenses	68,021	46,507	40,507
Total Expenditure	417,672	422,453	412,709
Net General Fund Expenditure	384,242	386,125	376,381
Special Fund Expenditure	33,430	36,328	36,328
Total Expenditure	417,672	422,453	412,709
Special Fund Expenditure			
D60344 Consolidated Publications Account	33,430	36,328	36,328
Total	33,430	36,328	36,328

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
D60 - State Archives						
D60A1001 - Archives						
Admin Officer III	1.00	52,031	1.00	54,872	1.00	54,872
Administrator II	1.00	66,362	1.00	69,985	2.00	123,739
Administrator III	0.00	73,595	0.00	0	0.00	0
Administrator IV	1.00	83,170	1.00	87,711	2.00	156,159
Administrator V	2.00	172,862	1.00	85,139	1.00	85,139
Archivist I	18.50	955,395	14.50	782,279	11.50	608,577
Archivist II	6.00	419,072	8.00	504,093	10.00	630,550
Archivist Supervisor	9.00	569,557	8.00	588,101	8.00	589,333
Archivist Trainee	5.00	197,682	7.00	311,392	7.00	311,392
Computer Network Spec I	1.00	45,661	0.00	0	0.00	0
Computer Network Spec II	1.00	76,189	2.00	131,453	2.00	131,453
Computer Network Spec Mgr	0.50	45,202	0.50	47,669	0.50	47,669
Computer Network Spec Supr	1.00	72,781	1.00	76,754	1.00	76,754
Database Specialist I	0.00	11,726	1.00	54,298	1.00	54,298
Database Specialist II	2.00	142,521	2.00	161,540	2.00	161,540
Exec Assoc III	1.00	50,970	1.00	53,754	0.00	0
IT Asst Director II	1.00	79,839	1.00	84,198	1.00	84,198
IT Asst Director III	1.00	104,908	1.00	110,635	1.00	110,635
IT Programmer	1.00	19,161	0.00	0	0.00	0
IT Programmer Analyst I	0.00	27,823	1.00	46,942	1.00	56,357
IT Programmer Analyst II	1.00	60,341	1.00	63,636	1.00	63,636
IT Programmer Analyst Lead/Advanced	1.00	0	0.00	0	0.00	0
Prgm Mgr Senior II	2.00	208,819	2.00	220,218	2.00	220,218
State Archivist	1.00	134,058	1.00	141,380	1.00	141,375
Webmaster I	1.00	43,991	0.00	0	0.00	0
Webmaster II	0.00	8,235	1.00	57,905	1.00	57,905
Total D60A1001	59.00	3,721,951	57.00	3,733,954	57.00	3,765,799
D60A1002 - Artistic Property						
Administrator III	1.00	0	1.00	77,613	1.00	77,613
Archivist I	2.00	0	2.00	109,131	2.00	109,131
Archivist II	1.00	56,559	1.00	59,648	1.00	59,648
Total D60A1002	4.00	56,559	4.00	246,392	4.00	246,392
Total D60 State Archives	63.00	3,778,510	61.00	3,980,346	61.00	4,012,191