

MAINE STATE LEGISLATURE

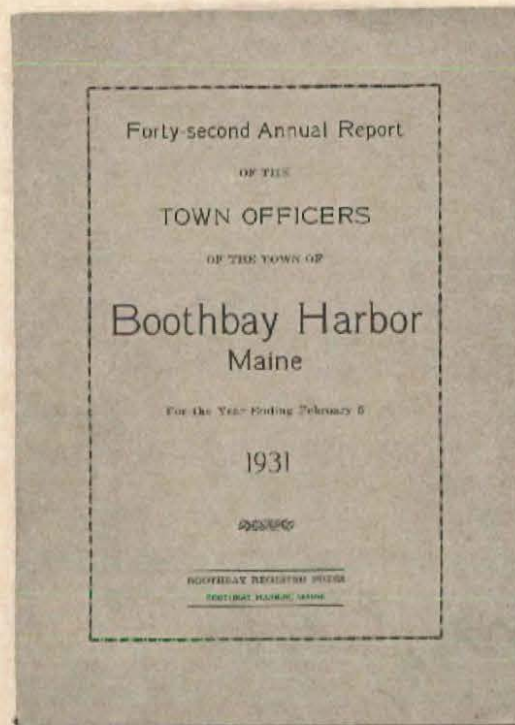
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Improving the Management and Protection of Local Government Records in Maine: Recent and Future Efforts

Jim Henderson, Director, Maine State Archives
March 5, 2007



A Report to the

**Joint Committee on State and Local Government
Maine State Legislature**



Matthew Dunlap
Secretary of State

Maine State Archives

Department of the Secretary of State

Cultural Building

84 State House Station

Augusta, ME 04333 0084



James S. Henderson
State Archivist

March 21, 2007

TO:

Joint Standing Committee on Appropriations and Financial Affairs

Senator Margaret Rotundo, Chair

Representative Jeremy R. Fischer, Chair

and

Joint Standing Committee on State and Local Government

Senator Elizabeth M. Schneider, Chair

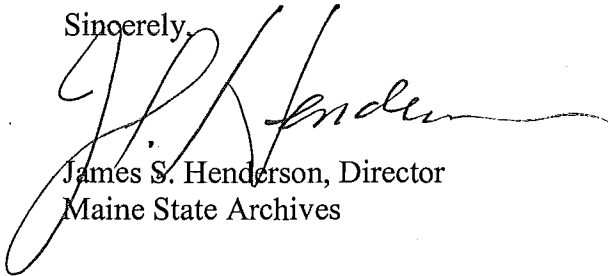
Representative Christopher R. Barstow, Chair

At the joint meeting of your two committees on February 26th, and at the meeting of the Joint Standing Committee on State and Local Government on the 28th, several members requested information about the status of scheduling and managing local government records in Maine.

The attached report summarizes our authority in this area, recent activities, a proposed program to improve the management and protection of these records, research on the condition and needs of local government records, and citations to our past efforts to obtain the necessary resources to accomplish these objectives, beginning in 1991.

I hope you find it responsive to your questions. Please feel free to contact me for additional information.

Sincerely,


James S. Henderson, Director
Maine State Archives

Improving the Management of Local Government Records in Maine: Recent and Future Efforts

Jim Henderson, Director, Maine State Archives
March 5, 2007

Introduction

The Maine State Archives is mandated to establish the period for which local government records are retained for business purposes and whether selected records may be destroyed or must be retained permanently by the local government. Local governments include all counties, cities, towns, plantations, school districts and other sub-state districts.

The Division of Records Management Services within the Archives, with two staff members charged with records management responsibilities for all of State government, has responsibility for local government records as well. The Archives has no authority, let alone the capacity, to enforce the management of local government records.

However, the Division consults extensively with local officials on their business needs to retain records before adopting or amending legally enforceable rules applicable to local government. Proposed rules are reviewed, then adopted by, the Archives Advisory Board (appointed by the governor).

The Division does provide advice in various forums regarding management techniques, obligations to respond to requests for records, including Freedom of Access Act requests.

Through the New Century Community Program and a federally funded historical records program, the Archives has encouraged local governments to apply for grant assistance in managing their records and for acquiring appropriate storage equipment, including fireproof vaults. In recent years over \$100,000 in grants have been awarded.

The Archives has proposed legislation as far back as 1991 to develop a Local Government Records Management Program, funded by a surcharge on Registry of Deeds filings, to provide improved technical assistance and funding for local records programs. It has not been funded.

Mandates

Title 5 MRSA section 95-B states, in relevant part, that . . .

7. Disposition of records. Records may not be destroyed or otherwise disposed of by any local government official, except as provided by the Archives Advisory Board. Records that have been determined by the board to possess sufficient archival value must be preserved by the municipality or deposited with the State Archivist.

8. Regulations of Archives Advisory Board. Each local government official shall comply with the standards, procedures and regulations issued by the Archives Advisory Board.

The mechanism for establishing the "standards, procedures and regulations" is the adoption of *Rules for the Disposition of Local Government Records*, which are updated every two years or so. The adoption is governed by the Administrative Procedure Act, with public notice and a public hearing if requested.

Outreach

State Archivist Jim Henderson has made presentations to municipal clerks and county officials regarding the management of their records and opportunities for assistance. He published an article in the *Maine Townsman* on the subject, has spoken to municipal clerks and county Registers of Deeds and Registers of Probate associations, and assisted the Northern Maine Development Commission in its 2005 municipal computer records survey, which later became the basis of successful funding from the National Historical Publications and Records Commission, with the support of the Maine State Archives.

Local government outreach within last several years by the Records Management Services Division staff has included the following:

- Maine Water Utilities Association, workshop session at their annual conference held in Freeport
- Maine Rural Water Association, half-day education sessions in Lewiston and in Presque Isle
- Maine Town and City Clerks Association, workshop session at their annual Clerks Networking Day held in Presque Isle
- Falmouth – 2-hour training for municipal employees, run through twice so all could attend and still keep offices open for business
- Town of Cumberland – training for municipal officials, conducted as part of their regularly scheduled staff meeting

Upcoming events include the following:

- Technology Day for local government officials sponsored by Maine Municipal Association – Division Director is serving on the "Planning for Paperless" panel
- Records Management workshop for municipal clerks, sponsored by Maine Town and City Clerks Association – Division Director will be one of the instructors

Research

The Archives has conducted several surveys to document the status of Maine local government records and historical records in general. These include a general historical records survey (including local government records) in 1997 and a survey of municipal vault and computer storage issues in 2003. Results of these inquiries are attached.

Program Proposal

The goal of the program described below is to improve records retention, access, and protection through proper management techniques and appropriate storage conditions. Specifically

- Identify annually the 50 local governments most in need of improved records management.
- Provide records management training to at least one official in each.
- Provide grant support for supplies and equipment to manage records for business efficiency, public access, and permanent preservation through the New Century Community Program (see LD 1344 of this session).
- Review the *Rules for the Disposition of Local Government Records* based on field experience to determine improvements that will enhance understanding of, and compliance with, records retention requirements.
- Collaborate with the Maine Municipal Association and other local associations in the execution of this program.

While a substantial number of local governments have successfully applied for technical and financial assistance through the Archives' grant programs funded by the National Historical Publications and Records Commission and the State's New Century Community Program, most have not.

A professional staff member, knowledgeable about local government records and local government programs and procedures, will enhance participation in the grant program. By providing guidance, advice, and motivation for effective management, a Local Government Records Coordinator will assist communities and counties in developing programs to improve records management. This position will involve travel to local government sites and to regional and statewide meetings of clerks, county officers, etc.

A Management Analyst I would provide the appropriate qualifications for this position.

	<u>Annual</u>	
PERSONAL SERVICES		
Management Analyst I		
Salary	\$ 30,618	
Benefits at 25%	\$ 7,655	
Subtotal:		<u>\$ 38,273</u>
ALL OTHER		
Non-Grant		
Work Station Set-up	\$ 6,000	
Network, phone, etc.	\$ 3,000	
Travel (in-state)	\$ 4,000	
Office supplies, printing	\$ 2,000	
Grants to Local Governments	\$120,000	
Subtotal:		<u>\$135,000</u>
TOTAL First Year		<u>\$173,273</u>
TOTAL Annual (less workstation set-up)		<u>\$167,273</u>

Attachments

- A. Excerpt from testimony on LD 1443 in 1991 Proposing a Local Government Records Management Improvement Fund
- B. Testimony before the Committee on LD 488 in 1997, referring to LD 1443 of 1991
- C. Excerpt from the 1996 Draft Strategic Plan - Maine State Archives
- D. Report to the Committee on the Special Local Government Records Survey Regarding the Security of Historical Records - 2003
- E. Municipal Records: "Yeah, we've got that. Now let's see" Article published in the *Maine Townsman*, 1999.
- F. Selected Statutory Provisions
- G. Municipal Facilities Needs 2005, Including Vaults Survey of 2003
- H. Summary of Grants to Local Governments funded by the Maine Historical Records Advisory Board, with support from the National Historical Publications and Records Commission
- I. Summary of Grants to Local Governments funded by the Maine New Century Program

A.

The Local Government Section of

SAVING MAINE'S PAST FOR THE FUTURE

A BLUEPRINT FOR ACTION

An Historical Records Assessment Report

Maine Historical Records Advisory Board

Augusta, Maine

1991

Recommendations

Immediate Action

Recommendation: Local government officials who have direct responsibility for historical documents should attend a workshop on caring for these documents.

Action: The Maine State Archives should actively promote its conservation workshops to town and county officials.

Action: The Maine Historical Records Advisory Board should insure that notices of document workshops come to the attention of local officials, primarily through the Maine Municipal Association's publication, the *Maine Townsman*.

Action: The Maine Municipal Association should provide certification credits for archival workshops.

Recommendation: Local government officials with direct responsibility for historical records should make a basic inventory of those records.

Action: The Local Government Records Board should create a simple checklist based on the retention schedules.

Recommendation: The Local Government Records Board should develop a policy clarifying the legal status of records no longer in the custody of the local government.

Recommendation: Local government offices unable to properly maintain historical records should explore depositing them with an approved records repository.¹

Long-Term Action

Recommendation: Local governments should establish comprehensive records management programs.

Action: The Legislature should establish and fund a program to improve local government records management by providing technical and financial support to local governments through the Local Government Records Board.

Action: The Maine State Archives should continue to identify and schedule records of regional and quasi-governmental agencies such as School Administrative Districts, water districts, etc. so that the records management programs can indeed be comprehensive.

Action: The Local Government Records Board should develop programs to make best use of National Historical Publications and Records Commission resources.

1. After meeting certain standards, organizations can be designated "alternate records repositories" by the Local Government Records Board, which allows the local government to transfer records for safekeeping, while maintaining ownership.

L.D. 1443: An Act to Improve Records Management in Local Governments

SUMMARY OF MAJOR POINTS

I. The Context

- A. No official government records may be destroyed without authority.
- B. At the State level, the Archives Advisory Board and the Maine State Archives grant that authority and determine which records are permanently valuable. The Archives' Records Management Division works with agencies to assist with compliance.
- C. At the local level, the Local Government Records Board determines which records are permanently valuable and which may be destroyed after their current use is ended. The Archives provides staff support to the Board and the State Archivist chairs it.

II. The Problem

- A. Local government records have been destroyed or lost in the past:
177 by fire; 5 by flood; 41 by unknown causes
- B. Though local officials are concerned, local government records are currently at risk, based on a recent study:

Local officials have little training in caring for older records and have little time to devote, based on other pressures. Many local records are improperly stored; others may be neglected or repaired improperly, leading to further destruction. Almost no towns have a basic list of the records in their care, making it impossible to know what has been lost or stolen. Other than the Clerk's records, most city and town historical government records are not in fireproof vaults. State law and rules mandate that local governments keep certain important records permanently, but no funds or technical assistance is available to do so properly.

III. How LD 1443 Addresses These Problems

- A. It provides a program to aid local governments manage their records by

Having the Local Government Records Board develop a program to assist local governments manage their records;
Providing technical assistance to solve practical problems;
Providing grants to support specific projects at the local level:
a survey of local records conditions; purchase of proper shelving or containers; construction of a records room meeting fire and security requirements.
- B. It follows similar successful programs in other states
- C. It is funded through the real estate transfer tax to reflect the local nature of the program and that many local records (deeds registry, taxation and assessment, comprehensive planning, fire protection, etc.) are related to property issues.

Allocation Requirements
from Local Government Records Management Improvement Fund
For LD 1443

May 22, 1991

This allocation is for a Management Analyst I position (3/4 of FY91/92, 12 months of FY92/93), non-grant All Other, and grants to local governments.

	FY92	FY93
PERSONAL SERVICES		
Management Analyst I	\$ 26,373	\$ 37,451
ALL OTHER		
Non-Grant All Other	\$ 3,627	\$ 2,549
Office supplies, travel, telephone, printing and (FY91/92 primarily) distribution of manuals, guides, etc.		
Grants to Local Governments	\$120,000	\$110,000
Total All Other	\$123,627	\$112,549
TOTAL:	\$150,000	\$150,000

B.

James S. Henderson
Director of the Maine State Archives
Outline of Testimony
Regarding
LD 488 An Act to Change the Laws Pertaining to
the Issuance of Copies of Birth, Marriage or Death Certificates by Towns
February 26, 1997

The Context

- Management of local government records is important and municipal clerks need the resources not only to issue copies, but to insure that the records are in good condition, properly preserved, and secure.
- By law, no official government records, state or local, may be destroyed without the authority of the State Archives and the Archives Advisory Board which issues schedules establishing the length of time records need to be kept.

The Problem

- Local government records have been destroyed or lost in the past: 178 cases of fires; at least 5 cases of floods; 41 cases of unknown causes. Most recently there was a fire in Canaan a last year.
- The Archives frequently becomes aware of old town records being found "in the attic" or offered for sale. The law requires their return to the town or to the State. Within the past few years we have recovered records from Mattamiscontis, Littleton, and Milton Plantation.
- Local officials, including clerks, are very concerned about their records but they remain at risk. Based on an assessment of historical records in 1991:
 - Local officials have little training in caring for older records and have little time to devote, based on other pressures;
 - Many local records are improperly stored; others may be neglected or repaired improperly, leading to further destruction;
 - Almost no towns have a list of the records in their care, making it impossible to know what has been lost or stolen;
 - Other than Clerk's records, most are not in fireproof vaults, even though a vault is required by law;
 - State laws and rules require that local governments keep certain important records permanently, but no funds or technical assistance is available to do so properly;
 - The increasing use of computers and the temptation to scan documents only compounds the problems.

A Proposal

- In 1991, we drafted and supported LD 1443, An Act to Improve Records Management in Local Governments.
- It provided for a program to aid local government with technical assistance and records management training; and a series of grants to support specific projects at the local level: a survey of records conditions, purchase of proper shelving and containers, construction of a records room or vault meeting fire and security requirements.
- It followed similar successful programs in other states and was to be funded from a small surcharge on the real estate transfer tax.
- Though the Taxation Committee was supportive in principle, they were not inclined to raise the tax.
- It is still a good idea. The Archives has just completed a program providing small grants to historical societies and some towns to protect their records. The funds came from a one-time grant from the National Historical Publications and Records Commission. A future program could be targeted at local government records, but the Commission would want to see some degree of commitment from the State.

C.

1996 Draft Strategic Plan - Maine State Archives

A draft strategic plan for the Archives, not implemented for lack of funding, included the following:

OBJECTIVE 7

To increase by 15% of all local governments the number of those governments having the tools and information to allow appropriate, consistent public access to their public records as indicated by responses to a survey of those governments in FY 1997 and in FY 2001.

By July 1, 2001, to train at least one official from 74 of Maine's 492 municipalities in using the tools and information to allow appropriate, consistent public access to municipal records; and to increase from 308 on July 1, 1996 to 354 on July 1, 2001 the kinds of local records identified and assigned retention periods.

Outcome measures:

- Number of towns having at least one official trained.
- Number of local record series added to schedules.

STRATEGIES

- Continue to update and disseminate records retention schedules for local governments.
- Develop a plan to identify and train selected local government officials.

D.

Report to the Joint Standing Committees on

Education and Cultural Affairs

and on

State and Local Government

Results of the Special Local Government Records Survey Regarding the Security of Historical Records

January 15, 2003

James S. Henderson, Maine State Archivist

Background

Following a report to the Committee on Education and Cultural Affairs on the condition of Maine's historical records in 2002, the Archives was charged with conducting a survey of local governments (municipalities and counties) to determine the security of those records.

Surveys were sent to 521 municipal clerks and 16 county clerks in late October 2002; 281 (54%) replied. Of the 13 communities with populations over 15,000 and most likely heavily reliant on computers, only three responded. Percents below are based on the 281 responses.

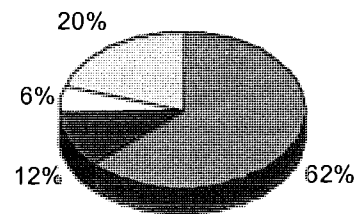
Summary of Findings

Although required by law for many years, less than two-thirds of local governments report that "practically all" their permanent records are kept in a fireproof safe or vault. About one-quarter have none or only "some" of these records in such a place.

The prime reason is "not enough room," along with problems of security, environment, and convenience of access. Plans to meet the requirement are either in the future or nonexistent.

Most permanent records not in a fireproof location are in filing cabinets, basements and closets. Nevertheless only six percent of respondents consider the current arrangement "poor."

Permanent Records in Fireproof Locations



■ Practically all ■ Most □ Some □ No or no response

I. Status of Safes or Vaults.

Current Maine law provides that "Each local government shall provide a fireproof safe or vault for the preservation of all records that must be retained permanently but are not required for business purposes. The official having responsibility for those records shall deposit them in the safe or vault where those records must be kept except when required for use."

1. Does your municipal government have a "fireproof safe or vault for the preservation of all records that must be retained permanently but are not required for business purposes"?

☐ YES 82%

☐ NO [If NO, please GO TO question #6 below.]

2. Are those records deposited in that safe or vault? No response 20%

☐ YES, practically all 63%

☐ YES, most 12%

☐ YES, some 5%

☐ NO or no response 20%

3. If not "practically all," why not? (select as many as apply)

☐ Not enough room 19%

☐ Not secure enough 1%

☐ Not a good environment 1%

☐ Not convenient for staff 2%

☐ Not convenient for public 1%

☐ Other: 2%

4. What would be necessary to improve the use of the safe or vault, or do you think a completely different approach to storing these records is better? Please explain briefly.

Forty-seven respondents (17%) mentioned the need for more vault space, an additional vault, fire-proof file cabinets. Some of these also mentioned the need to improve the existing vaults (waterproofing, climate control, insure the door is truly fireproof.)

Seven (3%) suggested organizational changes: more shelving, compact shelving, more staff.

Six felt that conversion to other media (microfilm or computer disk) would help.

Four referred to improving records management, having better information on what to destroy.

Four noted the inconvenience of storing records in another building or in the basement.

5. What plans, if any, are there to meet the needs noted in question 4 above?

Of the forty-one respondents (15%), most cited a future decision (3-5 years) to either build a new town office or acquire additional vault space. One cited off-site storage, a few mentioned getting more staff to better organize and weed the records.

6. What plans, if any, are there to establish such a safe or vault?

Of the fifty-one local governments that did not report having a fireproof vault or safe, twenty said they had no plans to acquire one. Most others referred to future plans for a new town office or for finding the funds to purchase such a vault.

7. Where do you now store these records?

Of the fifty-one local governments that did not report having a fireproof vault or safe, most responses referred to non-fireproof safes or filing cabinets, in a separate room or area (attic, basement, closets) in the town building, or at the residence of a town official.

8. Considering physical security from theft and fire, and protection from pests, dampness and other threats, how would you rate the current storage arrangement?

34% ☐ Excellent - no problems 19% ☐ Fair
32% ☐ Good 5% ☐ Poor - unsecured, damp, mold, bugs, etc.!

II. Status of Computer Records

Current Maine *Rules for the Disposition of Local Government Records* have special provisions for maintaining permanent records on computers, which include insuring that upgrades to computer systems after January 1, 2002 meet certain standards for preservation and access

Does your municipal government use computers?

☐ YES 77% ☐ NO If you answered NO, you need not complete this section.

1. Has your municipal government installed new computers since January 1, 2002?

☐ YES 21% ☐ NO If YES, please GO TO question # 3.

2. Do you have a specific plan to meet the requirements of the Rules when you do acquire new computers?

☐ YES 16% ☐ NO Please GO TO question # 4 below.

3. Do your new computers and programs comply with the requirements of the rules?

☐ YES 9% ☐ NO 1% ☐ UNSURE 72%

4. Do you have provisions for preserving the permanent records now on your computers?

☐ YES 30% ☐ NO

5. Do you believe these provisions are adequate?

☐ YES 27% ☐ NO 3% (balance no response)

6. Do you have a specific plan for migrating records from older to newer hardware and software?

☐ YES 18% ☐ NO (balance no or no response)

7. Do you have any specific suggestions regarding the provisions in Section 8 of the Rules? How can the objective of preserving computer records of permanent value be better achieved?

Overwhelmingly respondents indicated that they kept no permanent records on computer, but used them to produce reports, then stored them in paper form and/or microfilm. Most realize that current computer records will soon become obsolete and unreadable.

Some misinterpreted the question (which may not have been clear) to suggest that they convert paper records to digital. Most of these either thought it was a bad idea or had no funds to do so.

A few were not sure of the meaning of the provision.

Municipal Records:

“Yeah, we’ve got that. Now let’s see”

Jim Henderson, Maine State Archivist
March, 1999

Some Scary Thoughts

- *Municipal records are being destroyed in floods and fires. April, 1994 – Fort Fairfield Town Office lost records to flooding; June, 1995 – Canaan Town Office burned to the ground with its records; March, 1998 – Industry Town Office roof collapsed with substantial damage to records; January, 1999 – records lost as Liberty’s 170 year old Community Hall burned to the ground.*
- *Since statehood, more than 175 municipalities have lost records due to fires, floods and other disasters.*
- *Most have no fire suppression systems, no year-round temperature controls and no humidity controls.*
- *Though required by law for over 100 years, many towns do not keep critical records in a fireproof vault.*
- *In 1998 a dealer offered the Town of Phippsburg the opportunity to purchase their own 150 year-old town records. After a protracted legal effort they were finally returned to the town. **Sale of government records is unlawful.***
- *Most municipalities have no list of their historical records, more than one quarter of which are stored in unsuitable locations (attics, cellars).*
- *Municipalities have limited resources to carry on the battle against technical obsolescence as historical records come in a widening variety of formats on computers.*

The records of Maine towns and cities provide some of the earliest and most comprehensive information about the political and social history of the state. Municipal officials should be proud of their efforts to protect a major segment of Maine’s historical record, often under difficult physical, staffing and financial constraints. The public, and local officials themselves, rely on these records daily for current business and historical research.

This essay reflects on lessons learned from surveys and site visits of municipal offices and historical records repositories, from recent experiences with town records, and from issues raised by computer applications.

What are “official” records? Why are they important? Who is responsible? What care do they receive and how can it be improved? Any help out there?

* The State Archives microfilmed many of Liberty’s town records in 1987, thus limiting the loss.

The Heritage

Local government records are among the oldest to be found in Maine and in the nation, dating from the 17th Century in York, Cumberland and Lincoln Counties. Town Clerks historically have been, by law, recorders of the most basic vital information. Until the creation of a State vital statistics registry in 1892, they were sole legal keepers of birth, marriage and death records. Other town records show the earliest evidence of everyday concerns as manifested in minutes of town meetings, and in the transactions of other municipal officers, such as tax assessors, overseers of the poor, and selectmen.

What are Official Municipal Records?

They are the records created or received during the daily business of plantations, towns, and cities. They come in many different forms, sizes, and ages. Records may be in computer, video or audio format on tapes, disks, or CD's. They may be maps on microfilm, images on photographs, or manuscripts in bound volumes.

Municipal records are public property requiring proper organization and retention or destruction according to federal and State regulations. Archival records must be protected, preserved, and available for use by government departments and the public.

Why are They Important?

Municipal records . . .

- protect the people's rights and interests;
- ensure that government is accountable and functions according to law;
- provide valuable evidence protecting government and individuals in litigation;
- provide the evidence that protects employees' rights and benefits;
- document the history and legacy of communities.

People expect that public records documenting birth, marriage, divorce, and death will always be available. They may need verification of property ownership and often hope to trace the lineage of their families, the development of their towns, and the history of the state.

Most use local government records for very personal and very practical matters. Citizens need birth certificates to help document age for retirement, to acquire a passport, and to enroll children in school. Homeowners refer to tax records to see if their assessments are fair when compared to others. Genealogists use birth, death, and marriage records to trace family history. School departments use local housing data to project future class sizes and plan for school growth.

In municipal government, board members refer to meeting minutes to make informed decisions. Planners use maps to evaluate zoning and land use changes. Engineers check road and sewer layouts to plan improvements in transportation and waste management. Administrators use employment dates to determine retirement eligibility.

Business people use records for a variety of purposes. Realtors use assessor's property valuations to estimate real estate prices. Surveyors review tax records and lot size information.

Who is Responsible for These Records?

Municipalities are responsible for the management, preservation, and accessibility of their records. "Local government officials shall carefully protect and preserve the records of their office from deterioration, mutilation, loss or destruction," according to 5 MRSA 95-B (6).

The Clerk is responsible for the care of permanent records: birth, marriage, and death certificates; and often is charged with maintaining minutes of meetings; ordinances; and other records having historic value for the municipality. Clerks clearly recognize their responsibility for the "most important" town records; however, often there is no comparable person who feels responsible for the condition of tax, police, planning or other records.

Records management, even in small towns, is a demanding job requiring special training, organizational skill, knowledge of federal and state regulations, and continuing education in technology, disaster planning, and preservation. While immediate operational demands often get priority, the Clerk and others should be given the resources to protect the records that frequently protect the municipality itself when legal controversies arise.

What to Keep? How Long?

Through the Archives Advisory Board, the State provides uniform rules on how long different records must be kept, how they should be destroyed, and what requirements computerized systems holding permanent records should meet. These are published as *Rules for the Disposition of Local Government Records* and have been distributed to each municipality. Additional copies are available from the State Archives and on the Internet at <http://www.state.me.us/sos/arc/recmgmt/localgov/localhom.htm>. They can also be downloaded as an MS-WORD 2.0 document from <http://www.state.me.us/sos/cec/rcn/apa/29/chaps29.htm>. (Look for Secretary of State, then Archives. It's Chapter 10.)

Managing the Records

The job of a town Clerk is becoming increasingly complicated and increasingly professionalized. As regulations and town planning have affected more aspects of life, the trend has been for even small-town Clerks to work in the town office rather than in their homes. The proliferation of paper and the expense of storage mean that Clerks recognize the necessity for properly managing the records they produce.

Organizational Setting

Clerks feel a very strong sense of responsibility for the obviously valuable records – town meeting records, vital statistics – but the condition of other historical records is left largely to chance. A Clerk is not primarily concerned with the historical value of the materials held, but with carrying on the necessary business of the town. As a result, active records are usually cared for, while other manuscript materials are "out of sight, out of mind."

The organization and condition of municipal records is seldom the result of a long term plan, but the result of random factors: the amount of storage space, whether the same person is the Treasurer as well as the Clerk, the Clerk's background, and the physical distance between departments. Since the Clerk receives retention schedules and

information about organizing records, other departments are dependent on the Clerk for information, but Clerks do not usually have a supervisory role over these departments.

- Only 29% of the Clerks polled are responsible for all of the town's records.
- Very few local government officials have had any training in taking care of their historical records.
- Only one third of the town Clerks said they had attended workshops on caring for their historical records.
- Most Clerks were unaware of services offered by the Maine State Archives in caring for their historical records.

Most municipal officials have a basic understanding of what they should do to comply with Archives-based rules, but few have a fuller comprehension of the concepts involved. As a result, they are not able to take the initiative in planning for the town's records.

Conditions

The condition of municipal records in Maine varies widely among the various cities and towns. Since 1897, State law has stipulated that towns of more than 1,300 inhabitants provide fireproof safes or vaults for town records, a law that has not been enforced. Towns and cities are generally not well equipped to preserve and protect their records or to make them available for research. Some 179 municipalities have suffered total or partial losses by fire; six have suffered total or partial loss of records by flood, forty-one others have had significant records lost by unknown cause. In smaller towns with no municipal office, officials have conducted business out of homes or private offices - a situation that has contributed to alienation or loss of municipal records over the years.

Many local government records are improperly stored. Almost one third of the town Clerks reported that records were stored either in damp areas or areas that are alternately hot and cold. Many infrequently referenced records are stored in unsupervised areas - the old town hall, the attic, storage closets. Because of lack of training, some records, even those recognized as valuable, are neglected or improperly cared for. On-site visits revealed books that had been "repaired" with harmful Scotch tape, books leaning and bent, and materials stored haphazardly in boxes.

Some towns have implemented restoration programs for their historical records. About half surveyed had professional restoration work done. Some have implemented a schedule of repairs, budgeting to have a certain amount done each year. Over 60% felt that they had the support of policy makers in their town in caring for their historical records.

Almost no municipal officials have a list of the records in their care. Over 80% of the town Clerks had no list of their records, and only two out of the sixty-nine reporting had a complete list. This means that if the records are moved or destroyed there is no reference list. An inventory can provide local government officials with information on which to base a plan for organization and preservation.

Not all municipal records are held by the town or city. In surveying historical societies and libraries, several mention local government records as part of their holdings.

Use and Access

All local and state government records are "public" and open to inspection and copying unless *specifically* exempted by law. Town meeting records and minutes are "public." If a municipal official believes certain records are "confidential," he or she should cite the specific part of the law that designates them as confidential.

If confidential records are interspersed with non-confidential records, the local official (usually the Clerk) should make special arrangements for viewing the non-confidential records. This could include selecting the specific record requested or segregating the confidential from non-confidential records, or making copies of the non-confidential records.

In some offices, the public is not allowed to handle the records or view them alone. In busier offices, Clerks leave records unsupervised with researchers. They worry about the condition of the records, but don't feel that they have the right to restrict access. Allowing full access to records in poor condition hastens their deterioration.

If records, especially older, fragile records, are not in good condition, researchers should not have access to them directly. However, a photocopy or microfilm copy should be provided as soon as possible. For special cases, professional help may be necessary to carefully prepare the records for copying. In any event, while a reasonable time might be needed to accommodate researchers, access should not be denied.

If a record exists on computer, the public has a right to that copy as well as to the paper copy, but the officials do not have to make a computerized copy if one does not already exist. In fact, generally officials are not required to create records just for the convenience of the public. If they *do* create records, they must retain them according to established rules. *Researchers must pay the actual cost of copying records – both paper and computer varieties.*

While historical societies and others may obtain copies of local government records, they may not obtain the original records; even those slated for destruction, unless specifically designated as an "alternative repository" as provided in the *Rules* cited above.

Beginning in the 1950's, the Church of Jesus Christ of Latter-day Saints (the Mormons) microfilmed a large number of municipal vital records; and since the mid 1970's the Maine State Archives has filmed older records in special arrangements with municipalities. Reference copies of these municipal microfilms are available for research at the Maine State Archives.

Caring for Municipal Records

Scanning?

Many in government, and in the private sector, are being pushed to "digitize" in large part because the notion is as popular as Internet stocks on the NASDAQ! It seems like an easy fix for a difficult problem. That in itself should be cause for reflection.

Scanning records as digital images is an excellent choice when the prime objective is to provide high volume, simultaneous, instant access to images of short-term value for users who are willing and able to pay the cost of such a service.

It is a very poor financial and preservation choice to provide security copies of original records. It is a marginal financial and preservation choice to provide security copies and access if that access does not have to be simultaneous (more than one person viewing the same document at the same time) and retrieval time, while short, does not have to be instantaneous.

Municipalities will have to decide if access requirements justify the costs of digitizing records. If so, microfilming for preservation remains essential. While there are detailed American National Standards Institute (ANSI) standards for archival quality microfilming, there are *none* for "archival quality" digitizing.

Currently the only approved media for permanent storage of records are paper or archival quality microfilm or microfiche. Microforms are human readable requiring no technology greater than a light source and magnification, though computerized indexes can assist retrieval.

While the *Rules for the Disposition of Local Government Records* do allow for maintenance of permanent records on non-permanent media (such as those used in digital imaging systems), certain requirements must be met to insure continued access to those records. These technical requirements imply a continuing management and financial commitment forever to insure that changes in technology and obsolescence of equipment are monitored to preserve that access.

In two hundred years, researchers must be able to view the same image of the record as it now exists. CD's may last that long; so may 78 RPM records if stored properly. But will they play – in Peoria or anywhere? Until this rapidly changing technology stabilizes, the archival profession across the country overwhelmingly recommends archival microfilming as the preservation strategy when compared to sole reliance on digital imaging.

Assistance

The Maine Historical Records Advisory Board has a grant program funded by the National Historical Publications and Records Commission. Applications are available from Janet Roberts at the Maine State Archives (287-5791) or janet.roberts@state.me.us. October 1, 1999 is the deadline. Municipalities are eligible if they indicate compliance with the *Rules for Disposition of Local Government Records*.

This program covers original historical records, including unpublished material such as manuscripts (reports, minutes of meetings, letters), bound ledgers or account books, photographs, blueprints, tape recordings, motion picture films and video tapes. It does not cover published books or newspapers.

(A broader, better-funded program is pending in this legislative session as part of LD 630, AN ACT to Establish the Maine Communities in the New Century Program. If it passes, municipalities and others can count on continued, extended support for historical records management and preservation, including old newspapers.)

Grant amounts

Most awards will be in the \$500 to \$1,500 range, although the Board might consider a larger amount for an extraordinary collection of statewide importance or a collaborative project among municipalities.

For requests of up to \$500, the applicant must supply a 1:4 cash match. For every \$4 of grant money, the applicant supplies \$1. Higher amounts require a higher applicant contribution level. "Cash match" means that staff salaries and overhead may not be used for the match.

Types of Projects

There are two approaches supported by this grant program: Consultant Projects and Archival Projects. The program does not fund exhibits or capital equipment, such as computers, shelving or file cabinets.

- ✍ 1) Consultant Projects: The primary need is for knowledge, and the person you hire only gives advice, including a written report. Examples:
 - a consultant assesses the records and recommend conservation treatment and storage options;
 - a consultant reviews the records, provides advice as you develop a guide to the records, and recommends future care and/or microfilming.
- 📁 2) Archival Projects: The primary need is for materials and labor. Examples:
 - purchasing archival materials (acid-free folders, photo sleeves, boxes);
 - an archivist who prepares a guide to the records;
 - microfilming unique important records.

Because the Board's intent is to preserve historical information, rather than historical artifacts, no deacidification and rebinding of books, which is extremely expensive, will be funded. Microfilming is often the most cost-effective method of preserving information.

The State Archives microfilms municipal records

Summary

Municipal records are valuable for current business, personal purposes, and historical research. Local officials have protected them for hundreds of years but need better training and resources to effectively continue this tradition, especially in the computer age. Help with microfilming, training and records scheduling is available through the Maine State Archives. The Maine Historical Records Advisory Board has a grant assistance program with an application deadline of October 1, 1999. The association of Maine Archives and Museums, an affiliate group of the Maine Municipal Association, provides an informative newsletter and workshops. (Call 1-800-452-8786, ext. 296.)

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F.

Selected Statutory Provisions

Local Government Records

TITLE 5, CHAPTER 6 STATE ARCHIVIST

5 § 95-B. LOCAL GOVERNMENT RECORDS

The following provisions apply to local government records. [1995, c. 148, §10 (new).]

1. Omissions or errors corrected. When omissions or errors exist in local government records, those records must be corrected under oath by the person who was responsible for those local government records, whether or not that person remains in office.

A. If an original town meeting warrant is lost or destroyed, the return may be made or amended on a copy of it. [1995, c. 148, §10 (new).]

2. Safe or vault for preservation. Each local government shall provide a fireproof safe or vault for the preservation of all records that are not current records. The official having responsibility for those records shall deposit them in the safe or vault where those records must be kept except when required for use.

3. Attestation. The records of a local government official may be attested by volume. Each document is sufficiently attested when the volume in which it is recorded bears the attestation with the written signature of the official.

4. Delivery to successor in office. Local government officials shall deliver the records of their office to their successors in office upon the expiration of the officials' terms.

5. Records available for public use. Each local government official shall make records available for public use under that official's supervision at reasonable times unless the use of the records is otherwise restricted by law.

6. Protection of records. Local government officials shall carefully protect and preserve the records of their office from deterioration, mutilation, loss or destruction.

7. Disposition of records. Records may not be destroyed or otherwise disposed of by any local government official, except as provided by the Archives Advisory Board. Records that have been determined by the board to possess sufficient archival value must be preserved by the municipality or deposited with the State Archivist.

8. Regulations of Archives Advisory Board. Each local government official shall comply with the standards, procedures and regulations issued by the Archives Advisory Board.

Right-to-Know

TITLE 1, CHAPTER 13 PUBLIC RECORDS AND PROCEEDINGS

SUBCHAPTER I FREEDOM OF ACCESS

1 § 401. Declaration of public policy; rules of construction

The Legislature finds and declares that public proceedings exist to aid in the conduct of the people's business. It is the intent of the Legislature that their actions be taken openly and that the records of their actions be open to public inspection and their deliberations be conducted openly. It is further the intent of the Legislature that clandestine meetings, conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public not be used to defeat the purposes of this subchapter.

This subchapter shall be liberally construed and applied to promote its underlying purposes and policies as contained in the declaration of legislative intent.

1 § 402. Definitions

...

3. Public records. The term "public records" means any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business, except:

A. Records that have been designated confidential by statute;

(A list of specific exceptions is cited in this section.)

1 § 408. Public records available for public inspection

Except as otherwise provided by statute, every person shall have the right to inspect and copy any public record during the regular business hours of the custodian or location of such record; provided that, whenever inspection cannot be accomplished without translation of mechanical or electronic data compilations into some other form, the person desiring inspection may be required to pay the State in advance the cost of translation and both translation and inspection may be scheduled to occur at such time as will not delay or inconvenience the regular activities of the agency or official having custody of the record sought and provided further that the cost of copying any public record to comply with this section shall be paid by the person requesting the copy.

1 § 409. Appeals

1. Records. If any body or agency or official, who has custody or control of any public record, shall refuse permission to so inspect or copy or abstract a public record, this denial shall be made by the body or agency or official in writing, stating the reason for the denial, within 5 working days of the request for inspection by any person. Any person aggrieved by denial may appeal therefrom, within 5 working days of the receipt of the written notice of denial, to any Superior Court within the State. If a court, after a trial de novo, determines such denial was not for just and proper cause, it shall enter an order for disclosure. Appeals shall be privileged in respect to their assignment for trial over all other actions except writs of habeas corpus and actions brought by the State against individuals.

...

1 § 410. Violations

For every willful violation of this subchapter, the state government agency or local government entity whose officer or employee committed the violation shall be liable for a civil violation for which a forfeiture of not more than \$500 may be adjudged.

G.

Summary Needs by Town 2005

TOWN OF ABBOT	\$5,000
I don't think it would be possible to enlarge the current vault. A better approach would be to convert the present storage room in the basement into a second archival room.; .	
TOWN OF ADDISON	\$5,000
Need new system for storage. No room for safe space.; .	
TOWN OF ALEXANDER	\$5,000
No fireproof valut or safe for municipal records.; .	
YORK COUNTY COURTHOUSE	\$425,000
Projects: Drainage Exterior Interior Landscaping ; .	
TOWN OF ALNA	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF ANSON	\$5,000
Need new vault. Existing one in basement flooded in 1987 and many records were lost. Vitals & most vital records stored in safes on first floor.; .	
TOWN OF AURORA	\$5,000
We have no vault.; .	
TOWN OF BAILEYVILLE	\$5,000
Bigger vault - redesigned with new racks/shelving; .	
TOWN OF BANCROFT	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF BARING	\$5,000
No fireproof valut or safe for municipal records.; .	
SAGADAHOC COUNTY COURTHOUSE	\$800,000
Projects: Drainage Exterior Specialized; .	
TOWN OF BEDDINGTON	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF BRADFORD	\$5,000
Would need either a vault built or at least another 2 fire proof filing cabinets; .	
BREMEN TOWN HOUSE (FORMER BREMEN TOWN HALL)	\$30,500
Projects: Roof Exterior Interior Accessibility ; .	
TOWN OF BROOKLIN	\$5,000
Current storage is in fire-proof file cabinets and on open shelves.; .	
TOWN OF BROOKS	\$5,000
More room! Not enough in our vault.; .	
TOWN OF BUCKFIELD	\$5,000
A third safe or vault will be needed in the next 5 years.; .	
TOWN OF BYRON	\$5,000
No fireproof valut or safe for municipal records.; .	

TOWN OF CAMDEN	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF CARMEL	\$5,000
Room is a growing concern, also if there was a fire I'm not sure how they would fair (those not in a fireproof file); .	
TOWN OF CARROLL PLANTATION	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF CHERRYFIELD	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN HALL BUILDING	\$115,850
Projects: Roof Structure Exterior Interior ; .	
TOWN OF COLUMBIA FALLS	\$5,000
larger vault or safe. We have an old not fireproof safe.; .	
TOWN OF COOPER	\$5,000
No fireproof valut or safe for municipal records.; .	
Cumberland, Town of	\$12,000
Town hall. Wood, 2 fireproof cabinets, wet sprinkler; hvac system for entire building	
TOWN OF CUMBERLAND	\$5,000
Just more space.; .	
TOWN OF CUTLER	\$5,000
A humidifier has been suggested.; .	
TOWN OF DETROIT	\$5,000
Larger vault.; .	
PISCATAQUIS COUNTY COURTHOUSE (& JAIL)-DIST+SUP	\$213,700
Projects: Drainage Roof Structure Exterior Interior Accessibility Landscaping ; .	
TOWN OF DRESDEN	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF EDDINGTON	\$5,000
Our safe is in the basement. Hard to access and is very damp. We do have a dehumidifier running constantly.; .	
TOWN OF EXETER	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF FARMINGDALE	\$5,000
A more compact storage system would be helpful.; .	
TOWN OF FARMINGTON	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF FORT FAIRFIELD	\$5,000
The safe is not waterproof/we had a flood in 1994/ had to restore wet records.They are to be moved to the 2nd floor/if we are threatened by another flood.They are now/mostly/in marlar sleeves for preservation&protection/stored higher on shelves.; .	

TOWN OF FRENCHBORO	\$5,000
We need a larger safe, but don't have room for one.; .	
GLENWOOD PLANTATION	\$5,000
No fireproof valut or safe for municipal records.; .	
Gouldsboro, Town of	\$11,700
1970's building; 1993 records room; Hot water baseboard; no air conditioning	
GRAND LAKE STREAM PLANTATION	\$5,000
A much larger safe with adjustable shelf space. Need a person designated to keep combination/key for access control.; .	
TOWN OF GREENBUSH	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF GREENE	\$5,000
More room/?-disc conversion.; .	
TOWN OF GREENVILLE	\$5,000
Need a bigger vault.; .	
TOWN HALL	\$13,000
Projects: Drainage Roof Exterior Interior ; .	
TOWN OF GUILFORD	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN HALL	\$0
Projects: ; .	
TOWN OF HARTFORD	\$5,000
Bigger vault, enlarged building.; .	
TOWN OF HERMON	\$5,000
We are in need of more usable vault space.Very high ceiling and high shelves;need more width than height.; .	
TOWN OF INDUSTRY	\$5,000
A bigger safe to start.; .	
TOWN OF ISLAND FALLS	\$5,000
Need more room. Door to vault is not completely fireproof.; .	
OLD JEFFERSON TOWN HOUSE	\$67,000
Projects: Drainage Roof Exterior Interior Accessibility Landscaping Specialized; .	
TOWN OF JONESBORO	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF JONESPORT	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF KENDUSKEAG	\$5,000
We need more space.; .	
TOWN OF KINGFIELD	\$5,000
No fireproof valut or safe for municipal records.; .	

TOWN OF LAKEVILLE	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF LAMOINE	\$5,000
No fireproof valut or safe for municipal records.; .	
LEEDS TOWN HOUSE	\$13,000
Projects: Drainage Structure Exterior Interior Accessibility Landscaping ; .	
TOWN OF LIMERICK	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF LINCOLN	\$5,000
A new vault needs to be built that is sufficient in size to handle the records. Climate control needs to be addressed. As clerk I have been requesting money for this but the town council will not approve the request.; .	
TOWN OF LINCOLNVILLE	\$5,000
Would like to have on the same floor and a little larger.; .	
TOWN OF LONG ISLAND	\$5,000
No fireproof valut or safe for municipal records.; .	
WASHINGTON COUNTY COURTHOUSE	\$0
Projects: ; .	
Washington County Courthouse	\$500
Brick building; No climate controls	
TOWN OF MACHIASPORT	\$90,000
Projects: Drainage Roof Exterior ; .	
TOWN OF MADISON	\$5,000
Need another safe in the near future.; .	
TOWN OF MARIAVILLE	\$5,000
More room, larger building, more fireproof file cabinets, more time to organize.; .	
MATINICUS ISLE PLANTATION	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF MAXFIELD	\$5,000
Guidelines telling the town what should be stored in the fire proof safe & what should not.; .	
TOWN OF MILBRIDGE	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF MILFORD	\$5,000
Need a bigger vault.; .	
TOWN OF MONMOUTH	\$5,000
More space is always needed.; .	
TOWN OF MONTICELLO	\$5,000
No fireproof valut or safe for municipal records.; .	

TOWN OF MOOSE RIVER	\$5,000
To have the vault and the work area in the same building!; .	
TOWN OF NEW SHARON	\$5,000
Need a bigger vault/safe box.; .	
TOWN OF NEW VINEYARD	\$5,000
Have to buy a much larger safe or install a permanent vault in the office.; .	
TOWN OF NEWBURGH	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF NEWCASTLE	\$5,000
Would like one walk in concrete vault.; .	
TOWN OF NEWPORT	\$5,000
It wasn't built large enough in the 1st place. We will be constructing a new library/historical society in 2005 and we are including a large fireproof vault in the cellar for old vital records and town records.; .	
TOWN OF NORTH HAVEN	\$5,000
More room needed.; .	
TOWN OF NORWAY	\$5,000
More room. More efficient organizing system.; .	
TOWN OF OAKLAND	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF OLD ORCHARD BEACH	\$5,000
it would be nice to place original records in an environmentally safe place & not have to touch them. This would require placing these on a computer disk for easy day to day use.; .	
TOWN OF OLD TOWN	\$5,000
Vault needs to be larger. We are running out of space. This issue is being addressed by the city.; .	
TOWN OF ORIENT	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF PALERMO	\$5,000
Vault & building built in 80's. A larger vault would be useful.; .	
TOWN OF PHIPPSBURG	\$5,000
Addition of new fireproof safe. We already have an adequate vault (safe) for most records - this would be more accessible for clerk - would have most frequently needed records.; .	
TOWN OF PLYMOUTH	\$5,000
No fireproof valut or safe for municipal records.; .	
DALLAS PLANTATION TOWNHOUSE	\$35,000
Projects: Roof Exterior ; .	
SANDY RIVER PLT TOWN OFFICE	\$0
Projects: ; .	

TOWN OF RAYMOND	\$5,000
We need undated vault standards and more space for storage.; .	
TOWN OF RAYMOND	\$5,000
We need updated vault standards and more space for storage.; .	
Richmond, Town of	\$12,500
1981 town office with cement vault with 8" cement walls and metal door; vault filled; No windows; building, but not vault, has central air conditioning and heating	
TOWN OF SAINT AGATHA	\$5,000
More money needed to build a bigger vault.; .	
TOWN OF SANFORD	\$5,000
More space and microfiche is needed to protect records.; .	
TOWN HALL SANGERVILLE	\$80,000
Projects: Accessibility ; .	
Searsmont Town Office	\$500
Wood built in 2002; two walk-in vaults; space heater in vault in winter	
TOWN OF SEARSPORT	\$5,000
Money to build and install a walk-in vault.; .	
TOWN OF SHERMAN	\$5,000
We need the town to approve funds for the construction of a walk-in, fireproof vault.; .	
TOWN OF SHIRLEY	\$5,000
Another fireproof safe.; .	
TOWN OF SMITHFIELD	\$5,000
No fireproof valut or safe for municipal records.; .	
OXFORD COUNTY SUPERIOR COURTHOUSE	\$113,100
Projects: Drainage Roof Structure Exterior Interior Specialized; .	
TOWN OF SOUTHWEST HARBOR	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF SPRINGFIELD	\$5,000
Another fireproof safe.; .	
TOWN OF STARKS	\$5,000
Clerk records are currently stored in fireproof files - there are no other facilities for other records - there is some talk of a vault.; .	
TOWN OF STEUBEN	\$5,000
Not sure of cement blocks are fireproof enough to protect these records.; .	
Town of Steuben	\$21,500
Originally Town Office & 3 bay fire dept., fire dept. vacated & area renovated to town offices; Central heat, hot air furnace	
TOWN OF STONEHAM	\$5,000
Need one more fire proof safe.; .	

TOWN OF SWAN'S ISLAND	\$5,000
We need a walk in to protect all records.; .	
TOWN OF UNITY	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF UPTON	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF WARREN	\$5,000
No fireproof valut or safe for municipal records.; .	
WATERFORD TOWN HOUSE	\$15,000
Projects: Roof ; .	
TOWN OF WATERVILLE	\$5,000
Need larger area w/climate control.; .	
WEBSTER PLANTATION	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF WELD	\$5,000
We are in need of a bigger vault.; .	
TOWN OF WEST BATH	\$5,000
No fireproof valut or safe for municipal records.; .	
WEST FORKS PLANTATION	\$5,000
No fireproof valut or safe for municipal records.; .	
TOWN OF WESTFIELD	\$5,000
Vault inadequate. A completely different way to store is necessary.; .	
WESTPORT ISLAND TOWN HALL	\$55,000
Projects: Exterior Interior ; .	
TOWN OF WINDSOR	\$5,000
No fireproof valut or safe for municipal records.; .	
YORK TOWN HALL	\$85,000
Projects: Roof Accessibility ; .	
Statewide Total: <u>\$2,699,850</u>	

H.

Historical Records Grants to Local Governments

funded by the National Historical Publications and Records Commission

	Institution	Grant Name	Date	Final Amount	Cash Match	In-Kind Match
AP 24-04	Androscoggin County Probate Court	Storage of Historic Probate Records	6/1/2004	\$2,000.00		\$0.00
AP 96-01	Bath, City of	Assessor's Office Records Preservation	2/1/2003	\$1,393.00	\$1,109.00	\$300.00
AP121-01	Belgrade, Town of	Belgrade Town Records, (Pre-1900) - 2003	10/1/2003	\$314.60	\$236.44	\$482.36
AP 34-94	Buxton, Town of	Buxton Town Records	1/1/1995	\$595.00	\$219.00	\$0.00
AP 97A-01	Castine, Town of	Castine Municipal Records Archival Project, Phase II	2/1/2003	\$3,350.00	\$360.76	\$3,885.00
AP 97-01	Castine, Town of	Castine Municipal Records Archival Project, Phase I	2/1/2003	\$650.00	\$118.94	\$705.00
AP 38-01	Freeport, Town of	Freeport Town Records	6/1/2001	\$1,124.50	\$789.55	\$1,283.00
AP130-01	Greenbush, Town of	Vital Records Preservation	10/1/2003	\$380.00	\$326.84	\$609.44
AP 80-01	Harpwell, Town of	Harpwell Town Records Finding Aid	10/1/2002	\$1,500.00	\$2,883.25	\$120.00
AP 39-01	Harpwell, Town of	Harpwell Town Records Finding Aid	6/1/2001	\$1,500.00	\$1,930.52	
AP 42-04	Lisbon, Town of	Municipal Vault Inventory and Data Collection	6/1/2005	\$2,000.00	\$441.08	\$2,156.58
AP 55-04	Lisbon, Town of	Municipal Vault Inventory and Data Collection	10/1/2005	\$1,000.00	\$273.32	\$1,064.36
AP 60-01	Litchfield, Town of	Historic Records Microfilming and Preservation	2/1/2002	\$1,400.00	\$241.94	\$1,742.40
AP 28-01	Old Orchard Beach, Town of	OOB Town Records: Microfilming	6/1/2001	\$400.00	\$100.00	
AP134-01	Owls Head, Town of	Town of Owls Head Archive Project	10/1/2003	\$500.00		\$0.00
AP 8-04	Oxford County Probate Court and Registry	Evaluation of Records	2/1/2004	\$950.00	\$567.58	\$1,131.55
AP 25-04	Portland, City of	Archival Consultant to Guide Preliminary Assessment of Coll.	10/1/2004	\$2,506.00	\$1,509.00	\$1,877.00
AP 26-01	Sagadahoc County Probate Court	Sagadahoc Probate Court Microfilming	6/1/2001	\$687.50	\$312.50	
AP 26A-01	Sagadahoc County Probate Court	Sagadahoc Probate Court Microfilming	7/1/2002	\$500.00		
AP 1-98	Searsmont, Town of	Searsmont Town Records: Microfilming	10/1/1998	\$275.20	\$68.80	\$0.00
AP 45-98	Sumner, Town of	Sumner Town Records	10/1/1999	\$336.00	\$87.87	\$0.00
AP 19-04	Troy, Town of - Troy Historical Society	Organization and preservation of old town records	6/1/2004	\$466.00	\$162.42	\$692.00

	Institution	Grant Name	Date	Final Amount	Cash Match	In-Kind Match
AP 3-04	Waldo, County of	Waldo County Records Preservation Project #3	2/1/2004	\$1,356.00	\$1,346.75	\$66.00
AP128-01	Waldo, County of	Waldo County Records Project #2	10/1/2003	\$1,687.00	\$3,972.00	\$36.00
AP108-01	Waldo, County of	Waldo County Records Project	6/1/2003	\$1,265.00	\$1,050.00	\$253.00
FP06- 13	Waldo, County of	Shelving Acquisition for Waldo County Archive	2/1/2006	\$1,660.00	\$233.00	\$2,070.00
AP 10-04	Waldo, County of	Waldo County Records Project #4	6/1/2004	\$1,692.00	\$3,192.90	\$57.00
AP 49-04	Waldo, County of	Commissioners Record Preservation	10/1/2005	\$1,000.00	\$2,525.50	\$154.00
AP 28-04	Waldo, County of	Waldo County Records Project #5	10/1/2004	\$1,978.00	\$3,932.00	\$60.00
AP 4-94	Washington County	Washington County "Sessions" book	1/1/1994	\$384.00	\$183.01	\$0.00
AP 7-01	Washington County Archives Committee	Washington County Archives	2/1/2001	\$1,361.12	\$1,202.66	
AP 57-04	Washington County Courthouse Archives Pres. Comm.	Processing & Rehousing of remaining archival material	10/1/2005	\$1,486.00	\$776.00	\$493.00
AP 39-04	Washington County Courthouse Archives Pres. Comm.	Final Storage Project	6/1/2005	\$416.00	\$190.15	\$233.50
AP 89-01	Waterville, City of	Review of City-Wide Document Storage	2/1/2003	\$1,800.00	\$572.00	\$1,251.00
AP107-01	Waterville, City of	Model Preliminary Survey & Inventory	6/1/2003	\$3,000.00	\$502.80	\$2,960.00
AP 41-94	Willimantic Community Civic Associatn	Willimantic Town Records	1/1/1995	\$495.00	\$134.74	\$0.00
AP129-01	Windsor, Town of	Historical Records Storage Project in New Fire-Proof Vault	10/1/2003	\$1,325.00	\$559.12	\$1,300.00
AP 62-04	Winthrop, Town of	Roland LaVallee Negatives	10/1/2005	\$600.00	\$25.37	\$700.00
AP 35A-01	York County Registry of Probate	York Probate Microfilming	7/1/2002	\$1,000.00		
AP 35-01	York County Registry of Probate	York Probate Microfilming	6/1/2001	\$1,437.50		
Total:				\$47,770.42	\$32,136.81	\$25,682.19
Average:				\$1,194.26	\$918.19	\$778.25

State of Maine New Century Community Project - Local Government Records Grants

RECIPIENT	BRIEF GRANT DESCRIPTION	Grantcycle	Fund Source	Amount	TOWN
Alexander-Crawford H.S, Towns of Alexander and Cooper	Collaboration - Vault Project	01-Jun-06	Bond	\$11,500	Alexander
Alexander-Crawford Historical Society	Microfilm of Assesor's Books(1875-1899) and Selectman's Ledger (1847-1899)	15-Feb-00	General	\$124	Alexander
Bar Harbor, Town of	Organization, access and rehousing of town records	15-Feb-00	General	\$816	Bar Harbor
Beals, Town of	To inventory, store and preserve 75 years of town records. Collaborative Project w/Beals Historical Society	30-May-00	General	\$1,060	Beals
Bradford, Town of	Bradford Town Office Vault	01-Jun-06	Bond	\$9,486	Bradford
Brewer, City of	Microfilm of tax valuation and tax commitment books from 1978-2000 that have not previously been microfilmed.	15-Feb-00	General	\$1,000	Brewer
Cumberland, Town of	Archival Facilities Project	01-Jun-06	Bond	\$5,000	Cumberland
Cumberland, Town of	Assessment of Town Records	15-Feb-00	General	\$250	Cumberland
Cumberland, Town of	To preserve and organize the Town's records and make them accessible to the public. MSM \$400, MSA \$500	01-Jun-00	General	\$900	Cumberland
Dresden, Town of	Protection of Dresden Town Records	01-Feb-06	Bond	\$5,200	Dresden
Harpwell, Town of	To create a finding aid for the Town's permanent historical records and conduct some preservation of those records.	01-Jun-00	General	\$2,500	Harpwell
Lisbon, Town of	Town of Lisbon Microfilm Project	02-Oct-99	General	\$363	Lisbon Falls
Livermore, Town of	Microfilm of Vital Statistics, town records and town reports from 1700-present	15-Feb-00	General	\$1,000	Livermore
Milbridge, Town of	Consultant Visit: Paige Lily	15-Feb-00	General	\$250	Milbridge
Mount Vernon, Town of	Survey of collection and microfilming of materials in the Town collection and the Mount Vernon Historical Society	15-Feb-00	General	\$975	Mount Vernon
Portland, Dept. of Health & Human Services	To preserve the written history of the Public Health Division of the City of Portland; create a means for public access to it.	01-Jun-00	General	\$2,000	Portland
Richmond, Town of	Inventory, classify, assess, make preservation recommendations, begin implementation of preservation strategy and promote awareness of town archival collection	15-Feb-00	General	\$3,500	Richmond
Waldo, County of	Shelving Acquisition for Waldo County Archive	01-Feb-06	Bond	\$1,660	Belfast
Washington County Courthouse Archives Comm.	Inventory Project -- Continuing Process	01-Jun-06	General	\$1,931	Machias
Washington County, Office of the Commissioners	Consultant Visit: Paige Lily	01-Apr-00	General	\$300	Machias
Waterford Historical Society	Preserve, review, evaluate, organize, catalog and index archival collection	15-Feb-00	General	\$2,400	Waterford
Windsor, Town of	Consultant Visit: Paige Lilly	30-May-00	General	\$300	Windsor
Yarmouth, Town of	Municipal Records Survey, Evaluation and Basic Training	15-Oct-99	General	\$1,704	Yarmouth