

# D60A10 State Archives

## Program Description

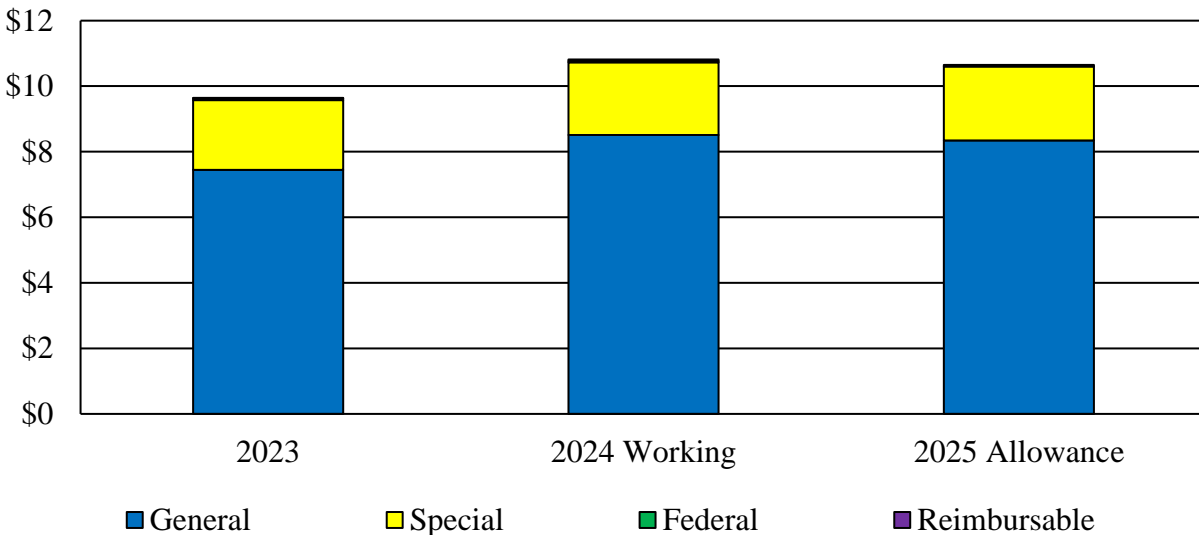
The State Archives is Maryland’s central depository for government records of permanent value. The State Archives retains information from all three branches of government, and it is one of the largest state archival organizations in the nation. Holdings kept in the State Archives date from the State’s founding in 1634 and include key documents such as Maryland’s executive, legislative, and judicial records from both the colonial and state eras. Other items include State and county publications; reports; and probate, land, and court records. Additionally, the State Archives contain business and church records as well as collections of maps, newspapers, and photographs, along with the private papers of select individuals.

The State Archives also maintains custodianship over more than 3,500 paintings of value and other works of art owned by or loaned to the State. The State Archives also provides for the acquisition, preservations, and proper care of these items. These endeavors cover more than 400,000 cubic feet of materials. Additionally, the State Archives provides access to key public records online and in person at their headquarters in Annapolis.

## Operating Budget Summary

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**Fiscal 2025 Budget Decreases \$167,982, or 1.6%, to \$10.6 Million**  
(\$ in Millions)



Note: The fiscal 2024 impacts of statewide salary adjustments appear in the Statewide Account in the Department of Budget and Management (DBM), and adjustments are not reflected in this agency’s budget. The fiscal 2025 impacts of the fiscal 2024 statewide salary adjustments appear in this agency’s budget. The fiscal 2025 statewide salary adjustments are centrally budgeted in DBM and are not included in this agency’s budget.

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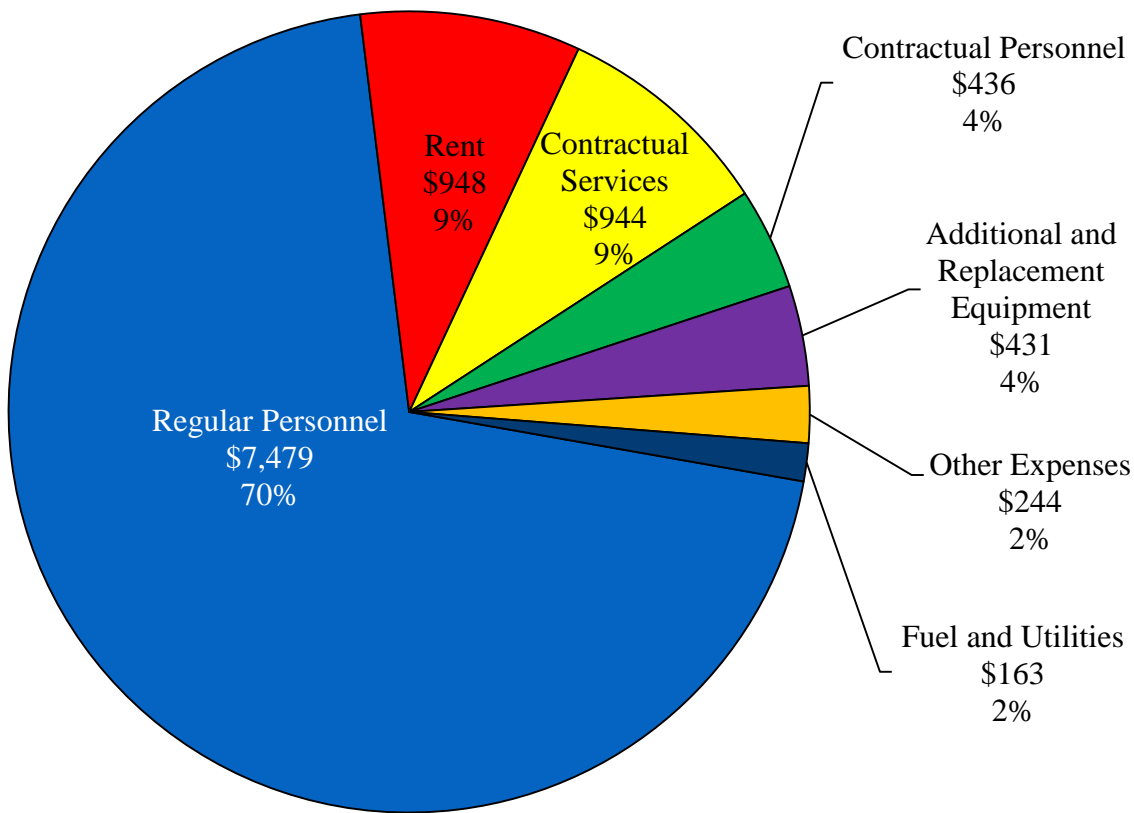
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## Fiscal 2025 Overview of Agency Spending

As illustrated in **Exhibit 1**, the majority of the State Archives budget (70%) is allocated to personnel spending. Rent expenses, contractual services, and contractual employees also account for a significant portion of the fiscal 2025 allowance.

**Exhibit 1**  
**Overview of Agency Spending**  
Fiscal 2025 Allowance  
(\$ in Thousands)



Note: The fiscal 2025 statewide salary adjustments are centrally budgeted in the Department of Budget and Management and are not included in this agency’s budget.

Source: Governor’s Fiscal 2025 Budget Books

**Proposed Budget Change**

As shown in **Exhibit 2**, the fiscal 2025 allowance for the State Archives decreases by 1.6%, or \$167,982, compared to the fiscal 2024 working appropriation.

**Exhibit 2  
Proposed Budget  
State Archives  
(\$ in Thousands)**

<b>How Much It Grows:</b>	<b>General Fund</b>	<b>Special Fund</b>	<b>Federal Fund</b>	<b>Reimb. Fund</b>	<b>Total</b>
Fiscal 2023 Actual	\$7,442	\$2,135	\$57	\$3	\$9,637
Fiscal 2024 Working Appropriation	8,515	2,211	40	47	10,812
Fiscal 2025 Allowance	<u>8,340</u>	<u>2,264</u>	<u>40</u>	<u>0</u>	<u>10,644</u>
Fiscal 2024-2025 Amount Change	-\$175	\$54	\$0	-\$47	-\$168
Fiscal 2024-2025 Percent Change	-2.1%	2.4%		-100.0%	-1.6%

<b>Where It Goes:</b>	<b>Change</b>
<b>Personnel Expenses</b>	
Salary increases and associated fringe benefits including fiscal 2024 COLA and increments .....	\$340
Reduction in reclassification expenses related to regular evaluation of positions within the agency .....	-23
<b>Other Changes</b>	
DoIT services allocation .....	53
Funding for contractual personnel.....	33
Rent .....	9
Agency share of statewide cost allocation (excluding DoIT) .....	-5
Ongoing replacements of computer equipment at the end of usable life .....	-28
Funding for external contractors providing scanning and other services that has been replaced with contractual personnel .....	-94
Funding for two-year computer server replacement process.....	-450
Other changes .....	-3
<b>Total</b>	<b>-\$168</b>

COLA: cost-of-living adjustment  
DoIT: Department of Information Technology

Note: Numbers may not sum to total due to rounding. The fiscal 2024 working appropriation includes deficiencies. The fiscal 2024 impacts of statewide salary adjustments appear in the Statewide Account in the Department of Budget and Management (DBM), and adjustments are not reflected in this agency’s budget. The fiscal 2025 impacts of the fiscal 2024 statewide salary adjustments appear in this agency’s budget. The fiscal 2025 statewide salary adjustments are centrally budgeted in DBM and are not included in this agency’s budget.

***Personnel Data***

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	<b><u>FY 23 Actual</u></b>	<b><u>FY 24 Working</u></b>	<b><u>FY 25 Allowance</u></b>	<b><u>FY 24-25 Change</u></b>
Regular Positions	61.00	62.00	62.00	0.00
Contractual FTEs	<u>8.80</u>	<u>8.80</u>	<u>9.80</u>	<u>1.00</u>
<b>Total Personnel</b>	<b>69.80</b>	<b>70.80</b>	<b>71.80</b>	<b>1.00</b>

***Vacancy Data: Regular Positions***

Turnover and Necessary Vacancies, Excluding New Positions	1.10	1.77%
Positions and Percentage Vacant as of	1.00	1.61%
Vacancies Below Turnover	-0.10	

## Key Observations

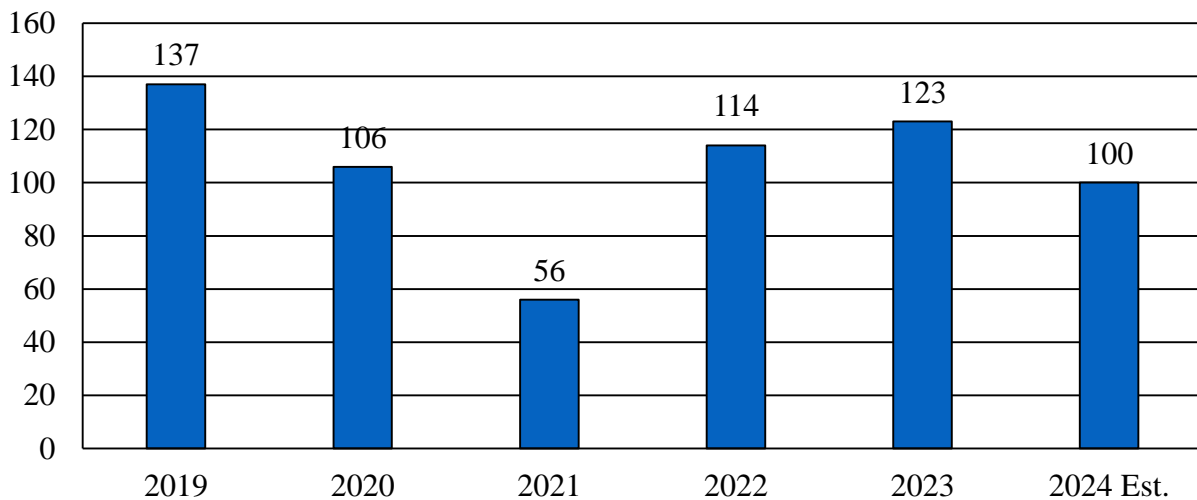
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### 1. Public Programs Offered by the State Archives Increase

The State Archives hosts a number of programs throughout the year for the general public. These programs include a variety of tours, lectures, and other programs. The offerings from the State Archives span a wide array of historical topics and recently have included lectures such as “The Washerwomen of Baltimore, 1800-1864,” “Maryland at the 1893 World’s Fair,” and “Black Lives in Focus: African American Faces from Early Maryland.” **Exhibit 3** shows the number of public programs that have been offered each year since fiscal 2019.

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**Exhibit 3**  
**Public Programs Offered by Year**  
**Fiscal 2019-2024 Estimated**



Source: Department of Budget and Management; Department of Legislative Services+

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Of the 123 programs offered in fiscal 2023, 79 were offered in person while the remaining 44 were virtual. Programs take a variety of forms including school field trips, workshops, lectures, and tours. The State Archives does not track the number of attendees at every type of event, but it reports that 13 of the virtual programs hosted in partnership with the Enoch Pratt Free Library garnered 4,117 attendees in total. In order to ensure that programming is effectively reaching the widest possible audiences, the State Archives should collect more detailed data regarding attendance at different types of in-person and virtual events. As an example, attendance data comparing in-person lectures and virtual lectures on similar subject matters could assist the State Archives in making plans for future events, if a trend can be identified showing that certain subjects

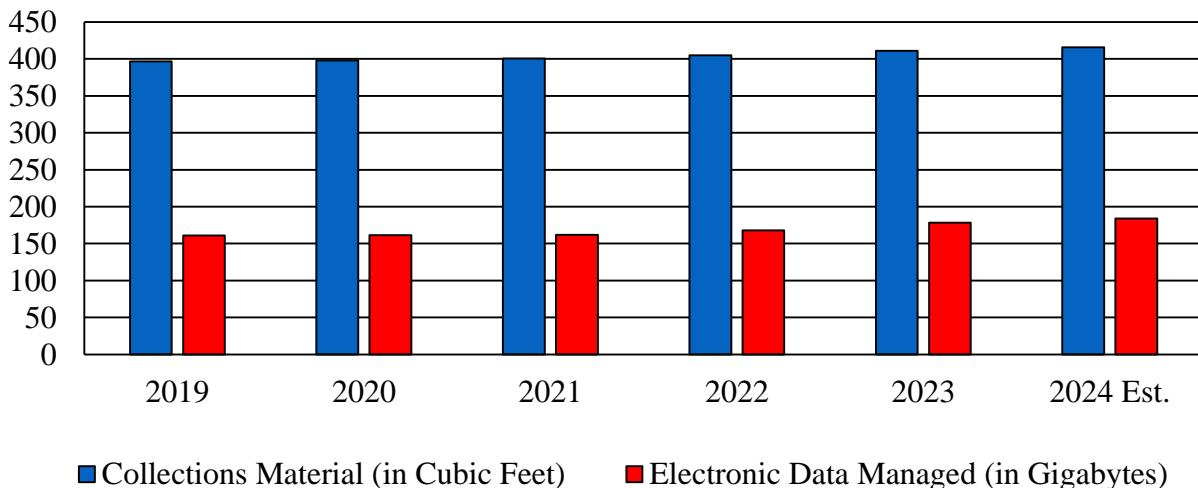
are likely to draw a higher number of attendees online or that certain groups of attendees are more likely to attend an in-person event. Evaluating data to maximize attendance at all events held by the State Archives may assist the agency in reaching as many Marylanders as possible with their events and other programming.

**The State Archives should work with the Department of Budget and Management (DBM) to include detailed data in their Managing for Results submission. Data should include the different types of events held by the State Archives and attendance at virtual and in-person programs hosted by the State Archives.**

## 2. Growth of Physical and Electronic Collections Continues

The State Archives makes determinations throughout the year on whether certain local and State records are of permanent value. These items include government and citizen records, artwork, and historical papers. The agency collects and maintains these records and other items on behalf of the State. Since fiscal 2019, the number of items in the physical and electronic collections has continued to grow each year. The items currently held by the State Archives include more than 410,000 cubic feet of materials and over 178,000 gigabytes of electronic data. **Exhibit 4** shows information on the growth of the physical and electronic collections broken down yearly.

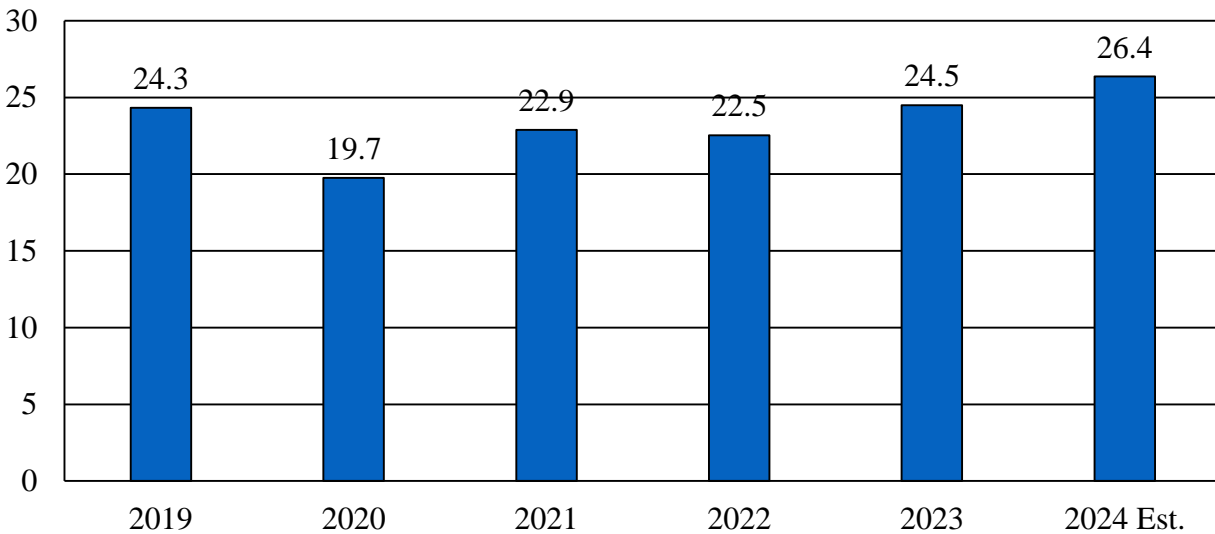
**Exhibit 4**  
**Archives Materials by Type**  
**Fiscal 2019-2024 Estimated**  
**(in Thousands)**



Source: Department of Budget and Management; Department of Legislative Services

The database records managed by the State Archives number in the millions, with growth occurring in most years. In fiscal 2020, the State Archives implemented a new database system which resulted in the removal of 4.6 million records. The decrease seen in that year was temporary, as the number of database records managed has since surpassed the level seen before the implementation of the new system. Detailed information on the number of database records managed by the State Archives is shown in **Exhibit 5**.

**Exhibit 5**  
**Database Records Managed**  
**Fiscal 2019-2024 Estimated**  
**(in Millions)**



Source: Department of Budget and Management; Department of Legislative Services

The State Archives is dependent upon a network of computers and other equipment to scan, create, maintain, and make available the millions of database records in their care. In fiscal 2023 through 2024, the State Archives received approximately \$950,000 for a replacement computer server. The fiscal 2025 allowance includes funding for a replacement data storage device and new workstations in the Baltimore and Annapolis facilities. The State Archives places an emphasis on ensuring that their information technology (IT) equipment is well maintained and secure in order to serve patrons. As the growth in database records and total gigabytes of data managed has grown, so too has the amount of State Archives IT equipment and the maintenance requirements for that equipment. The State Archives currently predicts that spending on IT equipment will remain high in the next several years, as new equipment necessitates the installation of new computers for both compatibility and security purposes.

*D60A10 – State Archives*

**The State Archives should comment on what specific equipment is approaching the end of its useful life, as well as what can be done to prolong the life of existing equipment without compromising cybersecurity protections.**



## ***Operating Budget Recommended Actions***

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1. Concur with Governor's allowance.

**Appendix 1**  
**2023 Joint Chairmen’s Report Responses from Agency**

The 2023 *Joint Chairmen’s Report* (JCR) requested that the State Archives prepare one report. Electronic copies of the full JCR responses can be found on the Department of Legislative Services Library website.

- ***Plan for Filling Long-term Vacancies:*** The 2023 JCR requested a report from the agency on its plan to fill several long-term vacancies that existed prior to the 2023 session. The report from the State Archives stated that all of the positions had been filled at the time that the response was submitted. The State Archives additionally wrote that they maintain a policy of evaluating all vacant positions in the scope of agency priorities to determine if a position should be reclassified to be of greater use. No plan for filling future long-term vacancies was provided.

**Appendix 2  
Object/Fund Difference Report  
State Archives**

<u>Object/Fund</u>	<u>FY 23 Actual</u>	<u>FY 24 Working Appropriation</u>	<u>FY 25 Allowance</u>	<u>FY 24 - FY 25 Amount Change</u>	<u>Percent Change</u>
<b>Positions</b>					
01 Regular	61.00	62.00	62.00	0.00	0%
02 Contractual	8.80	8.80	9.80	1.00	11.4%
<b>Total Positions</b>	<b>69.80</b>	<b>70.80</b>	<b>71.80</b>	<b>1.00</b>	<b>1.4%</b>
<b>Objects</b>					
01 Salaries and Wages	\$ 6,353,649	\$ 7,162,669	\$ 7,479,229	\$ 316,560	4.4%
02 Technical and Special Fees	493,086	402,608	436,026	33,418	8.3%
03 Communication	53,856	71,000	71,000	0	0%
04 Travel	12,069	10,500	10,500	0	0%
06 Fuel and Utilities	164,872	162,826	162,826	0	0%
07 Motor Vehicles	6,826	11,340	11,340	0	0%
08 Contractual Services	924,005	992,909	944,053	-48,856	-4.9%
09 Supplies and Materials	95,921	69,100	69,100	0	0%
10 Equipment – Replacement	450,812	833,626	355,505	-478,121	-57.4%
11 Equipment – Additional	159,207	75,000	75,000	0	0%
13 Fixed Charges	922,448	1,020,598	1,029,615	9,017	0.9%
<b>Total Objects</b>	<b>\$ 9,636,751</b>	<b>\$ 10,812,176</b>	<b>\$ 10,644,194</b>	<b>-\$ 167,982</b>	<b>-1.6%</b>
<b>Funds</b>					
01 General Fund	\$ 7,441,642	\$ 8,514,663	\$ 8,339,861	-\$ 174,802	-2.1%
03 Special Fund	2,134,645	2,210,510	2,264,333	53,823	2.4%
05 Federal Fund	57,466	40,000	40,000	0	0%
09 Reimbursable Fund	2,998	47,003	0	-47,003	-100.0%
<b>Total Funds</b>	<b>\$ 9,636,751</b>	<b>\$ 10,812,176</b>	<b>\$ 10,644,194</b>	<b>-\$ 167,982</b>	<b>-1.6%</b>

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