Maine

Entered the Union: 1820

Population (est. 1994):
1,240,000 Rank: 39/50

Land Area (square miles):
30,865 Rank: 39/50

State Historical Records Coordinator:
James S. Henderson, State Archivist
Maine State Archives
State House Station 84, Augusta, ME 04333
Telephone: (207) 287-5793
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ARCHIVES AND RECORDS PROGRAM

State Archives Established:
1965

State Records Management Initiated:
1965

Archives and Records Management Placement
Department of Secretary of State, Maine State Archives

FINANCES

Total State Govt Expenditures (1993):
$3,405,338 ,000

Total Budget, Archives and Records Management (FY 1994):
$572,604

See "Notes" section, below, for program elements included in budget and FTEs.

Percent of Total State Expenditures Allocated to Archives and Records: 0.017%

State Archives funding has decreased over last 2 years.

STAFFING

State Government FTEs (1992):
22,006

Archives & Records FTEs (1994):

Total	14
Archives	5
Records Mgt	7
Other	2

Number of Archives/Records FTEs per 1000 State FTEs:
0.64

Average earnings for all full-time state employees
(Oct. 1992): $29,244 per year

Salary ranges for entry level professionals

Archivist I	$23,785
Management Analyst I	$24,489

HOLDINGS

State Archives

Paper records	Government	20,000	cu. ft.
	Nongovernment	200	cu. ft.
Microfilm (total no. of rolls)		4,650	rolls
Photographs		25,000	items
Films, videos, audio tapes		200	items
Maps, blueprints, drawings		7,000	items
Books, other printed		700	vols.
Security storage of microfilm for courts		5,000	reels

Records Center

Paper records	Government	37,029	cu. ft.
	Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		12,032	rolls
Computer tapes		6,820	reels

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)
Individual daily visits7,228
Mail requests 2,130
Telephone requests3,101
Reference activity increased over last 2 years.

Services provided free of charge:
Use of reference room
Answers to in-state and out-of-state mail requests
E-mail for receiving/responding to requests
Commercial use of documents/photos

cont.

Arrangement and description activities (FY 1994)
Records arranged and described300 cu. ft. (4 series)

Descriptions of holdings are provided through:

World Wide Web home page:
http://www.state.me.us/sos/mawww001.html

Dial-up access to catalog:(207) 287-5797

Repository guide: Maine State Archives: Summary Guide

cont.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:
Photocopies and faxes of documents or finding aids
Typed certified copies or exemplifications

No fees have been initiated in last 2 years.

Arrangement and description, cont.

Nonelectronic finding aids available at State Archives describe 80% of holdings at the record group and 20% at series level.

Published finding aids produced by State Archives describe 10% of holdings at record group and 1% at series level

Automated finding aids accessible in-house describe 75% of State Archives holdings at record group and 3% at series level

Automated finding aids accessible remotely describe 75% of State Archives holdings at record group and 1% at series level.

FACILITIES

State Archives Building
(owned by State Archives)

Constructed: N/A

Total storage capacity: 30,000 cu. ft.

Percent now occupied: 67%
May be full in 10+ years

Existing environmental controls**:**
100% year-round temperature controls
100% year-round humidity controls
100% fire detection
100% fire suppression

State Records Center
(owned by State Archives)

Constructed: 1957 Renovated: 1987-88

Total storage capacity: 44,400 cu. ft.
Percent now occupied: 90%
May be full within 5 years
No construction planned;
Aggressive volume control program in place

Existing environmental controls (NFPA standards)**:**
100% year-round temperature controls
100% year-round humidity controls
100% fire detection
0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):
No. completed 1,600(state agencies)
100(local govt officials)
5(nongovt repositories)
No. of agencies served100(state agencies)
75(local govt officials)
2(nongovt repositories)

No. of local government units (1992):

16	counties	88	school districts
22	municipalities	204	special districts
468	townships		

Services to state agencies
Training and consultation/advice
Publications
Micrographics services
Labor in agencies (inventorying, processing, conservation)

Services to local governments:
Training
Publications
Micrographics services

Services to nongovernment repositories
Training and consultation/advice
Conservation/preservation advice

MICROGRAPHICS

Microfilming activities by State Archives (FY 1994)

Source document microfilming	2,080,687	images
Processing	1,440	rolls
Duplicating	386 rolls, 14	fiche

State Archives provides centralized micrographics services for state and local government agencies.

State Archives has experienced redox problems.

cont.

PRESERVATION POLICIES AND SERVICES

Preservation activities by State Archives (FY 1994)
No activity reported

State Archives has a written preservation plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

cont.

Micrographics, cont.

State Archives stores security microfilm for state and local government agencies.

Preservation, cont.

Maine has a statewide preservation plan administered by the Maine Historical Records Advisory Board in which the Maine State Archives participates.

AUTOMATED APPLICATIONS

State Archives uses automation applications for the following:

Finding aids	R:Base, locally customized
Records scheduling	R:Base
Correspondence	Microsoft Word
Publications	Microsoft Word, Corel Draw, Picture Publisher, Page Maker

Electronic Mail
State Archives staff can communicate within the agency and with outsiders via the Internet through a government-wide e-mail system.

NASIRE reports that government wide electronic mail is in the planning process.

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has a general schedule for disposition of electronic records.

State Archives provides security storage for electronic records.

State Archives has a standardized agreement, "Plan for Preservation of Permanently Valuable Electronic Records," that it asks state agencies to sign. Implementation is still in early stages.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1965 statute and regulations
Includes e-mail and electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, expire after 50 years unless otherwise specified.

Permanent paper standards
None

Optical imaging standards
None

Admissibility of microfilm
1965 statute

Admissibility of optical images
1991 statute

Admissibility of electronic records
None

Theft/defacement of a public record
1954 statute

Replevin
Statute revised 1995

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
No activity reported

Information Policy Coordination
Constituted formally, assigned to Information Services Policy Board; Maine State Archives is active in information policy work.

Government Information Locator Service
No activity reported.

Electronic Access to Government Information and Services
NASIRE reports that a kiosk system for Labor Department is open; will be expanded to include other agencies.NGA did not report any specific activity.

Maine State Government
http://www.state.me.us/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

Proposal to the Statewide Quality Council re: Access to Digital Records (February 1995)

A proposal has been made to the State Quality Council, based on MSA suggestions and the expressed needs of operating agencies with increasing volumes of electronic records. It would develop a plan to ensure that state electronic records are (1) retained for appropriate current business, legal, and administrative needs; (2) destroyed, when authorized, after current agency business needs have ended; and (3) for records with continuing value, retained indefinitely in an accessible form after current agency business needs have ended. The plan will contain the following elements: (1) a strategy for identifying electronic records most in need of retention management; (2) criteria for applying retention periods; (3) a mechanism for applying and maintaining retention requirements, potentially including a continuing education component and a periodic auditing component; (4) a mechanism for providing public access to those nonconfidential records of current interest as well as those of continuing (archival) value.

Web Home Page and Computer Bulletin Board Service

The MSA Web site focuses on (1) contact information (location, hours, e-mail, and phone); (2) general descriptions of our major collections, including background on the development of, for example, the court system and the legislative process in Maine; (3) a special focus on genealogical resources; (4) brief reviews of our records management program and archives publications; and (5) referrals to related institutions and organizations in Maine. In the near future, we plan to post local government disposition rules as “pages” and to use a WAIS server to allow access to our many databases.

Appraisal Principles and Procedures Developed

Recently drafted Appraisal Principles and Procedures reflect a conclusion that we cannot schedule every record, so we should focus on those most important. We hope to concentrate on those records in policy generating agencies (governor, legislature) at the policy level (executive orders, legislative rules); the next targets are records in management agencies (finance, administration) at the policy level, etc. Both agencies and records are placed on a grid with the following categories: policy, management, execution, and housekeeping. The 16 resulting cells provide a reminder of where we should be concentrating: policy-policy, not housekeeping-housekeeping. Obviously, this is not an automated solution to scheduling problems, but it does provide the basis for discipline in making decisions.

Maine Archives Information Exchange BBS

The Maine Archives Information Exchange bulletin board service has been up since September 1993. We just added a 1.2 gigabyte drive which allowed us to load our 680,000 record database of Maine marriages, 1892-1966. Other databases include indexes to records regarding maps, photos, early courts, early legislation, microfilm holdings, other repositories in Maine, and our Summary Guide. Files are available for downloading. E-mail includes announcements of events and notices.

SHRAB ACTIVITIES

Regrant Project

This $50,000 project targets small ($500) grants to small repositories in conjunction with training funded through the Society of Maine Archivists. [NAGARA Clearinghouse 10:4 (Fall 1994)]

FOR FURTHER INFORMATION

State Archives and Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Maine budget and personnel figures also cover

- service to local governments (scheduling only)
- centralized micrographics
- preservation microfilming
- records preservation (contracted out)
- records center

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: James S. Henderson, State Archivist, Maine State Archives, State House Station 84, Augusta, ME 04333. Telephone: (207) 287-5793, Fax: (207) 287-5739. Internet: hendersn@saturn.caps.maine.edu.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.