

D60A10 State Archives

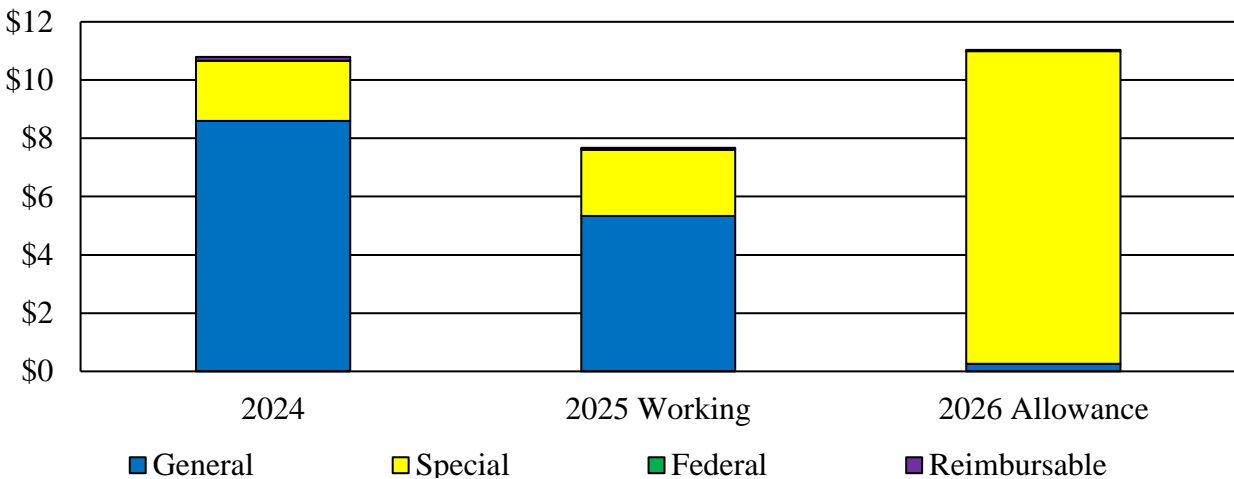
Program Description

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, preservation, 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 its headquarters in Annapolis.

Operating Budget Summary

Fiscal 2026 Budget Increases \$3.4 Million, or 44%, to \$11.0 Million (\$ in Millions)



Note: The fiscal 2025 working appropriation planned reversions. The fiscal 2025 impacts of statewide salary adjustments are centrally budgeted in the Department of Budget and Management (DBM), and adjustments are not reflected in this agency’s budget. The fiscal 2026 impacts of the fiscal 2025 statewide salary adjustments appear in this agency’s budget. The fiscal 2026 statewide salary adjustments are centrally budgeted in DBM and are not included in this agency’s budget.

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Fiscal 2025

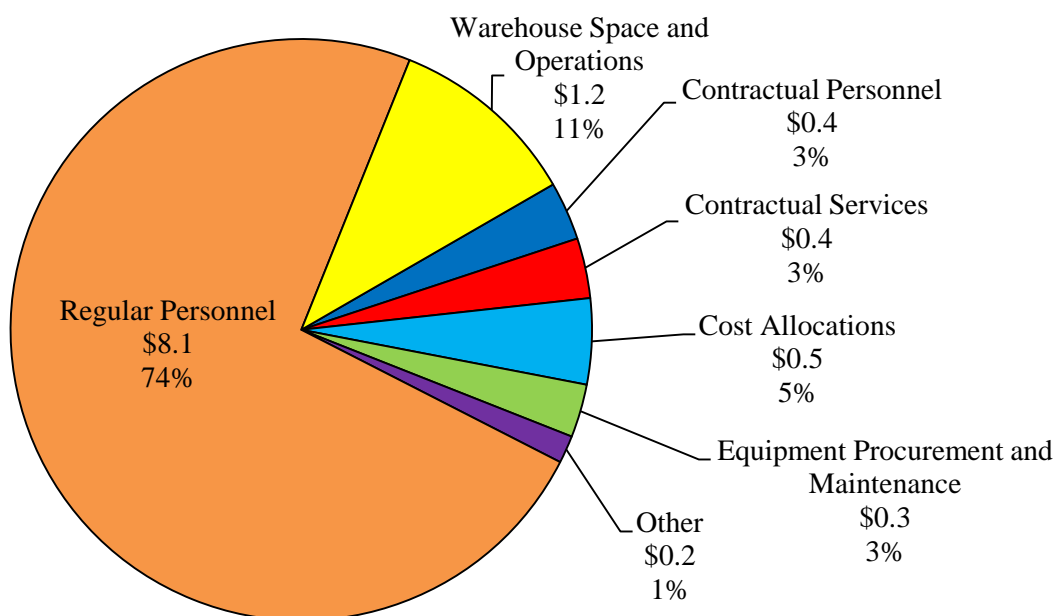
Planned Reversion

The proposed budget includes a \$3 million planned reversion of general funds in fiscal 2025. State Archives plans to introduce a new fee schedule, discussed further in Key Observation 1, which is expected to generate enough revenue to make the reversion of general funds possible.

Fiscal 2026 Overview of Agency Spending

The State Archives receives \$11.0 million in the fiscal 2026 allowance, with \$8.1 million (74%) going to regular personnel costs, as shown in **Exhibit 1**.

Exhibit 1
Overview of Agency Spending
Fiscal 2026 Allowance
(\$ in Millions)



Source: Governor’s Fiscal 2026 Budget Books

Note: The fiscal 2026 statewide salary adjustments are centrally budgeted in the Department of Budget and Management and are not included in this agency’s budget.

In addition to its main building in Annapolis, the agency rents a 134,000-square-foot warehouse in Baltimore to house parts of its collections. Rental costs and operations of the off-site warehouse account for \$1.2 million (11%) of the fiscal 2026 allowance.

Proposed Budget Change

The fiscal 2026 allowance increases \$3.4 million from the fiscal 2025 working appropriation, due primarily to a planned \$3 million reversion in fiscal 2025 that is shown as a general fund reduction in this analysis. Regular personnel costs increase by \$639,000, as shown in **Exhibit 2**, but those increases are partially offset by a \$103,000 decrease in contractual personnel costs due to a reduction in full-time equivalent (FTE) positions and reductions of \$143,000 in other operational costs.

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

How Much It Grows:	General Fund	Special Fund	Federal Fund	Reimb. Fund	Total
Fiscal 2024 Actual	\$8,600	\$2,063	\$0	\$132	\$10,795
Fiscal 2025 Working Appropriation	5,340	2,264	40	26	7,670
Fiscal 2026 Allowance	<u>261</u>	<u>10,736</u>	<u>40</u>	<u>0</u>	<u>11,037</u>
Fiscal 2025-2026 Amount Change	-\$5,079	\$8,471	\$0	-\$26	\$3,367
Fiscal 2025-2026 Percent Change	-95.1%	374.1%		-100.0%	43.9%

Where It Goes:

Personnel Expenses

Salary increases and associated fringe benefits, including fiscal 2025 cost-of-living adjustment and increments	\$787
Costs associated with 2 new regular positions due to contractual conversions.....	165
Turnover rate increases from 1.77% to 1.99%	-15
Employee and retiree health insurance premiums	-297

Other Changes

Fiscal 2025 targeted reversion to the general fund.....	3,000
Cost allocations.....	16
Warehouse space and operations	-43
Contractual personnel costs decrease due to a reduction of 3 full-time equivalents	-103

Where It Goes:	<u>Change</u>
Other	-143
Total	\$3,367

Note: Numbers may not sum to total due to rounding. The fiscal 2025 working appropriation planned reversions. The fiscal 2025 impacts of statewide salary adjustments are centrally budgeted in the Department of Budget and Management (DBM), and adjustments are not reflected in this agency’s budget. The fiscal 2026 impacts of the fiscal 2025 statewide salary adjustments appear in this agency’s budget. The fiscal 2026 statewide salary adjustments are centrally budgeted in DBM and are not included in this agency’s budget.

Personnel Data

	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 25-26</u>
	<u>Actual</u>	<u>Working</u>	<u>Allowance</u>	<u>Change</u>
Regular Positions	62.00	62.00	64.00	2.00
Contractual FTEs	<u>10.80</u>	<u>10.30</u>	<u>7.30</u>	<u>-3.00</u>
Total Personnel	72.80	72.30	71.30	-1.00

Vacancy Data: Regular Positions

Turnover and Necessary Vacancies, Excluding New Positions	1.23	1.99%
Positions and Percentage Vacant as of 12/31/24	4.00	5.65%
Vacancies Above Turnover	2.77	

- The fiscal 2026 allowance includes 2 contractual conversions to regular positions and a total reduction of 3 contractual FTE positions. One of the contractual conversions provides on-site records and research services to the public, and the other scans paper records to convert them to electronic records.
- The State Archives has 4.0 vacant regular positions, 2 of which are half-time positions. One half-time position for a computer network specialist manager has been vacant for more than a year. The agency is in the process of combining the 2 half-time positions to create a full-time computer network specialist position, which will likely be easier to fill than a half-time position and will provide technical support for implementing the agency’s new fee schedule, discussed in Key Observation 1. **The Department of Legislative Services (DLS) recommends that the agency provide an update on efforts to fill the vacant positions.**

Key Observations

1. New Land Records Fee Schedule to Generate Special Funds

The State Archives maintains MDLANDREC.net, an online database of legal documents concerning real property, such as deeds, mortgages, and liens, from all 24 circuit courts in the State. The site currently offers free searches for individual records and subscriptions for companies that wanted to download large numbers of records in bulk. In recent years, however, companies have started using bots to create many individual accounts to download large amounts of data while avoiding paying subscription fees, in violation of the site’s policies. This puts a strain on the site’s servers and increases operational costs without generating any revenue. The State Archives conducted an analysis and found that in the third quarter of fiscal 2024, the top 50 users of the site were for-profit businesses, in some cases with hundreds of individual user accounts under a single business.

The State Archives is planning to implement a \$0.20 per page fee schedule for downloading records before the end of fiscal 2025. Other agencies have similar per-page fees for records; the federal courts’ PACER system charges \$0.20 per page for online searches and case record downloads, and Maryland courts charge \$0.50 per page for paper copies of records. The agency researched practices in surrounding states and found that most jurisdictions charge for accessing records either by the page or through monthly subscriptions. The agency projects that, even after accounting for a potential decrease in downloads if they are no longer free, the fee schedule could bring in \$1 million in revenue per month, dramatically lowering the reliance on general funds. The Governor’s budget proposal includes a targeted reversion of \$3 million in general funds for fiscal 2025 due to the expected availability of special funds from the new fee schedule. **The agency should provide an update on plans for the new fee schedule and when it is expected to be implemented.**

2. Public Services and Programming Increase

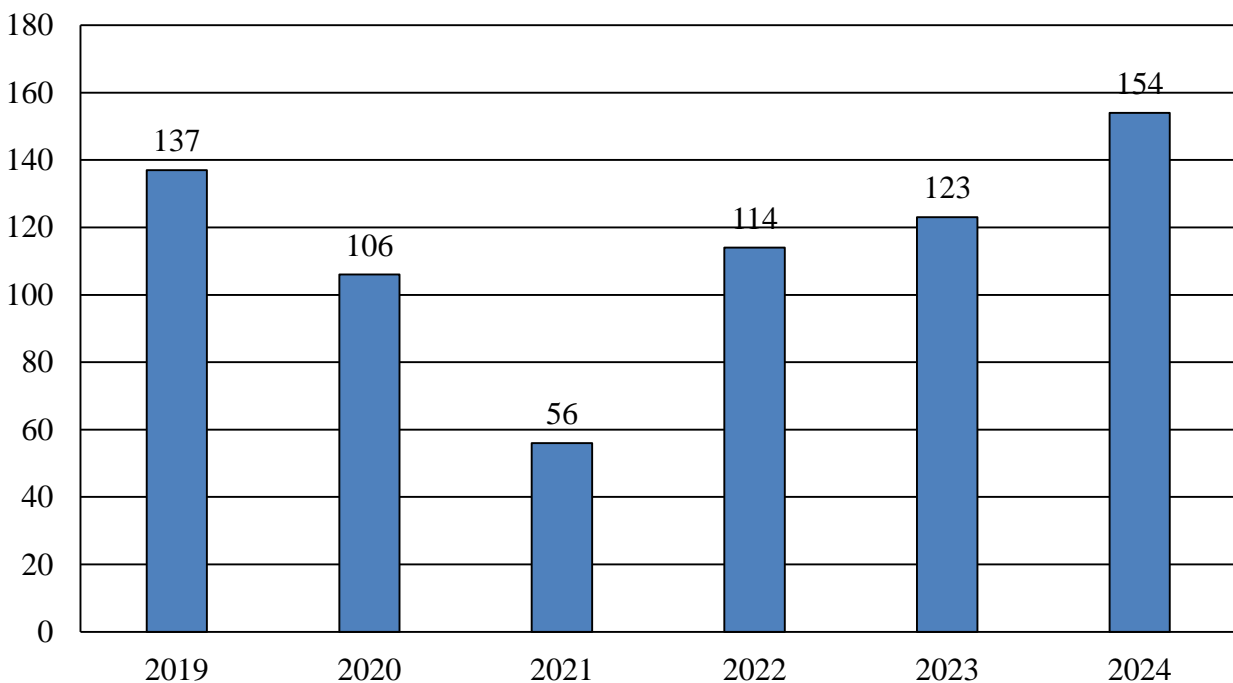
The State Archives hosts various programs throughout the year for the general public. These programs include tours, lectures, and other programs. Programs offered in the past calendar year have included:

- Writing the Biography of Frederick Douglass and the Bailey/Douglass Family: Scenes from the Archives;
- Baltimore’s Own’ Soldiers in World War I: No Longer Lost to History;
- Unearthing, Preserving, and Promoting LGBTQ+ History in Maryland; and

- **Mayaisuwàk (They Speak in One Voice): The Oral History and History of Place of Maryland’s Eastern Shore Tribal Communities and Remnant Descendants.**

Many programs are available to replay online at the State Archives website and YouTube page. **Exhibit 3** shows that the number of public programs offered by the agency increased by 25% in fiscal 2024 to a total of 154.

Exhibit 3
Public Programs Offered
Fiscal 2019-2024



Source: Managing for Results

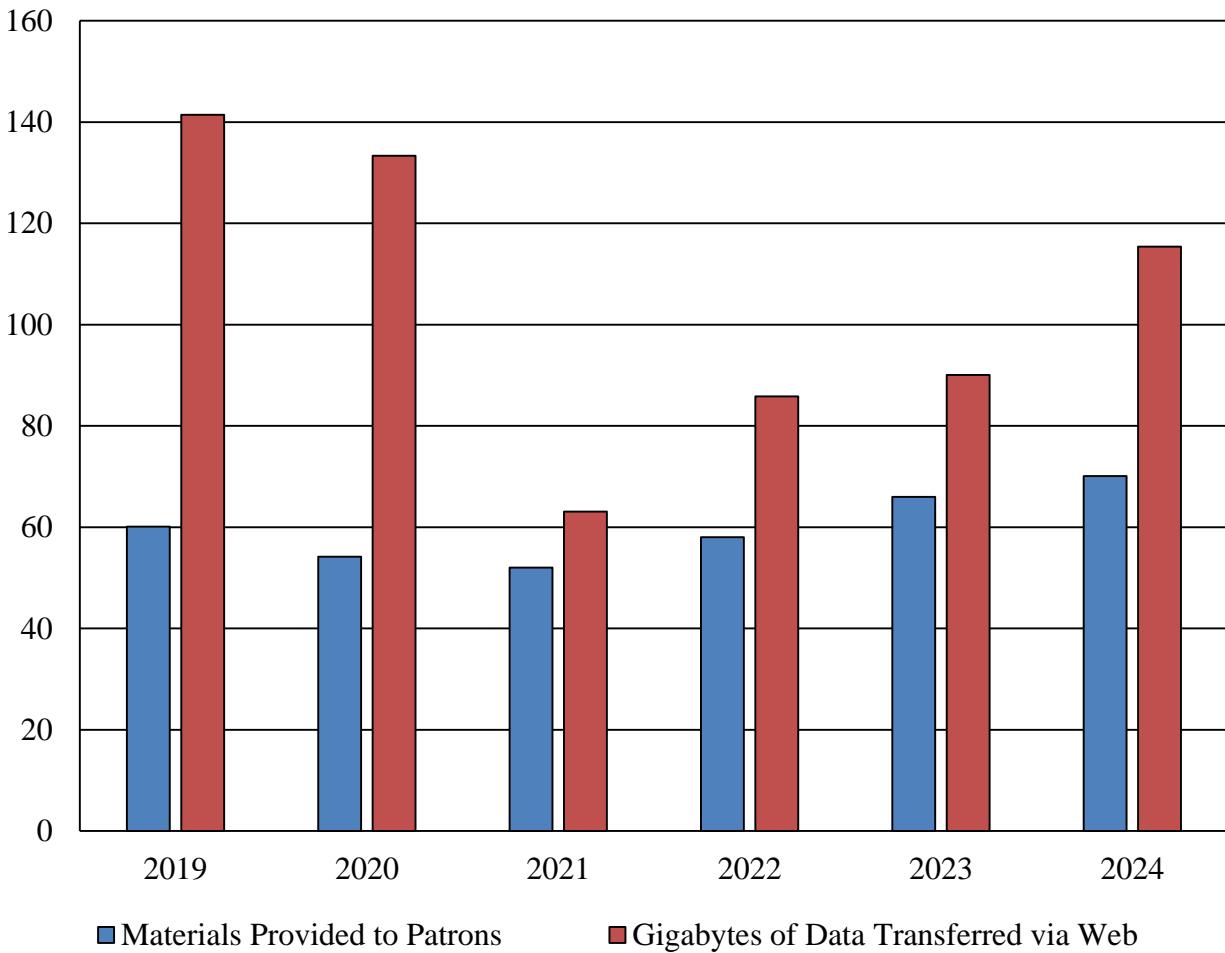
As recommended by DLS in the fiscal 2025 budget analysis, the agency has begun tracking the number of attendees at public events. In February through June 2024, the State Archives recorded 2,447 attendees at events.

Patron Access to Archived Materials

The number of archived materials and records provided to patrons by the State Archives also increased in fiscal 2024, as did the amount of material provided online. The agency holds more than 416,000 cubic feet of materials in its physical collections and manages more than 190,000 gigabytes of electronic records. Patrons can access many materials online, but the

State Archives also provides access to materials at its Annapolis facility and via email, mail, and the phone. As shown in **Exhibit 4**, the number of materials provided and the amount of data transferred online increased in fiscal 2024 from the prior year, as the agency provided access to more than 70,000 records and more than 115,000 gigabytes of online data.

Exhibit 4
Materials Provided to Patrons
Fiscal 2019-2024
(in Thousands)



Source: Managing for Results

Operating Budget Recommended Actions

1. Concur with Governor's allowance.

**Appendix 1
Audit Findings**

Audit Period for Last Audit:	January 21, 2020 - October 31, 2023
Issue Date:	June 2024
Number of Findings:	1
Number of Repeat Findings:	0
% of Repeat Findings:	0%
Rating: (if applicable)	N/A

Finding 1: The State Archives did not conduct periodic physical inventories and maintain complete detail records of equipment in accordance with State policy.

*Bold denotes item repeated in full or part from preceding audit report.

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

<u>Object/Fund</u>	<u>FY 24 Actual</u>	<u>FY 25 Working Appropriation</u>	<u>FY 26 Allowance</u>	<u>FY 25 - FY 26 Amount Change</u>	<u>Percent Change</u>
Positions					
01 Regular	62.00	62.00	64.00	2.00	3.2%
02 Contractual	10.80	10.30	7.30	-3.00	-29.1%
Total Positions	72.80	72.30	71.30	-1.00	-1.4%
Objects					
01 Salaries and Wages	\$ 7,412,749	\$ 7,479,229	\$ 8,118,379	\$ 639,150	8.5%
02 Technical and Special Fees	569,731	461,939	358,715	-103,224	-22.3%
03 Communication	52,748	71,000	53,800	-17,200	-24.2%
04 Travel	7,286	10,500	10,500	0	0%
06 Fuel and Utilities	198,108	162,826	193,000	30,174	18.5%
07 Motor Vehicles	5,496	11,340	9,340	-2,000	-17.6%
08 Contractual Services	1,076,306	944,053	905,076	-38,977	-4.1%
09 Supplies and Materials	95,774	69,100	85,100	16,000	23.2%
10 Equipment – Replacement	436,812	355,505	224,105	-131,400	-37.0%
11 Equipment – Additional	2,335	75,000	75,000	0	0%
13 Fixed Charges	937,284	1,029,615	1,003,801	-25,814	-2.5%
Total Objects	\$ 10,794,629	\$ 10,670,107	\$ 11,036,816	\$ 366,709	3.4%
Funds					
01 General Fund	\$ 8,599,854	\$ 8,339,861	\$ 261,218	-\$ 8,078,643	-96.9%
03 Special Fund	2,062,806	2,264,333	10,735,598	8,471,265	374.1%
05 Federal Fund	0	40,000	40,000	0	0%
09 Reimbursable Fund	131,969	25,913	0	-25,913	-100.0%
Total Funds	\$ 10,794,629	\$ 10,670,107	\$ 11,036,816	\$ 366,709	3.4%

Note: The fiscal 2025 appropriation does not include planned reversions. The fiscal 2026 allowance does not include contingent reductions or statewide salary adjustments budgeted within the Department of Budget and Management.