



The CONNservator

Newsletter of the Office of the Public Records Administrator

November 2000

Volume I Number I

State Library Board

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- Sharon Brettschneider, Director, Division of Library Development
- Eunice G. DiBella, Public Records Administrator
- Dean Nelson, Director, Museum of Connecticut History
- Mark Jones, State Archivist

General Assembly Creates Preservation Fund

On May 26, 2000, Governor John G. Rowland signed P.A. 00-146 into law. Section 1(d) as amended by P.A. 00-1 Sec. 25 (June Special Session) made a technical change to this legislation further clarifying which recordings are subject to the provisions of this law. This significant piece of legislation enhances the ability of State and local governments to preserve their historical documents.

The new statute directs each town clerk to collect a new three dollars fee on every document recorded in the land records. Each town retains one dollar for preserv-

ing its own historical documents and send the remaining two dollars to the State Library for deposit into the Historic Documents Preservation Account. The Office of the Public Records Administrator and State Archives at the Connecticut State Library administers the fund and programs that it supports.

For further information contact the Office of the Public Records Administrator, Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106 (860) 757-6540 or visit the Connecticut State Library web page : www.cslib.org.

Historic Documents Preservation Account Advisory Committee Meets

The Historic Documents Preservation Account Advisory Committee held its first meeting September 13, 2000 at the Middletown Library Service Center.

The seventeen member committee consists of representatives of small, medium, and large towns across Connecticut as well as State Library staff. The committee advises the State Librarian on administering the new grants program.

Discussion topics included the purpose of the board and its mission statement; the fund's placement within the State Treasurer's office and its current status; the proposed funding cycles and priorities; and training workshops.

The next meeting will be November 29, 2000 at 9:30 am at the Middletown Library Service Center.

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Notes from the Public Records Administrator

This is the inaugural issue of *The CONNservator*: a publication of the Office of the Public Records Administrator. It will serve as an information resource about the Historic Documents Preservation Account grants program as well as a forum on other records management issues of interest to town officials.

Future issues of *The CONNservator* will include an explanation of the granting structure, the application process and reports from the towns and cities on how the Preservation Account has affected the status of town historical records.

Historic Documents Preservation Account Advisory Committee Members

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Deadlines to Note

February 1, 2001	Public Records Administrator issues pamphlet describing the grants application and evaluation process.	January 1, 2002	Public Records Administrator's Report to the General Assembly due.
April 30, 2001	Deadline for applications for the first grant cycle.	April 30, 2002	Deadline for applications for the third grant cycle.
July 31, 2001	First cycle grants awarded.	July 31, 2002	Third cycle grants awarded.
September 28, 2001	Deadline for applications for the second grant cycle.	September 1, 2002	Town reports due for grants from the first and second cycles.
December 31, 2001	Second cycle grants awarded.	September 30, 2002	Deadline for applications for the fourth grant cycle.
		December 31, 2002	Fourth cycle grants awarded.

P.A. 00-146 Frequently Asked Questions

Q: Should the \$3.00 preservation fee be charged for maps that are filed in the town clerk's office.

A: No. Maps are not recorded; they are filed. The Public Act authorizes towns to charge the additional fee for documents that are recorded in the land records of the municipality.

Q: Do I charge a fire district that files a lien on the land records.

A: No. P.A. 00-146 was amended by P.A. 00-1 Sec. 25 (June Special Session) clarifying those recordings subject to the provisions of this law. It states that "the provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or municipality in conjunction with the said employee's official duties. As used in this section 'municipality includes each town, consolidated town and city, city, consolidated town and borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.'" Chapter 105 includes fire districts. We suggest that each town clerk examine Chapters 105 and 105a.

Q: I filed an IRS lien in September, and sent a bill to the IRS for the \$3.00 in accordance with P.A. 00-146. Do I include this in the "Historic Documents Preservation Account Monthly Report" that I send to the State Library?

A: IRS liens are included in the total number of documents that are recorded on the land records on the first line of the report, but they are *not included* on the second line which indicates the total number of documents on which fees were collected. It should only be reported in the *month of collection*.

Q: When will the first grants be awarded?

A: In accordance with the provisions of P.A. 00-146, the first grants will be awarded on or before July 31, 2001. These grants will be non-competitive targeted grants that will address a state-wide conservation need. The Public Records Administrator in consultation with the Advisory Committee will determine which areas to address with all the targeted grants.

Q: Will I be able to fill out the grant application?

A: Yes. The application will be a simple one page form designed so that it will be easy to complete.

Q: What is the intended use of the money retained by the municipalities?

A: P.A. No. 00-146 states that the town clerks shall retain one dollar of the fee and use it for the preservation and management of historic documents. Within those parameters, the town clerks may decide how to best utilize the money retained.

NEWSLETTER OF THE OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

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This newsletter is published bi-monthly following the regular meeting of the Connecticut Historic Documents Preservation Account Advisory Committee. The deadline for contributions is three weeks after each meeting. Please send them to the Public Records Administrator, CSL, 231 Capitol Avenue, Hartford, CT 06106-1537 (edibella@cslib.org).

Advisory Committee Mission Statement

- To assist the State Librarian in implementing P.A. 00-146.
- To assist the State Librarian in developing regulations to carry out the provisions of P.A. 00-146.
- To advise the State Librarian on other issues pertaining to P.A. 00-146 as requested.

Fund Status

The State Library has reached the end of its first three months of collecting funds authorized by the passage of P.A. 00-146. The program is off to a very good start with a compliance level in excess of 98% of Connecticut's 169 towns and cities. We will be working with the three municipalities who have yet to file their monthly reports to assist them in this new process.

After only three complete months of collection (July through September), the State Library has collected more than \$287,000. Of this amount, over \$201,000 will be returned to the towns and cities through the granting portion of this program. Annualizing these figures indicates that over \$800,000 will become available to municipalities in the current fiscal year. Over this same period, the State Library will receive approximately \$350,000 to

augment its efforts to conduct educational programs, preserve records held by the Library, operate the grant program and offer other necessary types of assistance to towns and cities.

If you have any questions regarding the status of your reports to the State Library, please contact the State Library's Business Office at 860-566-3808.

Thank you all for assisting in this new and promising endeavor to preserve your records, and, ultimately, your history.