



As the sun thou shalt enlighten America
Calvert Medal c. 1632

Maryland State Archives

Facility Program:

Part 1a: New Adjunct Archival Facility

Part 1b: Renovation and Expansion of
Edward C. Papenfuse Archives Building

September 30, 2005

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Executive Summary

Maryland State Archives Facilities Program – Parts I a & b



Project Overview:

To provide facilities that will make it possible for the State Archives to fulfill its mission of preserving and making accessible the permanent records of the State and the fine arts collections owned by the State.

This Facilities Program is in two, closely connected parts:

1. To build a new facility for storage and scanning of archival records on State surplus land in Crownsville. This facility will make it possible to move the large quantities of records now held in three separate warehouses to one central location, where they will be housed in appropriate archival conditions, scanned and made accessible, and kept secure.
2. To renovate and expand the existing State Archives building in Annapolis to provide for appropriate space to store the State's valuable collections of fine arts, to display the State's cultural treasures to the public and to provide conservation space for the State's records.

At present, about one-third of the State's archival records are stored in warehouses that have no climate control and no security. Most of the State's art collections that are not on display are stored in an off-site rented facility that is substandard for fine arts storage by almost any measure.

This program addresses the need to move archival records and fine arts out of rented facilities into centralized, secure and climate-controlled storage to ensure their long-term preservation.

The Maryland State Archives
Facilities Program – Part 1a

Maryland State Archives Adjunct Records Facility for Records Storage
and Emergency Electronic Back up

A. Project Overview

The Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401

Mission:

The State Archives is the central depository for Maryland government records, and certain designated private records of permanent value. Holdings date from 1634 to the present. Our central mission is to appraise, acquire, describe, preserve and make electronically available the permanent records of the past, while providing reliable current information about Maryland state, county and municipal government. Materials are made accessible through a secure and (where appropriate) web-enabled environment, continually compiled and updated for the benefit and use of Maryland citizens and public officials.

Description:

Construct a temperature and humidity controlled modular storage facility to accommodate permanent paper and electronic record transfers to the Archives and the consolidation of record material currently housed in substandard rented facilities. The new facility will also include space for processing records and a secure environment for emergency back up of electronic archival records.

Background

As the historical agency for Maryland, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 to the present. These records are described in the State Archives' [Guide to Government](#)



[Records](#). They include colonial and State executive, legislative and judicial records; vital records; county [probate](#), [land](#) and [court records](#); business records; [publications and reports of the state, county and municipal governments](#); records of religious bodies; and [special collections](#) of [maps](#), [newspapers](#), [photographs](#), and private papers.

*The Edward C. Papenfuss State Archives Building
Photo by Diane F. Evartt.*

Origins of the modern State Archives date to the state's tercentenary celebrations in 1934. As the 300th anniversary of Maryland's founding approached, the Maryland Tercentenary Commission made a modern, centralized archives a key feature of the state commemoration. A "Memorial Hall of Records" was proposed as early as 1928, and, in 1931, the General Assembly

appropriated funds to erect an archives building in Annapolis. Construction began in 1934, and the [first Hall of Records](#), located one block north of the State House on the grounds of St. John's College, opened to the public in 1935. At the same time, the General Assembly also created the Hall of Records Commission to oversee the management of the public records (Chapter 18, Acts of 1935).

The records remained in the Hall of Records until 1986 when the State Archives moved to the new Hall of Records Building on Rowe Boulevard. This new archives was built as part of the state's celebration of the 350th anniversary of its founding. On June 27, 2005, the Hall of Records was rededicated as the Edward C. Papenfuse State Archives Building.

Although Maryland did not have an officially designated State Archives until 1935, the importance of preserving the state's governmental records dates back to the early 18th century, when a fireproof room was provided in the State House for these records. This room on the main floor of the building is still known as the Archives Room.

At its creation in 1935, the Hall of Records was an independent agency of state government and remained so until its incorporation into the Department of General Services in 1970 (Chapter 97, Acts of 1970). In 1984, the Hall of Records was reformed as the State Archives, an independent agency within the office of the Governor (Chapter 286, Acts of 1984). The 1984 law defined an advisory role for the Hall of Records Commission and placed the Commission on Artistic Property under the State Archives (Code State Government Article, secs. [2-1513\(b\)](#), [3-404\(b\)](#), [7-213\(a\)](#), [9-1001](#) through [9-1027](#), [10-604](#) through [10-608](#), [10-631](#) through [10-634](#), [10-637](#) through [10-642](#), [10-701](#), [10-702](#)).

In order to make the records of the state accessible to the public, the State Archives produces [web publications](#) and [on-line exhibits](#), as well as guides to records, finding aids, historical monographs, essays, and directories. The State Archives also compiles, edits, publishes, and distributes the *Maryland Manual: A Guide to Maryland Government* and updates the [Maryland Manual On-Line](#) daily. In addition, the State Archives prepares, edits, and publishes volumes of the new series of the *Archives of Maryland*, including the [Archives of Maryland On-Line](#). Examples of publications currently available are:

Archives of Maryland, new series I: [An Historical List of Public Officials of Maryland - Governors, Legislators, and other Principal Officers of Government, 1632 to 1990.](#)

Guide to County Records on Microfilm at the Maryland State Archives.

A [Guide to Government Records](#) at the Maryland State Archives: A Comprehensive List by Agency and Record Series.

Guide to Montgomery County Plats of Surveys, Subdivisions, and Condominiums, 1783-1993.

Guide to the Newspaper Collection on Microfilm at the Maryland State Archives.

Marylanders Who Served the Nation: A Biographical Dictionary of Federal Officials from Maryland.

Rules and regulations promulgated in the Code of Maryland Regulations give the State Archives a role in the establishment of archives in local jurisdictions (COMAR [14.18.03](#)).

Within the State Archives are nine main units: Appraisal and Description; Artistic Property, Preservation, and Public Outreach; Fiscal Administration; Digital Imaging and Acquisition; Government Information Services; Information Systems Management; Record Transfers and Space Management; Reference Services; and Research and Student Outreach. The State Archives also has a Land Patents section and is aided by the Reference and Research Advisory Committee and the Hall of Records Commission.

Summary of Proposed Project

Proposed size of facility: 126,000 GSF

Purpose of the project:

1. To provide long-term preservation of permanent record material in temperature and humidity controlled environment
2. To consolidate permanent record material being currently housed in four substandard facilities, three of which are rented
3. To provide disaster recovery / business continuity for critical, permanent electronic record material, and
4. To provide adequate processing and scanning space for records to be acquired.

Major functions to be housed in the facility:

1. Long-term archival storage
2. Secure data center
3. Records processing and digitizing

Location and site information:

The Archives has requested 10 acres of land in Crownsville be provided for this project. This would be a portion of the land that has been designated as surplus through the State Clearinghouse process. The exact location has not been determined.

Facilities Master Plan: The project is included in the current facilities master plan.

B. Project Justification

1. Facilities Problems Proposed Project is Intended to Solve

In presenting the justification for this project, this document will focus on three principal areas:

1. Capacity - Maximum amount of Maryland's permanent treasures that can be accommodated in state-owned space.
2. Efficiency - Degree to which the Archives has effective storage and retrieval of public documents, and

3. Condition – the State of, fitness and suitability of the space that houses permanent material.

Capacity

From 1980 to the mid 1990s the average amount of material that was transferred to the Archives was just over 6,500 cubic feet per year. From the mid 1990s to the present, the average amount of material transferred per year is a little over 9,900 cubic feet.

Since 1995, the Archives has had to rent off-site storage facilities to accommodate state agency record transfers. Now, at the beginning of FY 2006, it has records in three separate rented warehouses, none of which are climate-controlled. (Note: materials are also housed at the state-owned warehouse in Cheltenham. The material there will be accommodated in the new facility contemplated by this request).

There will continue to be a need for archival storage space well in to the foreseeable future, and there is a demonstrable need for the square footage requested in this capital item.

Efficiency

The adjunct warehouse facilities are on average 23 miles from the main facility in Annapolis. This presents a variety of efficiency issues including:

- o Inability to adequately staff multiple buildings,
- o Difficulty in accessioning and maintaining records, and
- o Inability to make this documentary material accessible in a timely manner even though, having been transferred more recently, it is generally in high demand.

Condition

Most important, while having the physical space to house this material is fundamental, the condition under which these historical treasures are stored is paramount to their survivability. The rented warehouses that house permanent record material have minimum environmental controls. They lack adequate security as well as adequate space for scanning of records for electronic retrieval.

The consequence of inaction over the long term is the degradation and ultimate destruction of Maryland's documentary treasures.

2. Factors that influence the existence and/or magnitude of the problem

a. Records transfers to the Archives over the past 10 years have exceeded expectations. The main Archives facility in Annapolis was filled to capacity before 2000, although, when it was built in 1985, it was projected to be able to meet demand until 2005. Records transfers are not expected to subside, and in fact, agencies should be encouraged to move permanent record material out of office space and into archival storage.

b. The most significant problem is the lack of climate control in any of the adjunct rented facilities. The appropriate guideline temperature range for permanent retention of record material is 66 to 72 degrees Fahrenheit with a Relative Humidity (RH) between 40 and 50%. These temperature and humidity levels should be maintained constant 24 hours a day and 365 days per year. The temperature should not vary more than plus or minus two degrees Fahrenheit and the

relative humidity should not vary more than plus or minus three percent in any given twenty-four hour period. Electronic equipment requires similar environmental conditions.

Materials adapt to changes in ambient RH by changes in their internal moisture content. Each material has its own behavior pattern (e.g., will soak up more or less RH, may ripple or distort etc), and each possesses its own “equilibrium” for any specific RH level.

Expansion is one response to an increase in moisture. Fluctuations in RH are particularly problematic because they cause additional internal stresses to the material created by the differences that exist between the inside of a book and the surrounding air and the constant struggle to achieve moisture equilibrium.

For fine art and furniture the differences in response to changes in RH are even more problematic. A painting, for example, can be even more susceptible to damage. A treasure such as this may have a linen canvas that is particularly responsive to changes in RH, but also have oil based paint that is far less responsive. The result: expanding and contracting backing leading to cracking and eventual flaking off of the paint. In this example too, the frame and hanging hardware for the piece may experience the same type of expanding and contracting weakening the frame.

What is critical to the long term survival of Maryland’s documentary treasures and artistic property is stability and consistency in RH. It is clear from the data we have, as exhibited in the charts accompanying this document, that this required stability does not exist at our rented facilities. The other enemy of our collections is temperature, and while temperature is not as significant as RH, it too can cause long term deterioration. Here again, there is ample evidence that our rented facilities do not provide the kind of protection we should be providing.

c. None of the present Archives facilities is able to provide adequate space in a climate-controlled environment for large-scale scanning operations which are necessary to provide electronic access to critical governmental records.

d. The Archives needs a secure, off-site facility for disaster recovery and business continuity of critical electronic records. None of the present facilities can provide this as they lack adequate security provisions and cannot provide the environmental conditions required for electronic equipment such as servers and storage arrays.

3. Historical data showing how factors have changed over time and future projections

The factors influencing the problem relating specifically to the amount of material regularly transferred to the Archives have remained static.

Each year there has been a steady flow of permanent record material to the Archives. The chart below indicates in cubic feet how much record material was transferred to the Archives in each of the fiscal years conveyed. It should be noted that in those years when the amount of material transferred dipped below 9,000 cubic feet, transfers had been halted because of lack of storage space.

2000	2001	2002	2003	2004	2005
10,126	9,974	11,294	8,219	14,475	8,653

The chart below depicts the amount of record material in the custody of the Maryland State Archives since the construction of the Edward C. Papenfuse State Archives building in Annapolis in 1986. The amounts given are in cubic feet of material on hand at the end of the fiscal year.

1980	1996	2000	2001	2002	2003	2004	2005
65,000	170,000	209,706	220,638	231,035	234,981	249,456	258,109

Significantly, 36% of the total holdings of record materials at the Archives is housed in rented facilities that lack environmental controls.

The source of this data is annual reports for early years (1980 and 1996) and Managing For Results documents for more recent years. The information is derived from databases which track the holdings of the Maryland State Archives down to the box level. For each record container type (clam shell, volume, record center box etc.), there is a known space requirement e.g., a standard record center box takes up 1 cubic foot of space.

4. Historical data showing how the facilities problems themselves have changed in the recent past and projections to show how they are expected to change in the future.

Two of the Archives’ three warehouses are now full to capacity. The third warehouse was added in May 2005 and is expected to reach capacity in FY 2010. This assumes an average rate of records transfer of 15,000 cubic feet of material per year based on the anticipated transfers from the courts, the legislature and executive agencies.

The chart below depicts the amount of record material in cubic feet expected to be housed in each of the Archives’ facilities at the end of each of the fiscal years shown.

Off-site Facility	Square Feet	Cubic Feet of Material FY 2006	Cubic Feet of Material FY 2007	Cubic Feet of Material FY 2008	Cubic Feet of Material FY 2009
Ordnance Road	20,000	55,000 (capacity)	55,000	55,000	55,000
Hammonds Ferry	10,000	31,000 (capacity)	31,000	31,000	31,000
Candlewood	25,000	15,000	30,000	45,000	60,000
Cheltenham	Unknown	10,000 (est.)	10,000	10,000	10,000
Total off-site storage	55,000 sq. ft.	111,000	126,000	141,000	156,000

Estimated records in storage and storage space for the time period from fiscal year 2009 to 2020:

	FY 2006	FY 2009	FY 2020
Records in off-site storage	111,000	156,000	331,000 (15,000 cubic feet of records/year on average FY2009-2020)
Square feet of off-site storage space required	55,000	55,000	88,500

The numbers above assume fairly dense shelving scenarios achieved by building tall shelving or providing movable compact shelving units. By using compact shelving in the Archives' Annapolis facility, one square foot can accommodate 3.74 cubic feet of material.

At the end of fiscal year 2006, nearly 40% of the Archives total holdings of permanent record material will be housed in rented facilities. By 2010, this number climbs to 50%.

	FY2006	FY2007	FY2008	FY2009	FY2010
Record Transfers	15,000	15,000	15,000	15,000	15,000
Total holdings all facilities	278,992	293,992	308,992	323,992	338,992
Total holdings in rented space	110,512	125,512	140,512	155,512	170,512
Percentage increase in holdings in rented space	15.70%	13.57%	11.95%	10.68%	9.65%
Percentage of holdings in rented space to total holdings	39.61%	42.69%	45.47%	48.00%	50.30%
Percentage increase in holdings in rented space to total holdings	3.43%	3.08%	2.78%	2.52%	2.30%

5. Consequences of the facilities problems for the Archives conduct of operations

a. The Image Permanence Institute at the Rochester Institute of Technology has developed *The Preservation Calculator* which measures the length of time a collection of organic materials (paper) will last at given temperature and humidity levels. Archives' Conservation Lab staff have been monitoring these levels at three of the four off-site storage facilities, using state-of-the-art dataloggers. The data are being collected by Onset HOBO Pro Series data loggers. The devices were calibrated by the manufacturers, and because they are not located outside in extreme weather, the calibrations should last at least 3 years with no more than a 1% drift over time. Based on the data collected, the following results from the three off-site warehouses are as follows:

Facility	Annual Temperature Range (degrees F.)	Annual Humidity Range	Expected materials lifespan
Hammonds Ferry	50-80	27-66%	15-44 years
Ordnance Road	51-84	23-62%	15-51 years
Candlewood Road (51 days of readings)	Above 78	41 days: over 58% 24 days: over 68% (note: 68% is the RH at which mold spores begin to germinate)	5-35 years

Sound archival practice dictates that temperature for stored paper materials be 68 degrees Fahrenheit with a relative humidity range of 30 to 50 percent. (Artwork and furniture have slightly different requirements). Most importantly though, temperature and humidity must remain constant - - 24 hours a day, 365 days a year. The only caveat to this is that guidelines for the storage of paper records allow for a gradual shift in temperature and relative humidity (in one direction) of three degrees Fahrenheit and / or the percent relative humidity following a change of the seasons. The Archives conservation staff monitoring indicates that none of them comes close to meeting these standards.

b. Due to lack of processing and scanning space, the Archives is unable to scan and place on-line the quantity of records needed for reasonable public access;

c. Moving records around among scattered facilities is extremely inefficient and contributes to the degradation of their condition.

The reference function of State Archives continues to serve citizens, the Maryland Judiciary, and executive state agencies by providing ready access to public records which touch upon the daily lives of Marylanders and which facilitate the efficient and effective running of State government. The function provides individuals with access to vital records, deeds to property, criminal and civil court cases, tax assessments and a wide-variety of other documents needed for legal purposes or the conduct of personal or business affairs. In effect, the State Archives provides individuals with the essential evidence they need to secure and protect their rights. Traditionally, these records have also been used by genealogists and historical researchers, who in the past have been a major component of the Archives' patronage. While visits by our traditional patrons, i.e., genealogists and historical researchers have been on the decline, visits by individuals seeking more modern records have been on the rise and, given the increase in court records and other records being transferred to the Archives, will grow.

Reference also serves the Maryland Judiciary and other State agencies by maintaining government records in a secure and safe environment and by providing timely access, either traditionally through providing paper copies or electronically with on-line access. Given the increase in the transfer of court records and other State agency records to the Archives and its three off-site warehouses, the demand for access will only grow.

Providing records that are maintained off-site adds an additional three to five days to a standard request. Consolidating the records will allow the Archives to achieve same day service for most requests.

d. Disaster recovery guidelines specify that electronic records facilities should have back-up facilities off-site. A catastrophic event at the Archives building in Annapolis would result in a very serious breakdown in critical communications and electronic systems. Business continuity would be seriously compromised.

6. How the facilities problems contribute to the operational and service delivery deficiencies

First and foremost, the Archives, as the custodian of the permanent record, is charged by statute and regulation with ensuring the long-term viability of the public record. This capital item will address a deficiency that goes to the heart of the most fundamental mission of the Archives by providing an adequate amount of space suitable to the purpose of preservation. High temperatures and humidity levels combined with the fluctuations in both is contributing to the deterioration of this record material.

The Archives has applied the data gathered by the data loggers to a tool known as the Preservation Calculator. The Preservation Calculator is a computer modeling program designed for use as a planning and analysis tool for collection storage environments in libraries, archives, and museums. It was developed by The Image Permanence Institute (IPI). The IPI is a University-based research laboratory devoted to scientific research in the preservation of visual

and other forms of recorded information and was founded by the combined efforts and sponsorship of the Rochester Institute of Technology and the Society for Imaging Science and Technology.

The Preservation Calculator shows how temperature and humidity combine to influence the rate of decay of organic material such as paper records. The Preservation Calculator is concerned with two forms of decay that commonly occur in collections containing organic materials:

- o Natural aging caused by spontaneous chemical change within the material. This is the form of decay that causes browning and embrittlement of paper, fading of dyes, and many other preservation problems. The effect of storage conditions on the rate of natural aging of collections is measured by the Preservation Index (PI). The higher the PI, the better conditions are for preservation of organic materials.
- o Mold damage due to the growth of xerophilic species of mold such as aspergillus and penicillium. Mold growth causes stains, odors, weakening, and general disintegration of organic collection objects. Preservation Calculator gives the estimated time it will take for spores of xerophilic mold species to germinate at a particular environmental condition.¹

Summary temperature and humidity range information from the three warehouse facilities appear below the most recent month for which data are available (August of 2005). The numbers in (parentheses) indicate the degree of fluctuation.

Candlewood	Temperature	76.5 – 90.2 degrees F (14)
	Relative Humidity	32.4 % - 67.2 % (35)
Hammonds Ferry	Temperature	76.6 – 84.4 degrees F (8)
	Relative Humidity	51 % - 64 % (13)
Ordnance Road	Temperature	78.8 – 88.8 degrees F (10)
	Relative Humidity	39.3 % - 59.9 % (20)

Using the Preservation Calculator, the Archives developed the chart below. The chart provides the lifespan in years for documents housed at the warehouse if the given extremes in temperature and humidity were to continue at that extreme.

Lifespan in years of Documents as Calculated by the Preservation Calendar

	Hammonds Ferry	Ordnance Road	Candlewood
Lowest Temperature Lowest Humidity	25	28	38
Highest Temperature Lowest Humidity	15	16	17
Lowest Temperature Highest Humidity	17	17	16
Highest Temperature Highest Humidity	11	10	7

¹ The Image Permanence Institute, September 2005, < <http://www.imagepermanenceinstitute.org/index.html>>

Another deficiency arises from the storage of records in separate facilities. Service to the public and to state agencies has deteriorated as more and more record material is being stored in multiple locations. Each adjunct facility is over 20 miles from the main Archives building in Annapolis. At present, it can take several days for a requested record to be located and delivered to Annapolis for viewing or for scanning for electronic delivery. This presents a serious problem for individuals or businesses that need a legal document immediately. In addition, records have to be moved around among facilities for accessioning, processing, conservation, and storage. This is detrimental to the records and an inefficient use of staff and resources.

Security is another concern. None of the warehouse facilities are patrolled by state security. No monitoring or alarm system exists.

Finally, The ability to make historical records available in an electronic environment, including land records, vital records, and probate records, is critical to the Archives' mission of making records accessible. As resources to serve people in the Archives' public search room and through telephone reference services – both of which have been seriously curtailed in recent years – it has become increasingly important to place such records and the indexes to them online. This capital item will provide space necessary to have scanning and digitizing capabilities where the records are located.

7. How seriously the operational and service delivery deficiencies affect the ability of the Archives to attain its mission

The primary mission of the Archives is to preserve and make accessible the records of state government that are of permanent value. Given the climate conditions in which many of these records are stored, their very long-term survival is in jeopardy. It is imperative that they be maintained in an archival secure environment.

8. Historical data showing the magnitude of the operational and service delivery deficiencies has in the past and projections showing how it is expected to change in the future

The magnitude of operational and service delivery deficiencies are measured and presented here in three distinct areas:

1. Capacity - Maximum amount of Maryland's permanent treasures that can be accommodated.
2. Efficiency - Degree to which the Archives has effective storage and retrieval of public documents, and
3. Condition – the State of, fitness and suitability of the space that houses permanent material.

Capacity

The most basic requirement for record preservation is to move records from a costly (often destructive) office environment to the secure and environmentally stable custody of the State Archives. A huge obstacle to achieving this primary objective is the lack of space in which to safely house archival material. Presently, in addition to the Dr. Edward C. Papenfuss State Archives Building in Annapolis, three adjunct facilities hold government records. Together, these facilities store 258,109 cubic feet of permanent record material. Significantly, 36% of that

amount is held in substandard, rented facilities. The lack of temperature and humidity controls in the rented spaces threatens the longevity of these permanent records. In addition, despite the migration from paper to electronic records in government, the quantity of permanent records created by State and local government continues to grow.

The Records Management Division of the Department of General Services manages the records of all departments and agencies of Maryland State government and helps prepare retention and disposal schedules for those records. The Division is also charged with conducting a statewide records inventory every five years. The first one occurred in 1985 and the last one in 2001. The surveys are planning tools designed, in part, to quantify the amount of permanently valuable record materials that will over time become the responsibility of the Archives for both storage and preservation. The actual results of the surveys have not met expectations because many agencies submitted incomplete inventory forms or none at all. The following chart provides some summary information taken from each 5 year survey.

Permanent Record Material in Agency Custody (cubic feet)

BRANCH/ENTITY	1985	1990	1995	2001
Executive	14,188	53,802	18,847	39,202
Legislative	63	6,437	0	0
Judiciary	48,809	149,601	134,935	0
Registers of Wills	11,866	18,632	18,794	0
Colleges and Universities	12,871	39,688	14,102	6,202
TOTALS	87,797	268,160	186,678	45,404

Quantities are given in cubic feet. Columns with totals of 0 reflect the absence of survey forms being submitted.

The Archives has used these figures to quantify the volume of permanent records remaining in agency custody, and ultimately destined for archival storage, but with little confidence that the numbers reflected reality. What we do know is that the numbers are on the low side and there is more permanent material destined for the Archives that has not been included in the five year survey. An analysis of the 2001 survey results illustrates many of the problems. No returns are available for the legislative and judicial branches and the registers of wills because no survey forms were sent to them. Yet, these three areas alone generate significant permanent collections. Only six colleges and universities responded. Only twenty-nine constitutional offices, executive departments, or independent agencies submitted forms.

A review of the eighteen executive departments show the obstacles preventing effective use the survey results. Eleven of the departments returned survey forms. The data from some agencies, such as Health and Mental Hygiene and the Environment seemed to be especially thorough. With other departments, such as Human Resources and Transportation, only a few divisions or offices completed the inventories.

It should also be noted that the 2001 survey was based on existing lists of permanent records as identified on retention schedules, no matter how out of date. Thus, many records that would be classified as permanent, if described on a schedule, were likely missed completely.

Despite the incomplete data, an analysis in 2002 indicated that there was at least 161,113 cubic feet of record material still in the custody of agencies that was destined to be transferred to the Archives. The analysis also indicated that the state was creating more permanent record material each year - - - not less. The rate of increase was estimated to be about 3,800 cubic feet per year.

Indeed, an analysis of records transfers to the Archives, which is definitive and tracked by a database down to the box level, reveals a long-term trend of steady increases in the amount of permanent record material being created. From 1980 to the mid 1990's the average amount of material that was transferred to the Archives was a bit over 6,500 cubic feet per year. From the mid 1990's to the present the average amount of material transferred per year is a little over 9,900 cubic feet.

The land records initiatives underway with the Judiciary will compel the transfers of large amounts of materials over the next few years. It is quite probable that the remaining warehouse space will be filled to capacity within the next four fiscal years.

Efficiency

The Archives warehouses are on average 23 miles from the main facility in Annapolis. These adjunct facilities tend to house material that was transferred more recently than those materials that fill the space in Annapolis. Quiet naturally, this tends to be material that people coming to the Archives may have the most urgent need for.

The Archives does not have staff to maintain a presence at each of these facilities. Thus, people coming to Annapolis hoping to get immediate service and walk away with whatever legal document they are after are disappointed to find that it may be a couple days before the document can be retrieved.

Consolidating the record material in a building proximate to Annapolis and staffed with existing Archives employees will allow the agency to more efficiently manage records and provide same day service through scanning and electronic transfer of documents.

Condition

The most compelling reason of all for this capital project is premised in our responsibility for the care and preservation of the permanent record. It is a well established fact supported by credible research that record material of permanent value must be housed in a temperature and humidity controlled environment. As stated earlier, the appropriate guideline temperature range for permanent retention of record material is 66 to 72 degrees Fahrenheit with a relative humidity between 45 and 65%. These temperature and humidity levels should be maintained constant 24 hours a day and 365 days per year. The temperature should not vary more than +/- two degrees Fahrenheit and the relative humidity should not vary more than +/- three percent in any given twenty-four hour period. Allowances can be made for modest seasonal shifts, but the most dramatic damage is done to paper records in environments where there exists the combination of temperature and humidity being outside of acceptable norms coupled with significant fluctuations in short periods of time.

The Archives has tracked temperature and relative humidity readings over the past year at all facilities. The data are being collected by Onset HOBO Pro Series dataloggers. The devices were calibrated by the manufacturers, and because they are not located outside in extreme weather, the calibrations should last at least 3 years with no more than a 1% drift over time.

Overall we are not doing well in the long-term preservation of our historical records particularly those housed at warehouse facilities.

The three rented warehouse facilities used by the Maryland State Archives have minimum environmental controls. As such, they tend to reflect the outside environment with some buffering of the temperature and relative humidity.

At the Hammonds Ferry facility the temperature ranges from 50 – 80 degrees over the course of the year and the relative humidity 27% - 66% at any given time. It is within our acceptable RH range from mid November to late December and in mid May to the end of June. The Preservation Calculator gives a materials lifespan of 15 – 44 years. The daily relative humidity fluctuations are from 2 – 6%.

The Ordnance Road facility has a yearly temperature range from 51 – 84 degrees and a relative humidity range of 23 – 62 %. It is also within the acceptable range from mid November to late December and June. The temperature is only at the acceptable storage range for the month of April and for a few weeks in October. The Preservation Calculator gives a materials lifespan of 15 – 51 years. The daily relative humidity fluctuations are from 1 – 12% in a day.

The Candlewood Road facility has only been in use for a short time and has the least amount of HVAC installed. It is evident from the 51 days of readings we have that the documents housed there will have mold problems in the summer months. Except for a week in June the temperatures have been consistently above 78 degrees, the maximum office temperature and at no time has the warehouse been below 73 degrees. The relative humidity has little control and fluctuates from 3% - 15% in a day. Of the 51 days recorded 26 days appear to have relative humidity fluctuations of greater than 12 % in a day. In that same 51 day period 41 days have a relative humidity reading of greater than 55% and 24 days the relative humidity was over 68%, the point at which mold spores germinate. The Preservation Calculator indicates that the material in the Candlewood Road facility will last from 5 – 35 years.

Datalogger readings for the Archives’ three offsite records storage facilities show the following results:

**Temperature Readings at Off-site Records Storage Facilities
May 2004 – July 2005**

Off-site records storage facility	Date Range	Days Measured	Days out of acceptable temperature range	% of days out of acceptable temperature range
Hammonds Ferry Road	5/27/04-7/28/05	463	318	66.5 %
Ordnance Road	5/26/04-7/26/05	462	304	65.8 %
Candlewood Road	6/6/05-7/26/05	97	97	100 %

Humidity Readings at Off-site Records Storage Facilities

Off-site records storage facility	Date Range	Days Measured	Days out of acceptable humidity range	% of days out of acceptable humidity range
Hammonds Ferry Road	5/27/04-7/28/05	463	403	87.0 %
Ordnance Road	5/26/04-7/26/05	462	370	80.0 %
Candlewood Road	6/6/05-7/26/05	97	80	82.5 %

As these readings indicate, the temperature at these facilities is within acceptable limits, at best, about one-third of the time and the humidity no more than one-fifth of the days measured.

All of the warehouse facilities of the Maryland State Archives are giving an average of 11 - 43 years of protection to the documents kept inside them.

9. Alternatives to the proposed project, both capital and non capital. Comparative analysis: budgetary impact and degree to which they address the operational and service deficiencies

Options

1. Build modular units of archival storage over the course of a ten to five year time frame, as the need arises.
2. Continue to rent long term storage but have the materials consolidated into one location, with the ability to expand as needed. The space would still need to be temperature and humidity controlled with adequate security.

Note: Current warehouse rental costs are roughly \$360,000 per year.

10. The best alternative

A series of modular units would be a preferable alternative. The rental of commercial space, especially of the size and quality that is required for long-term storage of paper and electronic records, is not a cost-effective alternative.

C. Project Scope

This project is to build a facility of 126,000 square feet for records processing and scanning, electronic data backup and records storage space with compact shelving. The space would consist of 94,500 square feet of records storage which will be adequate for anticipated records transfers through FY2020. It is proposed that the facility be built on 10 acres of the State-owned Crownsville property.

The facility will require state-of-the-art climate control to protect the electronic data backup systems and for records longevity. It will also require state-of-the-art security protection for the electronic data backup equipment, the scanning and computer equipment, and for the records themselves.

The Maryland State Archives
Facilities Program – Part 1b

New Maryland State Archives Document Treasures and Fine Arts Exhibition Space,
Conservation Lab and Renovations to Existing Building

A. Project Overview

The Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401

Mission:

The State Archives is the central depository for Maryland government records and certain designated private records and objects of permanent value. Holdings date from 1634 to the present and include documents, artwork, objects, and other items of historical and cultural interest. In order to fulfill its mission of making these records and other object accessible to the public, the Archives needs additional space for secure storage within the Annapolis complex and space to conserve and display documents and objects to the public.

The Archives, through the Maryland Commission on Artistic Property, is also the custodian of the State's two important art collections, conservatively valued at \$30 million. The mission of the Commission on Artistic Property is to manage the state-owned art collections through their inventory, storage, conservation, and interpretation.

Description:

Expand and renovate the State Archives building in Annapolis.

Background

As the historical agency for Maryland, the State Archives is the central depository for government records of permanent value. Records date from the founding of the Maryland colony in 1634 to the present. These records are described in the State Archives' [Guide to Government](#)



[Records](#). They include colonial and State executive, legislative and judicial records; county [probate](#), [land](#) and [court records](#); business records; [publications and reports of the state, county and municipal governments](#); records of religious bodies; and [special collections](#) of [maps](#), [newspapers](#), [photographs](#), and private papers.

*The Edward C. Papenfuse State Archives Building
Photo by Diane F. Evaritt.*

Origins of the modern State Archives date to the state's tercentenary celebrations in 1934. As the 300th anniversary of Maryland's founding approached, the Maryland Tercentenary Commission made a modern, centralized archives a key feature of the state commemoration. A "Memorial

Hall of Records" was proposed as early as 1928, and, in 1931, the General Assembly appropriated funds to erect an archives building in Annapolis. Construction began in 1934, and the [first Hall of Records](#), located one block north of the State House on the grounds of St. John's College, opened to the public in 1935. At the same time, the General Assembly also created the Hall of Records Commission to oversee the management of the public records (Chapter 18, Acts of 1935).

The records remained in the Hall of Records until 1986 when the State Archives moved to the new Hall of Records Building on Rowe Boulevard. This new archives was built as part of the State's celebration of the 350th anniversary of its founding. On June 27, 2005, the Hall of Records was rededicated as the Edward C. Papenfuse State Archives Building.



The Maryland Commission on Artistic Property

The Commission on Artistic Property was formed in 1969 (Chapter 111, Acts of 1969). It was incorporated into the State Archives in 1984 (Chapter 286, Acts of 1984). The Commission is the official custodian of all valuable paintings and other decorative arts owned by or loaned to the State (except those located in a State room of Government House). The Commission provides for the acquisition, location, proper care, custody, restoration, display, and preservation of these paintings and decorative arts.

With the approval of the governor and the state archivist, the Commission may receive and accept gifts and loans of paintings and decorative art works. With the approval of the Governor, the State Archivist may accept gifts of money for the Commission from any source, public or private, and thereafter administer and expend the funds according to the conditions and terms of the gift. In 1996, the Commission, on behalf of the State, assumed ownership of the [art collection of the Peabody Institute](#).

The Commission consists of fifteen members. Eight are appointed by the State Archivist with the approval of the Governor. Seven serve ex officio. With the Governor's approval, the State Archivist names the chair (Code State Government Article, secs. [9-1016](#) through [9-1023](#)).

Summary of Proposed Project

Proposed size of facility:	Fine arts storage:	10,000 square feet
	Conservation Lab	7,000
	Display and interpretive space:	10,000
	Staff office space	1,003

Purpose of the project:

1. to provide state-of-the-art temperature and humidity controlled storage for permanent state records
2. to provide appropriately protected and configured space for secure storage of valuable paintings, sculpture and furniture
3. to provide space for conservation of records and artwork
4. to provide museum space to exhibit the state's documentary and historical treasures to the public.

Major functions of the facility:

1. long-term archival storage of records
2. long-term storage of artwork, furniture and decorative arts
3. display of historic documents, objects, and works of art in a museum environment
4. lab for conservation of documentary and fine arts treasures.

Location and site information:

The Archives building is located in Annapolis on Rowe Boulevard next to the State Police Barracks. This expansion envisions the use of some of the land now occupied by the Barracks when the Barracks moves to new quarters, as provided for in the master plan for the Annapolis complex.

Facilities Master Plan: The project is included in the current facilities master plan.

B. Project Justification

1. Facilities Problems Proposed Project is Intended to Solve

Renovation: The Archives facility is now 20 years old and its infrastructure is in need of a complete program of updating. The temperature and humidity controls are no longer able to maintain the stacks storage areas at the levels recommended for long-term preservation of paper records and the temperatures in the office spaces vary widely from area to area. The chillers and control systems need to be replaced. Also, the security systems in the building are outdated and in need of modernization.

Expansion: There is no appropriate space in Annapolis in which the basic documents of our state's history can be displayed to the public and, especially, to students studying Maryland history. A museum quality space at the Archives building, which is located right at the entrance to Annapolis, would be an ideal place to introduce visitors to Maryland's rich documentary heritage, enriched and enlivened by displays of the wonderful objects relating to the state's rich history and culture.

At present, the state's paintings, sculpture, and furniture that are not on display in the Annapolis complex are stored in a rented, off-site facility. Monitoring of this facility has revealed that the temperature and humidity controls are well outside of recommended standards for the preservation of these very valuable objects. Security at this facility is also inadequate and such valuable and irreplaceable works of art should be stored within the context of the Annapolis complex security system.

2. Factors that influence the existence and/or magnitude of the problem

a. The state-owned art collection that is in storage needs to be moved from substandard rented storage to secure, environmentally controlled space within the Annapolis complex. The rapid growth in the need for storage space for permanent government records necessitated the move of artwork and furniture to an off-site facility. Until 2000, artwork and furniture were stored in a designated room at the Archives' building in Annapolis.

b. The problems relating to the environmental conditions within the storage and office areas of the building are the result of the age of the systems, as well as inadequate maintenance over the 20 years they have been in service.

c. The transfer of many items of furniture and other objects to the inventory of the Commission on Artistic Property from the Executive Department inventory has greatly increased the need for fine arts storage space.

d. Over the past several years, a number of large pieces of furniture have been moved from Government House to Archives' storage. These pieces are of great historical importance and many were created specifically for the residence. They are part of the state's cultural heritage and are rightly being retained for future use. Also, in the near future, the Archives will take possession of four large, historically important mirrors that have been stored in the basement of the State House since about 1960.

e. The storage facility where the artwork is now located does not provide appropriate hanging screens for storage of paintings. As a result, they are resting on the bottoms of their frames and are leaning against one another. While they are adequately wrapped, and in some cases crated, this is not recommended storage conditions for such valuable objects.

f. There are very few places in the Annapolis complex where important documents, artwork and furniture relating to the state's history can be displayed and accessed by the public.

3. Historical data showing how factors have changed over time and future projections

The number of items of artwork and furniture that the Archives has in storage has increased considerably over the past two to three years and that growth is expected to continue. The problem is compounded by the fact that many of the objects placed into storage since 2004 have been large pieces of furniture that consume a great deal of storage space. These are historically important pieces that, in many cases, were created especially for Government House and must be retained as part of the state's cultural heritage. Many of them are more than 100 years old and require careful storage and handling conditions to ensure their long term preservation.

Number of Capitalized Objects in Storage

<u>Annapolis Collection</u>	FY2004	FY2005	FY2006	FY2007 (estimated)	FY2008 (estimated)
Number of objects (capitalized)	660	692	712	732	750
Objects in storage	140	164	164	174	189
Peabody Collection					
Number of objects (capitalized)	368	368	368	368	368
Objects in storage	139	139	139	139	139
Total no. of objects in storage	279	303	303	313	328

Note: "Capitalized" refers to objects valued at more than \$250

4. Historical data showing how the facilities problems themselves have changed in the recent past and projections to show how they are expected to change in the future.

When the Edward C. Papenfuse State Archives building was opened in 1986 and the records moved there from the Old Hall of Records building on St. John’s College campus, it was assumed that the environmental controls systems in the new building, which were state-of-the-art for their time, would provide appropriate conditions for records storage indefinitely. However, with the passage of time, a combination of factors has caused these systems to deteriorate to the point that during much of the year they do not provide archival quality environmental conditions in the storage areas of the stacks. Factors which have contributed to this deterioration have included inadequate regular maintenance and lack of timely replacement or upgrades of critical components.

The result is that recent readings by calibrated dataloggers show that the environmental conditions in which many of the state’s most valuable records are stored are not within an acceptable range for long-term survival of the records.

**Temperature and Humidity Readings in Archives Storage Areas
May 2004 – September 2005**

Area in Archives	Acceptable Temperature Range	Actual Range	Acceptable Humidity Range	Actual Humidity Range
Basement stacks	55 – 65 F	64.5 – 67 F	30 - 50 % RH	62.8 % - 72.8 %
1st floor stacks	55 – 65 F	62.9 – 66.9 F	30 - 50% RH	61.8 % - 72.2 %
2nd floor stacks	55 – 65 F	61.5 – 66.8 F	30 - 50 % RH	61.5 % - 71.2 %
3 rd floor stacks	55 – 65 F	59.3 – 66.2 F	30 – 50 % RH	59.9 % - 73.2 %
Rare books room	55 – 65 F	69 – 81.5 F	30 - 50 % RH	64.2 % - 79.2 %

Datalogger readings for the Archives’ records, rare documents, and photograph storage areas show the following results:

Temperature Readings at Archives’ Storage Areas

Archives Storage Area	Date Range	Days Measured	Days out of acceptable temperature range	% of days out of acceptable temperature range
Rare Books Vault	5/21/04-8/31/05	459	459	100 %
Photograph & negative storage	5/21/04-8/31/05	459	166	36.0 %
Map Room	5/20/04-8/31/05	458	458	100 %
Basement stacks	5/19/04-8/31/05	460	15	3.3 %
First floor stacks	5/19/04-8/31/05	459	27	5.9 %

Humidity Readings in Archives Storage Areas

Archives Storage Area	Date Range	Days Measured	Days out of acceptable temperature range	% of days out of acceptable temperature range
Rare Books Vault	5/21/04-8/31/05	459	288	62.7 %
Photograph & negative storage	5/21/04-8/31/05	459	383	83.4 %
Map Room	5/20/04-8/31/05	458	214	46.6 %
Basement stacks	5/19/04-8/31/05	460	258	56.1 %
First floor stacks	5/19/04-8/31/05	459	307	66.9 %

Without replacement of the Archives' environmental controls systems, it is not anticipated that these readings will improve. They can, in fact, be expected to continue to deteriorate over time.

The "fine arts" storage facility that the Archives has used for objects that are not on display does not, in fact, meet even the most basic requirements for fine arts storage. Datalogger monitoring of the facility over the past 15 months has demonstrated this very clearly. The facility is not climate-controlled in the sense that the interior environment is isolated and protected from exterior conditions.

**Temperature and Humidity Readings at Art Storage Facility
June 3, 2004 – July 15, 2005**

Number of days measured	Number of days out of acceptable temperature range	Percent of days out of acceptable temperature range	Number of days out of acceptable humidity range	Percent of days out of acceptable humidity range
470	470	100 %	435	92.6 %

5. Consequences of the facilities problems for the Archives' conduct of operations

a. Consequences for Paper Records: The Image Permanence Institute at Rochester Institute of Technology has developed The Preservation Calculator which measures the length of time a collection of organic materials will last at given temperature and humidity levels. Archives Conservation Lab staff have been monitoring these levels at various locations in the Archives' document storage areas, using state-of-the-art dataloggers. The chart below depicts summary data:

**Fluctuations in Temperature and Humidity in Archives' Storage Areas
May 2004 – September 2005**

Area in Archives	Acceptable Temperature Fluctuation	Actual Fluctuation	Acceptable Humidity Fluctuation	Actual Humidity Fluctuation
Basement stacks	5 F	2.5 F	3 % RH	10 %
1st floor stacks	5 F	4 F	3% RH	10.4 %
2nd floor stacks	5 F	5.3 F	3 % RH	9.7 %
3 rd floor stacks	5 F	6.9 F	3 % RH	13.3 %
Rare books room	5 F	12.5 F	3 % RH	15 %

Sound archival practice dictates that temperature for stored paper materials be below 68 degrees Fahrenheit with a relative humidity range of 30 to 50 percent. 68 % humidity is the level at which mold begins to grow and higher temperatures will accelerate the growth of mold. Most importantly, though, temperature and humidity must remain constant - - 24 hours a day, 365 days a year. The only caveat to this is that guidelines for the storage of paper records allow for a gradual shift in temperature and relative humidity (in one direction) of three degrees Fahrenheit and / or the percent relative humidity following a change of the seasons. The Archives conservation staff monitoring indicates that none of the above areas comes close to meeting these standards.

Preservation Calendar Indications of Longevity of Records at Current Conditions in Archives' Stacks and Other Storage Areas, August 2005

Archives Stack Area (unless otherwise noted)	Temp. Range	Humidity Range	Min. lifespan (years)	Max. lifespan (years)
Basement 1	63.5 – 66.2 F	48.6 - 55.4 %	43	67
Basement 2	62.8 – 65.6 F	48.2 – 57.1	41	67
Basement 3	65.6 – 69.7 F	43 – 48.7 %	40	60
Map Room 1	69.7 – 75.2 F	32.2 – 46.7 %	30	63
Map Room 2	69 – 71.1 F	37.2 – 46.4 %	38	55
First Floor 1	62.1 – 64.9 F	50 – 58.8 %	44	64
First Floor 2	63.5 – 64.9 F	51.4 – 59.8 %	43	62
Rare Books Room	72.5 – 78.7 F	35.3 – 37.3 %	30	51
Rare Books Vault	69.7 – 77.3 F	32.7 - 41.1 %	30	63
Mezzanine (Library)	73.1 – 80.8 F	44 – 75.8 % (37 days from mold growth)	10	36
Second Floor 1	60.8 – 64.9 F	50.5 – 56.8 %	48	72
Second Floor 2	62.8 – 66.3 F	47 – 53.3 %	46	69
Photo Storage	62.8 – 74.5 F	47.8 – 61.8 %	20	69
Third Floor 1	60.8 – 64.2 F	51.8 – 58.5 %	45	70
Third Floor 2	61.4 – 64.2 F	49.7 – 59.1 %	44	74

b. Consequences for Artwork and Furniture: Accepted museum and conservation standards for fine arts and furniture indicate that the optimum range for most objects is 68°-72°F with a no more than a plus or minus 3° fluctuation in 24 hours. Relative humidity (RH) in the range of 50% with a plus or minus 5% variation is preferred for collections of oil paintings and furniture, which are especially vulnerable to variations in RH. While small fluctuations of temperature and relative humidity (as well as seasonal drift) are unavoidable, daily conditions should not change more than 1-2° F and the humidity levels should be controlled to within a 5% variance daily. Damage and embrittlement can begin to occur to organic materials (paint and wood) when RH drops below 45%.

It is important to note that stability of the environment is more important than achieving optimal temperature and humidity levels. This means keeping the fluctuations in temperature at no more than plus or minus 3 degrees and humidity at no more than plus or minus 5%. The data collected by the Archives shows very clearly that these conditions are not being met in all areas of the Archives' storage areas, especially in the all-important readings of humidity levels.

Fluctuating environmental conditions cause serious damage by forcing unnatural shrinkage and expansion of organic materials such as paper or wood and promote deterioration of painted surfaces due to levels of moisture. High temperatures and high levels of relative humidity promote mold growth and corrosion, accelerate the aging process, and cause bulging and flaking of canvas paintings. Low levels of humidity can cause brittleness and irreversible dimensional changes to canvases and wood. Temperatures exceeding 86° F and humidity over 75% are considered high risk and may cause permanent warpage, deformation, fractures, and delamination.

Temperature and Humidity Readings at Fine Arts Storage

Dates	Optimum Humidity Range	Actual Humidity Readings Range	Optimum Temperature Range	Actual Temperature Readings Range
June 3, 2004 – Sept. 19, 2005	45% - 55%	33% - 75%	68 – 72 F	66.2 – 91 F
August 3 – 31, 2005	45% - 55%	55% - 74.8 %	68 – 72 F	68.3 – 74.5 F

Fluctuations in Temperature and Humidity Ranges at Fine Arts Storage

Dates	Optimum humidity fluctuation	Actual Humidity Fluctuation	Optimum Temperature Fluctuation	Actual Temperature Fluctuation
June 3, 2004 – Sept. 19, 2005	+/- 5%	42%	+/- 3 degrees F	24.8 degrees F
August 3 – 31, 2005	+/- 5%	19.8 %	+/- 3 degrees F	6.2 F

c. The attached photographs of the physical conditions at the rented storage facility where the paintings and furniture are stored demonstrate vividly the unsatisfactory nature of the facility. Boxes and other large objects are stored directly adjacent to the Archives’ area. These boxes are stacked to such a height that they could easily fall onto Archives’ property and cause enormous damage. In addition, the handling of these large objects by staff who are not trained in fine arts storage techniques could also cause damage to the Archives’ objects through collisions and other mishaps.

d. The Archives’ conservation lab was designed to accommodate paper records. It does not have space for handling of artwork and furniture. However, to prepare paintings or furniture to go on display, it is necessary for staff to inspect the object, to conduct a condition report, including inspecting hanging hardware, to install backing boards, clean frames, and perform other maintenance. In addition, space is needed to display paintings and other objects for condition assessments by conservators and other professionals who need to view the objects. These activities should not be carried out in the same space that is occupied by fragile paper records which are often large maps, books, and other documents. Separate work space is needed for artwork and furniture.

6. How the facilities problems contribute to the operational and service delivery deficiencies

One of the Archives’ primary missions is to make the historical records of the state accessible to the public. The National Archives has recently opened exhibits displaying the Declaration of Independence and the Constitution, among other treasures, for the public to see the founding documents of our nation.

As the capital of the state, Annapolis needs a similar museum space to display its own wonderful documentary heritage to make it available for students and visitors to see and study. Among these state treasures are Maryland’s signed copy of the U.S. Constitution, the original 1776 Constitution of the state, the 1867 Constitution that is still in force today, the 1864 Declaration of Rights (within the Constitution of 1864) that ended slavery in Maryland, the 1708 Charter of the city of Annapolis, and many other wonderful documents. These treasures would be interpreted and enhanced with objects from the Archives’ rich selection of objects from Special Collections.

7. How seriously the operational and service delivery deficiencies affect the ability of the Archives to attain its mission

The primary mission of the Archives is to preserve and protect the permanent records of state government. The conditions in the stack areas of the Archives building have deteriorated to the point that there is concern as to the longevity of the records. This is not possible under current conditions.

In addition, the Archives has the responsibility to manage, protect and make accessible all of Maryland's documentary and fine arts treasurers.

8. Historical data showing the magnitude of the operational and service delivery deficiencies in the past and projections showing how it is expected to change in the future

Maryland has one of the richest and most complete documentary heritages of any of the original 13 colonies. Since the 1700s it has recognized the importance of its records and has continually made provisions for their long-term preservation. If the Archives' building is not renovated to provide optimum storage conditions for Maryland's records they will deteriorate and, eventually, some will no longer exist.

The state also has one of the most oldest and most artistically and historically important art collections in the country. For more than 200 years, Maryland has, through commissions and other means of acquisition, carefully documented the important events in its history and the people behind those events.

In addition, these records and work of art should be displayed so the people of Maryland can see and appreciate their state's rich cultural heritage.

Both of these irreplaceable collections – documents and fine and decorative arts – deserve to be maintained, preserved and displayed. They are critical to our understanding of our past and to helping us to find our way forward.

9. Alternatives to the proposed project, both capital and non capital. Comparative analysis: budgetary impact and degree to which they address the operational and service deficiencies

Options

1. Move all fine arts and furniture to a new addition to the Archives' building in Annapolis that is secure, climate controlled storage;
2. Continue to rent off-site storage but move the fine arts to a facility that is temperature and humidity controlled with adequate security. The Commission currently spends about \$17,000 on the substandard storage space for artwork. Moving the items to another facility will cost about \$30,000 for wrapping, handling, moving, and installation. The cost of the storage facility itself would probably be double the current costs, to about \$35,000 per year.

10. The best alternative

Move the artwork to secure storage at the Archives building in Annapolis where it will have the highest level of security and state-of-the-art climate controlled conditions. The rental of commercial space, especially of the size and quality that is required is not a cost-effective alternative.

C. Project Scope

The concept presented by the Archives' staff is one that currently envisions no changes in the spatial arrangements of the current facility. Rather, the additions would be added to the facility.

The facility will require state-of-the-art climate control and security to protect the records and the artwork. It will require a high tech conservation lab with equipment and resources to conserve important state records and with separate space for handling artwork and furniture. The artwork storage area will need to be configured to accommodate hanging screens for paintings and racks for storage of furniture.

Gross square footage requirements by functional area:

Display and interpretation:	10,000
Fine Art Storage:	10,000
Conservation Lab:	7,000 square feet

Square footage requirements for Staff:

1003 square feet

<u>Office Type</u>	<u>number of staff</u>	<u>space allocation</u>	<u>Total Square Feet</u>
Assistant Director	1	175	175
Professional Private Office	3	126	378
Non-supervisory Professional	5	90	450

The above requirements for staff space are calculated based on the office space standards published by the Department of General Services. Most of the functions noted above are new functions not presently accommodated in the existing facility. Roughly half of the positions, however, are existing positions. The space they now occupy in the existing facility will be reallocated to accommodate other staff in overcrowded areas of the building.

The requirements for the functional areas of the request were derived based on the amount, character and nature of artistic property on hand and an estimate of what may be acquired or put into storage within a twenty-year time horizon.

Given that a principal goal of this project is to provide museum quality storage and display, the HVAC component will be more expensive than standard office space. In addition, the location of the facility being the gateway to historic Annapolis, consideration should be given to a design that is appropriate for our capital. In addition, design specifications should require that the additions be visually compatible with the existing building. These factors may result in greater expense than a standard office environment.

Major Functions and Services provided at the Edward C. Papenfuse State Archives Building

What follows is a discussion of the major business functions and services that currently take place, as well as the customers served in the Edward C. Papenfuse State Archives Building. These functions will stay in the facility during and after any renovations.

The State Archives serves a diverse group of customers in its role of providing records deemed to have permanent historical, administrative, fiscal, legal, or educational value. Our customers include the courts, state agencies, General Assembly, lawyers, genealogists, title searchers, historians, educators, land researchers, county and municipal governments, federal government, art historians, general researchers and the public. In addition, the Archives provides service to the public seeking records crucial to their lives to document birth, death, marriage and divorce, property rights and judicial proceedings.

The Archives' interaction with its customers takes place in numerous forms from walk-in service to services provided over the Web. The Archives' major business functions are:

1.) Digital Imaging and Acquisition

The identification, management, and conservation of the permanently valuable records of Maryland State and local government is supervised by Imaging and Acquisition. This department provides digital-imaging, microfilming, photocopy and photographic support to all aspects of State Archives work. It also manages, coordinates, and promotes the preservation digital-imaging services offered by the State Archives in Annapolis and at its Ordnance Road and Baltimore facilities. In addition, this department provides logistical and technical support, and assists in the development of standards and techniques used in imaging projects. Its current, overarching mission is the identification, management, digital imaging, and quality control of all materials relating to the *mdlandrec.net* project.

Digital Imaging and Acquisition Services is made up of: Imaging Services, Geographical Services, Microfilm and CD Production, and Quality Control.

2.) Records Appraisal and Description Services

Appraisal and Description deals with the analysis and disposition of government records. The disposition of State, county and municipal records is determined by an appraisal of their value for future agency operations and historical studies. *Records Retention Schedules*. Those records deemed to have permanent value are retained as archival documents. Their characteristics are described in records retention schedules. Other materials become disposable after a period of time. *Disposal Certificates*. Those records no longer needed are scheduled for disposal as certified through disposal certificates.

All records retention schedules and disposal certificates must be submitted for approval by the State Archivist, and it is in the review of these schedules and certificates that the disposition of records is determined. Through this process, the important administrative, legal, fiscal and historical records of government are identified for permanent retention and eventual transfer to the State Archives. Other materials, when agencies no longer need them for current operations, can be destroyed.

3.) Record Transfers and Space Management Services

State, county and municipal government agencies in Maryland may offer the State Archives all files, documents, and records not in current use. Record Transfers

and Space Management supervises the transfer, storage, and retrieval of those government records deemed to be permanently valuable.

State Government Records. The records of all State agencies, boards, and commissions that are abolished or that otherwise conclude their work must be transferred to the custody of the State Archives. By law, State agencies have their records placed on retention and disposal schedules. No public records can be destroyed without scheduling and the prior approval of the State Archives.

County and Municipal Government Records. All records that are in the courthouses of the State and that were created prior to April 28, 1788 (when Maryland ratified the U.S. Constitution) must be deposited at the State Archives. All current deeds, mortgages, and releases recorded in the courthouses of the State are microfilmed and preserved at the State Archives for security purposes. Limited facilities are available for the filming of records of State agencies. The State Archives also serves as the official depository for subdivision and condominium plats.

4.) Reference Services

Records are made accessible to the public and government agencies through the search room, by mail or telephone, and through electronic media. Open Wednesday through Friday, and three Saturdays a month, the search room is staffed by professional archivists to assist patrons. Electronic and mail reference services are available Monday through Friday. In addition, electronic services and information (including comprehensive catalogues of the Archives' holdings) are accessible through the State Archives' homepage on the web.

Records are used for legal documentation, historical research, land title searches, geographical information, vital record research, and genealogy. The Archives offers limited research services by its staff. Copies of records can be produced (for a fee) on paper as photographs, or as digital image files. Self-service copying from microfilm also is available for many records.

5.) Government Information Services

Organized in 1986, Government Information Services assists the citizens of Maryland and their agencies of government with current information, continuously updated. This office is responsible for the *Maryland Manual*; the *Maryland Manual On-Line* government information available from the website of the State Archives; Government Publications; and the Library.

6.) Information Systems Management & Electronic Archives

Information Systems Management (ISM) began in 1989 as Computer Services and reorganized under its current name in 1997. This office oversees Electronic Archives, Information Technology Development, and Information Technology Support for the State Archives. The office also assists other State agencies in with Information Technology solutions concerning web sites, DNS, email, and web hosting. ISM supplies outsource support to the Maryland Courts public access workstations.

ELECTRONIC ARCHIVES: At its September 1998 meeting, the Hall of Records Commission resolved that a program of Electronic Archives be created within the State Archives. The program coordinates and manages the development of a permanent archives of electronic records. *Mdlandrec.net* and *plats.net* are two major initiatives of the Electronic Archives.

7.) Research & Student Outreach Services

Using original documentary sources, Research and Student Outreach works to interpret, preserve, and improve access to Maryland history. The foundation of this department is collective biography developed to document the lives and careers of individuals who have shaped the history of Maryland. The primary focus is on biographies of the men and women who have served in Maryland State government. In addition to State government officials, biographical research broadens to cover special topic areas highlighting significant contributions from federal, county and local government officials, Maryland women, African Americans, Native Americans, military personnel, teachers, doctors, artists, lawyers, and others. To reach the widest possible audience, the staff prepares all research results for publication on the Archives' website and produces print media as needed.

Research Services is also responsible for the management and placement of materials on the *Archives of Maryland Online* (<http://aomol.net>) web site.

Additionally, each summer, internships are offered for high school and college students to learn archival and historical methods at the State Archives. Work/study programs also are available and managed through Student Outreach Services.

8.) Artistic Property, Preservation and Public Outreach

The State-owned art collections, traveling exhibits that tour Maryland, and exhibits in the Annapolis government complex are managed by Artistic Property, Preservation, and Public Outreach. The office also supports the work of the Government House Trust, and the State House Trust. This includes management of all requests for use of the State House, and serving as liaison with the Department of General Services and the Maryland Historical Trust for maintenance and preservation of the State House, the most historically important building in Maryland. Artistic Property, Preservation, and Public Outreach also provides support for certain activities of the General Assembly.

Special Collections Services

The State Archives is authorized to collect public and private records and other information relating to the history of the Province and State of Maryland from the earliest times. At the discretion of the State Archivist, the State Archives also is authorized to acquire collections of private records as permanent gifts (Code State Government Article, sec. 9-1010). With the exception of collections of fine arts, the Director, in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections. Offers of gifts of fine arts are reviewed by the Curator of Artistic Property and the State Archivist. Materials are accepted on the

basis of their relevance to the holdings of the State Archives, their condition, and the need to provide for their proper storage and care.

Condition of the Facility

Architecturally and structurally the facility is thought by the Archives' staff to be sound, although the Archives has not contracted with qualified engineers to perform such an assessment. What is known is that despite the roof being replaced in the fairly recent past, leaks still do occur particularly during driving rain storms. The main concern of the Archives is with the inadequacy of the HVAC as discussed throughout this document.

Additional Site Improvements

Some modest site improvements will be necessary should this project proceed. Some improvements include:

- o The loading dock may need to be expanded to accommodate the addition
- o Concrete and storm drainage in the back of the building by the loading dock are in need of repair
- o Additional security lighting and alarm systems should be put in place
- o To the extent possible the parking in front of the building and in the rear should be maximized given the difficulty of parking in the area

Utilities on Site

Adequate utilities are believed to be on site. Some modest relocation work may be needed including that for fire hydrants.

Miscellaneous Requirements

The Archives will need some assistance in definitively making the determinations that are outlined below.

- o Within flood plain – not believed to be so
- o In Wetlands area – no
- o Involves clearing of forested areas – no
- o Within Critical Area – yes
- o Effect on historic and cultural programs – no
- o Consistent with “smart growth” policies - yes

APPENDICES

DEPARTMENT OF GENERAL SERVICES
COST ESTIMATE WORKSHEET

* Escalation set at 7.0% for 2005
and 4.0% for succeeding calendar years
Estimate Date: 30-Jun-05
Prepared by: J Pitruzzella
Agency/AE: DGS Cost Center

Project Title: Expand State Archives Building
Project Number:
Location: Annapolis, Anne Arundel County

Institution: DGS
Estimate Reference Point: Jan-05

1. Design Phase: [x]BUDGET; []SCHEMATIC; []DESIGN DEVELOPMENT; []50% CONSTRUCTION DOCUMENTS (CD); []95% CD; []100% CD
2. Project Type: [x]NEW CONSTRUCTION; []RENOVATION; []MAJOR; []MINOR; []SITE; []UTILI 6. Est. Bid date: Oct-11
3. Design Period: Sep-10 Sep-11 12 months (Incl. review) 7. Est. Mid-Pt: Jul-12
4. Const. Period: Dec-11 Mar-13 15 months 92 months from reference point
5. Description: Construct an addition of approximately 46,760 GSF to the Maryland State Archives Building in Annapolis. The proposed facility will provide space to hold priceless documents that can be exhibited to the public and interpreted for a wide audience.

8. Area (gsf)	Bsmt.	Renovation	New
	1st	_____	_____
	2nd	_____	_____
	3rd	_____	_____
	4th	_____	_____
	5th	_____	_____
Total		0	46,760

Total NSF	28,003
Total GSF	46,760
Efficiency Factor	1.67
Percent Efficiency	59.9%

9. Structure:		\$/sf		
A. Basic: New	46,760 square feet	x	\$200	9,352,000
B. Basic: Renovation	square feet	x		0
C. Asbestos Removal:	square feet	x		0
D. Built-in Equipment:			incl above	
E. Demolition:				0
F. Other: Information Technology		\$5 /gsf		233,800
G. Subtotal				9,585,800
H. Regional Construction Factor:				1.00
I. Subtotal: (line g x line h)				9,585,800
J. Escalation to Mid-Pt:		33.62% *		3,222,693
K. Subtotal (bid cost):				12,808,493

11. Utilities		
A. 2% of Line 9G		191,716
B.		_____
C.		_____
D.		_____
E.		_____
F.		_____
G. Subtotal:		191,716
H. Regional Construction Factor:		1.00
I. Subtotal: (line g x line h)		191,716
J. Escalation to Mid-Pt:	33.62% *	64,454
K. Subtotal (bid cost):		256,170
12. Subtotal (9K+10K+11K = Bid Cost):		13,448,917
13a. Green Bldg. Construction Premium:		0
13b. Total Construction Contingency	5.0%	672,446
14. Inspection and Testing:	2.2%	295,876
15. Miscellaneous: (includes bldg. commissioning)		200,000
16. CPM/Schedule:		45,000
17a. Movable Equipment (Agency Estimated):		0
b. Information Technology Equipment (Agency Estimated):		150,000
18. A/E Basic Services Fee:	7.0%	988,495
19. A/E Special Services Fee:	2.0%	282,427
20. A/E Green Design Fee:		0
21. TOTAL PROJECT COST:		16,083,000
22. Total Construction Costs & Related Cost:		14,462,239
23. Prior Construction Funds:		0
24. New Construction Funds Required:		14,462,000
25. Total Design Fees & Related Cost:		1,470,923
26. Prior Design Funds:		0
27. New Design Funds Required:		1,471,000
FY 07 Request:		Cost/Sir @ MP
06 Legislature		\$274
Planning	0	Cost/BSU @ MP
Construction	0	\$288
Equipment	0	Total Cost/SF
TOTAL **	0	\$344

Fund Source:	\$0
(For DGS Use)	_____ \$0
	\$0

**Does not include costs for land acquisition.

DEPARTMENT OF GENERAL SERVICES
COST ESTIMATE WORKSHEET

* Escalation set at 7.0% for 2005
and 4.0% for succeeding calendar years

Project Title: Construct Archives Storage Facility
Project Number:
Location: Crownsville - Anne Arundel County

Institution: DGS
Estimate Reference Point: Jan-05

Estimate Date: 30-Jun-05
Prepared by: j J Pitruzzella
Agency/AE: DGS Cost Center

1. Design Phase: []BUDGET; []SCHEMATIC; []DESIGN DEVELOPMENT; []50% CONSTRUCTION DOCUMENTS (CD); []95% CD; []100% CD
2. Project Type: []NEW CONSTRUCTION; []RENOVATION; []MAJOR; []MINOR; []SITE; []UTIL 6. Est. Bid date: Oct-10
3. Design Period: Sep-09 Sep-10 12 months (Incl. review) 7. Est. Mid-Pt: Jun-11 78 months from
4. Const. Period: Dec-10 Dec-11 12 months reference point
5. Description: Construct a 106,000 GSF archival records storage facility for the Maryland State Archives. The facility will accommodate permanent paper and electronic record transfers to the Archives and the consolidation of record material currently housed in substandard rented facilities.

8. Area (gsf)	Bsmt.	Renovation		New	
	1st				
	2nd				
	3rd				
	4th				
	5th				
Total		0		126,000	

Total NSF 0
Total GSF 126,000
Efficiency Factor #DIV/0!
Percent Efficiency 0.0%

9. Structure:		\$/sf		
A. Basic: New	126,000 square feet	x	\$110	13,860,000
B. Basic: Renovation	square feet	x		0
C. Asbestos Removal:	square feet	x		0
D. Built-in Equipment: compact storage shelving				200,000
E. Demolition:				0
F. Other: Information Technology		\$5 /gsf		630,000
G. Subtotal				14,690,000
H. Regional Construction Factor:			1.00	
I. Subtotal: (line g x line h)				14,690,000
J. Escalation to Mid-Pt:		29.06% *		4,268,261
K. Subtotal (bid cost):				18,958,261

11. Utilities			
A. 5% of Line 9G			734,500
B.			
C.			
D.			
E.			
F.			
G. Subtotal:			734,500
H. Regional Construction Factor:			1.00
I. Subtotal: (line g x line h)			734,500
J. Escalation to Mid-Pt:		29.06% *	213,413
K. Subtotal (bid cost):			947,913
12. Subtotal (9K+10K+11K = Bid Cost):			20,854,087
13a. Green Bldg. Construction Premium:			0
13b. Total Construction Contingency	5.0%		1,042,704
14. Inspection and Testing:	2.2%		458,790
15. Miscellaneous: commissioning, VE			200,000
16. CPM/Schedule:			36,000
17a. Movable Equipment (Agency Estimated):			0
b. Information Technology Equipment (Agency Estimated):			0
18. A/E Basic Services Fee:	7.0%		1,532,775
19. A/E Special Services Fee:	0.5%		109,484
20. A/E Green Design Fee:			0
21. TOTAL PROJECT COST:			24,233,000
22. Total Construction Costs & Related Cost:			22,391,582
23. Prior Construction Funds:			0
24. New Construction Funds Required:			22,392,000
25. Total Design Fees & Related Cost:			1,842,259
26. Prior Design Funds:			0
27. New Design Funds Required:			1,842,000
FY 07 Request:			Cost/Str @ MP
06 Legislature			\$150
Planning	0		Cost/BSU @ MP
Construction	0		\$166
Equipment	0		Total Cost/SF
TOTAL **	0		\$192

**Does not include costs for land acquisition.

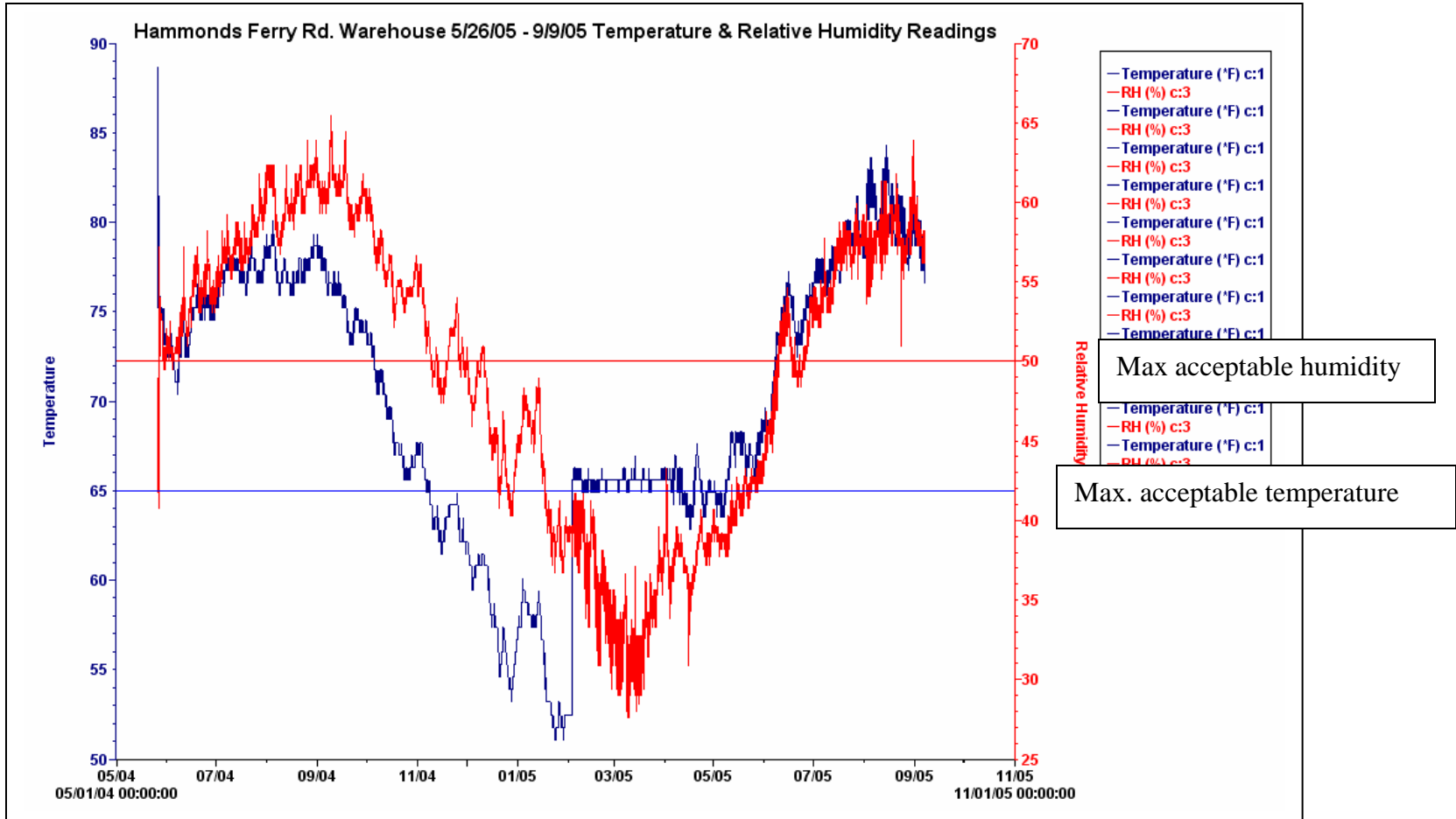
Fund Source: \$0
(For DGS Use) \$0
\$0

**DEPARTMENT OF BUDGET AND MANAGEMENT
CAPITAL PROJECT FY 2007 REQUEST**

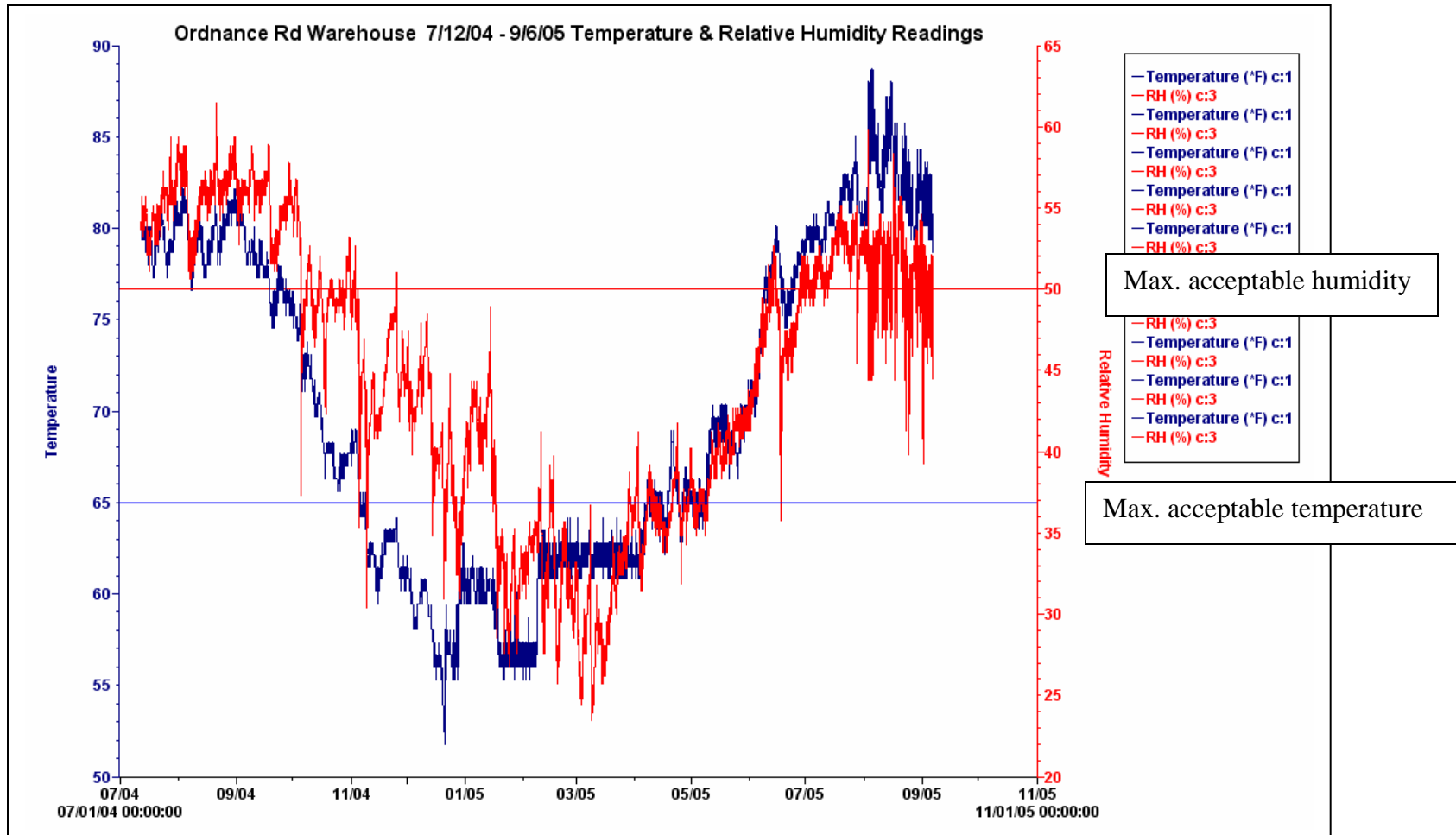
CB FORM A
(Effective 7/00)

1. Agency: Department of General Services		2. Agency Contact Person and Phone No.:	
3. Subagency: Office of the Secretary		Mr. Joseph Pitruzzella (410) 767-4397	
4. Project Title: Construction Contingency Fund			
5. In Agency 5-year Master Facilities Plan? N/A		6. Project Location (Subdivision/District):	
7. Square Footages: NSF: N/A GSF: N/A		Statewide	
8. Project Schedule		9. Date Submitted: 30-Jun-05	
A/E Award: N/A		10. Project Priority: 4 of	
Design Time: N/A		11. Program Approved	
Construction Contract Award: N/A		Date	
Completion Date: N/A		Part I: N/A	
		Part II: N/A	
12. Estimated Cost by Use and Source		Current Request	Prior Appropriations
		Future Requests	Totals
A. Acquisition	\$	\$	\$
B. Planning		***	0
C. Construction	2,500,000	10,042,336	22,542,336
D. Equipment			0
E. Other			
F. Total	\$ 2,500,000	\$ 10,042,336	\$ 10,000,000
G. GO Bonds	\$ 2,500,000	\$ 9,042,336	\$ 21,542,336
H. General Funds		1,000,000	1,000,000
I. Special Funds*			
J. Federal Funds			
K. Revenue Bonds			
L. Non-State Funds *			
M. Total	\$ 2,500,000	\$ 10,042,336	\$ 10,000,000
* Specify source and date available:			
13. Project Description and Justification (Include type of construction, GSF, capacities, problem and how solved, occupants, customers served, and other relevant information):			
<p>Provide funds to be used if bids for previously authorized State-owned projects that exceed the authorized amount, to cover change orders during the construction of a project or to conduct value engineering.</p> <p>The fund was established by the General Assembly to provide a continuing fund that enables the Board of Public Works to supplement the award of capital projects. These funds may not be used for changes to the program scope of work or for non-authorized projects.</p> <p>*** Prior appropriations shown are specifically new authorizations within the last ten (10) years. Not included are funds that have been transferred to the CCF from completed or abandoned project accounts.</p>			

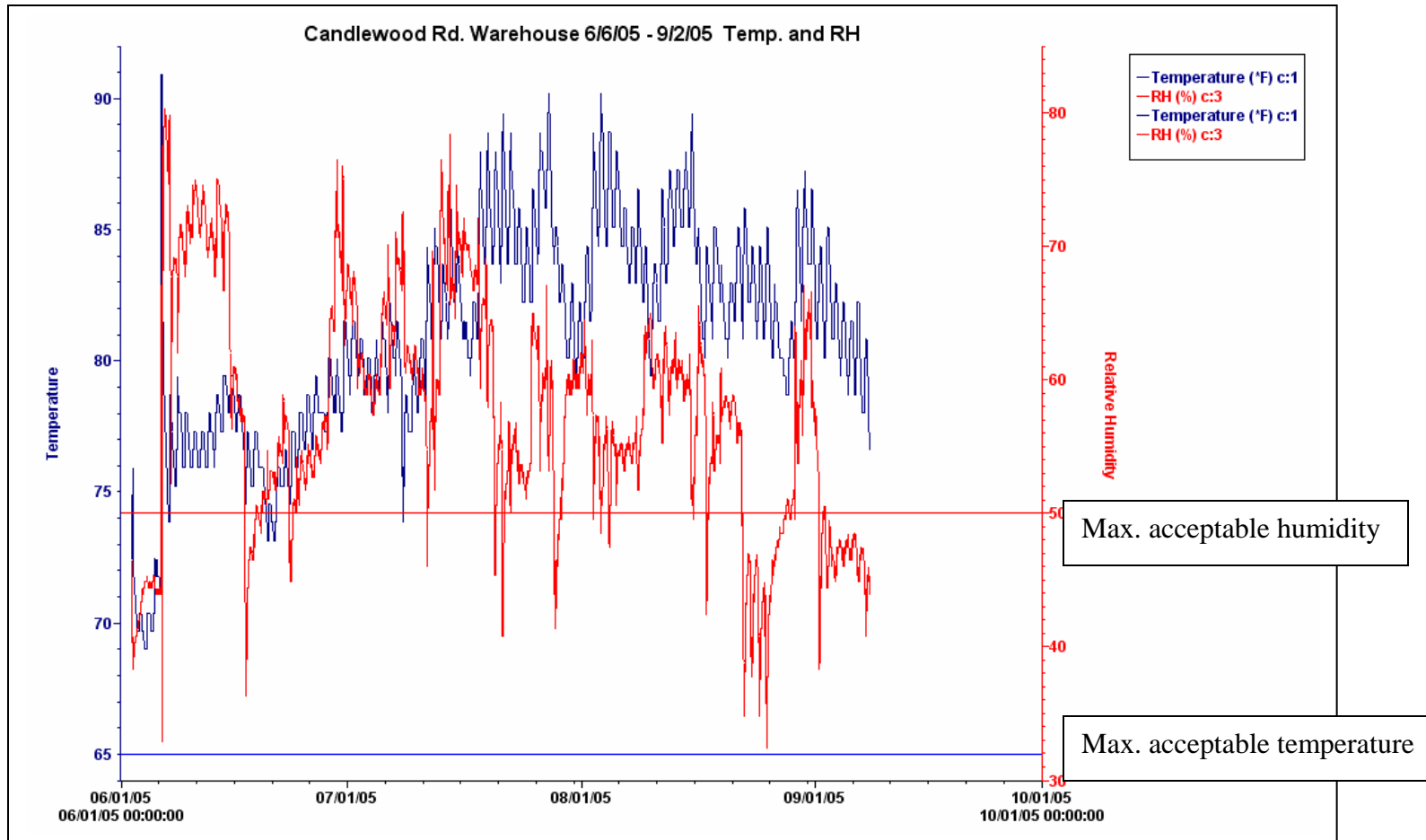
Archival records storage, Hammonds Ferry Road warehouse
May 2004 – September 2005



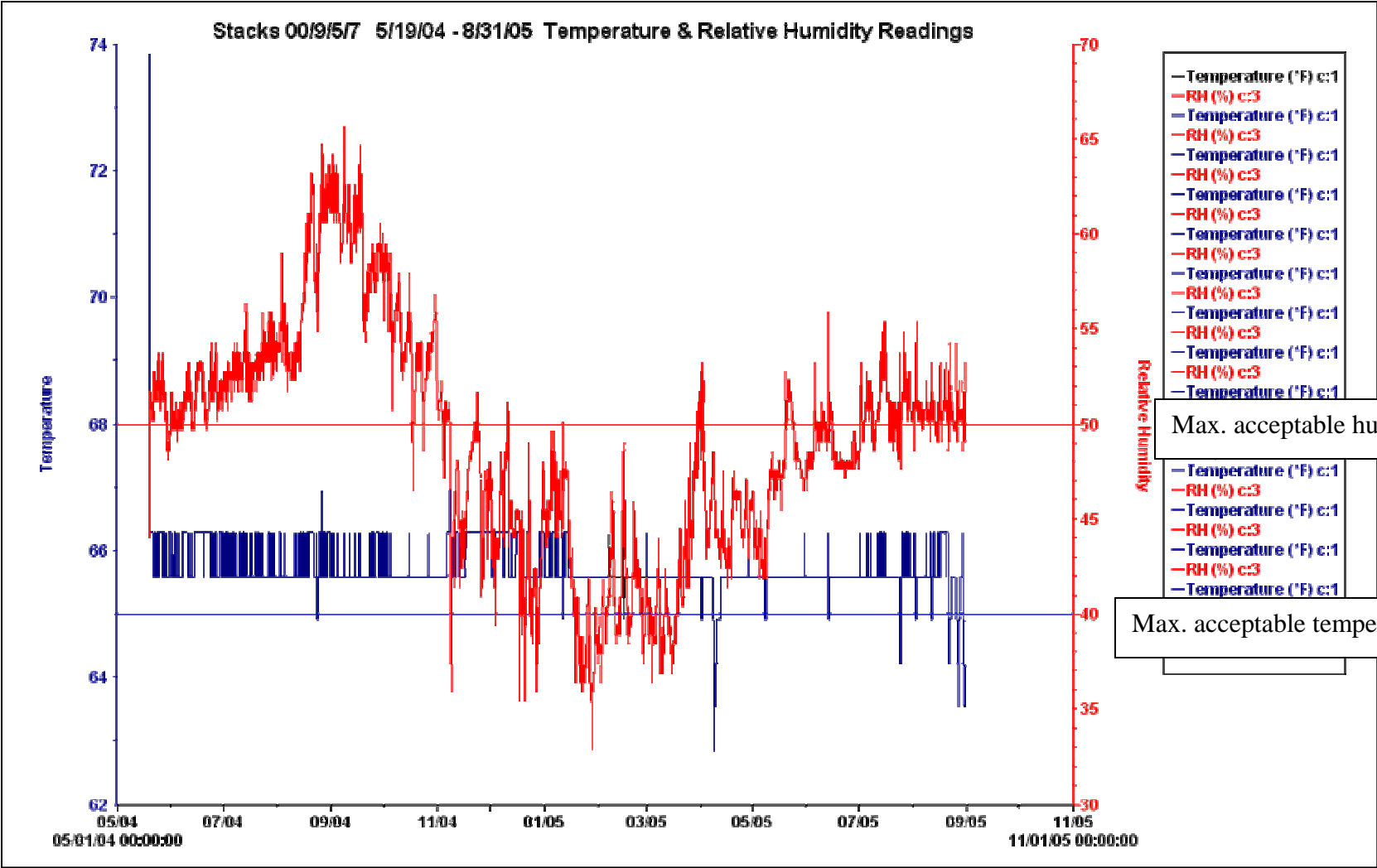
Archival records storage, Ordnance Road warehouse
July 2004 – September 2005



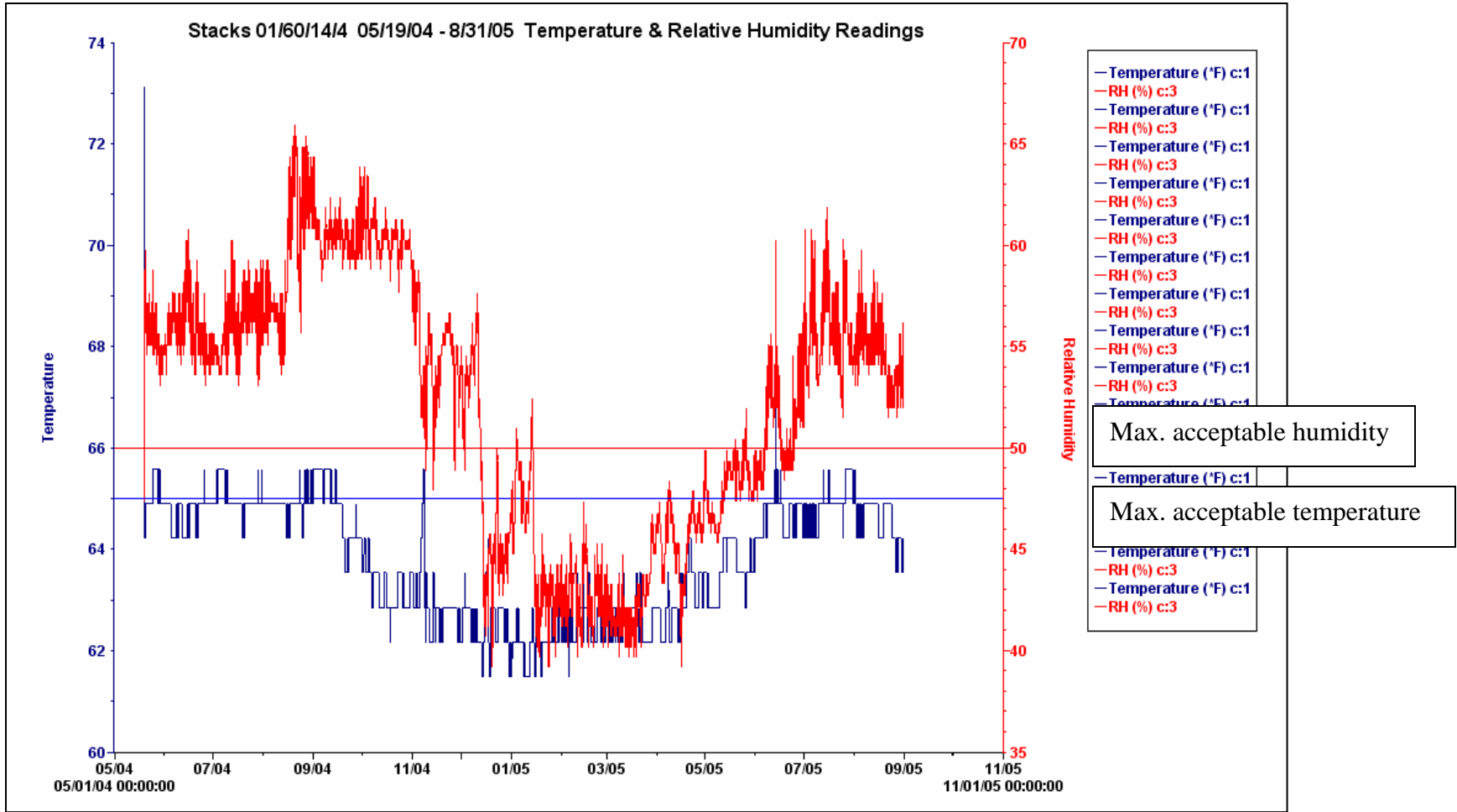
Archival records storage, Candlewood Road warehouse,
beginning June 5, 2005



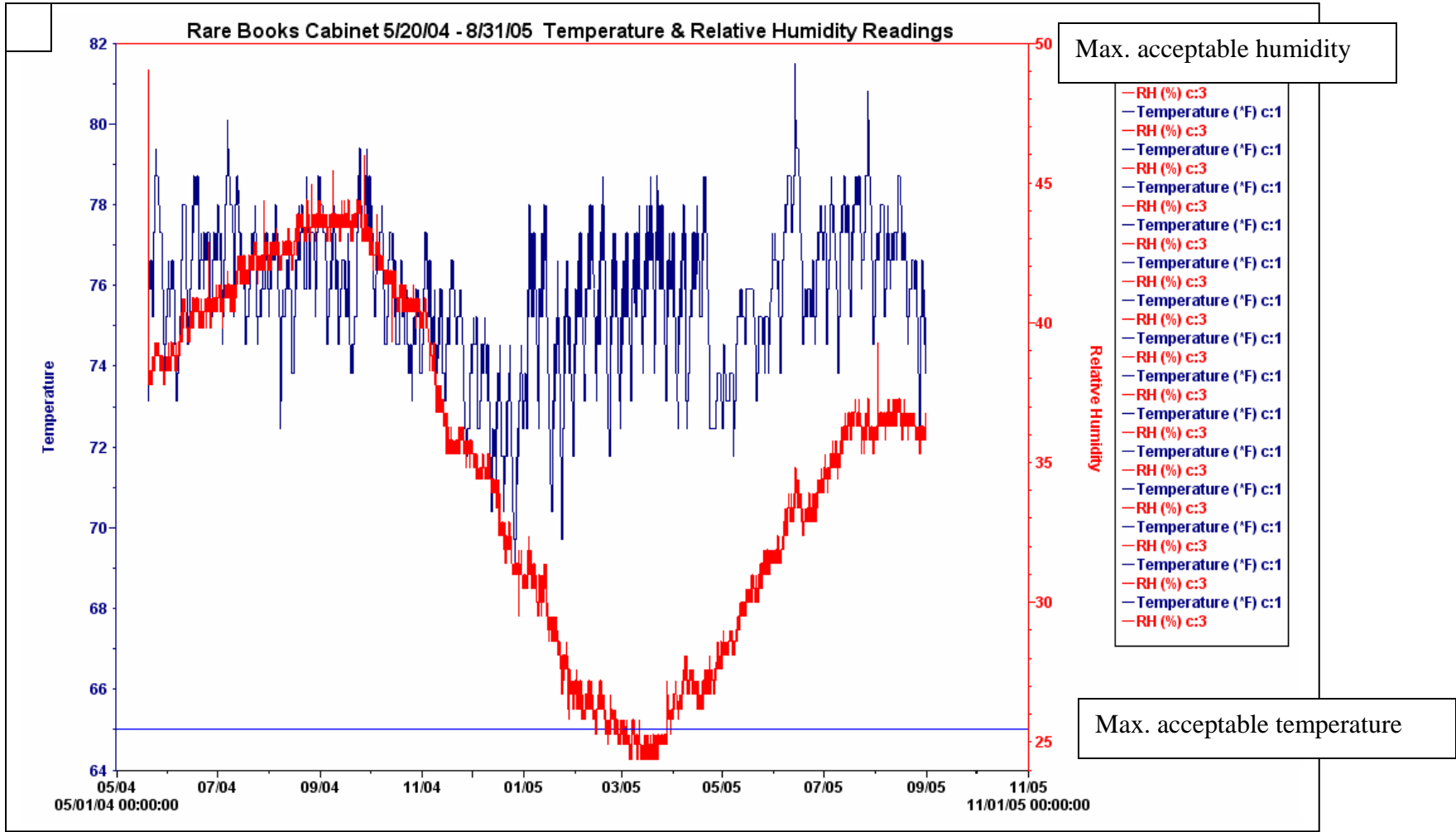
Storage of archival records, Maryland State Archives Stacks 00/09/05/07



Storage of archival records, Maryland State Archives
Stacks 01/60/14/04



Archival storage of historical documents and books
 Maryland State Archives Rare Books Room
 May 2004 – September 2005

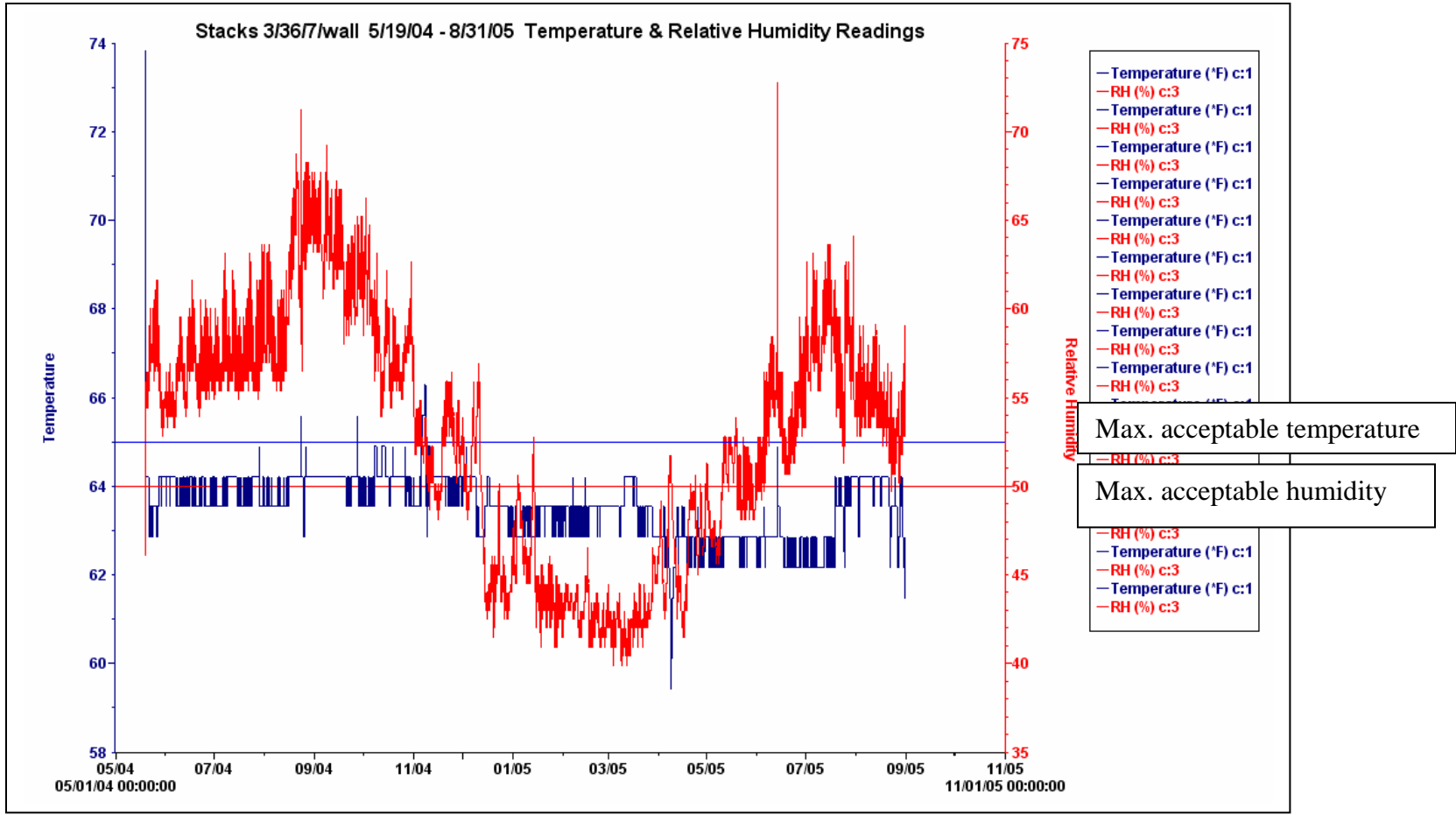


Location	Start Date	End Date	Low Temp.	High Temp.	Average Tern	Low RH	High RH	Average RH	# of days	# of days out	Temp	# of days out	RH
Candlewood	6/6/2005	7/26/2005	69.02	90.96	79.04	32.90%	80.40%	60.32%	53		53		48
	7/26/2005	9/8/2005	76.62	90.22	83.36	32.40%	67.20%	53.89%	44		44		32
									97		97		80
Hammonds Ferry	5/27/2004	7/12/2004	69.71	88.74	74.87	40.80%	59.30%	53.62%	46		46		36
	7/12/2004	9/2/2004	75.92	80.12	77.51	55.70%	64.00%	59.57%	52		52		52
	9/2/2004	10/4/2004	72.46	78.71	75.34	57.80%	65.50%	60.52%	31		31		31
	10/4/2004	11/13/2004	62.85	73.15	67.56	48.40%	59.30%	54.38%	40		33		35
	11/13/2004	1/28/2005	51.08	64.91	58.55	36.70%	54.10%	46.06%	75		0		68
	1/28/2005	3/14/2005	51.08	66.28	63.72	27.60%	41.80%	35.78%	45		11		42
	3/14/2005	4/7/2005	64.22	66.96	65.63	28.00%	43.30%	35.01%	23		11		20
	4/7/2005	5/10/2005	62.85	67.65	64.9	30.90%	40.80%	38.15%	32		17		28
	5/10/2005	6/6/2005	65.59	70.39	67.68	38.20%	47.90%	42.54%	26		24		4
	6/6/2005	7/28/2005	70.39	81.53	76.36	45.40%	60.40%	53.28%	52		52		46
	7/28/2005	9/7/2005	76.62	84.38	80.09	51.00%	64.00%	58.04%	41		41		41
									463		318		403
Ordnance Road	5/26/2004	7/12/2004	71.08	90.22	76.65	36.30%	57.80%	51.57%	46		46		44
	7/12/2004	8/31/2004	76.62	82.95	79.64	50.60%	61.50%	55.55%	50		50		50
	8/31/2004	9/30/2004	74.53	82.24	77.88	51.10%	58.90%	55.51%	29		29		29
	9/30/2004	11/9/2004	61.48	76.62	69.23	31.40%	56.80%	49.29%	40		36		26
	11/9/2004	1/27/2005	51.79	64.22	59.57	26.70%	51.10%	40.80%	78		0		37
	1/27/2005	3/7/2005	55.28	64.22	60.35	24.40%	41.30%	32.13%	39		0		38
	3/7/2005	4/6/2005	60.8	64.91	62.05	23.50%	41.30%	32.06%	29		0		28
	4/6/2005	5/5/2005	62.17	69.02	65.18	31.90%	41.80%	36.62%	28		25		25
	5/5/2005	6/6/2005	63.54	72.46	68.7	34.80%	47.00%	40.59%	31		26		15
	6/6/2005	7/26/2005	71.77	82.95	78.88	35.80%	55.20%	49.97%	50		50		36
	7/26/2005	9/6/2005	78.71	88.74	82.68	39.30%	59.90%	51.15%	42		42		42
									462		304		370
CDS	6/3/2004	9/10/2004	66.28	90.96	71.35	49.30%	74.80%	61.72%	98		98		97
	9/10/2004	9/27/2004	66.28	71.77	68.49	53.00%	67.40%	59.44%	17		17		17
	9/27/2004	11/29/2004	66.96	76.62	72.36	36.60%	61.20%	51.67%	63		63		54
	11/29/2004	4/28/2005	66.28	79.41	69.86	33.20%	60.20%	52.81%	149		149		124
	4/28/2005	7/15/2005	66.96	73.84	70.63	54.00%	73.80%	63.30%	78		78		78
	7/15/2005	9/19/2005	68.33	74.53	71.83	55.00%	74.80%	64.15%	65		65		65
									470		470		435

Location	Start Date	End Date	Low Temp.	High Temp.	Average Te	Low RH	High RH	Average RH	# of days	# of days out	Temp	# of days out	RH	
Vault	5/21/2004	6/25/2004	73.15	75.92	74.49	38.60%	45.70%	42.48%	36	36		7		
	6/25/2004	7/28/2004	73.23	76.61	74.38	39.10%	45.70%	42.89%	32	32		3		
	7/28/2004	8/26/2004	72.15	76.87	73.69	39.60%	49.80%	45.23%	29	29		1		
	8/26/2004	9/27/2004	72.89	76.18	74.18	39.60%	51.40%	45.60%	31	31		2		
	9/27/2004	10/26/2004	71.81	76.48	74.47	38.60%	48.30%	42.74%	28	28		4		
	10/26/2004	11/29/2004	71.08	75.92	73.91	31.20%	46.20%	36.56%	33	33		26		
	11/29/2004	12/29/2004	70.39	75.22	72.42	25.60%	40.60%	32.09%	30	30		27		
	12/29/2004	2/7/2005	71.08	75.22	73.61	23.80%	36.60%	28.00%	39	39		39		
	2/7/2005	3/1/2005	72.46	76.62	74.57	23.40%	31.20%	26.66%	22	22		22		
	3/1/2005	4/4/2005	72.46	77.31	74.49	24.70%	34.20%	27.40%	33	33		33		
	4/4/2005	4/28/2005	68.33	76.62	73.24	24.70%	36.10%	30.50%	23	23		23		
	4/28/2005	5/31/2005	71.77	75.22	73.62	28.90%	37.10%	32.86%	32	32		32		
	5/31/2005	7/6/2005	73.15	79.41	74.57	31.20%	47.80%	35.95%	36	36		31		
	7/6/2005	8/2/2005	72.46	76.62	74.64	33.20%	44.70%	38.26%	27	27		13		
	8/2/2005	8/31/2005	69.71	77.31	74.07	32.70%	41.10%	36.27%	28	28		25		
										459	459		288	
	Photo Room	5/21/2004	7/15/2004	63.97	73.97	65.46	43.70%	63.30%	55.79%	55	32		55	
7/15/2004		8/26/2004	63.71	69.19	65.37	53.50%	66.90%	58.59%	42	24		42		
8/26/2004		9/27/2004	63.58	68.46	66.05	55.10%	66.90%	60.38%	31	23		31		
9/27/2004		10/26/2004	62.85	67.65	64.8	53.00%	63.80%	57.39%	28	8		28		
10/26/2004		11/29/2004	62.17	69.71	64.07	44.70%	61.80%	52.48%	33	8		22		
11/29/2004		12/29/2004	60.8	66.96	63.26	36.20%	57.10%	44.76%	30	3		13		
12/29/2004		2/7/2005	60.11	64.22	61.69	34.20%	54.50%	41.75%	39	0		27		
2/7/2005		3/1/2005	62.17	64.91	62.91	35.20%	44.70%	38.70%	22	0		15		
3/1/2005		4/4/2005	62.17	65.59	63.56	32.20%	49.40%	38.71%	33	32		22		
4/4/2005		4/28/2005	61.48	64.91	63.3	40.10%	54.00%	46.95%	23	0		12		
4/28/2005		5/31/2005	61.48	64.91	63.3	45.80%	57.10%	51.75%	32	0		26		
5/31/2005		7/6/2005	62.85	70.39	64.47	50.90%	71.90%	55.36%	36	8		36		
7/6/2005		8/2/2005	63.54	66.96	65.68	49.40%	60.70%	54.94%	27	18		26		
8/2/2005		8/31/2005	62.85	74.53	65.22	47.80%	61.80%	55.88%	28	10		28		
									459	166		383		
Map Room B5/4/3/17	5/20/2004	6/25/2004	70	74.1	70.52	39.70%	48.40%	43.56%	36	36		1		
	6/25/2004	7/28/2004	70.39	71.94	71.02	41.30%	47.90%	43.84%	32	32		0		
	7/28/2004	8/26/2004	70.82	73.84	72.13	38.70%	57.80%	44.93%	29	29		16		
	8/26/2004	9/27/2004	70.18	72.5	71.03	42.80%	55.70%	49.49%	31	31		22		
	9/27/2004	10/26/2004	69.83	72.59	71.22	32.80%	51.00%	43.09%	28	28		9		
	10/26/2004	11/29/2004	69.71	73.84	71.03	24.30%	49.00%	36.52%	33	33		25		
	11/29/2004	12/29/2004	67.65	71.77	69.84	27.10%	45.30%	35.42%	30	30		24		
	12/29/2004	2/7/2005	66.96	69.71	67.97	27.60%	45.90%	36.57%	39	39		23		
	2/7/2005	3/1/2005	67.65	69.02	67.81	31.30%	48.40%	37.34%	22	22		16		
	3/1/2005	4/4/2005	67.65	68.33	68.09	30.40%	50.00%	38.18%	33	33		22		
	4/4/2005	4/28/2005	66.28	69.71	68.29	33.30%	43.80%	38.84%	23	23		11		
	4/28/2005	5/31/2005	67.67	69.71	68.54	34.30%	49.00%	40.98%	32	32		11		
	5/31/2005	7/6/2005	69.02	72.46	69.9	37.20%	57.30%	41.26%	36	36		6		
	7/6/2005	8/2/2005	69.71	71.77	70.9	37.20%	46.40%	41.70%	27	27		9		
8/2/2005	8/31/2005	69.02	71.77	70.82	37.20%	46.40%	40.28%	28	28		19			
									459	459		214		
00/64/09/06	5/19/2004	6/25/2004	65.12	65.67	65.46	43.10%	54.50%	50.61%	37	0		17		
	6/25/2004	7/28/2004	64.95	65.85	65.45	49.80%	55.50%	52.42%	32	0		31		
	7/28/2004	8/26/2004	64.95	66.19	65.5	51.30%	63.80%	55.47%	29	1		29		

	8/26/2004	9/27/2004	65.04	66.15	65.49	53.90%	65.40%	59.59%	31	1	31
	9/27/2004	10/26/2004	64.86	66.02	65.4	46.10%	60.20%	54.74%	28	0	27
	10/26/2004	11/29/2004	64.91	66.96	65.53	37.50%	58.60%	46.98%	33	8	10
	11/29/2004	12/29/2004	64.91	66.28	65.47	33.00%	53.40%	42.78%	30	5	11
	12/29/2004	2/7/2005	64.22	65.59	64.95	33.50%	51.30%	41.24%	39	0	22
	2/7/2005	3/1/2005	64.22	65.59	64.85	37.00%	50.30%	41.34%	22	0	7
	3/1/2005	4/4/2005	63.54	64.91	64.74	34.00%	54.50%	42.25%	33	0	12
	4/4/2005	4/28/2005	61.48	64.91	64.56	41.00%	50.30%	44.76%	23	0	0
	4/28/2005	5/31/2005	64.22	64.91	64.81	41.00%	55.00%	47.03%	32	0	5
	5/31/2005	7/6/2005	64.22	65.59	65	46.10%	56.60%	49.50%	36	0	13
	7/6/2005	8/2/2005	63.54	65.59	65.18	48.20%	55.50%	51.57%	27	0	21
	8/2/2005	8/31/2005	62.85	65.59	65.24	48.20%	57.10%	50.90%	28	0	22
									460	15	258
01/12/01/07	5/19/2004	5/26/2004	64.31	65	64.79	45.00%	59.80%	56.00%	6	0	6
	5/26/2004	6/25/2004	64.35	67.22	64.71	52.60%	65.00%	55.69%	30	1	30
	6/25/2004	7/28/2004	63.92	65.16	64.58	53.10%	61.40%	56.67%	32	0	32
	7/28/2004	8/26/2004	63.88	65.72	64.57	54.10%	66.00%	58.71%	29	0	29
	8/26/2004	9/27/2004	64.26	65.46	64.81	55.70%	67.00%	61.29%	31	0	31
	9/27/2004	10/26/2004	64.61	65.51	65.02	52.60%	61.90%	56.80%	28	0	28
	10/26/2004	11/29/2004	64.91	67.65	65.34	45.30%	58.30%	50.79%	33	5	18
	11/29/2004	12/29/2004	64.22	66.96	65.33	37.20%	51.50%	44.56%	30	2	6
	12/29/2004	2/7/2005	64.22	65.59	65.12	35.70%	47.40%	39.83%	39	0	24
	2/7/2005	3/1/2005	64.22	65.59	65.38	34.70%	42.30%	37.62%	22	0	20
	3/1/2005	4/4/2005	64.22	66.28	65.45	34.30%	45.30%	37.89%	33	17	26
	4/4/2005	4/28/2005	62.17	66.28	64.85	35.20%	46.90%	41.84%	23	1	8
	4/28/2005	5/31/2005	64.22	65.59	64.76	40.70%	49.50%	45.38%	32	0	0
	5/31/2005	7/6/2005	63.54	66.96	64.51	45.30%	66.00%	51.61%	36	1	23
	7/6/2005	8/2/2005	63.54	69.59	64.55	51.00%	63.40%	56.18%	27	0	0
	8/2/2005	8/31/2005	62.17	65.59	64.48	50.00%	58.80%	54.34%	28	0	26
									459	27	307

Archival records storage, Maryland State Archives
Stacks 03/36/07



**Storage Conditions of State-Owned Fine Arts at
CDS warehouse in Baltimore**
September 2005



Archives' paintings and furniture storage at CDS in their "fine arts" storage area



DVD rental machines placed adjacent to Archives' paintings and furnishings area



Boxes stacked next to Archives paintings and furniture

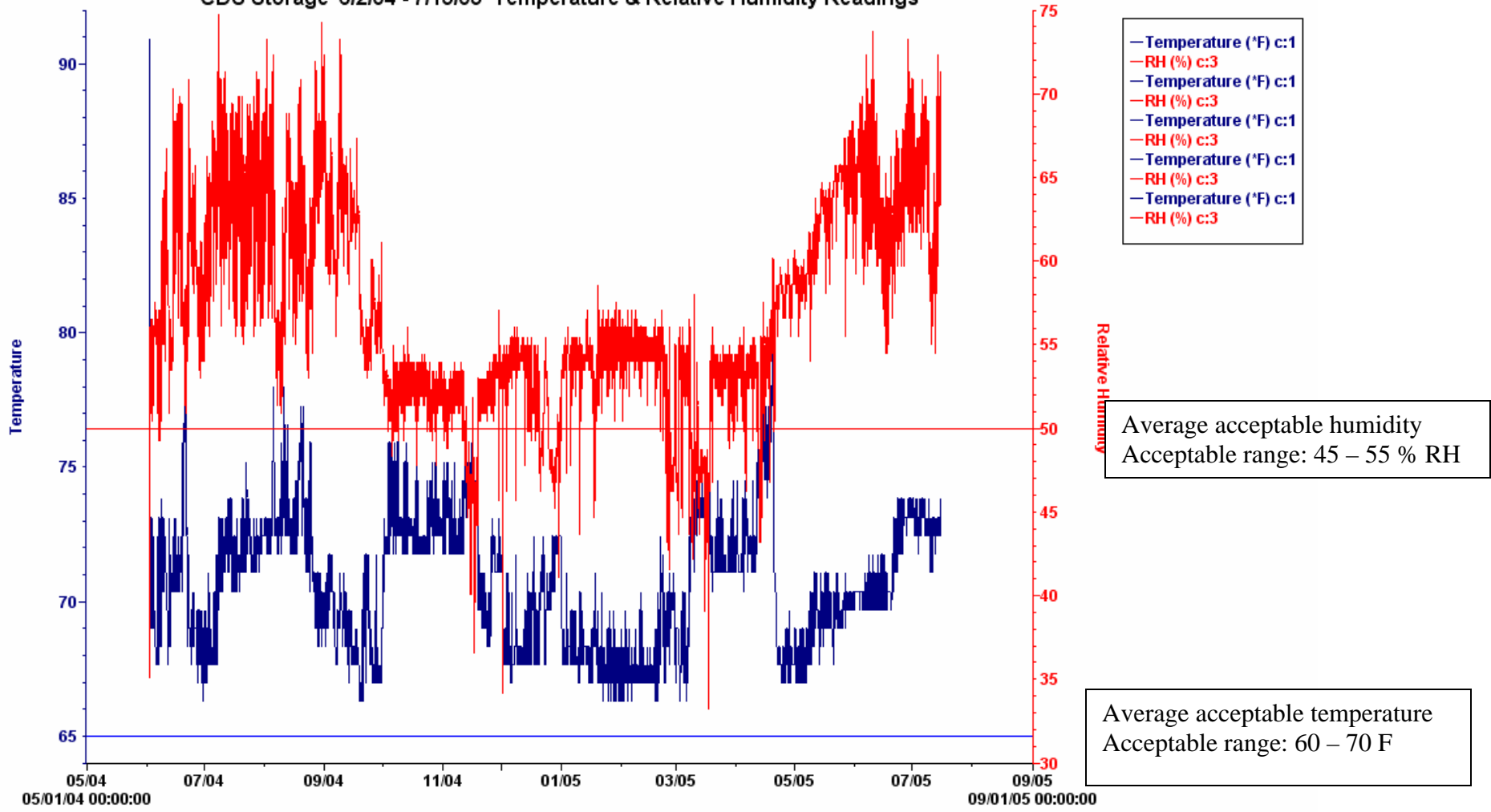


Active mold growth on furniture

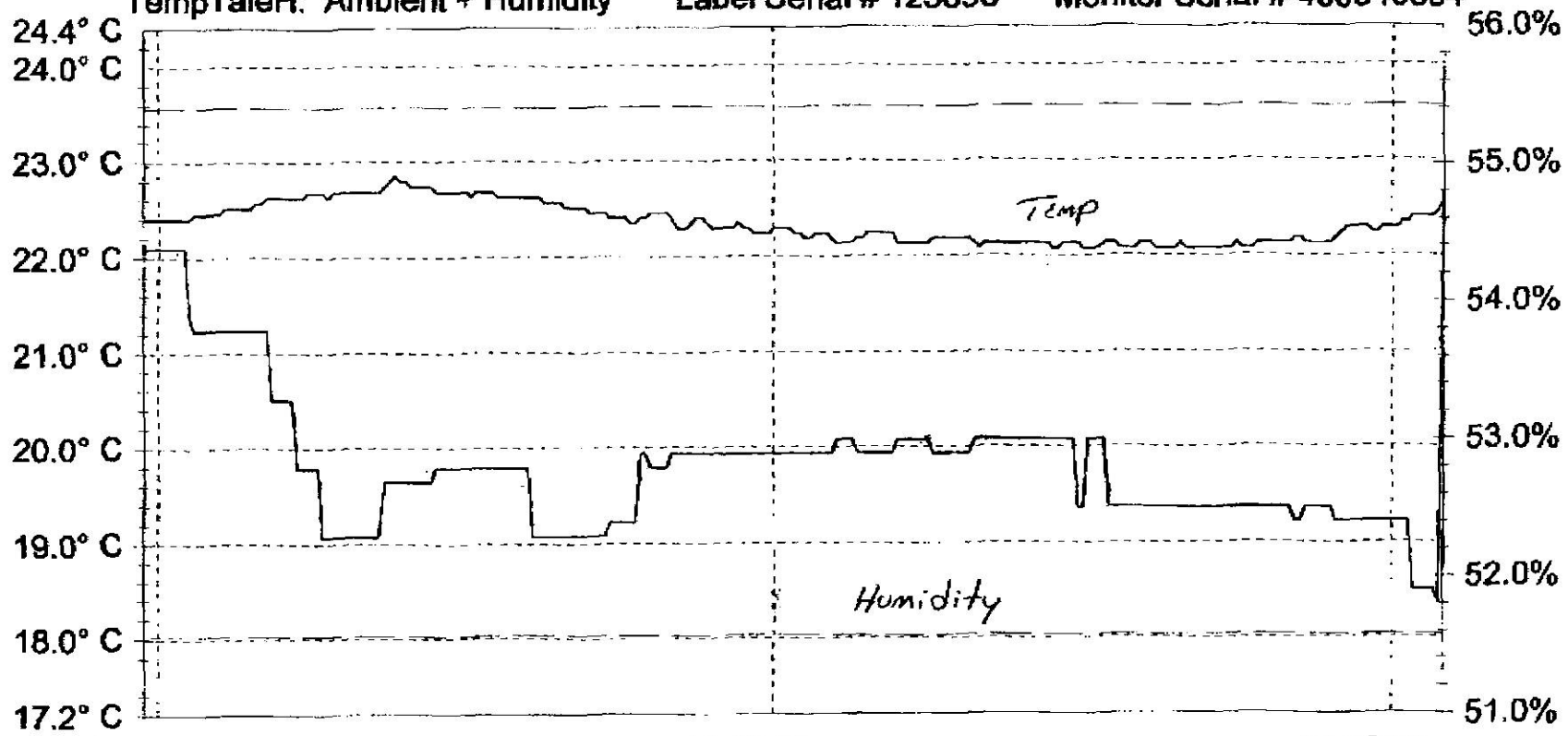
Active mold on piece of Archives' furniture

Storage of the state's collections of valuable paintings, sculpture, and furniture in sub-standard conditions

CDS Storage 6/2/04 - 7/15/05 Temperature & Relative Humidity Readings



TempTaleH: Ambient + Humidity Label Serial # 123696 Monitor Serial # 460340894



12:00:00 pm 12:00:00 am 12:00:00 pm
Start: 11:42:03 am 9/27/2005 11:42:03 AM End: 01:00:03 pm 9/28/2005 1:00:03 PM
Point # 1 254 of 254 Point # 254

Trade Secret / Confidential Commercial Information



TAYLOR AVE

KINGWOOD ST

POLK ST

ROSCOE ROWE BLVD

ROSCOE ROWE BLVD

City of Annapolis



City of Annapolis

PROJECT CONSISTENCY REPORT
(File with Maryland Department of Planning)

This review is undertaken by the State of Maryland pursuant to §5-7A-02 of the State Finance and Procurement Article. Projects or actions are evaluated for consistency with the State's Economic Growth, Resource Protection, and Planning Policy in accord with Executive Order 01.01.1992.27.

Project Title **New Adjunct Archival Facility**
 Project Location **Crownsville (exact site to be determined)**
 Project Description **Construct a temperature and humidity controlled modular storage facility to accommodate permanent paper and electronic record transfers to the Archives and the consolidation of record material currently housed in substandard rented facilities. The new facility will also include space for processing records and a secure environment for emergency back up of electronic archival records.**

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER
	\$24,233,000		

- Determination Consistent
- Inconsistent with extraordinary circumstances

Brief description of extraordinary circumstances:

Sponsor Agency: _____ Date: _____

Sponsor Agency Contact: _____ Phone: _____

Return to: State Clearinghouse
 Maryland Department of Planning
 301 West Preston Street
 Baltimore MD 21201-2365
 410-767-4490; FAX 410-767-4480

PROJECT REVIEW CHECKLIST

(For agency internal use only. Record determination on Project Consistency Report.)

Project Title _____

Project Location _____
(County and nearest Major intersection)

Project Description _____

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

TIER I

Y N

1. Does the project add capacity to an existing facility or provide new capacity for an area not currently served by the facility?

2. Does the project facilitate changes in the existing pattern of growth?

If answer to either question is "yes," proceed to Tier 2.

TIER 2

1. Is the project consistent with the local comprehensive plan?

2. Does the project support development in a suitable area, a designated development area, or a redevelopment area?

3. Can the project be designed to prevent adverse impacts to sensitive areas?

4. If in a rural area, does the project promote compact growth in existing population centers?

5. Does the project provide opportunities to conserve resources?

6. Does the project promote economic growth and development in accord with the other elements of the State's Growth Policy?

Explain "no" answer on reverse. If determination is that the project is "inconsistent," proceed to Tier 3.

TIER 3

1. Do extraordinary circumstances exist which make the project or action necessary to construct despite a finding of inconsistency in Tier 2? If so, document.

2. Is there no reasonably feasible alternative to the project? If so, document.

Determination: **Consistent** **Inconsistent with extraordinary circumstances**

Sponsor Agency Contact: _____ **Phone:** _____

PROJECT CONSISTENCY REPORT
(File with Maryland Department of Planning)

This review is undertaken by the State of Maryland pursuant to §5-7A-02 of the State Finance and Procurement Article. Projects or actions are evaluated for consistency with the State's Economic Growth, Resource Protection, and Planning Policy in accord with Executive Order 01.01.1992.27.

Project Title **Renovation & Expansion of Edward C. Papenfuse Archives Building**

Project Location **350 Rowe Blvd., Annapolis, MD 21401**

Project Description **The State Archives holds many priceless documents that form the basis of the state's history and culture. There is no venue in Annapolis in which these treasures can be exhibited to the public and interpreted for a wide audience. The proposed facility would expand the existing Archives building to provide such a space, as well as space for the treatment and conservation of these treasures, and provide specially designed storage space for the state's valuable collection of precious documents, artwork, sculpture, and furniture.**

The Archives building has been in use for almost 20 years, during which time almost no major improvements have been made to the mechanical and security systems. Most pressing in the HVAC system as temperature and humidity controls are especially important to the preservation of permanent state records.

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER
	\$16,083,000		

- Determination Consistent
 Inconsistent with extraordinary circumstances

Brief description of extraordinary circumstances:

Sponsor Agency: _____ Date: _____

Sponsor Agency Contact: _____ Phone: _____

Return to: State Clearinghouse
Maryland Department of Planning
301 West Preston Street
Baltimore MD 21201-2365
410-767-4490; FAX 410-767-4480

PROJECT REVIEW CHECKLIST

(For agency internal use only. Record determination on Project Consistency Report.)

Project Title _____

Project Location _____
(County and nearest Major intersection)

Project Description _____

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

TIER I

Y N

1. Does the project add capacity to an existing facility or provide new capacity for an area not currently served by the facility?

2. Does the project facilitate changes in the existing pattern of growth?

If answer to either question is "yes," proceed to Tier 2.

TIER 2

1. Is the project consistent with the local comprehensive plan?

2. Does the project support development in a suitable area, a designated development area, or a redevelopment area?

3. Can the project be designed to prevent adverse impacts to sensitive areas?

4. If in a rural area, does the project promote compact growth in existing population centers?

5. Does the project provide opportunities to conserve resources?

6. Does the project promote economic growth and development in accord with the other elements of the State's Growth Policy?

Explain "no" answer on reverse. If determination is that the project is "inconsistent," proceed to Tier 3.

TIER 3

1. Do extraordinary circumstances exist which make the project or action necessary to construct despite a finding of inconsistency in Tier 2? If so, document.

2. Is there no reasonably feasible alternative to the project? If so, document.

Determination: **Consistent** **Inconsistent with extraordinary circumstances**

Sponsor Agency Contact: _____ **Phone:** _____

This form is to assist the reviewers in determining whether a proposed action could cause significant natural and socioeconomic environmental effects and thus require an Environmental Effects Report.

PROJECT TITLE: Maryland State Archives Adjunct Records Facility for Records Storage and Emergency Electronic Back up

Project Information	
Department:	Maryland State Archives
Division:	
Other:	
Project Title:	New Adjunct Archival Facility
Predicted Dates:	Start date:
	Completion date:
Projected Cost:	\$24,233,000

I. Background Information

1. Give a brief description of the proposed action/project(s)

Construct a temperature and humidity controlled modular storage facility to accommodate permanent paper and electronic record transfers to the Archives and the consolidation of record material currently housed in substandard rented facilities. The new facility will also include space for processing records and a secure environment for emergency back up of electronic archival records.

2. Describe the geographical area(s) that will be affected by the action/project(s). Specifically locate the project by using the Maryland Coordinate Grid System. Include distinguishing natural and man-made features and a brief description of the present use of the area(s). Include a suitable location map

The Archives has requested 10 acres of land in Crownsville be provided for this project. This would be a portion of the land that has been designated as surplus through the State Clearinghouse process. The exact location has not been determined.

II. Assessment of Significant Environmental Effects:

The following questions should be answered by placing a check in the appropriate column(s). If desirable, the “comments attached” column can be checked by itself or in combination with an answer of “yes” or “no” to provide additional information or to overcome an affirmative presumption.

In answering the questions, the significant beneficial and adverse, short and long term effects of the proposed action, on-site and off-site during construction and operation should be considered.

All questions should be answered as if the agency is subject to the same requirements as a private person requesting a license or permit from the State or federal government.

Note: Since the exact location has not yet been selected, these questions are answered to the best of staff ability based on knowledge of the area proposed (Crownsville).

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
A. Land Use Consideration			
1. Will the action be within the 100-year flood plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Will the action require a permit for construction or alteration within the 50-year flood plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Will the action require a permit for dredging, filling, draining or alteration of a wetland?	<input type="checkbox"/>	<input type="checkbox"/>	Unknown
4. Will the action require a permit for the construction or operation of facilities for solid waste disposal including dredge and excavation spoil?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Will the action occur on slopes exceeding 15%?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Will the action require a grading plan or a sediment control permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Will the action require a mining permit for deep or surface mining?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
8. Will the action require a permit for drilling a gas or oil well?		X	
9. Will the action require a permit for airport construction?		X	
10. Will the action require a permit for crossing the Potomac River by conduits, cables, or other like devices?		X	
11. Will the action affect the use of any natural or manmade features that are unique to the county, State or nation?		X	
12. Will the action affect the use of any natural or manmade features that are unique to the county, State, or nation?		X	
13. Will the action affect the use of an archeological or historical site or structure?			Unknown
14. Will the action require a permit for the change of course, current, or cross-section of a stream or other body of water?		X	
15. Will the action require the construction, alteration, or removal of a dam, reservoir, or waterway obstruction ?		X	
16. Will the action change the overland flow of storm water or reduce the absorption capacity of the ground ?		X	
17. Will the action require a permit for the drilling of a water well ?		X	
18. Will the action require a permit for water appropriation ?		X	
19. Will the action require a permit for the construction and operation of facilities for treatment or distribution of water ?		X	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
20. Will the project require a permit for the construction and operation of facilities for sewage treatment or land disposal of liquid waste derivatives ?		X	
21. Will the action result in any discharge into surface or subsurface water ?		X	
22. If so, will the discharge affect ambient water quality limits or require a discharge permit ?			NA
C. Air Use Considerations			
23. Will the action result in any discharge into the air?		X	
24. If so, will the discharge affect ambient air quality limits or produce a disagreeable odor?			NA
25. Will the action generate additional noise which differs in character or level from present conditions?		X	
26. Will the action preclude future use of related air space?		X	
27. Will the action generate any radiological, electrical, magnetic or light influences?		X	
D. Plants and Animals			
28. Will the action cause the disturbance, reduction, or loss of any rare, unique, valuable plant or animal?		X	
29. Will the action cause the disturbance,		X	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
reduction, or loss of any fish or wildlife habitats?			
30. Will the action require a permit for use of pesticides, herbicides, or other biological, chemical, or radiological control agents?		X	
31. Will the action result in a preemption or division of properties, or impair their economic use?		X	
32. Will the action cause relocation of activities, structures, or result in a change in the population density or distribution?		X	
33. Will the action alter land values?		X	
34. Will the action affect traffic flow and volume?		X	
35. Will the action affect the production, extraction, harvest, or potential use of a scarce or economically important resource?		X	
36. Will the action require a license to construct a sawmill or other plant for the manufacture of forest products?		X	
37. Is the action in accord with federal, State, regional, and local comprehensive or functional plans – including zoning?	X		
38. Will the action affect the employment opportunities for persons in the area?		X	
39. Will the action affect the ability of the area to attract new sources of tax resources?		X	
40. Will the action discourage present sources of tax revenue from remaining in the area, or affirmatively encourage them		X	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
to relocate elsewhere?			
41. Will the action affect the ability of the area to attract tourism?		X	
F. Other Considerations			
42. Could the action endanger the public health, safety or welfare?		X	
43. Could the action be eliminated without deleterious affects to the public health, safety, welfare or the natural environment?	X		
44. Will the action be of statewide significance?			
45. Are there any other plans or actions (federal, State, county, or private) that, in conjunction with the subject action could result in a cumulative or synergistic impact on the public health, safety, welfare or environment?		X	
46. Will the action require additional power generation or transmission capacity?		X	
G. Conclusion			
47. This agency will develop a complete environmental effects report on the proposed action?	X		If required to do so

This form is to assist the reviewers in determining whether a proposed action could cause significant natural and socioeconomic environmental effects and thus require an Environmental Effects Report.

PROJECT TITLE: New Maryland State Archives Document Treasures and Fine Arts Exhibition Space, Conservation Lab and Renovations to Existing Building

Project Information	
Department:	Maryland State Archives
Division:	
Other:	
Project Title:	Renovation and Expansion of Edward C. Papenfuse Archives Building
Predicted Dates:	Start date:
	Completion date:
Projected Cost:	\$16,083,000

I. Background Information

1. Give a brief description of the proposed action/project(s)

The State Archives holds many priceless documents that form the basis of the state's history and culture. There is no venue in Annapolis in which these treasures can be exhibited to the public and interpreted for a wide audience. The proposed facility would expand the existing Archives building to provide such a space, as well as space for the treatment and conservation of these treasures, and provide specially designed storage space for the state's valuable collection of precious documents, artwork, sculpture, and furniture.

The Archives building has been in use for almost 20 years, during which time almost no major improvements have been made to the mechanical and security systems. Most pressing in the HVAC system as temperature and humidity controls are especially important to the preservation of permanent state records.

2. Describe the geographical area(s) that will be affected by the action/project(s). Specifically locate the project by using the Maryland Coordinate Grid System. Include distinguishing natural and man-made features and a brief description of the present use of the area(s). Include a suitable location map

The site is located at 350 Rowe Boulevard in Annapolis. Site maps and aerial photo are attached to the Part 1 Facilities plan.

Assessment of Significant Environmental Effects:

The following questions should be answered by placing a check in the appropriate column(s). If desirable, the “comments attached” column can be checked by itself or in combination with an answer of “yes” or “no” to provide additional information or to overcome an affirmative presumption.

In answering the questions, the significant beneficial and adverse, short and long term effects of the proposed action, on-site and off-site during construction and operation should be considered.

All questions should be answered as if the agency is subject to the same requirements as a private person requesting a license or permit from the State or federal government.

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
A. Land Use Consideration			
1. Will the action be within the 100-year flood plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Will the action require a permit for construction or alteration within the 50-year flood plain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Will the action require a permit for dredging, filling, draining or alteration of a wetland?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Will the action require a permit for the construction or operation of facilities for solid waste disposal including dredge and excavation spoil?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Will the action occur on slopes exceeding 15%?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
6. Will the action require a grading plan or a sediment control permit?	_____	_____	_____
7. Will the action require a mining permit for deep or surface mining?	_____	X	_____
8. Will the action require a permit for drilling a gas or oil well?	_____	X	_____
9. Will the action require a permit for airport construction?	_____	_____	_____
10. Will the action require a permit for crossing the Potomac River by conduits, cables, or other like devices?	_____	X	_____
11. Will the action affect the use of any natural or manmade features that are unique to the county, State or nation?	_____	X	_____
12. Will the action affect the use of any natural or manmade features that are unique to the county, State, or nation?	_____	X	_____
13. Will the action affect the use of an archeological or historical site or structure?	_____	X	_____
14. Will the action require a permit for the change of course, current, or cross-section of a stream or other body of water?	_____	X	_____
15. Will the action require the construction, alteration, or removal of a dam, reservoir, or waterway obstruction ?	_____	X	_____
16. Will the action change the overland flow of storm water or reduce the absorption capacity of the ground ?	_____	X	_____
17. Will the action require a permit for the drilling of a water well ?	_____	X	_____
18. Will the action require a permit for	_____	X	_____

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
water appropriation ?			
19. Will the action require a permit for the construction and operation of facilities for treatment or distribution of water ?		X	
20. Will the project require a permit for the construction and operation of facilities for sewage treatment or land disposal of liquid waste derivatives ?		X	
21. Will the action result in any discharge into surface or subsurface water ?		X	
22. If so, will the discharge affect ambient water quality limits or require a discharge permit ?			NA
C. Air Use Considerations			
23. Will the action result in any discharge into the air?		X	
24. If so, will the discharge affect ambient air quality limits or produce a disagreeable odor?		X	
25. Will the action generate additional noise which differs in character or level from present conditions?		X	
26. Will the action preclude future use of related air space?		X	
27. Will the action generate any radiological, electrical, magnetic or light influences?		X	
D. Plants and Animals			
		X	

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
28. Will the action cause the disturbance, reduction, or loss of any rare, unique, valuable plant or animal?	<hr/>	<hr/>	<hr/>
29. Will the action cause the disturbance, reduction, or loss of any fish or wildlife habitats?	<hr/>	X	<hr/>
30. Will the action require a permit for use of pesticides, herbicides, or other biological, chemical, or radiological control agents?	<hr/>	<hr/>	<hr/>
31. Will the action result in a preemption or division of properties, or impair their economic use?	<hr/>	X	<hr/>
32. Will the action cause relocation of activities, structures, or result in a change in the population density or distribution?	<hr/>	X	<hr/>
33. Will the action alter land values?	<hr/>	X	<hr/>
34. Will the action affect traffic flow and volume?	<hr/>	X	Modest increase in traffic flow around the facility is expected
35. Will the action affect the production, extraction, harvest, or potential use of a scarce or economically important resource?	<hr/>	X	<hr/>
36. Will the action require a license to construct a sawmill or other plant for the manufacture of forest products?	<hr/>	X	<hr/>
37. Is the action in accord with federal, State, regional, and local comprehensive or functional plans – including zoning?	X	<hr/>	<hr/>
38. Will the action affect the employment opportunities for persons in the area?	<hr/>	X	<hr/>
39. Will the action affect the ability of the area to attract new sources of tax	<hr/>	X	<hr/>

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
resources?			
40. Will the action discourage present sources of tax revenue from remaining in the area, or affirmatively encourage them to relocate elsewhere?		X	
41. Will the action affect the ability of the area to attract tourism?	X		In a positive way
F. Other Considerations			
42. Could the action endanger the public health, safety or welfare?		X	
43. Could the action be eliminated without deleterious affects to the public health, safety, welfare or the natural environment?			Unknown
44. Will the action be of statewide significance?		X	
45. Are there any other plans or actions (federal, State, county, or private) that, in conjunction with the subject action could result in a cumulative or synergistic impact on the public health, safety, welfare or environment?		X	
46. Will the action require additional power generation or transmission capacity?		X	
G. Conclusion			
47. This agency will develop a complete environmental effects report on the proposed action?	X		If required