

Attachments NOT required for this proposal have been ~~greyed-out~~ below by CPC staff.

Project TITLE	City Archives Strategic Plan		Updated by CPC staff to reflect February 2014 submissions.
Check off submitted attachments here ↓		Attachment Title & Description	
REQUIRED for all proposals	✓	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
		MAP	of site in relation to nearest major roads (omit if project has no site)
	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	✓ summary on form - no attachment	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
		10-year annual operating & maintenance budget (CPA funds may not be used here)	
	only City staff time for project mgmt	non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
		purchasing of goods & services: short email or letter summarizing sponsor's understanding of applicable statutes (MGL ch. 30, 30B and/or 149) and City policies	
	SPONSOR FINANCES & QUALIFICATIONS		
	provided by CPC staff	for sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources ("friends" organizations, fundraising, etc.)	
	✓ Feb 2014	for project manager: relevant training & track record of managing similar projects	
OPTIONAL for all proposals	✓ Feb 2014	LETTERS of SUPPORT	from Newton residents, organizations, or businesses
REQUIRED for all proposals that involve City govt., including real estate acquisitions	provided by CPC staff	CAPITAL IMPROVEMENT PLAN	current listing/ranking & factors for this project
	✓ Feb 2014	COVER LETTER	from head of City department, board or commission confirming: current custody, or willingness to accept custody, of the resource and commitment of staff time for project management
REQUIRED for all historic resources proposals	HISTORIC SIGNIFICANCE	see separate instructions for 3 required attachments analyzing significance and showing how project meets national preservation standards	
REQUIRED for all proposals involving real estate acquisition, construction or improvements Consult staff to confirm requirements for each project.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	legally binding option, purchase & sale agreement or deed		
	appraisal by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal)		
	owner's agreement to a permanent deed restriction (for affordability, historic preservation or land conservation)		
	ZONING & PERMITTING		
	short email confirmation of review by the Development Review Team (DRT)		
	brief property history: at least the last 30 years of ownership & use		
	environmental mitigation plans (incl. lead paint, asbestos, underground tanks)		
	zoning relief and permits required (incl. parking waivers, demolition or building permits, comprehensive permit or special permit)		
	other approvals required (Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.)		
DESIGN & CONSTRUCTION			
professional design & cost estimates: include site plan, floor plans & elevations			
materials & finishes; highlight "green" or sustainable features & materials			



Newton Free Library

The door to your imagination

Library Director
Philip E. McNulty



Mayor
Setti D. Warren

November 20, 2013

Mr. David Olson
City Clerk

Re: Community Preservation Program Funding Request Proposal

Dear Mr. Olson,

The Board of Library Trustees and I have reviewed your proposal for developing "A Strategic Plan for Newton's Archives and Records." We fully support the concept behind the proposal and recognize the need for action on this.

Your proposal mentions that the City Archives located here are at capacity. Placement of these archival materials outside of the City Hall required special legislative approval. The close relationship between the Library and the City Clerk that has resulted from this arrangement has been very positive. As the plan is developed, we are sure that it will examine the most appropriate use of that space going forward.

In the larger picture, we fully recognize that the ad hoc nature of archival storage in many departments has and will further lead to operational problems in those departments and will jeopardize the City's ability to meet our legal obligations and the expectations of the citizens regarding the retention of these important records.

Developing a strategic plan that addresses these needs City-wide makes the utmost sense and this proposal will make that plan a reality in the most timely manner possible.

Philip E. McNulty, Director
Newton Free Library

Barbara Lietzke, Chair
Board of Library Trustees



527 Washington Street, Newton, MA 02458
TELEPHONE 617-796-1450
FAX 617-552-7228
www.historicnewton.org

December 10, 2013

Alice Ingerson, Manager
Community Preservation Program
Planning Department
Newton City Hall
1000 Commonwealth Ave.
Newton, MA.

Dear Alice,

I am writing this letter in support of the Clerk's Office proposal to develop a strategic plan for the care of important historical city records currently being held in conditions that threaten the longevity of those records. The City of Newton has very limited appropriate storage facilities for its historical business/vital records, no matter what department they are located in. Much of this archival material is currently in the basement of Newton City Hall, piled helter skelter, and subject to damp and mold. Instead, these records should be cared for in a climate controlled facility with archival furniture and boxes and a good fire suppression system. The funding of this proposal will enable the Clerk's Office to bring in consultants to develop a strategy to address this problem. This will ensure that the business/vital records of the city of Newton will be available for generations to come.

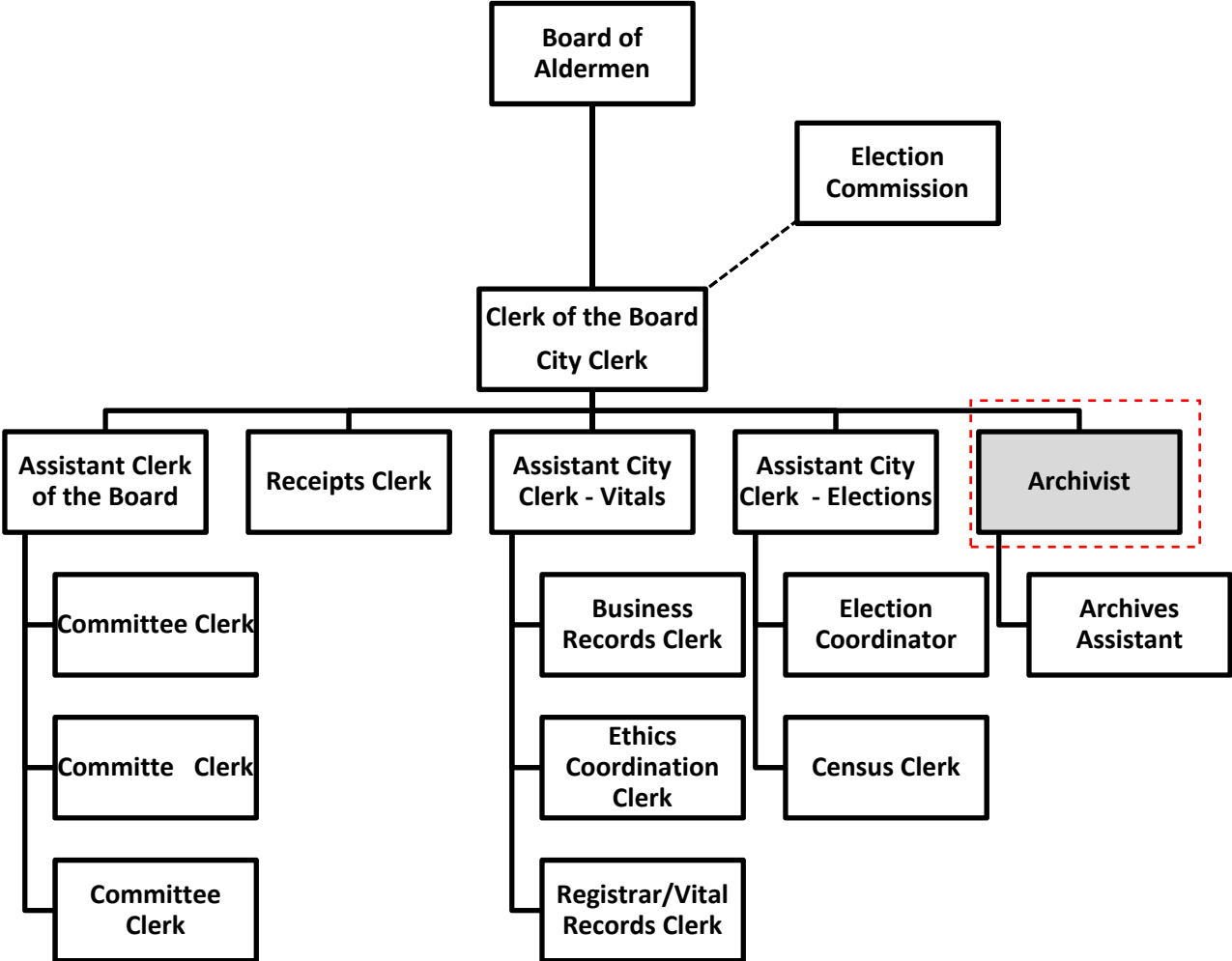
I urge your committee to support this project.

Sincerely,

A handwritten signature in black ink that reads "Cindy Stone". The signature is written in a cursive style and is placed over a light-colored rectangular background.

Cindy Stone,
Director
Historic Newton

CITY CLERK / CLERK OF THE BOARD



Notes by CPC staff:

The part-time City Archivist is currently funded through the Library budget but supervised by the City Clerk. Costs for archives disposal (shredding) are included in the City Clerk's budget.

FUND: 01 - GENERAL FUND
DEPARTMENT: 101 - CLERK/CLERK OF THE BOARD

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

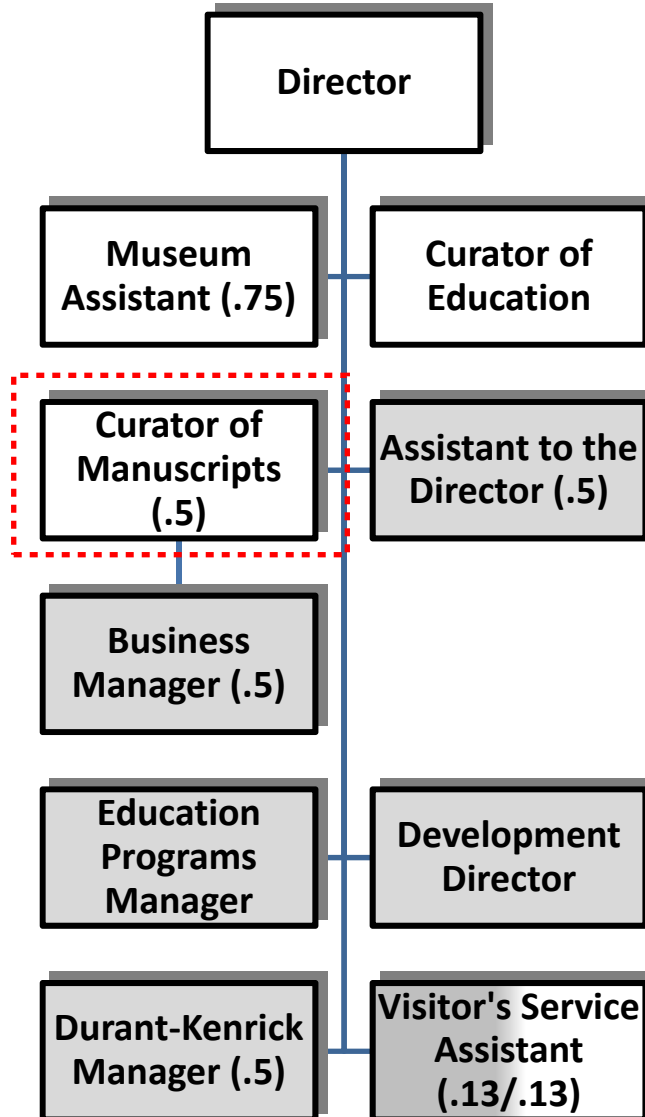
	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	1,183,726	1,158,193	1,195,258	904,436	1,192,420	-2,838
52 - EXPENSES	93,133	137,545	115,371	81,083	150,439	35,068
58 - DEBT AND CAPITAL	0	0	0	0	13,498	13,498
57 - FRINGE BENEFITS	274,676	284,699	279,794	193,911	286,577	6,783
TOTAL DEPARTMENT	1,551,534	1,580,438	1,590,423	1,179,430	1,642,934	52,511
ALDERMEN						
51 - PERSONAL SERVICES	566,830	573,079	593,924	421,620	616,798	22,874
52 - EXPENSES	31,804	54,683	52,318	26,691	50,434	-1,884
58 - DEBT AND CAPITAL	0	0	0	0	3,498	3,498
57 - FRINGE BENEFITS	185,592	200,843	187,381	141,700	208,414	21,033
TOTAL ALDERMEN	784,226	828,604	833,623	590,012	879,144	45,521
CITY CLERK						
51 - PERSONAL SERVICES	244,051	242,360	260,487	190,179	262,461	1,974
52 - EXPENSES	18,396	17,486	18,421	10,681	18,596	175
58 - DEBT AND CAPITAL	0	0	0	0	10,000	10,000
57 - FRINGE BENEFITS	33,926	34,731	35,135	25,674	36,768	1,633
TOTAL CITY CLERK	296,373	294,576	314,043	226,534	327,825	13,783
ARCHIVES MANAGEMENT						
51 - PERSONAL SERVICES	0	0	0	0	13,117	13,117
52 - EXPENSES	0	0	0	0	9,400	9,400
TOTAL ARCHIVES MANAGEMENT	0	0	0	0	22,517	22,517
CENSUS RECORDS						
51 - PERSONAL SERVICES	253,886	241,700	207,491	161,728	180,044	-27,447
52 - EXPENSES	20,314	22,371	26,119	25,374	24,195	-1,924
57 - FRINGE BENEFITS	55,041	49,037	56,147	26,373	40,525	-15,622
TOTAL CENSUS RECORDS	329,241	313,107	289,757	213,475	244,764	-44,994
ELECTIONS						
51 - PERSONAL SERVICES	118,958	101,055	133,356	130,909	120,000	-13,356
52 - EXPENSES	22,619	43,006	18,513	18,337	47,814	29,301
57 - FRINGE BENEFITS	117	89	1,131	164	870	-261
TOTAL ELECTIONS	141,694	144,150	153,000	149,410	168,684	15,684

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
0110102 - CITY CLERK							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	226,050	221,773	238,828	174,525	247,776	8,948
511101	PART TIME < 20 HRS/WK	10,710	12,376	12,749	9,044	0	-12,749
514001	LONGEVITY	3,725	4,675	5,350	3,500	5,125	-225
514309	OTHER STIPENDS	1,566	1,536	1,560	1,110	1,560	0
515102	CLEANING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
5197	CURRENT YEAR WAGE RE	0	0	0	0	6,000	6,000
TOTAL PERSONAL SERVICES		244,051	242,360	260,487	190,179	262,461	1,974
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,255	1,263	2,359	872	2,359	0
52409	PUBLIC PROPERTY R-M	0	900	1,000	0	1,000	0
53401	TELEPHONE	477	688	811	450	811	0
5341	POSTAGE	8,841	6,817	5,898	4,335	6,028	130
5342	PRINTING	3,004	2,897	3,055	1,942	3,100	45
5420	OFFICE SUPPLIES	4,518	4,646	4,728	2,982	4,728	0
5730	DUES & SUBSCRIPTIONS	200	175	470	0	470	0
575005	EMPLOYEE HONESTY BO	100	100	100	100	100	0
TOTAL EXPENSES		18,396	17,486	18,421	10,681	18,596	175
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	443	539	528	386	549	21
57HLTH	HEALTH INSURANCE	30,487	31,137	31,455	22,985	33,028	1,573
57LIFE	BASIC LIFE INSURANCE	208	245	227	151	227	0
57MEDA	MEDICARE PAYROLL TAX	2,788	2,809	2,925	2,151	2,964	39
TOTAL FRINGE BENEFITS		33,926	34,731	35,135	25,674	36,768	1,633
DEBT AND CAPITAL							
58514	OFFICE EQUIPMENT	0	0	0	0	10,000	10,000
TOTAL DEBT AND CAPITAL		0	0	0	0	10,000	10,000
TOTAL CITY CLERK		296,373	294,576	314,043	226,534	327,825	13,783
0110103 - ARCHIVES MANAGEMENT							
PERSONAL SERVICES							
511101	PART TIME < 20 HRS/WK	0	0	0	0	13,117	13,117
TOTAL PERSONAL SERVICES		0	0	0	0	13,117	13,117
EXPENSES							
5245	DOCUMENT SHREDDING	0	0	0	0	3,500	3,500
5420	OFFICE SUPPLIES	0	0	0	0	5,000	5,000
5585	COMPUTER SUPPLIES	0	0	0	0	900	900
TOTAL EXPENSES		0	0	0	0	9,400	9,400
TOTAL ARCHIVES MANAGEMENT		0	0	0	0	22,517	22,517

HISTORIC NEWTON

Grey boxes are funded by the Historical Society.



FUND: 01 - GENERAL FUND
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

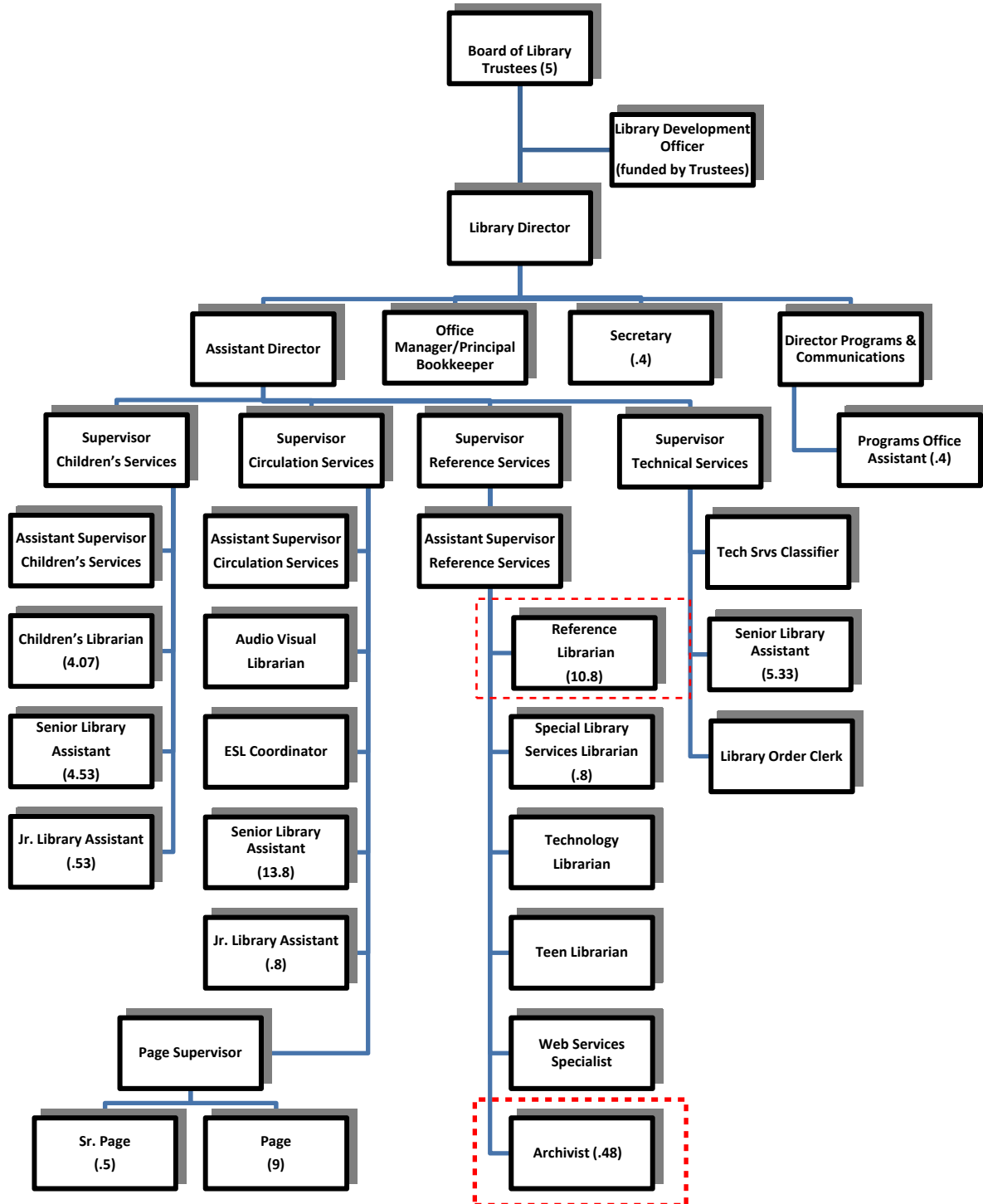
**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CURATOR OF EDUCATION	H04	1.0	48,478	H04	1.00	49,881
	DIR JACKSON HOMESTEAD	H10	1.0	85,858	H10	1.00	88,343
	Account Totals:		2.0	134,336		2.00	138,224
511101	CURATOR OF EDUCATION	H07	0.5	32,061	H07	0.49	32,505
	MUSEUM CLERK PT/WEKND	QQQ	0.1	3,641	QQQ	0.14	3,746
	Account Totals:		0.6	35,702		0.63	36,252
511102	MUSEUM CLERK	S05	0.5	21,463	S05	0.75	28,785
	Account Totals:		0.5	21,463		0.75	28,785
	Report Totals:		3.1	191,501		3.38	203,261

CORRECTION by CPC staff:

The second listing above for "Curator of Education" is actually for the Jackson Homestead's part-time Curator of Manuscripts and Photographs (archivist).

LIBRARY



FUND: 01 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY LIBRARIAN	H10	1.0	83,358	H10	1.00	85,770
	ASST SUPVR-REF SRVS	S09	3.0	197,717	S09	3.00	203,440
	AUDIO-VISUAL LIBRARIAN	S08	1.0	48,331	S08	1.00	49,730
	CHILDREN'S LIBRARIAN	S08	3.0	184,038	S08	3.00	189,364
	CIRCULATION SUPERVISOR	S11	1.0	79,904	S11	1.00	82,217
	CITY LIBRARIAN	H13	1.0	103,500	H13	1.00	106,495
	ESL LITERACY COORDINATO	S07	1.0	56,186	S07	1.00	57,812
	HEAD OF EXHIBITS & I	S08	1.0	61,346	S08	1.00	63,121
	IT LIBRARIAN	S06	1.0	40,546	S06	1.00	41,719
	LIBRARIAN WEBSITE	S08	1.0	50,312	S08	1.00	51,768
	OFFICE MGR PRIN BKPR	S07	1.0	56,187	S07	1.00	57,813
	REFERENCE LIBRARIAN	S08	8.0	487,663	S08	8.00	494,501
	SR LIBRARY ASSISTANT	S04	17.0	707,413	S04	18.00	776,406
	SR LIBRARY ASST	S04	1.0	34,035	S04	1.00	35,020
	SUPERVISOR OF PAGES	S07	1.0	56,187	S07	1.00	51,139
	SUPERVISOR-TECHNICAL SR	S11	1.0	79,904	S11	1.00	82,217
	SUPVR-CHILD LIB SRVS	S11	1.0	68,141	S11	1.00	70,113
	SUPVR-REFERENCE SERV	S11	1.0	79,904	S11	1.00	82,217
	YA REFERENCE LIBRARIAN	S08	1.0	48,333	S08	1.00	49,732
	Account Totals:		46.0	2,523,005		47.00	2,630,594
511101	Archivist	H07	0.5	32,135	H07	0.48	33,192
	Assistant	QQQ	0.4	12,793	QQQ	0.40	12,842
	Children's Lib -	QQQ	0.4	18,555	QQQ	0.43	19,092
	Page	QQQ	8.5	132,600	QQQ	9.00	140,940
	PROGRAM ASSISTANT	QQQ	0.4	12,712	QQQ	0.40	13,080
	Reference Lib - Vacant	QQQ	1.0	44,357	QQQ	1.02	45,641
	Sr Lib Asst - Vacant	QQQ	5.6	170,358	QQQ	5.60	175,288
	Sr Page	QQQ	0.5	8,289	QQQ	0.50	8,353
	Technology Lib - Vacant	QQQ	0.3	8,113	QQQ	0.00	0
	Account Totals:		17.6	439,912		17.83	448,427
511102	CHILDREN'S LIBRARIAN	S08	0.6	39,262	S08	0.64	40,398
	JR LIBRARY ASSISTANT PT	S01	1.3	43,275	S01	1.33	44,528
	REFERENCE LIBRARIAN	S08	1.8	103,887	S08	1.79	106,894
	SOCIAL SRVS LIBRARIN	S08	0.8	43,422	S08	0.80	44,679
	SR LIBRARY ASSISTANT	S04	2.1	85,994	S04	2.05	88,483
	Account Totals:		6.6	315,840		6.61	324,981

Nancy V. Kougeas

26 Clifton Street

Belmont, MA 02478

Telephone: 617-993-3329

E-mail: nancy.kougeas@gmail.com

Education:

- Simmons College, Graduate School of Library and Information Science, Master of Library Science, Archival Studies Concentrator. *Beta Phi Mu* (Honor Society)
- Wesleyan University, M.A.L.S., American History.
- University of Massachusetts, Boston, B.A., English and Psychology, *cum laude*

Experience:

Archival and Records Management Consultant/Historian, 1995—present

Consultant: Assess, survey, and inventory archival collections. Appraise records and manuscripts and advise on preservation, processing, and database management. Experienced with large collections, with particular expertise in municipal archives, architectural records, and photographs. Grant writing and administrative experience. Advocate for public records; skilled at making presentations to historical societies, municipalities, and the general public. Clients have included the Kentish Guards, the Warren, Rhode Island Documentation Committee, the Boston Public Schools, the City of Boston's Retirement Board and the towns of Falmouth, Westford, and Eastham, Massachusetts and Hope Valley, West Warwick, and Bristol, Rhode Island.

Researcher: Expertise searching repositories, including non-traditional sources, for litigation support. Specialties include deed, title, and map research.

Recent projects:

City of Newton, Massachusetts, 2011-12.

Surveyed 23 municipal departments to report on the extent, importance, and physical condition of records held by each. Final report, *The City of Newton: A Survey and Inventory of its Historical Records* was funded by the Community Preservation Act and is available on-line. Project continued work begun in 2004 during which archival and records management services were provided to the Clerk's Office.

Rhode Island Historical Records Grant Program, 2006—present.

Consultant to the Holocaust Museum and Education Resource Center (Providence), the Langworthy Public Library, the Bristol Historical and Preservation Society, West

(continued) Warwick Public Library and Pawtuxet Valley Preservation and Historical Society on projects to preserve, arrange and make accessible the archives of these organizations.

City of Boston, Boston Public Schools, 2003--2006. Conducted survey to locate the records of closed Boston Public Schools. Inventoried and transferred over 3,500 volumes of closed student records to the City Archives. Created a database to track the records of over 200 closed schools. Wrote and received a grant from the National Historical Publications and Records Commission to process the desegregation-era records of the Boston Public Schools.

Town of Eastham, Massachusetts, 2002. Worked with the members of the all-volunteer historical societies in three towns (Eastham, Orleans, and Wellfleet) and with town employees to assess the extent, condition and future requirements to preserve the town of Eastham's historical records. Produced report: *Eastham's Historical Records Assessment*.

Town of Westford, Massachusetts, 2001. Consultant to Westford's Documentary Heritage Grant, "Westford Records Assessment Project." Met with and surveyed records in over 50 town offices and agencies, businesses, citizens groups, churches, schools, and other non-profits to gain a comprehensive understanding of the breath, condition, and preservation requirements of the town's historic records. Produced report: *Historical Records Survey of Westford, Massachusetts*.

Town of Falmouth, Massachusetts, 2001. Grant writer and project director for Falmouth's Documentary Heritage Grant, "A Strategic Plan for Falmouth's Historic Records." Produced report, *Records Management Report, Town of Falmouth*, which resulted in the town appropriating funds to restore and microfilm all ancient vital records in the Town Clerk's Office.

Woods Hole Oceanographic Institution. Woods Hole. MA 1996-1999

Archivist. Inventoried records of Deep Submergence Vehicle *Alvin* (including, data, films, photographs, and engineering plans). Processed all materials, performing preservation as required; wrote finding aid to collection including the portion relating to the discovery of the *Titanic*. Wrote disaster plan for the Data Library and Archives. Processed the collection of the Education Department and the papers of Henry Stommel, considered the most important physical oceanographer of the 20th century.

Grant: 2009: Recipient of a grant awarded by the Rhode Island Council for the Humanities (RICH) to trace all the voyages of a Rhode Island slave captain, John Sabens. Visited various archives and subsequently gave a talk *The Last Voyage of the Slave Ship Charlotte: Discoveries of an Archivist* as part of RICH's *On the Road to Freedom* program.

Publication: *Images of America: Falmouth, Mass.* Arcadia Publishing, 2002 (with Ann Sears)

Member:

New England Archivists (Speaker at Spring, 2011 Meeting)

Society of American Archivists (Speaker at 2004 Annual Meeting)

Samples of reports, manuals, articles, finding aids, databases, disaster plans, and preservation surveys available upon request, as are references.

FY2016-2020 CIP by Priority

Provided by CPC staff

							Overall Condition input	% Life Left as input	% Life Left from data	
							Weight	Weight		
							2	1		
Old Priority	Priority	Dept	Project Title	Project Description / Justification	Comments	Est Cost in FY2015	Overall Condition 0: Worse to 10: Best	% Life Left 0: Expired to 100: New	Est. Year Installed	Est. Service Life (yrs)
253	173	Public Buildings	City Hall - Increase City Clerk Archive Storage	Develop plans to expand archival storage to accommodate and preserve archival collections and to comply with MGL mandated record storage requirements.	The only city Archival Storage space is in the Newton Free Library and is 95% full. Needs to be expanded to accommodate MGL mandated record storage and preservation into the future. A plan needs to be developed to address this critical need before space runs out.	\$ 100,000	3	30%		

CONSEQUENCES OF FAILURE (IF NOT IMPLEMENTING PROGRAM) RATINGS AND WEIGHTS --0 (No Impact) to 10 (High Impact)									Threshold	Threshold		
									0.75	6		
Weight	Weight	Weight	Weight	Weight	Weight	Weight	Weight	Weight				
9.0	6.0	8.0	10.0	5.0	7.0	6.0	6.0					
Project Title	City Operations	Programs / Services	Costs/ Savings Ratio	Codes/ Health & Safety	Property Damage	Quality of Life	Energy	Dept. Mission or Vision	Likelihood of Failure	Conseq. Factor	Risk Factor	Funding Source
City Hall - Increase City Clerk Archive Storage	7	8	4	0	6	6	0	10	0.700	4.82	33.8	CPA Eligible

Support of CPA Archives Proposal, 2013-2014

The City of Newton's 2007 Comprehensive Plan devotes 20 pages to envisioning goals, evaluating tools, and suggesting how to coordinate historic resources to foster community. Most of the section focuses on preservation of historic places, buildings, and areas. Wider use of the "GIS" system is often recommended.

Little mention is made in the Comprehensive Plan of the underlying "stuff"--the paper records, photographs, planning documents, maps, meeting notes-- from which our understanding of history derives. Newton's 2011 "Survey and Inventory of Historical Records" shows that departmental non-current records are scattered throughout the city, with inadequate preservation and insufficient guides to finding specific material. Before we can "do more with history" we need to preserve and care for the paper and other archival material which enable us to access the many layered histories of our City. Before we can use the documents that make up a large portion of the material from which we develop historical knowledge, we must carefully preserve them. Before we can digitize records, we must organize and preserve the paper records on which they are based. Providing climate controlled facilities for storing archival material, and processing it so that specific information is findable are basic necessities. Newton has an abundance of material that can be used to foster the use of historic knowledge, but as the photographs submitted by the Archives proposal show, much of them remain un-conserved, unorganized, and in danger of disintegration. The City does not have adequate vault space at City Hall to safeguard our large accumulation of non-current records.

A plan needs to be developed to address these issues and to set priorities. We need space; we need professional attention, and we need resources to manage and maintain the valuable documentation of the City's rich histories. If we allow the paper records of the City to disintegrate, we will have few resources with which to try to meet the ambitious goals of the Comprehensive Plan.

(People often suggest digitizing historic resources without realizing how short the usable life of electronic records are (not only are the data collected digitally short-lived--10 years instead of hundreds of years for proper paper records--, but digitizing means preserving the programs and hardware with which to read them. Digitizing records increases rather than decreases the problems)

I strongly support this proposal because civic work of all kinds depends on good record keeping, including careful preservation of our historic (that is, non-current) documents. The 2011 Survey and Inventory was the first step; now we must build on that.

Linda C Morrison, archivist
14 Floral Pl
Newton Highlands 02461
lcmorrison@mindspring.com
December 14, 2013, Jan 1, 2014

Re: A Strategic Plan for Newton's Archives and Records
To: CPA Chair and Committee
From: Susan D. Abele, Retired Archivist
Date: February 12, 2014

Members of the Committee:

Adequate storage is the key to preservation of the city's municipal archives. Crowded offices, and crowded basement storage areas subject to excessive heat or to moisture and mildew, are not adequate.

In the 1970s, the city with the help of a federal grant, took an important first step in municipal archives management. Our collection of 18th and early 19th century town documents was preserved and catalogued, and the city hired an archivist to manage the already substantial collection of municipal documents that, even then, had begun to overflow storage areas in city hall. In the 1980s, we built a storage area and vault to hold municipal archives in the new library; these areas are nearing capacity. Within City Hall, the Engineering and Inspectional Services departments in particular are stretched beyond capacity. City departments, including police, fire, public buildings, in locations outside of city hall have limited or non-existent storage capacities, thus putting their archival collections at risk.

The City's *Survey and Inventory of its Historical Records* made in 2011 was a major step towards understanding the extent of the collections. Reinstating the City Archivist position was another important step, but we must address the issue of adequate storage, which is the overarching element in the preservation process. Space in city buildings is tight and funds are even tighter, but it is prudent to begin a strategic planning process to determine the needs of these departments, and the options available to meet these needs. We cannot go forward without information and planning, and we cannot do business in the city without robust and well-managed archives.

With regard,

A handwritten signature in cursive script, appearing to read "Susan D. Abele".