



Town of Lexington - FY2025-29 CPA Project

Program Name: Archives & Records Management

Date: 10/19/2023

Program ID: Clerk-CPA-1 **Department:** Town Clerk

Revised:

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Description of Capital Program:

In FY2025 the Town Clerk's Office is requesting \$20,000 as part of its ongoing program to conserve and preserve important historic municipal documents and records. The current request will fund conservation and preservation of Fire Department Journals 1927-1929, Marriage Intentions 1850-1897, Marriage Intentions 1889-1908, and Planning Board Records, Volume 1, 1918-1930.

Goals of Capital Program:

Significant progress has been made in preserving Lexington's historic documents. There is a continuing need to preserve remaining old records and records from the 1800s and early 1900s. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's rich history for the future. These historic documents are also backed up and stored offsite in the cloud.

Impact if Not Maintained:

The impact of not continuing with this preservation program would result in Lexington's historic documents degrading over time, and being lost to future generations.

Major Spending over Past 5 Years:

Major spending in the last five years has focused on the preservation of Lexington's oldest documents, including Old Town Papers dating from 1799 to 1922; Registrar of Voters Minutes, 1884-1918; Fire Department Records; Cemetery records; Valuation and Tax records of the Assessors, 1850s-1892; School Committee minutes, 1906-1910 and Selectmen's Records of Grants and Expenses, 1897-1882.

Work Currently Underway:

Documents currently undergoing preservation include a special, three-volume set of original engineering plans from the late 1800s.

Planned Spending for Next 5 Years:

The Town Clerk's Department is applying for FY2025 funding of \$20,000 to continue to preserve and conserve the Town's historic documents. A substantial list of documents needing treatment has already been prepared, and an ongoing inventory will bring to light additional historic town records that deserve to be permanently conserved. It is the intention of the Town Clerk's Office to request \$20,000 each year through to and including FY2030.

Basis for Cost Projections:

Professional services for conservation and preservation needs.

Stakeholders: Town Meeting, Town residents, Town Departments, Historical Society, Cary Library, archivists and historians.

Operating Budget Impact:

There is no impact on the Operating Budget as funding will be sought under the Community Preservation Act (CPA).

Funding Source: CPA

	Open Space	Historic Resources	Recreation Land	Community Housing
Definitions	Land to protect existing future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, stream, lake and pond frontage, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the town.	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails and adult sports, and the use of land as a park, playground or athletic field. Does not include use of land for a gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors.
Acquisition	Yes	Yes	Yes	Yes
Creation	Yes	No	Yes	Yes
Preservation	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehab and Restoration	Yes, if acquired with CP funds	Yes	Yes	Yes, if acquired with CP funds

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2010/8g	Archives and Records Management	\$ 150,000	\$ 149,862	\$ —	\$ —	\$ 138
2011/8a	Archives and Records Management	\$ 150,000	\$ 150,000	\$ —	\$ —	\$ —
2012/8a	Archives and Records Management	\$ 150,000	\$ 147,019	\$ —	\$ —	\$ 2,981
2013/8a	Archives and Records Management	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
2018/10c	Archives and Records Management	\$ 20,000	\$ 19,028	\$ —	\$ —	\$ 972
2019/14c	Archives and Records Management	\$ 20,000	\$ 19,765	\$ —	\$ 235	\$ —
2020/10a	Archives and Records Management	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
2022/10a	Archives and Records Management	\$ 20,000	\$ 8,780	\$ 11,220	\$ —	\$ —
2023/10d	Archives and Records Management	\$ 35,000	\$ —	\$ —	\$ —	\$ —
Totals		\$ 585,000	\$ 534,454	\$ 11,220	\$ 235	\$ 4,091

**Data current as of October 19, 2023.*

Funding Request:

	FY2025	FY2026	FY2027	FY2028	FY2029
Design/Engineer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Construction	\$ —	\$ —	\$ —	\$ —	\$ —
Equipment	\$ —	\$ —	\$ —	\$ —	\$ —
Contingency	\$ —	\$ —	\$ —	\$ —	\$ —
Totals	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
CPA Amount	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000