



Town of Lexington - FY2023-27 CPA Project

Program Name: Archives & Records Management

Date: Sept. 9, 2021

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

Revised:

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Description of Capital Program:

In FY2023 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 documents, including: the 1927 blueprints for the Cary Memorial Building; Tax Warrants and Acts of Massachusetts, 1778-1823; and a Police Department Journal, 1874-1909.

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 1800's and early 1900's. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's rich history for the future.

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 being assessed for preservation include additional Police and Fire Department Records, Valuation and Tax Lists, and Tax warrants dated 1736-1817.

Planned Spending for Next 5 Years:

The Town Clerk's Department is applying for FY2023 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 for the next 5 years.

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 through a CPA grant.

Funding Source: CPA

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	\$ —	\$ —	—
Totals		\$ 530,000	\$ 525,674	\$ —	\$ 235	\$ 4,091

**Data current as of October 22, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
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