



## ***Town of Lexington - FY2024-28 CPA Project***

**Program Name:** Archives & Records Management

**Date:** Sept. 9, 2022

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

**Revised:**

**Submitted by:** Mary de Alderete

**Phone:** 781-698-4557

**Email:** clerk@lexingtonma.gov

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### **Description of Capital Program:**

In FY2024 the Town Clerk's Office is requesting \$35,000 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 a unique set of documents which are a 3-part set of oversized Map Books belonging to the Engineering Department: Book 1, Miscellaneous, 1850-1912, Book 2, Street Plans, 1855-1911, and Book 3, County Roads, 1866-1912.

### **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 as well as documents in the Engineering and Public Works Departments.

### **Planned Spending for Next 5 Years:**

The Town Clerk's Department is applying for FY2024 funding of \$35,000 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. Although it has been the intention of the Town Clerk's Office to request \$20,000 each year through to and including FY2028, this particular historic find would be best kept as a set of unique historical value.

### **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

**Prior Authorizations:**

<b>Town Meeting</b>	<b>Description</b>	<b>Authorized</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Remaining</b>	<b>Returned</b>
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	\$ —	\$ —	\$ 20,000	—
<b>Totals</b>		<b>\$ 550,000</b>	<b>\$ 525,674</b>	<b>\$ —</b>	<b>\$ 20,235</b>	<b>\$ 4,091</b>

*\*Data current as of October 13, 2022.*

**Funding Request:**

	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>
Design/Engineer	\$ 35,000	\$ 20,000	\$ 20,000	\$ 20,000	
Construction					
Equipment					
Contingency					
<b>Totals</b>	<b>\$ 35,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ —</b>
<b>CPA Amount</b>	<b>\$ 35,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ —</b>



## Town Clerk FY2024-28 CPA Project Summary

<b>ID#</b>	<b>CPA Project Name</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>Funding Source</b>
Clerk-CPA-1	Archives & Records Management	\$ 35,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	CPA
<b>Total Town Clerk CPA Projects</b>		\$ 35,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	