

- Purpose: Affordable Housing
 Historic Preservation
 Conservation/Open Space
 Recreation

Town of Lincoln, Massachusetts
 Community Preservation Committee
 Project Submission Form

Requests received by October 11, 2006 will be considered for recommendation at the March 2007 Town Meeting.

Project Name: Preservation of town records held in Town Hall vault.

Submitted by: Susan F. Brooks Submission Date: Oct 11, 2006

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Town Committee or Organization (if applicable): Town Clerk's Office

Brief description of the project: Indexing, organizing, cleaning and preserving
of historical and vital records held by the Town Clerk's office
in the vault at Town Hall. *Based on what criteria*

Time frame for completion of the project: Six to 12 months after grant is received.
By who

How does this project help preserve Lincoln's character or further its mission? Preserves historical
record of milestone town events (e.g., Town Reports, election
results, etc.) and individual events (e.g., birth, death, marriage,
etc.)

What are your funding requirements for this project? How Requested?

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPC Funds Requested
2007					
2008			<u>7720.00</u>		
2009					
Total					

Continued on next page

long term storage, etc

For CPC Use:
 Received on: / /

Received by: 7

Determination:
 Reviewed on: / /

Photos

2006-7

**STRATEGIC PLAN
and
ACTION PLAN**

**Records of the
Lincoln Town Clerk,
Lincoln, Massachusetts**

**Drafted by William F. Carroll, C.A.
September 2006**

TABLE OF CONTENTS

Introduction	3
Vault and Contents	4
Scope of Proposed Project	4
Methodology	
Space Utilization	5
Preservation	5
Access	5
Prioritized Needs and Resources Required	6

INTRODUCTION

The Town of Lincoln is an affluent residential and agricultural community of approximately 5700 people in southeastern Middlesex County, about 13 miles northwest of Boston. Originally agricultural, the town, because of its pastoral beauty, became a favored location for summer or permanent affluent residents of Boston. Railroad development in the 19th century enabled people to live outside Boston and commute to businesses there, and the population grew steadily. Residents of Lincoln began to act to preserve the agricultural land and woods that made the town a favored location around 1900. Through zoning and town acquisition of open space, Lincoln has avoided much of the developmental pressures of the latter part of the 20th century. Today approximately 30% of the town is municipal open space or agricultural land.

In a petition to the Governor and General Court in 1746 from the inhabitants of the easterly part of Concord, the westerly part of Lexington, and the northerly part of Weston, it was requested that the area be separated ecclesiastically from their respective towns in order to have a more convenient location for worship. A precinct was established, which gave the inhabitants authority to build a meeting house and hire a minister, and the authority to tax themselves to support the church. This area was the Second Precinct of Concord, Lexington, and Weston, ecclesiastically independent from the original towns, but still a part of the three towns in other municipal activities. A subsequent petition led to the incorporation of the Town of Lincoln in 1754, encompassing approximately the area formerly the Second Precinct. As a Town, Lincoln had the rights and responsibilities to fund the meeting house and clergy of the established church, build and maintain highways, assess property for taxes, provide public education and care of the Town's poor, and other municipal obligations. Evolution of Town government over 250 years has increased the number and kind of municipal services provided by Towns in Massachusetts.

Town Clerk's records are stored in the basement of the municipal office building, and in the vault at the Lincoln Public Library. The records seem to be complete from 1746 to the present, including bot Second Precinct records and Town of Lincoln records.

VAULT AND CONTENTS

The Town Clerk's records are in a locked storage room in the basement of the municipal office building. It is not known if the area is of fire retardant construction. Lighting is with fluorescent fixtures, with covers which effectively shield ultraviolet radiation. There is heating and ventilation, but no relative humidity control, and relative humidity is dangerously high in summer months. Traces of mold and mildew are seen on ledgers and documents. Security and fire detection/suppression are building wide, and appear to be adequate.

In addition to the records of the Town Clerk, the vault also contains Treasurer's cash books, Collectors commitment records, and Assessors' valuation books and records. Other records not generated by the Town Clerk include cemetery records, veterans' records, miscellaneous records, and others. Town Clerk's records include vital records, town records, mortgage books and related records, cemetery records, voter registration records, and other records required by statute to be permanently retained. There is not an inventory of the vault contents. Other records of the Town Clerk are in the vault of the Lincoln Public Library. These have been archivally processed.

SCOPE OF PROPOSED PROJECT

The proposed project will comprise only the records of the Lincoln Town Clerk and miscellaneous historical records commonly held by Town Clerks, and will include cleaning and stabilization of fragile records, preservation of all permanent records as defined by the Supervisor of Public Records, Office of the Secretary of the Commonwealth, development of inventory lists, and improvements to space utilization. Records of other departments presently stored in the Town Clerk's vault will be superficially cleaned to remove mold spores, but otherwise left untouched. Records with mold or mildew will be cleaned, and all shelves in use by the Town Clerk will be cleaned.

METHODOLOGY

SPACE UTILIZATION

1. Records of the Town Clerk and related records will be identified and relocated to one location in the storage area.
2. Town Clerk will determine preferred relocation of records for most efficient access and use.
3. Shelves will be cleared by section, cleaned, and records returned to shelves in order designated by the Town Clerk. Simultaneous with reshelving, preservation or stabilization will be accomplished, all enclosures labeled, and an inventory list drafted.

PRESERVATION

1. Ledgers and bound volumes will be cleaned and vacuumed using a museum-type closed system vacuum with HEPA filter. Inserted documents will be removed and foldered. Ledgers in poor condition will be stabilized by housing in phase boxes. All boxes will be labeled. Ledgers and bound volumes with mold or mildew will be removed to the outdoors for UV exposure (to kill any active mold spores), and will be brushed and vacuumed.
2. All staples, pins, and other fasteners will be removed from documents. Documents will be placed in archival quality acid-free file folders and boxes, arranged topically and chronologically. All boxes will be labeled. If necessary records will be cleaned using an archival document cleaning pad.

ACCESS

1. Box labels will indicate box number and folder numbers, with the date range of the contents. A list of the contents of each box will be drafted with one copy kept in the box and additional copies available in the vault and Town Clerk's office.
2. A comprehensive inventory list will be prepared, listing records topically and chronologically by box and folder number. If desired, information may be sent to NUCMC (National Union Catalog of Manuscript Collections), a part of the Library of Congress, which will develop catalog records and enter them into the RLIN (Research Library Information Network) website, a national database of archival collections. (There is no charge for this service.)

PRIORITIZED NEEDS and RESOURCES REQUIRED

Needs:

1. Maximum/minimum thermohygrometer to determine temperature and relative humidity ranges in the vault.
2. Phase boxes for stabilization of estimated 15 ledgers.
3. Archival quality acid-free file folders, document boxes, bulk storage boxes for estimated 100 linear feet of documents.
4. Labels, document cleaning pad, sundries.
5. Labor for implementation, including cleaning ledgers and mold.

Priority:

1. Medium.
2. High, for stabilization of ledgers.
3. High, for preservation of records.
4. High.
5. High.

Resources Required:

1. Estimated \$70.00
2. Estimated \$400.00 for 15 to 20 phase boxes.
4. Estimated \$3000.00 for enclosures for approximately 100 linear feet of records.
5. Estimated \$50.00 for sundries.
6. \$4200.00 for labor (estimated 120 hours). Completion 6 to 12 months after grant is received.

Total financial resources required: \$7720.00