



CITY OF PORTSMOUTH

Municipal Complex, P.O. Box 628
Portsmouth, New Hampshire 03801-0628
(603) 431-2000

GRANT PROPOSAL
to the
National Historical Publications and Records Commission
Project to Establish a Portsmouth City Archives
March 1992 - March 1994

Because government activity has such an important impact on the life of a community, the first step in any program of historical documentation should be the preservation of government records. City officials should be encouraged to develop sound records management practices and provide for the preservation of historically significant material.

Nancy E. Peace, A Proposal
for Preserving the Historical
Record of Portsmouth, N.H.
1979

Submitted by the City of Portsmouth, NH
August 15, 1991



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Portsmouth, New Hampshire 03801-0628
(603) 431-2000

Portsmouth City Archives Project

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APPLICATION FOR FEDERAL ASSISTANCE

| | | | | | |
|---|----------------|---|--|---|--|
| 1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED August 15, 1991 | | Applicant Identifier | |
| | | 3. DATE RECEIVED BY STATE | | State Application Identifier | |
| <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | | <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier | |
| 5. APPLICANT INFORMATION | | | | | |
| Legal Name: City of Portsmouth, NH | | | Organizational Unit: | | |
| Address (give city, county, state, and zip code): Portsmouth City Hall 9 Junkins Avenue Portsmouth, NH | | | Name and telephone number of the person to be contacted on matters involving this application (give area code) Sherman Pridham (603) 427-1540 | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 02 - 6000714 | | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> C | | |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> C A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): | | | A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 89 - 003 TITLE: | | | 9. NAME OF FEDERAL AGENCY: NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION | | |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Portsmouth, NH | | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Portsmouth City Archives Project | | |
| 13. PROPOSED PROJECT: Start Date: 3/1992 Ending Date: 2/1994 | | 14. CONGRESSIONAL DISTRICTS OF: a. Applicant: District 1 b. Project: District 1 | | | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | | | |
| a. Federal | \$ 81,521 .00 | a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ | | | |
| b. Applicant | \$ 61,183 .00 | b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 | | | |
| c. State | \$.00 | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | | |
| d. Local | \$.00 | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? | | | |
| e. Other | \$.00 | <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No | | | |
| f. Program Income | \$.00 | 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED | | | |
| g. TOTAL | \$ 142,704 .00 | a. Typed Name of Authorized Representative Kenneth Mahoney | | b. Title City Manager | |
| | | c. Telephone number (603) 431-2000 | | e. Date Signed August 15, 1991 | |
| | | d. Signature of Authorized Representative | | | |

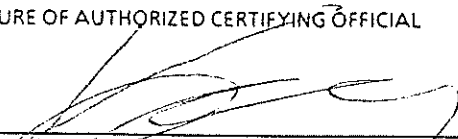
ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

| | | |
|--|---------------------------|---------------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  | TITLE City Manager | |
| APPLICANT ORGANIZATION City of Portsmouth | | DATE SUBMITTED August 15, 1991 |

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTION**

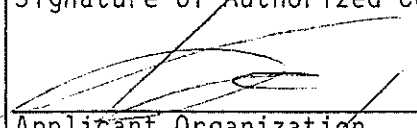
As the duly authorized representative of the applicant (the primary prospective participant), I certify that, to the best of its knowledge and belief, the applicant and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

| | |
|--|-----------------------------------|
| Signature of Authorized Certifying Official  | Title City Manager |
| Applicant Organization City of Portsmouth | Date Submitted August 15, 1991 |

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
DRUG-FREE WORKPLACE CERTIFICATION

As a part of omnibus anti-drug legislation, Congress enacted the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D). The act requires Federal grantees and contractors to certify that they maintain a drug-free workplace. To implement the act, 35 Federal agencies, including the National Archives and Records Administration, adopted a common rule that sets forth requirements for grantee compliance.

Grantees must provide the drug-free workplace certification as a precondition of receiving any Federal grant approved or awarded after March 18, 1989. This is notification that, as recipient of a National Historical Publications and Records Commission grant, your institution must provide a drug-free workplace certification to the NHPRC before the grant can be made. You should submit the certification as soon as possible, so that processing of your grant award will not be delayed. For your convenience, we have enclosed a sample certification form.

Grantees that are State agencies should note that a State can elect to make a single annual certification to each Federal granting agency rather than a separate certification for each grant or workplace. You may wish to verify whether a statewide certification has been made or is pending before certifying for your agency. State universities are not included in statewide certifications.

We have summarized below the salient points of the drug-free workplace act. We strongly advise you, however, to read carefully the complete text of the enclosed common rule before completing the certification.

To comply with the act's certification requirements, a grantee must take the following actions.

- 1) Publish a written statement (e.g., as a memo to employees or as part of a personnel policy statement or manual) informing its employees that the unlawful possession, distribution, or manufacture of a controlled substance is prohibited in the grantee's workplace and specifying actions to be taken against violators.
- 2) Establish a drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the grantee's policy of maintaining a drug-free workplace, and any available drug rehabilitation and employee assistance programs. The common rule does not require an employer to establish rehabilitation and/or assistance programs, only to inform employees of existing ones.
- 3) Give the written drug-free workplace policy to all employees engaged in the grant activity and inform them that they must comply with the policy as a condition of employment under the grant.
- 4) Include in the policy a requirement that employees engaged in the grant activity notify the grantee of any "criminal drug statute conviction for a violation occurring in the workplace" within five days of conviction. An employee is obligated to report only on his or her own conviction, not the convictions of other employees.
- 5) Notify the Federal agency within ten days after receiving such notice and either impose sanctions on the convicted employee or require satisfactory participation in a drug abuse rehabilitation or assistance program approved by an appropriate Federal, State, or local agency.

Any grantee who fails to certify, falsifies the certification, or fails to make a good faith effort to comply with the drug-free workplace regulations, is subject to suspension or termination of the grant, or suspension or debarment from Federally assisted activities.

If you have any questions regarding drug-free workplace requirements, please contact Sandra Anderson at (202) 523-5384.

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

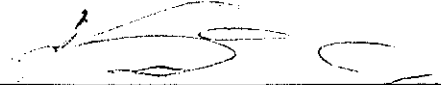
The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Applicant Organization: City of Portsmouth

Place of Performance (street address, city, county, state, zip code):

Portsmouth City Hall
1 Junkins Avenue
Portsmouth, NH 03801

Name and Title of Authorized Representative:



Signature

August 15, 1991

Date

Microform Guidelines Agreement

The following statement should be signed by the authorizing official of the sponsoring institution and included with any microform grant application submitted to the National Historical Publications and Records Commission.

City of Portsmouth agrees to adhere to the National Historical
(sponsoring institution)

Publications and Records Commission's Microform Guidelines, including the specified ANSI/AIIM standards, in producing or contracting for production of

Portsmouth City Archives Project
(project title)

The sponsoring institution will adhere to ANSI PH1.43-1983, "American National Standard for Photography (Film) - Storage of Processed Safety Film," or latest version, for storage of processed safety photographic film and will arrange for proper storage of the original negative or other designated negative security copy in a facility other than that housing the filmed records.

The sponsoring institution will report to the Commission the location of the security copy and the environmental conditions under which it is stored at the time the project's final financial report is submitted.

Signature of Authorizing Official


Name

Title

Institution Name

Address

Date



Kenneth R. Whelan

CITY MANAGER

CITY OF PORTSMOUTH

JUNES AVE

PORTSMOUTH N. H. 03801

5/12/91

BUDGET FORM

| | |
|--|---|
| Project Director Sherman Pridham | If this is a revised budget, indicate the NHPRC application/grant number: |
| Applicant Organization City of Portsmouth | Requested Grant Period From <u>3/92</u> to <u>2/94</u> mo/yr mo/yr |

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Commission funds and those that will be cost shared. In accordance with Federal regulations, the only column that applicants are required to complete is Column C, although applicants may wish to complete Columns A & B in order to provide sufficient detail to allow for a better understanding of their budget request. The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

When the requested grant period is eighteen months or longer, separate budgets for each twelve-month period of the project must be developed on duplicated copies of the budget form.

SECTION A -- budget detail for the period from March 1992 to February 1993 mo/yr mo/yr

1. Salaries and Wages

Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

| name/title of position | no. | method of cost computation (see sample) | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|--------------------------------------|-----|--|--------------------|---------------------|--------------|
| Sherman Pridham, Project Director | [1] | 12 months x 5% @ 42,000/year | \$ _____ | \$ 2,100 | \$ 2,100 |
| Kevin Shupe, Archivist | [1] | 12 months x 100% @ 30,000/year | \$ 30,000 | \$ _____ | \$ 30,000 |
| Map Microfilmer | [1] | 12 months x 50% @ 17,500/year | \$ 4,375 | \$ 4,375 | \$ 8,750 |
| Nancy Noble, Archives Coordinator | [1] | 12 months x 6% @ 20,400/year | \$ _____ | \$ 1,224 | \$ 1,224 |
| Clerical assistance | [1] | 100 hours @ \$8/hour | \$ _____ | \$ 800 | \$ 800 |
| | [] | | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | | \$ 34,375 | \$ 8,499 | \$ 42,874 |

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

| rate | salary base | (a) | (b) | (c) |
|---------------------|-------------|----------|----------|----------|
| 23 % of \$ 42,874 | | \$ 7,906 | \$ 1,955 | \$ 9,861 |
| _____ % of \$ _____ | | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ 7,906 | \$ 1,955 | \$ 9,861 |

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

| name or type of consultant | no. of days on project | daily rate of compensation | (a) | (b) | (c) |
|------------------------------|------------------------|----------------------------|----------|----------|----------|
| Archives Committee (donated) | | | | | |
| Richard Candee | 18 | \$ 100/day | \$ _____ | \$ 1,800 | \$ 1,800 |
| Ronan Donohoe | 18 | \$ 100/day | \$ _____ | \$ 1,800 | \$ 1,800 |
| Carolyn Eastman | 12 | \$ 100/day | \$ _____ | \$ 1,200 | \$ 1,200 |
| Greg Colati | 12 | \$ 100/day | \$ _____ | \$ 1,200 | \$ 1,200 |
| | | | | \$ 6,000 | \$ 6,000 |

4. Travel

For each trip indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

| item | no. of persons | total travel days | subsistence costs + | transportation costs = | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|----------|----------------|-------------------|---------------------|------------------------|-----------------|------------------|-----------|
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | | | | \$ _____ | \$ _____ | \$ _____ |

5. Supplies and Materials

Include consumable supplies, materials to be used in the project, and items of expendable equipment, i.e., equipment items costing less than \$5,000 per unit.

| item | basis/method of cost computation | (a) | (b) | (c) |
|---------------------------|----------------------------------|----------|----------|----------|
| Shelving | 300 feet | \$ _____ | \$ 5,000 | \$ 5,000 |
| Archival boxes (legal) | 220 @ \$2.85/box | \$ _____ | \$ 627 | \$ 627 |
| Archival boxes (oversize) | 20 @ \$4.85/box | \$ _____ | \$ 97 | \$ 97 |
| Archival folders | 3000 @ \$.19/folder | \$ _____ | \$ 570 | \$ 570 |
| Archival map folder paper | 500 @ \$2.15/sheet | \$ _____ | \$ 1,075 | \$ 1,075 |
| Microcard film | 2200 frames @ \$15/100 | \$ _____ | \$ 330 | \$ 330 |
| Developer & fixer | \$560/case + \$600/case | \$ _____ | \$ 1,160 | \$ 1,160 |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ _____ | \$ 8,859 | \$ 8,859 |

6. Services

Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool.

| item | basis/method of cost computation | (a) | (b) | (c) |
|-----------------------------|----------------------------------|----------|----------|----------|
| Microfilming | 11,600 frames @ \$.15/frame | \$ 1,740 | \$ _____ | \$ 1,740 |
| 1 negative, 1 positive copy | 24 rolls @\$25/roll | \$ 600 | \$ _____ | \$ 600 |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ 2,340 | \$ _____ | \$ 2,340 |

7. Other Costs

Include equipment purchases of \$5,000 or more per unit, training costs and registration fees, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

| item | basis/method of cost computation | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|-------------------|----------------------------------|-----------------|------------------|-----------|
| City rehab. costs | 600 feet @ \$25/foot | \$ _____ | \$ 15,000 | \$ 15,000 |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ _____ | \$ 15,000 | \$ 15,000 |

8. Total Direct Costs (add subtotals of items 1 through 7) \$ 44,621 \$ 40,313 \$ 84,934

9. Indirect Costs [This budget item applies only to institutional applicants.]

If indirect costs are included, check the appropriate box below and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with a Federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a Federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)
- Applicant chooses to use a rate not to exceed 10% of direct costs up to a maximum charge of \$5,000. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000, whichever sum is less.)

A. _____ name of Federal agency _____ date of agreement

B.

| rate | base(s) | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|---------------------|---------|-----------------|------------------|-----------|
| 10 % of \$ 84,934 | | \$ _____ | \$ 5,000 | \$ 5,000 |
| _____ % of \$ _____ | | \$ _____ | \$ _____ | \$ _____ |

10. Total Project Costs (direct and indirect) for Budget Period

\$ 44,621 \$ 45,313 \$ 89,934

BUDGET FORM

| | |
|--|---|
| Project Director Sherman Pridham | If this is a revised budget, indicate the NHPRC application/grant number: |
| Applicant Organization City of Portsmouth | Requested Grant Period From <u>3/92</u> to <u>2/94</u> mo/yr mo/yr |

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Commission funds and those that will be cost shared. In accordance with Federal regulations, the only column that applicants are required to complete is Column C, although applicants may wish to complete Columns A & B in order to provide sufficient detail to allow for a better understanding of their budget request. The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

When the requested grant period is eighteen months or longer, separate budgets for each twelve-month period of the project must be developed on duplicated copies of the budget form.

SECTION A -- budget detail for the period from March 1993 to February 1994 mo/yr mo/yr

1. Salaries and Wages

Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

| name/title of position | no. | method of cost computation (see sample) | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|--------------------------------------|-----|--|--------------------|---------------------|--------------|
| Sherman Pridham, Project Director | [1] | 12 months x 5% @ 42,000/year | \$ _____ | \$ 2,100 | \$ 2,100 |
| Kevin Shupe, Archivist | [1] | 12 months x 100% @ 30,000/year | \$ 30,000 | \$ _____ | \$ 30,000 |
| Nancy Noble, Archives Coordinator | [1] | 12 months x 6% @ 20,400/year | \$ _____ | \$ 1,224 | \$ 1,224 |
| Clerical assistance | [1] | 100 hours @ \$8/hour | \$ _____ | \$ 800 | \$ 800 |
| _____ | [] | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | | \$ 30,000 | \$ 4,124 | \$ 34,124 |

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

| rate | salary base | (a) | (b) | (c) |
|------------|-------------|----------|----------|----------|
| 23 % of | \$ 34,124 | \$ 6,900 | \$ 949 | \$ 7,849 |
| _____ % of | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ 6,900 | \$ 949 | \$ 7,849 |

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

| name or type of consultant | no. of days on project | daily rate of compensation | (a) | (b) | (c) |
|------------------------------|------------------------|----------------------------|----------|----------|----------|
| Archives Committee (donated) | | | | | |
| Richard Candee | 18 | \$ 100/day | \$ _____ | \$ 1,800 | \$ 1,800 |
| Ronan Donohoe | 18 | \$ 100/day | \$ _____ | \$ 1,800 | \$ 1,800 |
| Carolyn Eastman | 12 | \$ 100/day | \$ _____ | \$ 1,200 | \$ 1,200 |
| Greg Colati | 12 | \$ 100/day | \$ _____ | \$ 1,200 | \$ 1,200 |
| SUBTOTAL | | | | \$ 6,000 | \$ 6,000 |

4. Travel

For each trip indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

| item | no. of persons | total travel days | subsistence costs + | transportation costs = | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|----------|----------------|-------------------|---------------------|------------------------|-----------------|------------------|-----------|
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | [] | [] | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | | | | \$ _____ | \$ _____ | \$ _____ |

5. Supplies and Materials

Include consumable supplies, materials to be used in the project, and items of expendable equipment, i.e., equipment items costing less than \$5,000 per unit.

| item | basis/method of cost computation | (a) | (b) | (c) |
|----------|----------------------------------|----------|----------|----------|
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ _____ | \$ _____ | \$ _____ |

6. Services

Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool.

| item | basis/method of cost computation | (a) | (b) | (c) |
|----------|----------------------------------|----------|----------|----------|
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ _____ | \$ _____ | \$ _____ |

7. Other Costs

Include equipment purchases of \$5,000 or more per unit, training costs and registration fees, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

| item | basis/method of cost computation | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|----------|----------------------------------|--------------------|---------------------|--------------|
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | \$ _____ | \$ _____ | \$ _____ |
| SUBTOTAL | | \$ _____ | \$ _____ | \$ _____ |

8. Total Direct Costs (add subtotals of items 1 through 7) \$ 36,900 \$ 11,073 \$ 47,973

9. Indirect Costs [This budget item applies only to institutional applicants.]

If indirect costs are included, check the appropriate box below and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with a Federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a Federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)
- Applicant chooses to use a rate not to exceed 10% of direct costs up to a maximum charge of \$5,000. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000, whichever sum is less.)

A. _____ date of agreement

name of Federal agency

B.

| rate | base(s) | NHPRC Funds (a) | Cost Sharing (b) | Total (c) |
|---------|--------------|--------------------|---------------------|--------------|
| 10 % | of \$ 47,973 | \$ _____ | \$ 4,797 | \$ 4,797 |
| _____ % | of \$ _____ | \$ _____ | \$ _____ | \$ _____ |

10. Total Project Costs (direct and indirect) for Budget Period

\$ 36,900 \$ 15,870 \$ 52,770

SECTION B -- Summary Budget and Project Funding

SUMMARY BUDGET

Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

| Budget Categories | First Year/ from: 3/92 to: 2/93 | Second Year/ from: 3/93 to: 2/94 | Third Year/ from: to: | TOTAL COSTS FOR ENTIRE GRANT PERIOD |
|---|---------------------------------------|--|-----------------------------|---|
| 1. Salaries and Wages | \$ 42,874 | \$ 34,124 | \$ _____ | = \$ 76,998 |
| 2. Fringe Benefits | \$ 9,861 | \$ 7,849 | \$ _____ | = \$ 17,710 |
| 3. Consultant Fees | \$ 6,000 | \$ 6,000 | \$ _____ | = \$ 12,000 |
| 4. Travel | \$ _____ | \$ _____ | \$ _____ | = \$ _____ |
| 5. Supplies and Materials | \$ 8,859 | \$ _____ | \$ _____ | = \$ 8,859 |
| 6. Services | \$ 2,340 | \$ _____ | \$ _____ | = \$ 2,340 |
| 7. Other Costs | \$ 15,000 | \$ _____ | \$ _____ | = \$ 15,000 |
| 8. Total Direct Costs (items 1-7) | \$ 84,934 | \$ 47,973 | \$ _____ | = \$ 132,907 |
| 9. Indirect Costs | \$ 5,000 | \$ 4,797 | \$ _____ | = \$ 9,797 |
| 10. Total Project Costs (Direct & Indirect) | \$ 89,934 | \$ 52,770 | \$ _____ | = \$ 142,704 |

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

Requested from NHPRC:¹

Outright \$ 77,146
 Matching \$ 4,375

TOTAL NHPRC FUNDING \$ 81,521

Cost Sharing:²

Cash Contributions \$ 500
 In-Kind Contributions \$ 60,683
 Project Income \$ _____
 Other Federal Grants³ \$ _____

TOTAL COST SHARING \$ 61,183

Total Project Funding (NHPRC Funds + Cost Sharing)⁴ = \$ 142,704

¹Indicate the amount of outright and/or Federal matching funds that is requested from the Commission.

²Indicate the amount of cash contributions that will be made by the applicant or third parties to support project expenses that appear in the budget. Include in this amount third-party cash gifts that will be raised to release Federal matching funds. (Consult the program guidelines for information on cost-sharing requirements.)

³Indicate the amount of actual or anticipated awards from other Federal agencies for this project and this grant period only.

⁴Total Project Funding should equal Total Project Costs.

Institutional Grant Administrator

Indicate the name, title, address, and phone number of the person who will be responsible for the actual financial administration of the grant if the award is made--e.g., ensuring compliance with the terms and conditions of the award, submitting financial status reports.

Sherman Pridham, Director, Public Library
 Name and Title (please type or print)

Telephone (603) 427-1540
 area code

8 Islington Street, Portsmouth NH 03801
 Address

Date August 15, 1991

PROJECT SUMMARY

All applicants must complete a project summary. Do not exceed the two pages allotted (use one side only per page) and do not refer to "see inside" or "see attached."

1. PURPOSE AND GOALS

The purpose of the Portsmouth City Archives project is to store, organize, and provide public access to the archival public records of Portsmouth. The project's goals are: 1) To centralize the city's archival records at the Portsmouth City Municipal Complex with proper environmental controls and security; 2) To accession, process, and create finding aids for the records; 3) To develop policies, procedures, and a plan for future records management; 4) To train city personnel and volunteers.

2. SIGNIFICANCE

Portsmouth's historical significance spans from its days as a colonial capital to its present position as a leader in historical preservation. In each new era Portsmouth has remained a central city: regionally, nationally, and often globally. The city records are a large, historically valuable group of papers which remain unprotected and virtually inaccessible. Access to these records will enhance the historical distinction and knowledge of Portsmouth, and their preservation will insure availability to future citizens, city administrators, and researchers.

3. PLAN OF WORK (including references to techniques)

Twenty-four months will be required for the completion of the project. In the first six weeks, the archivist will carry out an extensive and detailed inventory of the records in each of the city agencies, and develop guidelines and accession policies based on the surveyed record groups.

Over the next four months, the archival records will be transferred to the central repository; accession registers will be completed as these materials are moved. The archivist will work with the Public Works Department staff to establish their microfilming program of the city's cartographic materials. Volumes of tax records will be microfilmed by an outside contractor.

The next fifteen months will be spent on the detailed processing of all the record groups, the description of collections, and the preparation of the finding aids. The final three and a half months will see the development of a detailed management plan with written policies and procedures and retention schedules. The archivist will provide training for city personnel and the archives advisory committee.

4. PRODUCTS

The primary product of this project is an archive program for the city of Portsmouth, which will include a centralized and secure facility; organized city archival records with finding aids; a professional plan of archival management and city personnel trained in the use and maintenance of the archival program; and microfilm copies of tax records and cartographic materials.

5. KEY PERSONNEL

Project Director: Sherman Pridham, Director of the Portsmouth Public Library

Archivist: Kevin Shupe

Map Microfilmer: (to be filled) Hired by the Public Works Department to microfilm cartographic materials

Archive Coordinator: Nancy Noble, Special Collections Librarian, Portsmouth Public Library

Archives Advisory Committee:

Richard Candee, Professor of American Studies, Boston University, and Director of the BU Preservation Studies Program.

Ronan Donohoe, History Teacher, Exeter High School and President of the Portsmouth Athenaeum

Carolyn Eastman, Special Collections Librarian, Portsmouth Athenaeum

Greg Colati, Librarian/ Archivist, Strawberry Banke Museum

Portsmouth City Archives Project Narrative

Background and Significance

The written record of nearly four centuries of human endeavor is contained in the municipal records of Portsmouth, New Hampshire.

For 150 years prior to the American Revolution, Portsmouth was the seat of royal government in New Hampshire, the provincial capital, the economic and cultural center of the colony. As such it can be said that Portsmouth was one of the most influential towns in colonial America.

During the early years of the new republic, Portsmouth capitalized on a coastal advantage, becoming the leading port north of Boston. The 1800 census ranked Portsmouth as the twelfth largest city in the United States.

Portsmouth boasts the earliest U.S. Naval shipyard (building and refitting John Paul Jones' ships); some of the finest clipper ships of the era were built in local shipyards. In this century the building and overhauling of submarines continues this shipbuilding tradition.

In the second half of the nineteenth century, Portsmouth turned increasingly to industry to help replace the prosperity that was lost with the shipping trade. Shoe factories, button factories, and textile mills sprang up within the city limits. Of all the industrial enterprises of the late nineteenth century, beer was by far the most important. Portsmouth was home to Frank Jones Brewery, the largest on the East Coast, and two other successful breweries.

Prohibition devastated the local economy and Portsmouth never regained its industrial prominence. What the city lost in manufacturing it gained in tourism, relying on its historic roots and its proximity to popular destinations to draw travelers. Partly due to its charm and location, Portsmouth was chosen as the host city for the signing of the Peace Treaty between Russia and Japan in 1905.

This city early recognized the value of preserving its past, establishing the Thomas Bailey Aldrich Memorial in 1908, one of the earliest house museums in America, and following that with a number of historical houses opened to the public in the 1930's. A proposal was made to establish an historic district in the 1930's but it was when urban renewal threatened devastation in the 1950's that action was taken to preserve many individual houses and one entire neighborhood that became Strawberry Banke, a ten-acre living museum. Historical preservation has

defined modern-day Portsmouth, giving it an identity that attracts visitors and has evolved a vital community.

To make the archival records available in a professional manner will be a great benefit to students of the past and planners of the future alike. Portsmouth's action will demonstrate the advantages of such a repository and provide a prototype for local communities.

Management of Town and City Records

It is said that early settlers destroyed town records in order to protect their land claims. Later inhabitants have not been as willful in the destruction of records, but benign neglect has taken its toll. In the early part of this century the city, complying with a state law, built a vault to house records in what is now the old city hall. This storage system only affected those departments in city hall and the space was soon insufficient. There have been efforts to duplicate important records: the 1885 publication Early Portsmouth Records, 1645-1656; WPA transcriptions of early public records done in the 1930's; and microfilming by representatives of the Latter Day Saints Church in the 1950's and 1970's. These efforts focused on vital records and the earliest town papers, viewing other historical documents as less important.

Over the last twelve years grave concerns have been expressed about the condition of Portsmouth's historic records. In 1979 the Portsmouth Public Library retained Nancy E. Peace, Professor of Library Science at Simmons College, to study and make recommendations regarding their manuscript and local history collections. She reported that because Portsmouth City Hall had no facility for allowing the public to use its records, they were customarily loaned to the library. Her report discouraged the library from continuing to collect and maintain records and manuscripts, suggesting that other institutions in town should shoulder that responsibility. She highly recommended the creation of an archives by the City of Portsmouth for public records, stating that "the first step in any program of historical documentation should be the preservation of government records."

In 1982-83 Dr. David Goodman, a local historian specializing in governmental history, working in conjunction with Strawberry Banke Museum, surveyed the extant public records. He described the neglect into which the records had fallen, and emphasized the need to establish a city archives. This was the catalyst for a vote of the City Council in April 1983 to support an archives program and to apply for funds from the NHPRC. The project was delayed in part because of the city's inability to commit to an appropriate archival facility

and the lack of a plan for its future maintenance and public access.

The City recently acquired the former Portsmouth Hospital complex and began converting these facilities into a centralized municipal government complex. All the archival records from the former city hall were transferred, some to a small vault in the City Clerk's office, but most to an unused building in the complex. Other public records are held by city agencies which have not yet moved to the new complex: the Police Department, Fire Department, Public Works Department, and the School Department. Here, too, the Goodman report identified lack of proper environmental and security conditions and recommended centralization into a controlled archives.

The renovation of the former hospital complex has provided the space necessary to establish a centralized storage facility, and has allowed the City to renew its commitment to properly house its records.

Historical Records

City Clerk's Vault: 50 linear feet; includes town record books 1652-1730's; rate and tax lists and public accounts since 1789; Selectmen's minutes and records 1779-1849; minutes and correspondence of the Mayor, Board of Aldermen, and Common Council since 1850; city ordinances since 1850; military records of 1861-1865 (Civil War); records of the Overseers of the Poor, 1812-1943; ward records since 1865; marriage records from 1769; vital statistics and census data since 1753; personal property mortgages 1837-1912.

In storage, Old Hospital Building: over 40 linear feet; tax assessors' ledgers, 1861-1937; records of real estate transactions, 1856-1938; utility and telegraph records, 1870-1932; police records, 1850-1900; school records 1853-1932; ship ownership records, 1842-71; approx. 40 maps and plans, 1849-57.

Portsmouth Police Department: 4 linear feet of logs and police reports 1887-1952. Now being temporarily stored at the Portsmouth Athenaeum.

Fire Department: 45 linear feet; unprocessed logs and fire prevention surveys, ambulance records, private fire company records from 1860's on.

Portsmouth Superintendent of Schools Office: 60 linear feet; attendance records, student records,

financial records (teachers' salaries, school costs) from the 1860's.

Public Works Department, City Yard: 900 pre-1900 maps and 25 linear feet of records: Portsmouth Aqueduct Company records (1790's-1890's); Street Committee records from 1850's; and correspondence files (1890-1940's). Approximately 120 maps and some other materials in temporary storage at the Portsmouth Athenaeum.

Portsmouth Public Library: Tax Assessment Records, 116 vols. (1823-1917 broken run) removed from the old city hall in the 1970's.

There are over 230 linear feet of material, two-thirds of which are bound volumes; there are over 1000 maps. Because of the scattered nature of the records, we are certain that we have not accounted for all the records, but those mentioned above are the major deposits.

Purposes and Goals of the City Archives Project

The proposed archival project addresses the two central issues involved in public record keeping: preservation and public access. These records are worthy of permanent preservation, for their administrative and legal purposes and for their historical value. Storage conditions are inadequate and public access has been restricted and is often at variance with the protection of the material. The only long-term, economical solution is to centralize records control and establish a secure repository.

It is essential that someone assume the responsibility for the protection of the city's public records. A coordinated effort between city departments to insure preservation of records must be managed by a trained staff person given the responsibility of administering this program. This project will be initiated by a trained archivist who will supervise the training of personnel and design guidelines and manuals for future management.

The city government needs to know what it has in storage; many of the records would still have current uses if they were more accessible. Also, public access to these records is important in this city; people care about the past and want the material to be available. This can only happen if the material is organized and described in such a way as to make it accessible.

Therefore the goals of this project are as follows:

1. To identify where records are kept and what records groups have permanent value;

2. To centralize the archival records at the municipal complex with proper environmental controls and security;
3. To organize the records and create finding aids for city archives;
4. To develop forms, policies, and procedures for the maintenance of the records;
5. To train city personnel and volunteers in proper records care and management;
6. To articulate the need and value of a records management policy to the city government, city departments, and the general public;
7. To evaluate the potential uses of microfilm and other technical advances for future management policies;
8. To plan for a city records management program, which will include the distribution of an introduction to records management to all department heads, an evaluation of the potential benefits of such a program, and a draft of a records retention schedule.

Plan of Work and Products of the Archival Project

Working with the city manager, clerk, and head librarian, the archivist will develop a policy statement to introduce the program and set the ground rules for the city archives. Our intention with this introductory policy is to insure the coordination of all interested parties. The policy will be circulated to department heads and city government and will prepare them for the second stage in this project, an inventory of all record groups. This will be done in the first week.

The next five weeks will be spent gathering information on the extent and condition of the city's records. This inventory will identify those records to be transferred to the archives and will document all records maintained by the city with notes on storage conditions. This information will guide priority decisions in the archival process and provide data for future management plans.

Over the next four months the archival records will be transferred to the central repository. An accession register will provide temporary control over the incoming records. Department heads will be consulted to help establish access requirements and city personnel will assist in transportation of records to the archives. The records will be weeded of duplicate and non-record material and placed in acid-free files and boxes.

At the beginning of this project two microfilming programs will be initiated. One will be conducted at the Public Works Department to microfilm the city's cartographic

records. These records have current uses, including determining plot lines and underground utilities, but they are in poor condition, difficult to use and there is no clear arrangement. The Public Works Department has the microfilming equipment but has never had the staff to do more than a small fraction of this task. This project proposes to hire a microfilmer to work full time for six months copying the city's cartographic records, using a 3M brand 2000 E Processor Camera and silver-halide aperture film. Two copies of the microcards will be produced: one for the archives and one for the Public Works Department. The original maps will be stored in the city archives.

The second microfilming project proposes to copy the nineteenth-century tax records now located at the Portsmouth Public Library. These records have been on open shelves since the 1970's and receive heavy public use. Continued handling and photocopying has badly damaged these irreplaceable materials which provide extensive data on property ownership, building dates, and economic conditions. This project will be contracted out to New England Micrographics, a respected regional firm which holds the contract for the New Hampshire Newspaper Project. Three copies will be produced on 35mm silver-halide film: an archive master negative, a second generation copy negative for use as a printing master, and a positive use copy which will be available at the Public Library. The original and copy negatives will be stored in the archives. Copies of the microfilm will be available at the cost of duplication.

The largest segment of the time allotted for this project, approximately fifteen months, will be spent organizing and describing the records. Most of the records are not in any recognizable order and often similar records have been deposited in different places, necessitating a effort to reestablish a workable organization. Whenever possible the records will be retained in the original order in which they were created and filed. The products of this section of the project will be: a guide to the archives, briefly describing all records; records inventories, containing detailed descriptions (the amount of detail will depend on factors such as research value and anticipated level of demand); and indexes. Copies of the guide will be distributed to the Public Library, the City Clerk's Office, Strawberry Banke Museum, the Portsmouth Athenaeum, the State Library and Archives, the University of New Hampshire and the National Archives.

The final stage of this project, approximately three and a half months of work, will entail the development of a plan for the future management of the archives, a disaster plan, a location guide, access policies, a future budget analysis, a program for prioritizing future microfilming

projects, and instructions on the use of the finding aids. A records management plan is an essential component of the future of the archives and will be addressed in this stage of the project. An introduction to records management will be compiled and distributed to city officials. Preliminary records retention and disposition schedules will be drafted using state guidelines and submitted to state and city authorities for review. The expected result of this records management component will be to protect the valuable records not under the control of the City Archives; to facilitate the transfer and organization of future archival accessions; and to assess the possibility of a centralized records management program.

Personnel

Sherman Pridham, the Director of the Public Library, will serve as the administrator of this project. He has been a strong advocate for a city archives and has served on the New Hampshire State Records Advisory Board which formulated the state guidelines for municipal records.

Kevin Shupe will be the project archivist. He has spent the last three years as the archivist at the Portsmouth Athenaeum and has done archival work for Strawberry Banke Museum and the Society for the Preservation of New England Antiquities. There are few people who have a better knowledge of Portsmouth City Records. He has served as an advisor to the City and has helped develop the framework of this project. His archival experience includes university archives, records management, and microfilming. He has received training in the management of local government records and is familiar with the necessary reference literature.

Nancy Noble, Special Collections Librarian at the Public Library, will be responsible for maintaining and providing reference services for the City Archives after the project is completed. She will work with the archivist during each stage of this project, helping to establish policies and procedures. Her training and experience highly qualify her for this position.

A microfilmer will be hired by the Public Works Department to microfilm city cartographic records under the supervision of the archivist.

Archives Advisory Committee

A committee, composed of librarians, historians and representatives of local organizations, will be created to assist the archivist with this project and to help insure continuing support. They will act as a friends committee to review the products and decisions and make suggestions

for improvement, coordinate volunteers and fundraising efforts, promote resource allocations, and represent the views of the users. Most importantly, this committee will act as the program's advocate and serve as a link between the city archives and local historical organizations. This advisory committee will act in conjunction with the Municipal Records Committee, a group enacted by State Laws 1977, Chapter 358, made up of the clerk, treasurer, assessors, tax collectors, and municipal officers.

Members of the advisory committee will include: Dr. Richard Candee, Director of the Boston University Preservations Studies Program and a specialist in Portsmouth architectural history; Ronan Donohoe, History Teacher, Exeter High School and President of the Portsmouth Athenaeum; Greg Colati, Librarian/ Archivist at Strawberry Banke Museum; and Carolyn Eastman, Special Collections Librarian, Portsmouth Athenaeum. This committee will welcome other interested participants.

Organizational Support for the Archives Project

The Portsmouth Athenaeum and Strawberry Banke have been driving forces behind the proposed city archives. Both have provided considerable advice and support to the city on the management of records: Strawberry Banke compiled the 1983 records inventory, and the Athenaeum has acted as a temporary repository for Police, Public Works, and School Departments. For this project Strawberry Banke has granted time for their librarian/ archivist to assist the project archivist and serve on the advisory committee. The Athenaeum has offered the time and services of their special collections librarian, and will contribute clerical assistance for the descriptive catalog and finding aids, as well as monetary support for archival supplies and equipment.

Conclusion

There is considerable enthusiasm and support for this archives project, from city administration, department heads, historical societies and the general public. It is felt that this support will result in a well-coordinated and smoothly running program of lasting quality. We hope that this project establishes a model municipal archives that will provide an example to local cities.



CITY OF PORTSMOUTH

Municipal Complex, P.O. Box 628
 Portsmouth, New Hampshire 03802-0628
 (603) 431-2000 ext. 202
 FAX (603) 427-1526

Kenneth R. Mahony
 City Manager

August 13, 1991

Mr. Frank C. Mevers
 Division of Records Management
 and Archives
 71 Fruit Street
 Concord, NH 03301

Dear Mr. Mevers:

Attached is a grant application from the City of Portsmouth to the New Hampshire PRC requesting funding for a 24 month Archive Project.

As you may be aware, I am new in Portsmouth having taken the job as City Manager in January 1991. I was extremely concerned when our grant application last year was turned down and still do not understand the reasons for turning it down. Portsmouth as you may be aware is one of the oldest Cities in the nation, having no archival program, no centralized repository, no security for its documents and so on.

After years of juggling its documents and historic papers all quartered in seriously constrained quarters the City at last has space to house its records and the opportunity to start a program that will ensure the security, condition, and the accessibility of its documents.

My concern specifically was the apparent unwillingness of whoever reviewed the grant to accept Mr. Canney's (my predecessor) commitment as the commitment for the City itself for an on going records management program. Neither Mr. Canney nor any other professional administrator would be willing to go to the trouble and expense that this project will entail if it were not to make a permanent change in the way things were carried out within the community.

The centralization of documents and papers in a secure repository is of primary importance, the City has such a space and will make it available. Once the project is completed, these documents will be available on either microfilm or microfiche with the appropriate record guides.

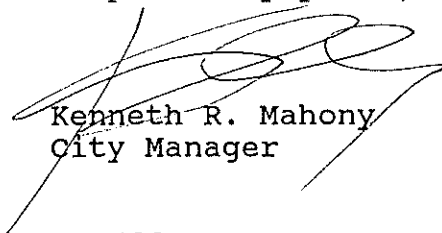
Page 2
August 13, 1991
F. Mevers

Mr. Pridham, a Professional Librarian, will be the Project Director. I feel it is appropriate that the entire ongoing program be coordinated under the Public Library though the statutory responsibility for maintenance of records rests with the office of City Clerk. The professional with day to day responsibility will be Ms. Nancy Noble, the Special Collections Librarian. The Public Library has agreed to provide shelving and to deposit their records there also.

It should be understood that the commitment of the City Manager is the commitment of the City and its department heads and I feel no need to get the approval and agreement of all department heads to coordinate this project.

Your support of this badly needed project will be greatly appreciated. I regret that the City has been unable to fund such a program in prior years. We look forward to the opportunity of properly managing our collection of historic records and documents.

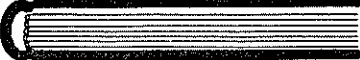
Respectfully yours,



Kenneth R. Mahony
City Manager

KRM/dd

PORTSMOUTH
PUBLIC
LIBRARY



8 Islington Street
Portsmouth, New Hampshire
03801

603-431-2007

August 6, 1991

National Historical Publication &
Records Commission

Dear Sirs:

It is a pleasure to offer the support of the library for the proposal being put forward to identify, assemble, store, and organize the city records which are scattered around the city.

The new city hall provides for the much needed space for this project. The various historical agencies involved in the project will assure long term commitment.

The library will, of course, cooperate in terms of providing assistance both from our special collections librarian and myself. The tax records currently stored in the library will be made available for the project and we have some metal shelving we can contribute.

I am most anxious to see this project move forward and will do what I can to cooperate.

Sincerely yours,



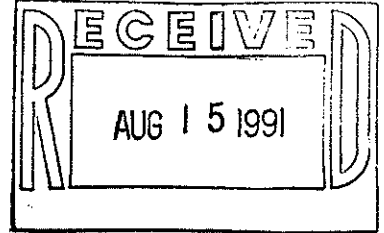
Sherman Pridham
Director

SP/cd



CITY OF PORTSMOUTH

Municipal Complex, P.O. Box 628
Portsmouth, New Hampshire 03802-0628
(603) 431-2000
FAX (603) 427-1526



DATE: AUGUST 15, 1991
TO: KENNETH MAHONY, CITY MANAGER
FROM: DAPHNE SAVRAMIS, CITY CLERK *DS*
RE: HISTORICAL RECORDS

This is to inform you of my total support of the grant application to the New Hampshire PRC requesting funding for a 24 month Archive Project.

Many of the City's old records have been stored in the vault of the City Clerk's office over the years and this is currently the case. There are, however, numerous records scattered in different locations in the City due to lack of space in the past to house all of them in one place. This has made it extremely difficult for one to research records for information as it is not known exactly which records are located in different places.

Having worked in the City Clerk's office for a number of years, spoken with numerous people who have come into the office to research old records, I cannot stress enough the importance of a program for the centralization, proper categorizing, accessibility, and administration of the City's historical records. Since the City has now acquired much more space, thereby eliminating a major obstacle in getting such a program going in the past, I feel that this is an area of concern that needs to be addressed as soon as possible.



CITY OF PORTSMOUTH

Municipal Complex, P.O. Box 628
Portsmouth, New Hampshire 03801-0628
(603) 431-2000

Eileen Foley
Mayor

August 8, 1991

Dear NHPRC:

I have read with interest the grant presently before you which concerns very important historical City records that are now scattered throughout a number of the City departments where they cannot be adequately protected and preserved. For obvious historical reasons it is important that these records be documented and put in one place for proper preservation and access. This grant will allow us to establish a central and secure archival repository and it will provide guidelines for future records management. I feel that this is a very worthwhile project and of importance to our heritage both today and yesterday and in the future.

The City has worked with the project director Sherm Pridham and archivist Kevin Shupe to develop the guidelines of this project and grant proposal. The City has committed itself not only to the professional establishment of the City Archives, but also the future management of City records. As Mayor of the City of Portsmouth I endorse this project and hope that the funding will be available.

Most sincerely,


Mayor Eileen Foley

EF/jh



The Executive Council of the State of New Hampshire
 State House, Concord, N.H. 03301

Ruth L. Griffin
 Councilor, District Three

Governor Judd Gregg
 Councilor Raymond S. Burton, District One
 Councilor Peter J. Spaulding, District Two
 Councilor Ruth L. Griffin, District Three
 Councilor Earl A. Rinker, III, District Four
 Councilor Bernard A. Streeter, Jr., District Five

August 12, 1991

Kenneth Mahoney, City Manager
 City Complex
 Junkins Avenue
 Portsmouth, NH 03801

Dear Mr. Mahoney,

I am pleased to learn that the City of Portsmouth is applying for a federal grant to establish a public archives for the city records.

As a member of the New Hampshire Governor's Council, as a resident of Portsmouth, and as a member of the Portsmouth Athenaeum, I know how important it is to preserve our city's history. A large part of the vitality of Portsmouth is based on its historical resources. There are numerous museums and strong historical societies, encouraging residents to be active in community affairs and promoting tourism. The one element missing from the historical fabric is the city government's own involvement. This long-overdue establishment of a city archives will help link the city government to the historical community. I am sure this project will provide a guiding example to other towns and cities in New Hampshire.

I would like to offer my wholehearted support for this worthwhile and necessary project.

Sincerely,

Ruth L. Griffin
 Ruth L. Griffin

NOON and COMPANY

151 High Street
PO Box 6629
Portsmouth, New Hampshire 03801
603-433-4456

August 8, 1991

Ken Mahoney
City Manager
Municipal Complex
Portsmouth, NH 03801

Dear Ken:

I am writing to you in full support of the archival project for centralizing and organizing the City's historical records. As a City Councilor and as a proprietor of the Portsmouth Athenaeum, I am often contacted by people looking for records, historical perspectives, and information about the City's past. This project will be invaluable not only to historians of the City, but also to developers, politicians, and other citizens who need to have an insight into what has happened in the City in the past. It is vital that Portsmouth's historic records be preserved in a safe environment; it is equally important that guidelines be arranged for the future management of City records.

I am personally committed to the project, and I am committed to continuing the City's support for the project. Thank you.

Sincerely,



Charles A. Noon

PORTSMOUTH SCHOOL DEPARTMENT

CLOUGH DRIVE
PORTSMOUTH, NEW HAMPSHIRE 03801OFFICE OF THE
SUPERINTENDENT OF SCHOOLSTELEPHONE 603-436-7100
603-431-5080

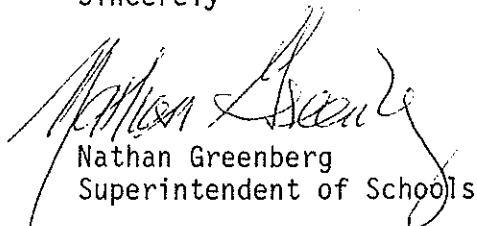
August 13, 1991

Mr. Ken Mahony, City Manager
Municipal Complex
Junkins Avenue
Portsmouth, NH 03801

Dear Ken

I am writing to express my support of the City Archives project to organize and protect the historic records of Portsmouth. The School Department has been concerned for some time about its own historic records, and this summer placed its pre-1925 volumes on temporary deposit at the Portsmouth Athenaeum for safety purposes until a City archives is established. A City archives will not only make Portsmouth's history safe and available to historians, but will also add to the historical distinction of Portsmouth. I am personally committed to this worthwhile project and will assist in any way I can.

Sincerely



Nathan Greenberg
Superintendent of Schools

paw

Boston University

American and New England Studies Program
 Preservation Studies Program
 226 Bay State Road
 Boston, Massachusetts 02215



August 4, 1991

Mr. Kenneth Mahony
 Portsmouth City Manager
 Portsmouth, NH 03801

Dear Sir,

I am writing to support the city's NHPRC application for the establishment of an archival and records management program. The quality and breadth of these records stretching back to the 17th century are unique. They deserve better care and greater access to make them more available to the public.

As a professor who has worked closely with several Portsmouth institutions, I know the deplorable conditions under which the historic records of the city have heretofore been subjected. While on sabbatical this year I have had several opportunities to use that fraction of the city records shelved in unordered series in the city clerk's new office. While this is better access than in the past, lack of order and the partial record series located there still pose difficulties. While many of the records formerly located in the old City Hall cellar were transferred to dead storage awaiting a project such as this, I am afraid that more recent records were not. A program of archival management will make the city's remaining records of even greater importance to scholars, students, and others actively engaged in historical research.

As chair of the Portsmouth Athenaeum's special collections committee, I can attest to the unexpectedly large number of Portsmouth citizens engaged in the use of manuscript and other historical resources. Since we processed our collections and provided access through finding aids, the research library is always busy with museum and academic researchers, students, teachers, as well as individuals engaged in family or other personal research. At the moment, for example, we are assisting four major institutional projects: a history museum exhibit on colonial Portsmouth, an art exhibit and major catalog of eighteenth and early nineteenth century furniture making, an exhibit and book on the impact of nineteenth century Piscataqua tourism and the arts on the national colonial revival movement, as well as planning for a major 1992 international conference for the Vernacular Architecture Forum.

With the publications resulting from these projects over the next two or three years, Portsmouth will soon become far better known for its rich historical resources. Given the city's proximity to the Durham campus of the University of New Hampshire and the number of new history department faculty there, I expect the academic community will continue this active and productive use of the city's historical records. In fact, next year I will be teaching a Boston University graduate seminar on Portsmouth's town planning and development that will also need access to key parts of the city's collections.

Finally, I confirm my continuing interest in assisting the archivist on a volunteer basis during the project. The University encourages community service and professional activity, so I am able to contribute the value of 5% of my salary time (\$2,400/ year) toward this key project.

Sincerely yours,


 Richard M. Candee
 Professor, American & New England Studies



**STRAWBERRY
BANKE** PORTSMOUTH
New Hampshire

An Historic Waterfront Neighborhood

PO BOX 300
PORTSMOUTH
NEW HAMPSHIRE
03801
(603) 433-1100

THAYER CUMINGS LIBRARY AND ARCHIVES

August 7, 1991

Ken Mahoney
City Manager
Portsmouth City Offices
1 Junkins Ave
Portsmouth, NH 03801

Dear Mr. Mahoney:

This is to confirm our willingness to participate in the city archives project described in the application to the National Historic and Public Records Commission. Strawberry Banke Museum is eager to see the city's archives centralized and to have a guide created for them. Creating improved access to these historically invaluable records will assist our research and scholarship considerably. This will enable us to interpret more accurately the history of Portsmouth and subsequently the Puddledock neighborhood which constitutes the Museum's focus.

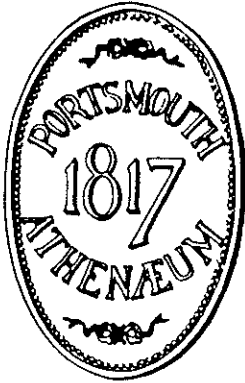
In support of this project the Director has allocated 3% of my time to be devoted to this enterprise, and I will serve on the advisory committee which will be established to oversee the progress of the project archivist on a regular basis.

Strawbery Banke hopes that as a result of this project not only will the city have improved access and control over these records but the broader research community will be able to utilize this information.

Properly caring for our local history is a responsibility that not only research institutions, but the city itself should be involved in. For this reason we are pleased to see strong leadership from the city and complement you on your initiative.

Sincerely,

Greg Colati
Librarian/Archivist



PORTSMOUTH ATHENÆUM

9 MARKET SQUARE

PORTSMOUTH, NEW HAMPSHIRE 03801

(603) 431-2538

August 12, 1991

Kenneth Mahoney, City Manager
Municipal Complex
9 Junkins Avenue
Portsmouth, NH 03801

Dear Mr. Mahoney,

On behalf of the Portsmouth Athenæum it is my great pleasure to extend our support to the city's application for an NHPRC grant. It is my understanding that award of this federal grant will make it possible to organize, centralize and describe the city's historic public records. We at the Athenæum fully appreciate the value of this project and wish to commend the city for its commitment to provide proper archival care of its public records.

As evidence of our long-standing interest in seeing this important project to fruition, the Portsmouth Athenæum is happy to offer matching funds totalling \$1300 to the effort. Part of this, \$800, will come from dedicated funds to provide clerical assistance to the project. In addition the Athenæum commits to finding in its own budget or raising from third-party sources another \$500 to be used to match NHPRC funds for equipment or supplies as needed. We are also willing to provide a portion of our Special Collections Librarian's time; she will be serving on the Archives Advisory Committee.

I will be donating the equivalent of eighteen days of my time each year to serve on the Archives Committee and to assist the archivist as needed.

If there are other ways in which the Athenæum can help the city government in the completion of the project, please let us know. We stand ready to advise and assist in any way we can.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ronan Donohoe".

Ronan Donohoe
President