

# Maine Department of the Secretary of State



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Secretary of State



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Maine State Archivist

# Renovating the Maine State Cultural Building



Maine State House

Maine State Cultural Building

Secretary of  
State Office

Governor's Mansion





LIBRARY

MUSEUM

ARCHIVES

# Maine State Cultural Building





LIBRARY

MUSEUM

ARCHIVES



# Maine State Archives

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- Established in 1965
- Maine State Cultural Building opened in 1971
- Originally, the Maine State Archives wing of the Cultural Building held both Archival collections and Records Center storage
- Expanded to an off-site facility for the Records Center by the early 1980s





















COVID-19 Pandemic in 2020

















6

984  
18

MAINE STATE ARCHIVES  
RECORDS CENTER

RECORDS CENTER

MAINE STATE ARCHIVES  
RECORDS CENTER













# Maine State Archives - Archives catalog

Your friendly archives management tool.

<b>Enter your search terms</b>	<b>Limit by record type</b>	<b>Search field</b>	<b>From year</b>	<b>To year</b>	<b>Add row</b>
<input type="text" value="Enter your search terms"/>	<input type="text" value="Search all record types"/>	<input type="text" value="Keyword"/>	<input type="text" value="From"/>	<input type="text" value="To"/>	<input type="button" value="+"/>
<input type="button" value="Search"/>					

## Open to Collaborate Notice



Our institution is committed to the development of new modes of collaboration, engagement, and partnership with Indigenous peoples for the care and stewardship of past and future heritage collections.

For more more information about this notice, please [read more at Local Contexts](#)

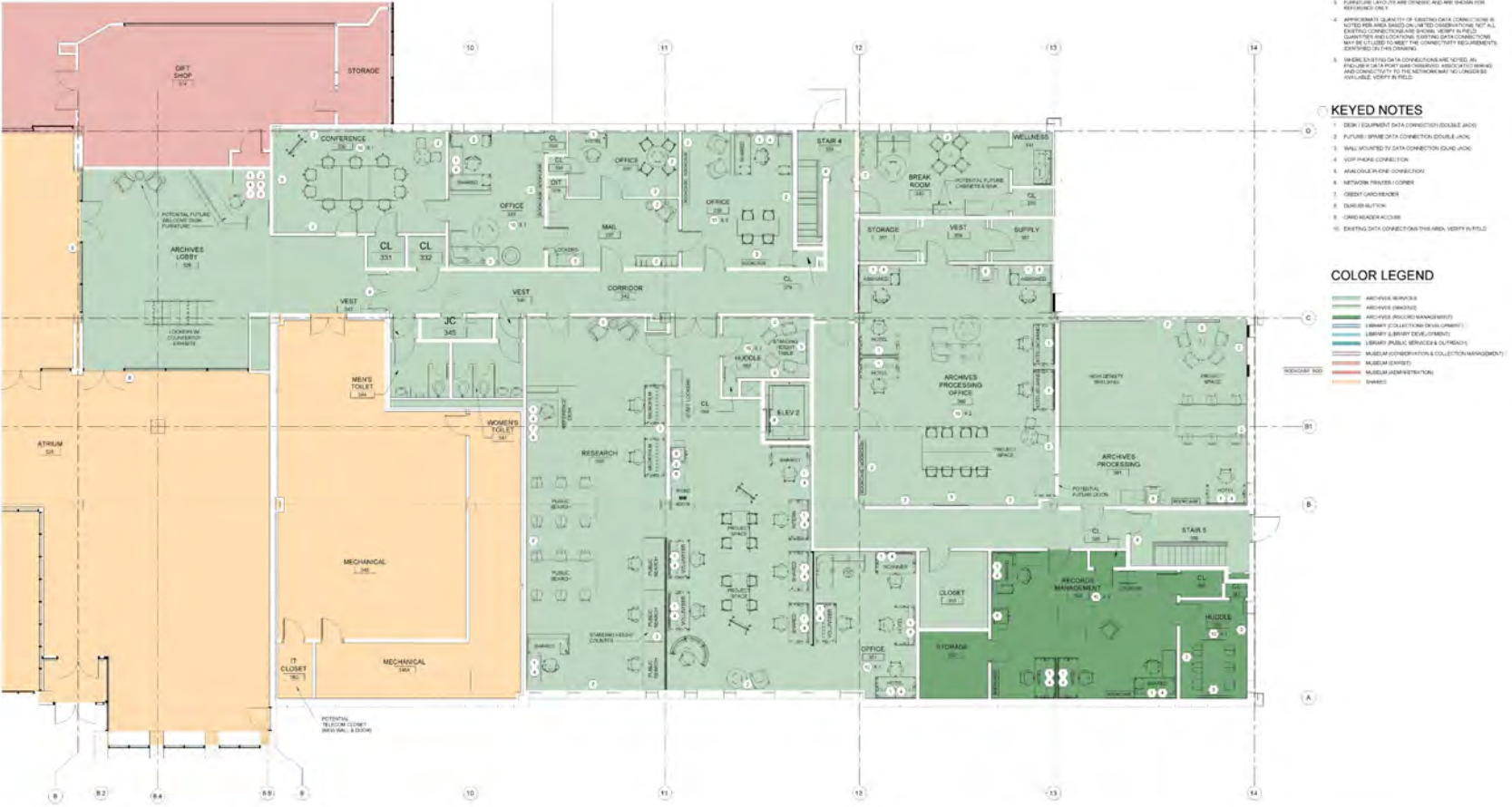


# Renovation Plan formed *after* the move out

- State Building agency maintained control of the entire renovation project
- Began with a \$15 million budget to do the minimum amount of work: abate asbestos and replace HAVC system
- Extensive problems were quickly discovered:
  - Structural issues
  - Leaks in electrical and mechanical rooms
  - All plumbing is damaged and replaced
  - All electrical is replaced due to updated codes



# Main floor



- SHEET NOTES**
1. REFER TO THE DRAWING BY KEY TO FURNITURE LAYOUT TO CLARIFY FURNITURE SPECIFICATIONS. AS APPLICABLE TO EXISTING FURNITURE, REFER TO THE DRAWING TO CLARIFY THE OFFICE OF INFORMATION TECHNOLOGY (OIT) REQUIREMENTS FOR NETWORKING AND CONNECTIVITY TO THE BUILDING.
  2. FOR EACH ITEM NOTED, PROVIDE ITS STANDARD TYPE AND QUANTITY OF CONNECTIONS.
  3. FURNITURE LAYOUTS ARE CONSIDERED AS INDICATED FOR REFERENCE ONLY.
  4. APPROXIMATE QUANTITY OF EXISTING DATA CONNECTIONS IS NOTED FOR EACH ROOM. WHERE APPROPRIATE, NOT ALL EXISTING CONNECTIONS ARE SHOWN. VERIFY ALL EXISTING CONNECTIONS AND LOCATIONS. EXISTING DATA CONNECTIONS MAY BE UTILIZED TO MEET THE CONNECTIVITY REQUIREMENTS, WHERE APPROPRIATE.
  5. WHERE EXISTING DATA CONNECTIONS ARE NOTED, AN INDICATOR IS SHOWN FOR EXISTING, PROPOSED, REMOVED AND CONNECTIVITY TO THE NETWORK MAY OR MAY NOT BE AVAILABLE. VERIFY IN FIELD.
- KEYED NOTES**
1. IDENTIFY EQUIPMENT DATA CONNECTION DOUBLE JACKS
  2. FUTURE SPARE DATA CONNECTION DOUBLE JACKS
  3. WALL MOUNTED TO DATA CONNECTION DOUBLE JACKS
  4. VOIP PHONE CONNECTION
  5. ANALOGUE PHONE CONNECTION
  6. NETWORK POWER CONSOLE
  7. CREST CARD READER
  8. SMART SOLUTIONS
  9. CARD READER ACCESS
  10. EXISTING DATA CONNECTIONS ARE SHOWN. VERIFY IN FIELD.
- COLOR LEGEND**
- ARCHIVES SERVICES
  - ARCHIVES SERVICES
  - ARCHIVES AND RECORDS MANAGEMENT
  - LIBRARY & SPECIAL COLLECTIONS
  - LIBRARY PUBLIC SERVICES
  - MUSEUM CONSERVATION & COLLECTIONS MANAGEMENT
  - MUSEUM EXHIBIT
  - MUSEUM ADMINISTRATION
  - STORAGE

THIRD LEVEL FURNITURE PLAN

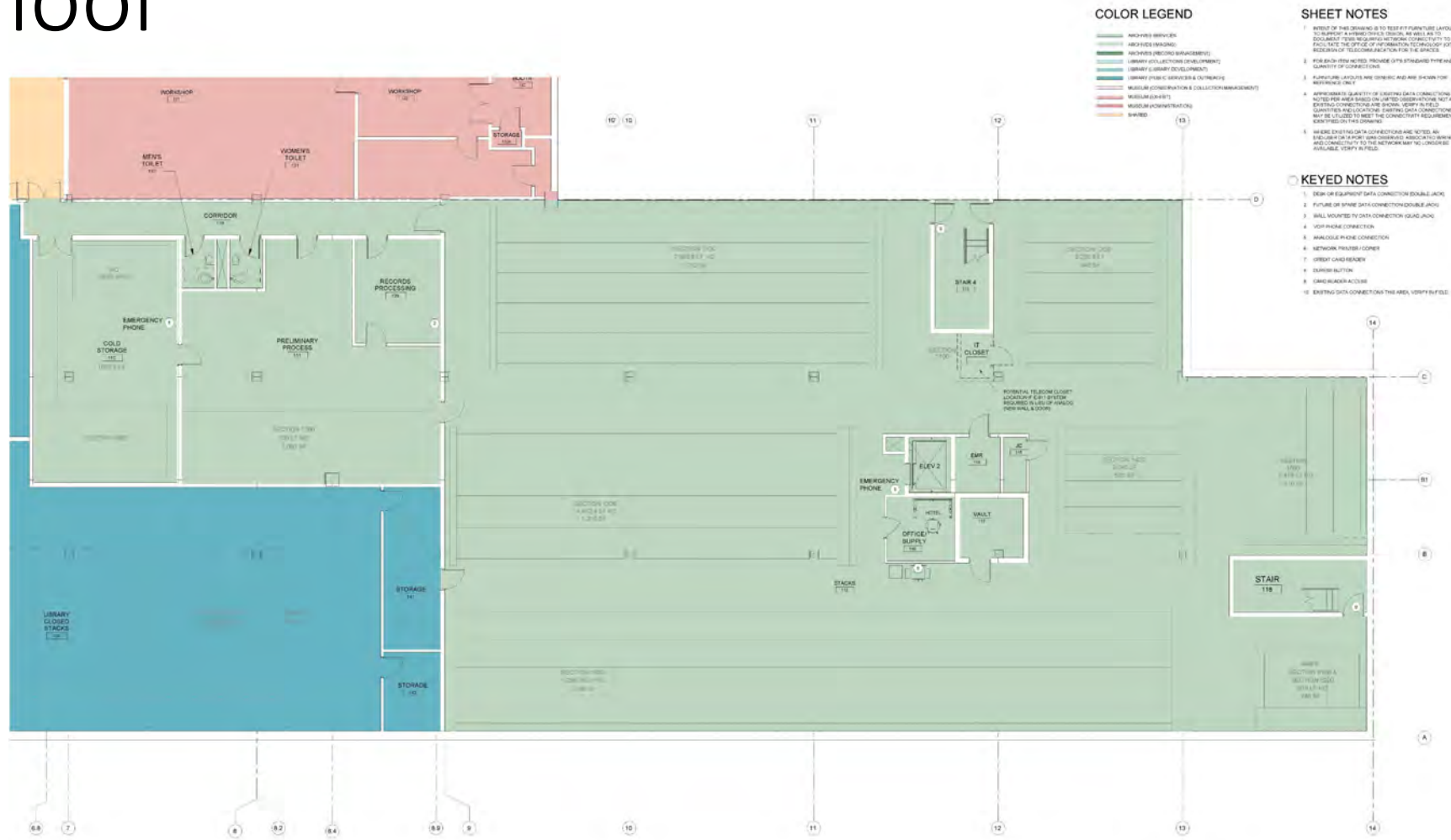








# 1<sup>st</sup> floor



FIRST LEVEL FURNITURE PLAN

MAINE STATE ARCHIVES  
 TELEWORK HYBRID OFFICE & OIT FURNITURE LAYOUTS  
 CULTURAL BUILDING MECHANICAL UPGRADES - AUGUSTA, MAINE  
 STATE OF MAINE BUREAU OF GENERAL SERVICES  
 AUGUST 23, 2022  
 A1



# Project end....

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- Construction is due for completion in May 2024
- \$1 million worth of shelving will be installed
- Then the Archives can begin to move back in
- Reopen to the public by January 2025





# Lessons Learned

## Do:

- Do utilize the moving process for collections management objectives
- Do consider accessibility of archival and records collections in the transition
- Do leverage the project to rethink organization of collections and workflow
- Ask for what you need!

## Don't:

- Don't wait until disaster strikes to start your building project.
- Don't skimp on the architectural and engineering plans for the renovation at the outset.
- Don't make your planning group too narrow; involve all interested parties in the planning process.

