

State of Alaska FY2003 Governor's Operating Budget

Department of Education and Early Development Archives Component Budget Summary

Component: Archives

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Component Mission

To provide access to information and to preserve the history of the state.

Component Services Provided

ARCHIVES: This section identifies, preserves and makes available state and territorial government records of permanent value. Archives staff first provide identification of archival records through an appraisal process. After records are accessioned, staff arrange and provide description of these records in order to facilitate and encourage use of the collection. Staff also provide reference and research services for state and local government personnel, historians, researchers and the general public who require access to the records.

RECORDS MANAGEMENT: The records management program concentrates on the systematic creation, organization, maintenance and disposition of records. This section assists state agencies in files management, records retention scheduling and disposition.

Staff assist state agencies in determining the administrative, fiscal, legal, and other research values of records and in determining how long the records should be retained. In addition, staff is beginning to deal with the issues and policy questions surrounding electronic records. Staff also provides very limited assistance to local government and school districts. This section ensures the periodic legal disposal of records that have no further administrative, fiscal, legal or research value.

CENTRAL MICROFILM SERVICES: This section provides microfilm services for agencies throughout State Government. Microfilm and microfiche services are provided to state agencies as a management option for some state records. Microfilm provides a cost effective option for maintenance and storage of records legally suited for microfilm or microfiche.

Component Goals and Strategies

The goal of the State Archives is to manage current records and to acquire, protect and make accessible state records of permanent value. The State Archives provides services to agencies statewide and seeks to help the state manage information in a cost effective and efficient manner through the assistance of records managers, archivists and microfilm/microfiche services.

Key Component Issues for FY2002 – 2003

The most important issue is the archives facility. It has serious structural flaws and it is running out of storage space for archival material. When constructed, the rear portion of the facility was built on hard rock, the front portion, on land fill. The front portion is torqueing away from the rest of the building because pilings were not put down to bedrock. The only way to correct this problem would be to tear down the front portion and rebuild it with properly placed pilings. However, this would be only a short term solution since the building will be out of storage space in two to three years. While the building is in immediate need of carpeting and earthquake proofing of its stacks, the current facility is so deficient that major maintenance is not a viable alternate. With a space problem at both the State Museum and Archives, a joint solution should be developed. Property adjacent to the Museum is available for purchase and it is large enough to accommodate both a new state archives facility and museum expansion.

A critical issue is the minimal staffing of the Archives and Records Management Services. With the staff level at only 50% of it's FY86 level and with the increased workload and responsibilities due to the introduction of electronic records, it has become a challenge to both keep the facility open to the user and maintain control of the collection.

The third issue concerns the proliferation of electronic records. The archives is concerned with issues relating to the

informational content of electronic records. While information technology officials focus on technology and architecture of the state's computer systems, the archives is focusing on access and the preservation requirements associated with electronic records keeping systems and procedures. The archive is building a basic electronic records component to respond to requests from state officials seeking assistance for solutions to the legal and administrative requirements associated with current electronic records systems. This is placing additional stress on an already depleted staff.

Major Component Accomplishments in 2001

The State Archives has created several new research databases. The intent of these databases is to make more of the Archives' resources available to the public. The naturalization index, and Alaska World War I Veterans' and Pioneer Home Resident databases contain more than 11,000 names. In addition, the Archives staff has developed a database that allows researchers to view basic descriptive data on the more than 20,000 boxes in the Archives collection.

Statutory and Regulatory Authority

AS 40.21

Archives

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	577.1	614.9	613.4
72000 Travel	11.9	22.9	22.9
73000 Contractual	53.1	33.8	33.8
74000 Supplies	32.8	64.0	77.2
75000 Equipment	6.2	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	681.1	735.6	747.3
Funding Sources:			
1002 Federal Receipts	34.3	40.0	40.0
1004 General Fund Receipts	554.3	561.4	570.3
1007 Inter-Agency Receipts	79.9	134.2	137.0
1108 Statutory Designated Program Receipts	12.6	0.0	0.0
Funding Totals	681.1	735.6	747.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	554.3	561.4	561.4	570.3	570.3
Unrestricted Total		554.3	561.4	561.4	570.3	570.3
<u>Restricted Revenues</u>						
Federal Receipts	51010	34.3	40.0	40.0	40.0	40.0
Interagency Receipts	51015	79.9	134.2	134.2	137.0	137.0
Statutory Designated Program Receipts	51063	12.6	0.0	0.0	0.0	0.0
Restricted Total		126.8	174.2	174.2	177.0	177.0
Total Estimated Revenues		681.1	735.6	735.6	747.3	747.3

Archives

Proposed Changes in Levels of Service for FY2003

There are no proposed changes for FY2003.

**Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	561.4	40.0	134.2	735.6
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	8.9	0.0	2.8	11.7
FY2003 Governor	570.3	40.0	137.0	747.3

Archives

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	10	10	Annual Salaries	450,038
Part-time	0	0	COLA	9,980
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	153,361
			Less 0.00% Vacancy Factor	(0)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	613,379

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Archivist I	0	0	1	0	1
Archivist II	0	0	1	0	1
Library Assistant I	0	0	1	0	1
Micro/Network Tech I	0	0	1	0	1
Microfilm Equip Op I	0	0	2	0	2
Micrographic Services Mgr	0	0	1	0	1
Records Analyst I	0	0	1	0	1
Records Analyst II	0	0	1	0	1
State Archivist	0	0	1	0	1
Totals	0	0	10	0	10