

# **State of Alaska FY2004 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 identify archival records through an appraisal process. After they accession the material, staff arrange and provide description of these records in order to facilitate use of the collection. Staff also provides 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. The service 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 FY2003 – 2004**

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 torquing 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 the Archives, the State Museum, and the State Library, a joint solution should be developed. The State has purchased property adjacent to the Museum and it is large enough to accommodate the programs of the Archives, Museum and Library.

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. State officials need assistance in dealing with 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 2002**

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*

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	534.8	604.5	583.8
72000 Travel	12.0	22.9	22.9
73000 Contractual	41.2	33.8	33.8
74000 Supplies	29.8	77.2	77.2
75000 Equipment	7.5	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
<b>Expenditure Totals</b>	<b>625.3</b>	<b>738.4</b>	<b>717.7</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	2.2	40.0	40.0
1004 General Fund Receipts	529.4	561.4	538.3
1007 Inter-Agency Receipts	93.7	137.0	139.4
<b>Funding Totals</b>	<b>625.3</b>	<b>738.4</b>	<b>717.7</b>

## Archives

### Proposed Changes in Levels of Service for FY2004

**Reduce public access (-\$28.1)**

The primary responsibility of this position is to man the public service desk and to take general in-coming calls. The archives would reduce public access from full- to half days. The position would be changed from permanent full time to permanent part time. State employees would have full-day access by appointment.

**Annualize FY2003 COLA increase for General Government and Supervisory Bargaining Units (\$1.3)**

In FY2003 COLA increases were not in effect for the entire year for the General Government, Confidential and Supervisory bargaining units. This request adds funding to pay the COLA for these bargaining units for the full year in FY2004.

**\$75 per Month Health Insurance for Non-covered Staff (\$6.1)**

The employer contribution to health insurance for non-covered staff will increase by \$75.00 from \$630.00 per month to \$705.00 per month.

### Summary of Component Budget Changes

#### From FY2003 Authorized to FY2004 Governor

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2003 Authorized</b>	<b>561.4</b>	<b>40.0</b>	<b>137.0</b>	<b>738.4</b>
<b>Adjustments which will continue current level of service:</b>				
-Annualize FY2003 COLA Increase for General Government and Supervisory Bargaining Units	0.0	0.0	1.3	1.3
-\$75 per Month Health Insurance for Non-covered Staff	5.0	0.0	1.1	6.1
<b>Proposed budget decreases:</b>				
-Reduce public access	-28.1	0.0	0.0	-28.1
<b>FY2004 Governor</b>	<b>538.3</b>	<b>40.0</b>	<b>139.4</b>	<b>717.7</b>

## Archives

## Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	10	9	Annual Salaries	447,698
Part-time	0	1	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	152,796
			<i>Less 2.78% Vacancy Factor</i>	(16,694)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>Total Personal Services</b>	<b>583,800</b>

## 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
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>