

# **State of Alaska FY2011 Governor's Operating Budget**

## **Department of Natural Resources Recorder's Office/Uniform Commercial Code Component Budget Summary**

## Component: Recorder's Office/Uniform Commercial Code

### Contribution to Department's Mission

Provide and maintain a secure, accessible and impartial place to record and preserve the permanent public record of Alaska.

### Core Services

- Examine, record, file, and process original documents
- Maintain and update grantor/grantee and location indices for retrieval of documents
- Archive records and update libraries
- Customer assistance, searches and copies of recorded and filed documents

### Results at a Glance

(Additional performance information is available on the web at <http://omb.alaska.gov/results.>)

#### END RESULT A: Enhance the operation of commerce (personal and commercial) within Alaska.

- Recording offices were open during normal business hours 95% in FY09, a slight improvement over FY08.
- 31% of UCC filings were submitted electronically during FY09, an improvement of 8% over FY08.

#### Status of Strategies to Achieve End Result

- During FY09, all documents accepted for recording were indexed within 24 hours and verified within 7 calendar days 98% of the time, reflecting a slight improvement over FY08.
- All records from 2001 to current year are accessible on the Intranet and 61% of all historic records (prior to 2001) have been digitized and made available on the Intranet, a 14% increase over FY08.
- Annual testing of offsite backup system is completed during August of each year. Testing confirms successful backup of the public record can be loaded and accessible within 48 hours. Full compliance continues in this area.

### Major Activities to Advance Strategies

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Enhance system through completion of book, film, and aperture card conversion projects, integrating images into the Intranet data base.</li> <li>• Examine, record/file, receipt, and process original documents</li> <li>• Maintain and update grantor/grantee and location indices for retrieval of documents</li> <li>• Provide searches and copies of recorded and filed documents</li> </ul> | <ul style="list-style-type: none"> <li>• Return original recorded documents to customers</li> <li>• Customer assistance in use of library facilities</li> <li>• Archival and administrative processes</li> <li>• Provide web access to electronic records</li> </ul> |
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### Key Component Challenges

- Complete testing on UCC on line filing system in order to implement
- Develop programming to implement electronic recording
- Complete digital conversion of all remaining historic records and release to Intranet
- Maintain full staffing to eliminate backlogs

### Significant Changes in Results to be Delivered in FY2011

- No significant changes in results delivered in FY11 are anticipated

### Major Component Accomplishments in 2009

- ~~Converted and released 64% of all historic records to electronic format~~

- Initiated UCC on line fully automated programming
- Completed regulations to implement non-standard document fee
- Submitted regulations to enable electronic recording to regulation attorney for final approval

## Statutory and Regulatory Authority

### STATUTORY/REGULATORY CITATIONS

(And various other statutes under 19 titles that affect recording and filing)

AS 37.05  
AS 40.17  
AS 44.37  
AS 45.29  
11 AAC 05, 06

Contact Information
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**Recorder's Office/Uniform Commercial Code  
Component Financial Summary**

*All dollars shown in thousands*

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	3,314.3	3,448.3	3,448.3
72000 Travel	14.9	15.8	15.8
73000 Services	851.9	877.3	877.3
74000 Commodities	107.7	119.0	119.0
75000 Capital Outlay	0.0	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>4,288.8</b>	<b>4,470.4</b>	<b>4,470.4</b>
<b>Funding Sources:</b>			
1061 Capital Improvement Project Receipts	105.3	0.0	0.0
1156 Receipt Supported Services	4,183.5	4,470.4	4,470.4
<b>Funding Totals</b>	<b>4,288.8</b>	<b>4,470.4</b>	<b>4,470.4</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
<b>Unrestricted Revenues</b>						
Receipt Supported Services	51073	2,341.8	0.0	0.0	2,330.0	2,669.6
<b>Unrestricted Total</b>		<b>2,341.8</b>	<b>0.0</b>	<b>0.0</b>	<b>2,330.0</b>	<b>2,669.6</b>
<b>Restricted Revenues</b>						
Receipt Supported Services	51073	4,183.5	0.0	0.0	4,470.4	4,470.4
Capital Improvement Project Receipts	51200	105.3	0.0	0.0	0.0	0.0
<b>Restricted Total</b>		<b>4,288.8</b>	<b>0.0</b>	<b>0.0</b>	<b>4,470.4</b>	<b>4,470.4</b>
<b>Total Estimated Revenues</b>		<b>6,630.6</b>	<b>0.0</b>	<b>0.0</b>	<b>6,800.4</b>	<b>7,140.0</b>

**Summary of Component Budget Changes  
From FY2010 Management Plan to FY2011 Governor***All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2010 Management Plan</b>	<b>0.0</b>	<b>0.0</b>	<b>4,470.4</b>	<b>4,470.4</b>
<b>FY2011 Governor</b>	<b>0.0</b>	<b>0.0</b>	<b>4,470.4</b>	<b>4,470.4</b>

Recorder's Office/Uniform Commercial Code Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	48	48	Annual Salaries	2,240,608
Part-time	6	6	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	1,356,761
			<i>Less 4.14% Vacancy Factor</i>	(149,069)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>54</b>	<b>54</b>	<b>Total Personal Services</b>	<b>3,448,300</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Asst III	1	0	0	0	1
Analyst/Programmer IV	1	0	0	0	1
Office Assistant I	2	0	0	0	2
Recorder I	3	1	0	2	6
Recorder II	9	4	2	12	27
Recorder III	2	0	1	1	4
Recorder IV	1	1	0	1	3
Recorder Mgr	2	0	1	0	3
Recorder Technician	5	0	0	0	5
Recorder Technician Supervisor	1	0	0	0	1
State Recorder	1	0	0	0	1
<b>Totals</b>	<b>28</b>	<b>6</b>	<b>4</b>	<b>16</b>	<b>54</b>

**Component Detail All Funds**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

	<b>FY2009 Actuals</b>	<b>FY2010 Conference Committee</b>	<b>FY2010 Authorized</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>	<b>FY2010 Management Plan vs FY2011 Governor</b>	
71000 Personal Services	3,314.3	3,448.3	3,448.3	3,448.3	3,448.3	0.0	0.0%
72000 Travel	14.9	15.8	15.8	15.8	15.8	0.0	0.0%
73000 Services	851.9	877.3	877.3	877.3	877.3	0.0	0.0%
74000 Commodities	107.7	119.0	119.0	119.0	119.0	0.0	0.0%
75000 Capital Outlay	0.0	10.0	10.0	10.0	10.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>4,288.8</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>0.0</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
1061 CIP Rcpts	105.3	0.0	0.0	0.0	0.0	0.0	0.0%
1156 Rcpt Svcs	4,183.5	4,470.4	4,470.4	4,470.4	4,470.4	0.0	0.0%
<b>General Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>4,288.8</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>4,470.4</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	48	48	48	48	48	0	0.0%
Permanent Part Time	6	6	6	6	6	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>	ConfCom	4,470.4	3,448.3	15.8	877.3	119.0	10.0	0.0	0.0	48	6	0
1156 Rcpt Svcs		4,470.4										
<b>Subtotal</b>		<b>4,470.4</b>	<b>3,448.3</b>	<b>15.8</b>	<b>877.3</b>	<b>119.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>48</b>	<b>6</b>	<b>0</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>Subtotal</b>		<b>4,470.4</b>	<b>3,448.3</b>	<b>15.8</b>	<b>877.3</b>	<b>119.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>48</b>	<b>6</b>	<b>0</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>Totals</b>		<b>4,470.4</b>	<b>3,448.3</b>	<b>15.8</b>	<b>877.3</b>	<b>119.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>	<b>48</b>	<b>6</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Natural Resources**

**Scenario:** FY2011 Governor (7749)

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
10-0088	Recorder Mgr	FT	A	SS	Anchorage	2A	17F	12.0		59,724	0	0	31,298	91,022	0
10-0273	Recorder Mgr	FT	A	SS	Anchorage	2A	17L	12.0		66,708	0	0	33,667	100,375	0
10-0299	State Recorder	FT	A	SS	Anchorage	2A	22J	12.0		86,520	0	0	40,388	126,908	0
10-0300	Recorder III	FT	A	SS	Anchorage	2A	13C / D	12.0		41,687	0	0	25,180	66,867	0
10-0301	Recorder IV	FT	A	SS	Anchorage	2A	15B / C	12.0		45,592	0	0	26,505	72,097	0
10-0303	Recorder I	FT	A	GP	Anchorage	2A	10C / D	12.0		33,047	0	0	22,603	55,650	0
10-0304	Recorder Mgr	FT	A	SS	Juneau	2A	17N / O	12.0		72,804	0	0	35,735	108,539	0
10-0305	Recorder III	FT	A	SS	Anchorage	2A	13M	12.0		52,440	0	0	28,828	81,268	0
10-0306	Recorder Technician Supervisor	FT	A	SS	Anchorage	2A	15J	12.0		54,012	0	0	29,361	83,373	0
10-0307	Recorder II	FT	A	GP	Anchorage	2A	11D	12.0		35,760	0	0	23,523	59,283	0
10-0308	Recorder II	FT	A	GP	Anchorage	2A	11C	12.0		34,704	0	0	23,165	57,869	0
10-0310	Recorder Technician	FT	A	GP	Anchorage	2A	12G	12.0		42,168	0	0	25,696	67,864	0
10-0311	Recorder Technician	FT	A	GG	Anchorage	2A	12B / C	12.0		36,510	0	0	23,777	60,287	0
10-0312	Recorder II	FT	A	GP	Anchorage	2A	11C / D	12.0		35,056	0	0	23,284	58,340	0
10-0313	Recorder II	FT	A	GP	Anchorage	2A	11C / D	12.0		35,276	0	0	23,359	58,635	0
10-0314	Recorder II	FT	A	GP	Kodiak	2D	11M / N	12.0		50,928	0	0	28,668	79,596	0
10-0315	Recorder I	FT	A	GP	Homer	2A	10C / D	12.0		33,384	0	0	22,717	56,101	0
10-0316	Recorder II	FT	A	GP	Anchorage	2A	11B / C	12.0		34,364	0	0	23,049	57,413	0
10-0317	Recorder IV	FT	A	SS	Fairbanks	2B	15D / E	12.0		52,164	0	0	28,734	80,898	0
10-0318	Recorder II	FT	A	GP	Fairbanks	2B	11J / K	12.0		44,117	0	0	26,358	70,475	0
10-0319	Recorder II	FT	A	GP	Fairbanks	2B	11J / K	12.0		42,920	0	0	25,952	68,872	0
10-0320	Recorder I	FT	A	GG	Fairbanks	2B	10B / C	12.0		33,402	0	0	22,723	56,125	0
10-0321	Recorder II	FT	A	GP	Fairbanks	2B	11C / D	12.0		36,506	0	0	23,776	60,282	0
10-0322	Recorder III	FT	A	SS	Juneau	2A	13F / J	12.0		46,463	0	0	26,800	73,263	0
10-0323	Recorder II	PT	A	GP	Juneau	2A	11C / D	12.0		34,802	0	0	23,198	58,000	0
10-0324	Recorder II	FT	A	GP	Palmer	2A	11B / C	12.0		34,619	0	0	23,136	57,755	0
10-0325	Recorder II	FT	A	GP	Juneau	2A	11G / J	12.0		40,871	0	0	25,256	66,127	0
10-0327	Recorder II	FT	A	GP	Palmer	2A	11G / J	12.0		40,186	0	0	25,024	65,210	0
10-0328	Recorder II	FT	A	GP	Ketchikan	2A	11M / N	12.0		46,579	0	0	27,193	73,772	0
10-0329	Recorder II	FT	A	GP	Palmer	2A	11G / J	12.0		40,734	0	0	25,210	65,944	0
10-0331	Recorder I	FT	A	GP	Kenai	2A	10C / D	12.0		33,122	0	0	22,628	55,750	0
10-0332	Admin Asst III	FT	A	GP	Anchorage	2A	15C	12.0		45,300	0	0	26,759	72,059	0
10-0333	Recorder II	FT	A	GP	Kenai	2A	11C / D	12.0		21,897	0	0	18,821	40,718	0
10-0334	Recorder I	FT	A	GP	Anchorage	2A	10C / D	12.0		32,934	0	0	22,564	55,498	0
10-0339	Recorder II	PT	A	GP	Bethel	2K	11M / N	12.0		51,817	0	0	28,969	80,786	0
10-0360	Recorder Technician	FT	A	GP	Anchorage	2A	12E / F	12.0		39,488	0	0	24,787	64,275	0
10-0362	Recorder II	FT	A	GP	Anchorage	2A	11D / E	12.0		36,010	0	0	23,608	59,618	0
10-0363	Recorder II	FT	A	GP	Palmer	2A	11G	12.0		39,432	0	0	24,768	64,200	0

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Personal Services Expenditure Detail**  
**Department of Natural Resources**

**Scenario:** FY2011 Governor (7749)  
**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
10-0364	Recorder II	PT	A	GP	Sitka	2A	11L / M	12.0		35,641	0	0	23,482	59,123	0
10-0365	Recorder II	FT	A	GP	Anchorage	2A	11C / D	12.0		35,276	0	0	23,359	58,635	0
10-0366	Recorder II	FT	A	GP	Anchorage	2A	11F / G	12.0		38,600	0	0	24,486	63,086	0
10-0367	Recorder Technician	FT	A	GP	Anchorage	2A	12B / C	12.0		36,210	0	0	23,675	59,885	0
10-0369	Recorder II	FT	A	GP	Anchorage	2A	11C / D	12.0		34,880	0	0	23,224	58,104	0
10-0370	Recorder II	FT	A	GP	Fairbanks	2B	11D / E	12.0		37,656	0	0	24,166	61,822	0
10-0372	Recorder I	PT	A	GP	Anchorage	2A	10B / C	9.0		24,093	0	0	16,717	40,810	0
10-0373	Recorder IV	FT	A	SS	Palmer	2A	15K / L	12.0		57,003	0	0	30,375	87,378	0
10-0374	Recorder III	FT	A	SS	Kenai	6A	13L	12.0		50,028	0	0	28,010	78,038	0
10-0397	Recorder Technician	FT	A	GP	Anchorage	2A	12E / F	12.0		40,272	0	0	25,053	65,325	0
10-0418	Recorder II	PT	A	GP	Seward	2A	11E / F	12.0		24,591	0	0	14,038	38,629	0
10-0419	Recorder II	PT	A	GP	Valdez	2E	11B / C	12.0		25,319	0	0	14,285	39,604	0
10-0420	Analyst/Programmer IV	FT	A	GP	Anchorage	2A	20B	12.0		61,956	0	0	32,409	94,365	0
10-0422	Recorder II	FT	A	GG	Palmer	2A	11F / G	12.0		38,378	0	0	24,411	62,789	0
10-0426	Office Assistant I	FT	A	GP	Anchorage	2A	8B / C	12.0		28,530	0	0	21,070	49,600	0
10-0427	Office Assistant I	FT	A	GP	Anchorage	2A	8B	12.0		28,128	0	0	20,934	49,062	0

<b>Total Positions</b>				<b>Total Salary Costs:</b>	2,240,608
<b>Full Time Positions:</b>	48	<b>New</b>	0	<b>Total COLA:</b>	0
<b>Part Time Positions:</b>	6	<b>Deleted</b>	0	<b>Total Premium Pay::</b>	0
<b>Non Permanent Positions:</b>	0		0	<b>Total Benefits:</b>	1,356,761
<b>Positions in Component:</b>	54		0	<b>Total Pre-Vacancy:</b>	3,597,369
				<b>Minus Vacancy Adjustment of 4.14%:</b>	(149,069)
<b>Total Component Months:</b>	645.0			<b>Total Post-Vacancy:</b>	3,448,300
				<b>Plus Lump Sum Premium Pay:</b>	0
				<b>Personal Services Line 100:</b>	3,448,300

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1156 Receipt Supported Services	3,597,369	3,448,300	100.00%
<b>Total PCN Funding:</b>	<b>3,597,369</b>	<b>3,448,300</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail**  
**Department of Natural Resources**  
**Travel**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		14.9	15.8	15.8
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>72000 Travel Detail Totals</b>			<b>14.9</b>	<b>15.8</b>	<b>15.8</b>
72111	Airfare (Instate Employee)	Occasional travel is required to provide emergency staffing to single staff offices affected by illness or extended leave or to provide training. Administrative travel is necessary to conduct site inspections of outlying offices and ensure uniform training of all staff in component policies and procedures. Staff turnover, creation, closure and/or relocation of offices require additional travel for public meetings, interviews, hiring and site evaluation to ensure compliance with statutory and regulatory directives. Travel to attend and/or testify at legislative hearings is done on an as needed basis.	8.1	8.3	10.3
72112	Surface Transport (Instate Employee)	Reimbursement of mileage for transportation costs to attend training or meetings. Lodging for employees while in travel status. Reimbursement for meals and incidentals while in travel status.	1.2	1.0	1.0
72113	Lodging (Instate Employee)	Lodging for employees while in travel status.	2.8	2.5	2.5
72114	Meals & Incidentals (Instate Employee)	Reimbursement for meals and incidentals while in travel status.	2.0	2.0	2.0
72400	Out Of State Travel	Out of state is required to attend seminars and group meetings regarding Recording Technologies and Practices throughout the United States, particularly in light of current trends toward electronic recording and filing.	0.8	2.0	0.0

**Line Item Detail**  
**Department of Natural Resources**  
**Services**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		851.9	877.3	877.3
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>851.9</b>	<b>877.3</b>	<b>877.3</b>
73025	Education Services	Educational service expenses for training, classes and conferences including membership fees, tuition and reimbursement for job related courses. Fees for technical staff's participation in data processing management, programming trainings and Cartographers attending the Alaska Surveying and Mapping Conference. Increased funding will be used for Analyst Programmers in GIS (Geographical Information System) and BPU (Business Programming Unit) for Oracle, Stellant and Java trainings. Increased training costs related to new Java enterprise standard.	4.2	5.0	5.0
73026	Training/Conferences	Expenses include staff training, conferences, and membership dues in regional and national records management organizations pertinent to recording and Uniform Commercial Code (UCC) issues, as well as archival standards and practices	3.3	6.0	6.0
73029	Memberships	Membership dues in regional and national records management organizations pertinent to recording and UCC issues, as well as archival standards and practices.	0.9	1.5	1.5
73154	Software Licensing	New purchases and renewals of existing software licenses to maintain technology standards for Analysts Programmers and Cartographers. Examples include Oracle, Java developer, XML Editors, Adobe Professional, Map Publisher, Survey Spatial Analyst.	1.5	2.0	2.0
73226	Freight	Air and surface freight charges are incurred for the transportation of equipment to and from repair facilities in Anchorage as well as out of state factory locations. Statewide freight charges for delivery of	8.4	10.0	10.5

**Line Item Detail**  
**Department of Natural Resources**  
**Services**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>851.9</b>	<b>877.3</b>	<b>877.3</b>
		office supplies, new equipment delivery and surplus equipment pick up and delivery.			
73227	Courier	Courier service charges for transporting documents daily between Fairbanks and Anchorage; Palmer and Anchorage; and Juneau and Anchorage. Courier service is also required for transporting daily deposits at larger offices.	12.6	15.5	15.5
73228	Postage	Postage and certified mail charges are incurred to route original documents and plats between the front line receiving offices and the Archive Unit in Anchorage. 198867 original documents were returned by mail during FY09.	66.1	68.5	68.5
73401	Long Distance	Long distance charges accrue for telephone and fax communications with the component's administrative unit, 12 DNR recording offices, one UCC Central office, the Archive Unit, a research only facility in Nome and the user community inside and outside the state. Estimated toll (measured) long distance charges. These are calls to contractors and vendors as required for contracts, licensing, maintenance or trouble shooting.	3.1	3.3	3.3
73402	Local/Equipment Charges	Local equipment charges	8.6	9.5	9.5
73403	Data/Network	Data special circuits for Seward Recorder's office for internet connection	2.3	3.0	3.0
73451	Advertising	Advertising costs for legal and public notices are incurred when an office is temporarily or permanently closed or moved; or when regulations are updated or amended	2.0	1.0	1.0
73650	Struc/Infstruct/Land	Repairs and maintenance of existing facilities, i.e. addition of power receptacles, interior office remodel or repair. Repairs and maintenance of existing facilities, i.e. addition of power receptacles, interior office remodel or repair.	1.0	0.5	0.5
73675	Equipment/Machinery	Maintenance charges are on going expenses for scanning equipment, microfilm reader/printers, plat	40.0	41.0	41.0

**Line Item Detail**  
**Department of Natural Resources**  
**Services**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>851.9</b>	<b>877.3</b>	<b>877.3</b>
		and copy machines, mainframe printers, controllers and film/scan cameras. The component continues to experience increases in all equipment maintenance charges.			
73681	Other Equip/Mach(Non IA Repair/Maint)	Repair and maintain the computer systems required to distribute graphic State land status to DNR users. Repair and maintain network devices used for DNR's business applications; resource analysis equipment and associated peripherals (graphic workstations, terminals, plotters, digitizing tables, printers).	0.8	1.0	1.0
73753	Program Mgmt/Consult	Developing costs are incurred to process hundreds of rolls of microfilm annually. High demand for CD duplication occurred in FY08. This is also expected to continue in FY09 and FY10. In addition, the cost of film and film processing has increased substantially.	141.1	145.0	145.6
73756	Print/Copy/Graphics	Printing fees are incurred for such items as envelopes, stationery, accounting forms, public information pamphlets and rubber stamps.	1.5	2.0	2.0
73766	Transport Services	Transportation of surplus items to the recycling center in Fairbanks	0.2	0.9	0.0
73804	Economic/Development (IA Svcs)	Admin - Computer Services			
		Computer Network, Desktop & Server Support	98.9	100.0	100.0
73805	IT-Non-Telecommnctns	Admin			
		Core Services RSA to DOA for ETS charges for IRM's share of EPR Computer Services	23.6	24.0	24.0
73805	IT-Non-Telecommnctns	Admin			
		Core Services RSA to DOA for IRM's share of Symantec Antivirus	0.4	0.5	0.5
73805	IT-Non-Telecommnctns	Admin			
		Core services RSA to DOA for IRM's share of Microsoft contract	7.8	8.0	8.0
73805	IT-Non-Telecommnctns	Admin			
		Core services RSA to DOA for Computer chargeback MICS	100.0	102.0	102.0
73806	IT-Telecommunication	Admin			
		Basic telephone charges for Anchorage and Juneau recording offices. ETS Telecommunications RSA/EPR charges to DOA.	30.5	31.0	31.0

**Line Item Detail**  
**Department of Natural Resources**  
**Services**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
<b>73000 Services Detail Totals</b>			<b>851.9</b>	<b>877.3</b>	<b>877.3</b>	
73809	Mail	Admin	Central mail room RSA	4.0	4.0	4.0
73810	Human Resources	Admin	Core services RSA to DOA, Division of Personnel Services.	3.0	3.0	3.0
73811	Building Leases	Admin	Atwood building space lease attributable to the Recorders/UCC Section, approximately 7,244 square feet. Interagency transfer for facilities lease cost, DNR recording offices housed in non-state owned facilities. (Fairbanks, Juneau, Palmer, Kenai, Bethel, Homer, Seward and Sitka.) Inter-departmental lease for the Valdez Recorder's office. Includes the increase for Atwood Parking Garage chargeback.	279.0	281.0	281.0
73812	Legal	Law	RSA for Regulations and reviews as needed.	0.6	0.8	0.7
73814	Insurance	Admin	Risk Management Public Official Bond RSA; Risk Management Overhead RSA; Risk Management self-insurance.	0.9	1.0	1.0
73815	Financial	Admin	Core Services RSA to DOA for Finance, access to Alaska Accounting System (AKSAS) and Alaska Payroll System (AKPAY)	4.1	4.3	4.2
73816	ADA Compliance	Labor	ADA compliance RSA	1.0	1.5	1.5
73819	Commission Sales (IA Svcs)	Admin	Fees paid to U.S. Travel for the State Travel Office services provided.	0.5	0.5	0.5

**Line Item Detail**  
**Department of Natural Resources**  
**Commodities**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		107.7	119.0	119.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>74000 Commodities Detail Totals</b>			<b>107.7</b>	<b>119.0</b>	<b>119.0</b>
74222	Books And Educational	Books and materials for education.	0.7	2.0	0.8
74226	Equipment & Furniture	Funds will be utilized for the components ongoing office equipment replacement needs in all locations. The component continues to address ergonomic equipment needs in outlying offices, including workstations with articulating keyboard trays, monitor lifts, ergonomic chairs and similar equipment.	2.2	3.0	3.0
74229	Business Supplies	Supply costs are incurred to film all documents and plats; to produce microfilm duplicates; CD ROM's for use at each component office library. All documents and plats recorded or filed in the 34 recording districts and Universal Commercial Code (UCC) Central, are filmed and scanned. One roll of film is permanently archived and the scanned images are distributed for public use to each office library. 748,000 pages of documentation were filmed and scanned in FY08.	61.8	60.0	60.0
74233	Info Technology Equip	Maintaining and upgrading of imaging equipment, scanners, computers, bar code machines, printers and required programs.	42.1	53.1	54.3
74236	Subscriptions	Subscription costs for national publications regarding recording and archival processes.	0.9	0.9	0.9

**Line Item Detail**  
**Department of Natural Resources**  
**Capital Outlay**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
75000	Capital Outlay		0.0	10.0	10.0
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>0.0</b>	<b>10.0</b>	<b>10.0</b>
76150	Other Equipment		0.0	10.0	10.0

**Unrestricted Revenue Detail**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51073	Receipt Supported Services	2,341.8	2,330.0	2,669.6

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51172	Recorder's Office Fees		Recorder's Office Receipts	11100	2,341.8	2,330.0	2,669.6

**Restricted Revenue Detail**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51073	Receipt Supported Services	4,183.5	4,470.4	4,470.4

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51172	Recorder's Office Fees		Recorder's Office receipts	11100	4,183.5	4,470.4	4,470.4

**Restricted Revenue Detail**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)  
**RDU:** Resource Development (136)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Capital Improvement Project Receipts	105.3	0.0	0.0

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Cap Improv Proj Rec		Digital Integration	11100	105.3	0.0	0.0

**Inter-Agency Services**  
**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010			
				FY2009 Actuals	Management Plan	FY2011 Governor	
73804	Economic/Development (IA Svcs)	Computer Network, Desktop & Server Support	Inter-dept	Admin - Computer Services	98.9	100.0	100.0
<b>73804 Economic/Development (IA Svcs) subtotal:</b>					<b>98.9</b>	<b>100.0</b>	<b>100.0</b>
73805	IT-Non-Telecommnctns	Core Services RSA to DOA for ETS charges for IRM's share of EPR Computer Services	Inter-dept	Admin	23.6	24.0	24.0
73805	IT-Non-Telecommnctns	Core services RSA to DOA for IRM's share of Microsoft contract	Inter-dept	Admin	7.8	8.0	8.0
73805	IT-Non-Telecommnctns	Core services RSA to DOA for Computer chargeback MICS	Inter-dept	Admin	100.0	102.0	102.0
<b>73805 IT-Non-Telecommnctns subtotal:</b>					<b>131.4</b>	<b>134.0</b>	<b>134.0</b>
73806	IT-Telecommunication	Basic telephone charges for Anchorage and Juneau recording offices. ETS Telecommunications RSA/EPR charges to DOA.	Inter-dept	Admin	30.5	31.0	31.0
<b>73806 IT-Telecommunication subtotal:</b>					<b>30.5</b>	<b>31.0</b>	<b>31.0</b>
73809	Mail	Central mail room RSA	Inter-dept	Admin	4.0	4.0	4.0
<b>73809 Mail subtotal:</b>					<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
73810	Human Resources	Core services RSA to DOA, Division of Personnel Services.	Inter-dept	Admin	3.0	3.0	3.0
<b>73810 Human Resources subtotal:</b>					<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
73811	Building Leases	Atwood building space lease attributable to the Recorders/UCC Section, approximately 7,244 square feet. Interagency transfer for facilities lease cost, DNR recording offices housed in non-state owned facilities. (Fairbanks, Juneau, Palmer, Kenai, Bethel, Homer, Seward and Sitka.) Inter-departmental lease for the Valdez Recorder's office. Includes the increase for Atwood Parking Garage chargeback.	Inter-dept	Admin	279.0	281.0	281.0
<b>73811 Building Leases subtotal:</b>					<b>279.0</b>	<b>281.0</b>	<b>281.0</b>
73812	Legal	RSA for Regulations and reviews as needed.	Inter-dept	Law	0.6	0.8	0.7
<b>73812 Legal subtotal:</b>					<b>0.6</b>	<b>0.8</b>	<b>0.7</b>
73814	Insurance	Risk Management Public Official Bond RSA; Risk Management Overhead RSA; Risk Management self-insurance.	Inter-dept	Admin	0.9	1.0	1.0
<b>73814 Insurance subtotal:</b>					<b>0.9</b>	<b>1.0</b>	<b>1.0</b>
73815	Financial	Core Services RSA to DOA for Finance, access to Alaska Accounting System (AKSAS) and Alaska Payroll System (AKPAY)	Inter-dept	Admin	4.1	4.3	4.2
<b>73815 Financial subtotal:</b>					<b>4.1</b>	<b>4.3</b>	<b>4.2</b>
73816	ADA Compliance	ADA compliance RSA	Inter-dept	Labor	1.0	1.5	1.5
<b>73816 ADA Compliance subtotal:</b>					<b>1.0</b>	<b>1.5</b>	<b>1.5</b>
73819	Commission Sales (IA Svcs)	Fees paid to U.S. Travel for the State Travel Office services provided.	Inter-dept	Admin	0.5	0.5	0.5

**Inter-Agency Services**

**Department of Natural Resources**

**Component:** Recorder's Office/Uniform Commercial Code (802)

**RDU:** Resource Development (136)

<u>Expenditure Account</u>	<u>Service Description</u>	<u>Service Type</u>	<u>Servicing Agency</u>	<u>FY2009 Actuals</u>	<u>FY2010 Management Plan</u>	<u>FY2011 Governor</u>
				73819 Commission Sales (IA Svcs) subtotal:	0.5	0.5
				Recorder's Office/Uniform Commercial Code total:	553.9	561.1
				Grand Total:	553.9	560.9