

State of Alaska FY2021 Governor's Operating Budget

Department of Education and Early Development Archives Component Budget Summary

Component: Archives

Contribution to Department's Mission

To provide access to information, to preserve the history of the state, and to provide training for archivists and records managers.

Core Services

- **ARCHIVES:** Identifies, preserves and makes available state and territorial government records of permanent value. After appraising, accessioning, arranging and describing the material, staff provide reference and research services to state and local government personnel, historians, researchers, and the general public.
- **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; in determining the administrative, fiscal, legal, and historical values of records; in determining how long the records should be retained; and ensuring the periodic legal disposal of records.
- **IMAGING AND MICROFILM SERVICE (IMS):** Provides microfilm and digitizing services for state and local government agencies. The service provides a cost-effective option for maintenance and storage of records legally suited for preservation media. IMS continues to film Alaska newspapers and distribute to other repository libraries.

Major Component Accomplishments in 2019

The State Archives supported State and local government, businesses, and the public by preserving approximately 27,000 cubic feet of historic and legally significant records and providing research services. The State Archives provided leadership and consultation to State and local governments in records management, including updating records retention schedules and helping important State records come into the possession of the State Archives. Major projects included a partnership with the Department of Fish and Game to digitize and make accessible audio tapes regarding important fisheries information and document policymaking decisions by the Boards of Fish and Game and Department of Law to process the Exxon Valdez Oil Spill litigation records from the Civil Division.

Multiple K-12 school field trips occurred during FY2019, with students visiting, viewing materials, and learning about Alaska from teaching sessions offered by archivists. The Archives partnered with the Alaska Humanities Forum to judge and host Alaska History Day projects for grades 6-12 and promote primary source history education.

The Archives' online digitized resources increased to 98,809 digital objects searchable on partner sites at Familysearch.org, Ancestry.com, and the Alaska Digital Archives. Over 874 cubic feet of textual records and 8.3 terabytes (TB) of born digital records were accessioned in FY2019, spanning district, territorial and statehood periods, from 1867 to 2019, while 409 cubic feet of textual records and microforms were deaccessioned, with an overall increase of 465 cubic feet of materials.

Records and Information Management Service (RIMS) concentrated on updating retention schedules to reflect the increasing presence of electronic records and workflows, both of which have increased within Executive Branch agencies. Education and consultations with State Agency staff regarding electronic records needs were the pressing priorities of the unit.

Imaging and Microfilm Service (IMS) increased reformatting services to local government communities, creating disaster recovery microfilm, and digitizing thousands of records, allowing increased access to government records. This unit increased reformatting efforts for Archives holdings as well, to alleviate space issues encountered through increased accessions of textual records.

Key Component Challenges

Electronic records are created in a variety of formats generated with hardware and software that quickly becomes obsolete. State officials need assistance and guidance from the State Archives and RIMS for managing the legal and administrative requirements associated with current paper/electronic records systems and preparing the transfer of permanent electronic records to the State Archives. State Archives will need to maintain hardware and software to manage the digital collections held or coming into the State Archives, plus continuing education in order to address challenges within the evolving field of digital records management.

The State Archives houses over 45 TB of digital holdings, amounting to 3,680,519 digital objects. The Archives does not have software to service these holdings and must partner with other entities to do so. Of these digital records, 76,408 are indexed vital records available for public research via Family Search.org; 17,711 are probate records available for research on Ancestry.com; and 1,105 digitized records are available on Alaska's Digital Archives. This represents only 3% of the digital records the State Archives holds; the remaining 97% of digital records held by the Archives are not available via the web and cannot be analyzed to document public access.

The State Archives has received the last records from Department of Law for the Exxon Valdes Oil Spill litigation. Over 1,400 boxes of materials from Department of Law are held in the collections, but not open to the public due to confidentiality requirements. Additional funding is being supplied by Department of Law to allow Archives staff to work with Law to identify records that are open to the public, reformat them for access, and allow for microfilming of the materials to meet space reduction needs in the Archives.

Continued degradation of microforms from vinegar syndrome challenges both short-term administration and long-term preservation of assets. Actions are underway to better document the scale of vinegar syndrome in the collection; the expense of replacing deteriorated microforms is expected to be high.

RIMS continues to look for and remediate data deficiencies at contracted records centers, with the goal of decreasing State storage fees at both records centers in Anchorage and Juneau.

Archives continued to work with the Office of Information Technology (OIT) regarding migrating email from Enterprise Vault to Office 365. The challenge of legal discovery, permanent retention storage, and long-term email policies has continued through FY2019.

Imaging and Microfilm Service (IMS) traditional microfilm services have decreased, but digitization services have increased. IMS staff have expanded their services beyond Executive branch agencies. Preservation and access imaging and disaster recovery microfilm services have been expanded to local government agencies.

Significant Changes in Results to be Delivered in FY2021

Archives staff will increase education opportunities for K-12 students, concentrating on programs about primary sources on-line for increased reference access, as well as record webinars for records management training to meet on-demand needs of state government employees.

Statutory and Regulatory Authority

AS 40.21
4 AAC 59.005 - 4 AAC 59.070

Contact Information
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Archives Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>		
Full-time	10	10	Annual Salaries	738,136
Part-time	0	0	COLA	6,076
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	450,821
			<i>Less 2.75% Vacancy Factor</i>	(32,833)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	1,162,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant III	0	0	1	0	1
Archivist II	0	0	2	0	2
Archivist III	0	0	1	0	1
Library Assistant I	0	0	1	0	1
Microfilm/Imaging Operator II	0	0	2	0	2
Records Analyst II	0	0	1	0	1
Records Analyst III	0	0	1	0	1
State Archivist	0	0	1	0	1
Totals	0	0	10	0	10

Component Detail All Funds
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska State Libraries, Archives and Museums (386)

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	1,106.3	1,154.9	1,154.9	1,154.1	1,162.2	8.1	0.7%
72000 Travel	3.8	5.1	4.6	5.4	5.4	0.0	0.0%
73000 Services	63.2	125.7	125.7	125.7	125.7	0.0	0.0%
74000 Commodities	18.8	31.0	31.0	31.0	31.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	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%
Totals	1,192.1	1,316.7	1,316.2	1,316.2	1,324.3	8.1	0.6%
Fund Sources:							
1002 Fed Rcpts (Fed)	9.5	40.0	39.5	39.5	39.5	0.0	0.0%
1004 Gen Fund (UGF)	1,073.3	1,113.8	1,113.8	1,113.8	1,101.2	-12.6	-1.1%
1007 I/A Rcpts (Other)	109.3	162.9	162.9	162.9	183.6	20.7	12.7%
Unrestricted General (UGF)	1,073.3	1,113.8	1,113.8	1,113.8	1,101.2	-12.6	-1.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	109.3	162.9	162.9	162.9	183.6	20.7	12.7%
Federal Funds	9.5	40.0	39.5	39.5	39.5	0.0	0.0%
Positions:							
Permanent Full Time	10	10	10	10	10	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska State Libraries, Archives and Museums (386)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2020 Conference Committee To FY2020 Authorized *****												
FY2020 Conference Committee												
ConfCom		1,316.7	1,154.9	5.1	125.7	31.0	0.0	0.0	0.0	10	0	0
1002 Fed Rcpts		40.0										
1004 Gen Fund		1,113.8										
1007 I/A Rcpts		162.9										
Executive Branch 50% Travel Reduction												
Veto		-0.5	0.0	-0.5	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-0.5										
State agency travel budgets, not covered under the exemptions of public safety, health, and disaster management, were reduced 50% in the Governor's FY2020 budget. Veto action removes legislative increases to state travel. Agencies will rely on technology and management efficiencies to reduce the amount of state employee travel.												
The State's fiscal reality dictates a reduction in expenditures across all agencies.												
Subtotal		1,316.2	1,154.9	4.6	125.7	31.0	0.0	0.0	0.0	10	0	0
***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
Align Authority with Anticipated Expenditures												
LIT		0.0	-0.8	0.8	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated travel costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Subtotal		1,316.2	1,154.1	5.4	125.7	31.0	0.0	0.0	0.0	10	0	0
***** Changes From FY2020 Management Plan To FY2021 Governor *****												
FY2021 Salary and Health Insurance Increases												
SalAdj		8.1	8.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		7.4										
1007 I/A Rcpts		0.7										
FY2021 GGU Salary Increases: \$6.0												
FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$2.1												
Add Authority for Microfilm Services												
Inc		20.0	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		20.0										

Change Record Detail - Multiple Scenarios with Descriptions
Department of Education and Early Development

Component: Archives (977)

RDU: Alaska State Libraries, Archives and Museums (386)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Add authority for microfilm services provided to other agencies and paid for via reimbursable services agreements.												
Transfer to Andrew P. Kashevaroff Facilities Maintenance for Utility Costs												
	Trout	-20.0	0.0	0.0	-20.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-20.0										
Transfer authority from Archives to Andrew P. Kashevaroff Facilities Maintenance for increased maintenance costs. To offset the transfer necessary to cover these costs, the Archives component is increasing microfilm duplication fees to state agencies.												
Totals		1,324.3	1,162.2	5.4	125.7	31.0	0.0	0.0	0.0	10	0	0

Line Item Detail (1676)
Department of Education and Early Development
Travel

Component: Archives (977)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000	Travel		3.8	5.4	5.4
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000 Travel Detail Totals			3.8	5.4	5.4
2000	In-State Employee Travel	In-State Transportation - Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	1.5	3.8	2.0
2001	In-State Non-Employee Travel	In-State Transportation - Transportation costs for State Board of Education members and non-employees traveling on state business.	1.1	0.0	0.0
2002	Out of State Employee Travel	Out-of-State Transportation - Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	0.0	1.6	3.4
2003	Out of State Non-Employee Travel	Out-of-State Transportation - Transportation costs for State Board of Education members and other non-employees traveling on State business.	1.2	0.0	0.0

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Archives (977)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000	Services		63.2	125.7	125.7
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			63.2	125.7	125.7
3000	Education Services	Training, educational conferences, agency memberships, books and fees for work-related courses.	3.1	5.5	4.0
3001	Financial Services	Accounting, auditing, management/consulting services. These costs may be allocated across components year-to-year.	0.0	10.0	10.0
3003	Information Technology	Information Technology - Training, consulting, equipment and software leases, licensing, and maintenance.	13.3	15.0	15.0
3004	Telecommunications	Local, long distance, cellular and telecommunications equipment charges; data/network, and television.	0.2	1.0	1.0
3006	Delivery Services	Delivery and courier services.	1.6	2.0	2.0
3008	Utilities	Costs for electricity, water and sewage, disposal, and heating oil; disposal of confidential data and recycling.	4.1	5.0	5.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rentals and leases.	7.9	8.0	8.0
3010	Equipment/Machinery	Machinery, furniture and equipment purchase, repairs, maintenance, rentals, and leases.	0.1	3.0	3.0
3011	Other Services	Other services, including strategic planning services, State Travel	12.7	41.0	42.5

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Archives (977)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			63.2	125.7	125.7
		Office fees, and printer/copy machine supplies and maintenance.			
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Office of Information Technology chargeback for computer services (including EPR and MICS charges for mainframe usage). These costs may be allocated across components year-to-year.	0.0	12.0	12.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Office of Information Technology chargeback for telecommunications, EPR, phone lines, and service requests. These costs may be allocated across components year-to-year.	0.0	11.0	11.0
3024	Inter-Agency Legal	Law - Department-wide Department of Law legal services and regulations review. These costs may be allocated across components year-to-year.	3.1	3.0	3.0
3026	Inter-Agency Insurance	Admin - Department-wide Reimbursable service agreement with Risk Management for self-insurance costs on state-owned facilities and museum contents. These costs may be allocated across components year-to-year.	10.8	0.0	0.0
3038	Inter-Agency Management/Consulting	E&ED - Administrative Services (157) Administrative Services support to include, but not limited to: accounting; internal audit; budget preparation and management; federal and state financial reporting; procurement; human resources; and travel.	2.3	2.3	2.3
3038	Inter-Agency Management/Consulting	E&ED - Information Services (2148) Information Services support for centralized information technology services to include, but not limited to: database; network and server	4.0	6.9	6.9

Line Item Detail (1676)
Department of Education and Early Development
Services

Component: Archives (977)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			63.2	125.7	125.7
		support; website maintenance; computer and data security; computer and computer periphery support; and maintenance agreements.			

Line Item Detail (1676)
Department of Education and Early Development
Commodities

Component: Archives (977)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000	Commodities		18.8	31.0	31.0
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000 Commodities Detail Totals			18.8	31.0	31.0
4000	Business	Business supplies including books and educational equipment and furniture; office supplies; desktop computers, printers and IT equipment less than \$5,000 per item; and subscriptions including electronic access to information.	8.4	31.0	31.0
4015	Parts and Supplies	Parts and supplies.	10.4	0.0	0.0

Revenue Detail (1681)
Department of Education and Early Development

Component: Archives (977)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5002 Fed Rcpts (1002 Fed Rcpts)			9.5	39.5	39.5
5004 Federal Education - Miscellaneous Grants		Federal grant award from the National Historic Publications and Records Commission.	9.5	39.5	39.5
5007 I/A Rcpts (1007 I/A Rcpts)			109.3	162.9	183.6
5301 Inter-Agency Receipts	E&ED - Archives (977)	Inter-Agency receipts collected from various State agencies for micrographic services. Actuals breakdown of Inter-Agency receipts from agencies are listed separately.	0.0	162.9	183.6
5301 Inter-Agency Receipts	Admin - Department-wide	Inter-Agency receipts collected for micrographic services.	3.4	0.0	0.0
5301 Inter-Agency Receipts	Courts - Department-wide	Inter-Agency receipts collected for micrographic services.	84.5	0.0	0.0
5301 Inter-Agency Receipts	Gov - Department-wide	Inter-Agency receipts collected for micrographic services.	6.2	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Department-wide	Inter-Agency receipts collected for micrographic services.	1.1	0.0	0.0
5301 Inter-Agency Receipts	Labor - Department-wide	Inter-Agency receipts collected for micrographic services.	4.5	0.0	0.0
5301 Inter-Agency Receipts	Rev - Department-wide	Inter-Agency receipts collected for micrographic services.	3.9	0.0	0.0
5301 Inter-Agency Receipts	Univ - Department-wide	Inter-Agency receipts collected for micrographic services.	5.7	0.0	0.0

Inter-Agency Services (1682)
Department of Education and Early Development

Component: Archives (977)

	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
Component Totals	20.2	35.2	35.2
With Department of Administration	10.8	23.0	23.0
With Department of Law	3.1	3.0	3.0
With Department of Education and Early Development	6.3	9.2	9.2

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Office of Information Technology chargeback for computer services (including EPR and MICS charges for mainframe usage). These costs may be allocated across components year-to-year.	0.0	12.0	12.0
3018 Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Office of Information Technology chargeback for telecommunications, EPR, phone lines, and service requests. These costs may be allocated across components year-to-year.	0.0	11.0	11.0
3024 Inter-Agency Legal	Law - Department-wide	Department of Law legal services and regulations review. These costs may be allocated across components year-to-year.	3.1	3.0	3.0
3026 Inter-Agency Insurance	Admin - Department-wide	Reimbursable service agreement with Risk Management for self-insurance costs on state-owned facilities and museum contents. These costs may be allocated across components year-to-year.	10.8	0.0	0.0
3038 Inter-Agency Management/Consulting	E&ED - Administrative Services (157)	Administrative Services support to include, but not limited to: accounting; internal audit; budget preparation and management; federal and state financial reporting; procurement; human resources; and	2.3	2.3	2.3

Inter-Agency Services (1682)
Department of Education and Early Development

Component: Archives (977)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3038 Inter-Agency Management/Consulting	E&ED - Information Services (2148)	travel. Information Services support for centralized information technology services to include, but not limited to: database; network and server support; website maintenance; computer and data security; computer and computer periphery support; and maintenance agreements.	4.0	6.9	6.9

Personal Services Expenditure Detail
Department of Education and Early Development

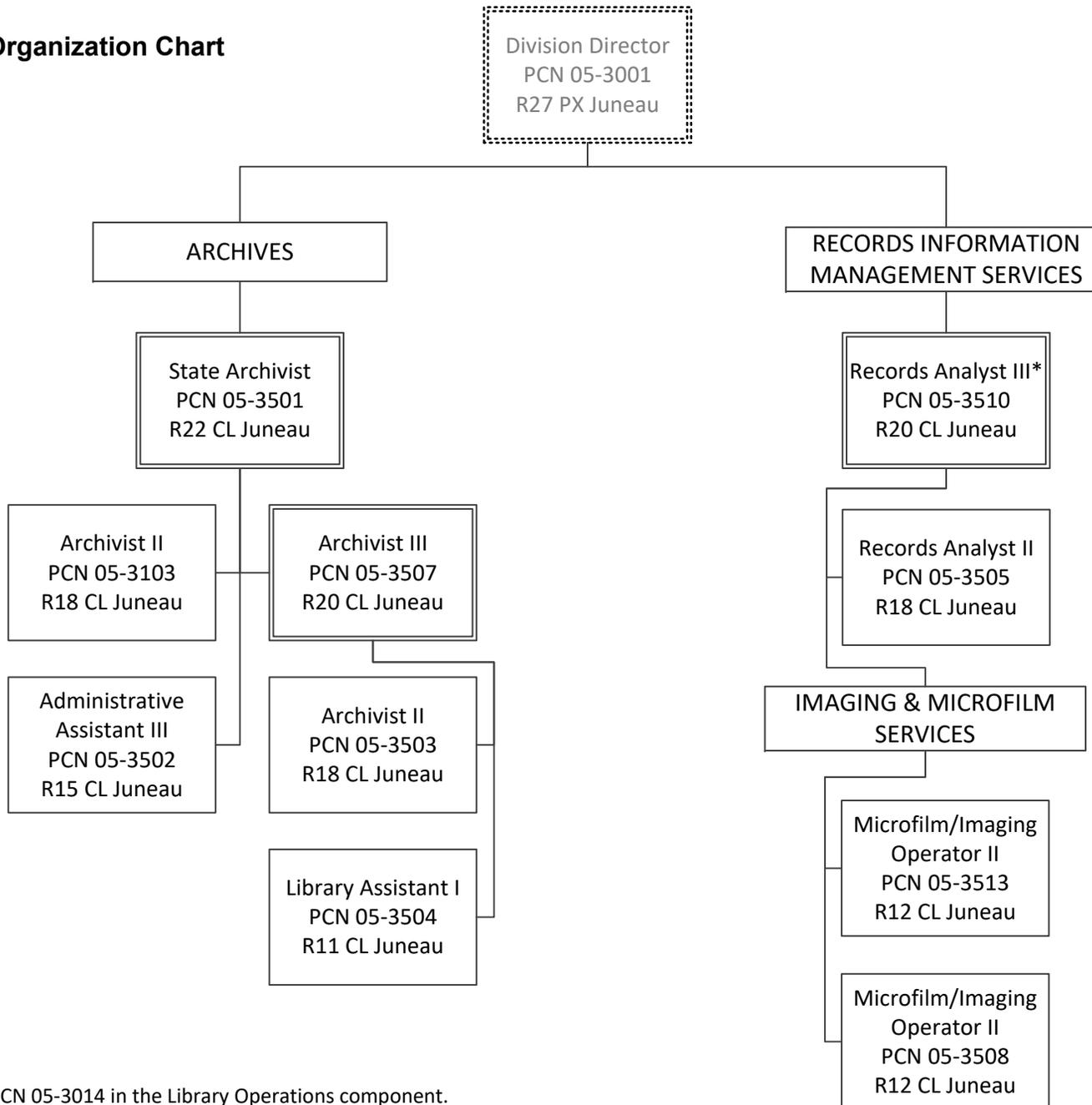
Scenario: FY2021 Governor (16414)
Component: Archives (977)
RDU: Alaska State Libraries, Archives and Museums (386)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
05-3014	Microfilm/Imaging Operator II	FT	A	GP	Juneau	99	12Q	1.0	*	5,575	75	0	3,480	9,130	0
05-3103	Archivist II	FT	A	GP	Juneau	205	18B / C	12.0		65,137	875	0	41,152	107,164	107,164
05-3501	State Archivist	FT	A	SS	Juneau	205	22F	12.0		103,632	0	0	54,407	158,039	158,039
05-3502	Administrative Assistant III	FT	A	GP	Juneau	205	15K / L	12.0		67,891	912	0	42,097	110,900	110,900
05-3503	Archivist II	FT	A	GP	Juneau	205	18C / D	12.0		68,039	914	0	42,148	111,101	111,101
05-3504	Library Assistant I	FT	A	GP	Juneau	205	11M	12.0		53,724	722	0	37,234	91,680	91,680
05-3505	Records Analyst II	FT	A	GP	Juneau	205	18B / C	12.0		65,877	885	0	41,406	108,168	108,168
05-3507	Archivist III	FT	A	SS	Juneau	205	20K / L	12.0		99,876	0	0	53,118	152,994	152,994
05-3508	Microfilm/Imaging Operator II	FT	A	GP	Juneau	205	12A / B	12.0		42,492	571	0	33,378	76,441	16,701
05-3510	Records Analyst III	FT	A	SS	Juneau	205	20C / D	12.0		82,406	0	0	47,120	129,526	129,526
05-3513	Microfilm/Imaging Operator II	FT	A	GP	Juneau	205	12D / E	12.0		45,606	613	0	34,447	80,666	80,666
05-4075	Museum Conservator	FT	A	GP	Juneau	205	19L	5.0	*	37,881	509	0	20,834	59,224	59,224
													Total Salary Costs:	738,136	
													Total COLA:	6,076	
													Total Premium Pay:	0	
													Total Benefits:	450,821	
													Total Pre-Vacancy:	1,195,033	
													Minus Vacancy Adjustment of 2.75%:	(32,833)	
													Total Post-Vacancy:	1,162,200	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	1,162,200	
		Total Positions	New	Deleted											
Full Time Positions:		10	0	0											
Part Time Positions:		0	0	0											
Non Permanent Positions:		0	0	0											
Positions in Component:		10	0	0											
Total Component Months:		126.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,126,163	1,095,222	94.24%
1007 Interagency Receipts	68,870	66,978	5.76%
Total PCN Funding:	1,195,033	1,162,200	100.00%

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.

State of Alaska
Department of Education & Early Development
Alaska State Libraries, Archives and Museums
Archives (977)
FY2021 Governor Organization Chart



* PCN 05-3510 also supervises PCN 05-3014 in the Library Operations component.