

State of Alaska FY2025 Governor's Operating Budget

Department of Education and Early Development Archives Component Budget Summary

Component: Archives

Contribution to Department's Mission

By providing access to information, caring for the history of the state, and by providing training for archivists and records managers, Alaskans have access to information and resources to support lifelong learning.

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; and determining the administrative, fiscal, legal, and historical values 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 distributes copies to other libraries.

Major Component Accomplishments in 2023

- Hired the first Electronic Records Archivist for the Alaska State Archives. This position has been critical in initiating the review of 45 terabytes (TB) of digitized records to preserve them from degradation and moving them into Preservica for long-term preservation and access.
- Moved almost 10 TB of born-digital records (i.e. PDFs, video recordings, photographs) off division servers and into Preservica. Significant migrations include Legislative committee bill files, Fish and Game records, Department of Law civil case files, and Governor's Office public information files.
- Tested 80 percent of microfilm reels and audio tapes in the collection for degradation. Results from the testing strips were used to establish baseline data for the condition of the reels and tapes, which contain records of the territorial governor, municipal school districts, historical Alaska newspapers, and other significant files.
- Completed backlog of microfilming and up to date on microfilming approximately 35 Alaska newspapers that are duplicated and shared with libraries around the state.

Key Component Challenges

- Received almost 80 cubic feet of physical records and over 700 gigabytes (GB) of electronic records in FY2023, from Nome territorial court records and Lieutenant Governor records, to framed photographs from the Alaska Department of Highways. New collections of textual records, photographs, microfilm, and digital materials will continue to roll in each year, but processing efforts remain slow due to the lack of a dedicated processing archivist. Unprocessed records are inaccessible to the public. The division will be researching options to increase assistance with processing these vital state and historic records.
- Works with the Office of Procurement and Property Management (OPPM) to manage two contracted record centers in Juneau and Anchorage. These two centers store state records that are scheduled to be transferred to the permanent records of the Alaska State Archives or destroyed per retention schedules. The contracted vendors have struggled to staff the two centers resulting in a several year backlog of services. The division will be working with OPPM to address these service issues and pursue potential solutions.

Significant Changes in Results to be Delivered in FY2025

The Alaska State Archives will transition to a new online catalogue system called ArchivEra. The catalog system will offer a public portal access, more in-depth documentation about each collection, finding aids, and carts that allow users to select and request records for review in the Research Room at the Andrew P. Kashevaroff Building.

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>FY2024</u> <u>Management</u> <u>Plan</u>	<u>FY2025</u> <u>Governor</u>		
Full-time	9	9	Annual Salaries	727,266
Part-time	0	0	COLA	28,382
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	467,143
			<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
Totals	9	9	Total Personal Services	1,222,791

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Archivist 2	0	0	2	0	2
Archivist 3	0	0	1	0	1
Library Assistant 1	0	0	2	0	2
Microfilm/Imaging Operator 2	0	0	1	0	1
Records Analyst 2	0	0	1	0	1
Records Analyst 3	0	0	1	0	1
State Archivist	0	0	1	0	1
Totals	0	0	9	0	9

Component Detail All Funds
Department of Education and Early Development

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

Non-Formula Component

	FY2023 Actuals	FY2024 Enrolled	FY2024 Authorized	FY2024 Management Plan	FY2025 Governor Adjusted Base	FY2025 Governor	FY2024 Management Plan vs FY2025 Governor		
1000 Personal Services	876.0	1,211.0	1,211.0	1,156.7	1,222.8	1,222.8	66.1	5.7%	
2000 Travel	4.7	11.1	11.1	9.8	9.8	9.8	0.0	0.0%	
3000 Services	91.6	85.7	85.7	363.3	363.3	363.3	0.0	0.0%	
4000 Commodities	45.1	31.0	31.0	25.0	25.0	25.0	0.0	0.0%	
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
7000 Grants, Benefits	0.0	0.0	0.0	38.6	17.4	17.4	-21.2	-54.9%	
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	
Totals	1,017.4	1,338.8	1,338.8	1,593.4	1,638.3	1,638.3	44.9	2.8%	
Fund Sources:									
1002 Fed Rcpts (Fed)	0.0	39.5	39.5	39.5	39.5	39.5	0.0	0.0%	
1004 Gen Fund (UGF)	984.0	1,090.4	1,090.4	1,411.9	1,456.8	1,456.8	44.9	3.2%	
1005 GF/Prgm (DGF)	0.0	10.0	10.0	10.0	10.0	10.0	0.0	0.0%	
1007 I/A Rcpts (Other)	33.4	198.9	198.9	132.0	132.0	132.0	0.0	0.0%	
Unrestricted General (UGF)	984.0	1,090.4	1,090.4	1,411.9	1,456.8	1,456.8	44.9	3.2%	
Designated General (DGF)	0.0	10.0	10.0	10.0	10.0	10.0	0.0	0.0%	
Other Funds	33.4	198.9	198.9	132.0	132.0	132.0	0.0	0.0%	
Federal Funds	0.0	39.5	39.5	39.5	39.5	39.5	0.0	0.0%	
Positions:									
Permanent Full Time	10	10	10	9	9	9	0	0.0%	
Permanent Part Time	0	0	0	0	0	0	0	0.0%	
Non Permanent	0	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 FY2024 Enrolled To FY2024 Authorized *****												
FY2024 Enrolled	Enrolled	1,338.8	1,211.0	11.1	85.7	31.0	0.0	0.0	0.0	10	0	0
1002 Fed Rcpts		39.5										
1004 Gen Fund		1,090.4										
1005 GF/Prgm		10.0										
1007 I/A Rcpts		198.9										
Subtotal		1,338.8	1,211.0	11.1	85.7	31.0	0.0	0.0	0.0	10	0	0
***** Changes From FY2024 Authorized To FY2024 Management Plan *****												
Transfer Librarian 3 (05-3513) to Library Operations for Reorganization Efforts	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer full-time Librarian 3 (05-3513), range 20, located in Juneau, from Archives to Library Operations component as part of the division's reorganization efforts.												
Transfer Microfilm/Imaging Operator 2 (05-3014) from Library Operations Component for Reorganization Efforts	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Microfilm/Imaging Operator 2 (05-3014), range 12, located in Juneau, from Library Operations to Archives as part of the division's reorganization efforts.												
Align Authority from Personal Services, Travel, and Commodities for Anticipated Services and Grants Expenditures	LIT	0.0	-128.5	-1.3	97.2	-6.0	0.0	38.6	0.0	0	0	0
Transfer authority from personal services, travel, and commodities to cover anticipated services and grants expenditures. The remaining authority is sufficient to cover anticipated expenditures.												
Transfer Accounting Technician 2 (05-3508) to Admin Services for Fiscal Accountability, Compliance, and Oversight	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer full-time Accounting Technician 2 (05-3508), range 14, located in Juneau, to Administrative Services from Archives to support the Division of Administrative Services increased workload for travel booking.												
Transfer General Fund Authority from Libraries to Align with Anticipated Expenditures	Trin	321.5	141.1	0.0	180.4	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		321.5										
Transfer available general fund authority to Archives and Museums in order to cover anticipated costs. The remaining authority is sufficient to cover anticipated expenditures for Libraries.												

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	
Transfer Interagency Receipt Authority to Libraries to Align with Anticipated Expenditures												
1007 I/A Rcpts	Trout	-66.9	-66.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer available interagency receipt authority to Libraries in order to cover anticipated costs. The remaining authority is sufficient to cover anticipated expenditures for Archives.												
Subtotal		1,593.4	1,156.7	9.8	363.3	25.0	0.0	38.6	0.0	9	0	0
***** Changes From FY2024 Management Plan To FY2025 Governor Adjusted Base *****												
FY2025 Salary, Health Insurance, and PERS Rate Adjustments												
1004 Gen Fund	SalAdj	44.9	44.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2025 Salary, Health Insurance, and PERS Rate Adjustments: \$44.9												
FY2025 AlaskaCare insurance from \$1,793 to \$1,908 per member per month: \$4.1												
FY2025 GGU health insurance from \$1,573.50 to \$1,579.50 per member per month: \$0.4												
FY2025 GGU 5% Cost of Living Adjustment: \$28.0												
FY2025 PERS Rate Adjustment from 25.10% to 26.76%: \$12.4												
Align Authority from Grants for Anticipated Personal Services Expenditures												
	LIT	0.0	21.2	0.0	0.0	0.0	0.0	-21.2	0.0	0	0	0
Transfer authority from grants to cover anticipated personal services expenditures. The remaining authority is sufficient to cover anticipated expenditures.												
Subtotal		1,638.3	1,222.8	9.8	363.3	25.0	0.0	17.4	0.0	9	0	0
***** Changes From FY2025 Governor Adjusted Base To FY2025 Governor *****												
Totals		1,638.3	1,222.8	9.8	363.3	25.0	0.0	17.4	0.0	9	0	0

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

Component: Archives (977)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000	Travel		4.7	9.8	9.8
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000 Travel Detail Totals			4.7	9.8	9.8
2000	In-State Employee Travel	In-State Transportation - Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	3.1	3.7	3.7
2002	Out of State Employee Travel	Out-of-State Transportation - Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	1.7	6.1	6.1
2006	Other Travel Costs	Other travel costs.	-0.1	0.0	0.0

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

Component: Archives (977)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor	
3000	Services		91.6	363.3	363.3	
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor	
3000 Services Detail Totals			91.6	363.3	363.3	
3000	Education Services	Training, educational conferences, agency memberships, books and fees for work-related courses.	3.6	15.5	15.5	
3003	Information Technology	Information Technology - Training, consulting, equipment and software leases, licensing, and maintenance.	35.0	59.4	59.4	
3006	Delivery Services	Delivery and courier services.	0.7	0.0	0.0	
3007	Advertising and Promotions	Advertising, promotions, and legal notices.	1.2	0.0	0.0	
3008	Utilities	Costs for electricity, water and sewage, disposal, and heating oil; disposal of confidential data and recycling.	7.0	4.0	4.0	
3011	Other Services	Other services, including strategic planning services, State Travel Office fees, and printer/copy machine supplies and maintenance.	0.1	140.4	140.4	
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.	9.7	0.0	0.0
3038	Inter-Agency Management/Consulting	E&ED - Executive Administration (2736)	Executive Administration provides leadership and support to all aspects of Alaska's education system by effectively and efficiently managing department programs to facilitate	0.6	72.0	72.0

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

Component: Archives (977)

Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000 Services Detail Totals			91.6	363.3	363.3
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 support; website maintenance; computer and data security; computer and computer periphery support; and maintenance agreements.	33.7	72.0	72.0

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

Component: Archives (977)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
4000	Commodities		45.1	25.0	25.0
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
4000 Commodities Detail Totals			45.1	25.0	25.0
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.	43.9	10.0	10.0
4004	Safety	Safety, first aid, personal safety protection, and fire suppression.	0.0	5.0	5.0
4015	Parts and Supplies	Parts and supplies.	1.2	10.0	10.0

Line Item Detail (1676)
Department of Education and Early Development
Grants, Benefits

Component: Archives (977)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
7000	Grants, Benefits		0.0	38.6	17.4
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
7000 Grants, Benefits Detail Totals			0.0	38.6	17.4
7003	Sub-Recipient Pass-Through Grants	Sub-Recipient Pass-Through Grants	0.0	38.6	17.4

Revenue Detail (1681)
Department of Education and Early Development

Component: Archives (977)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5002 Fed Rcpts (1002 Fed Rcpts)			0.0	39.5	39.5
5004 Federal Education - Miscellaneous Grants		Federal grant award from the National Historic Publications and Records Commission.	0.0	39.5	39.5
5005 GF/Prgm (1005 GF/Prgm)			0.0	10.0	10.0
5103 Program Receipts - Charges for Services		Charges for services.	0.0	10.0	10.0
5007 I/A Rcpts (1007 I/A Rcpts)			33.5	132.0	132.0
5301 Inter-Agency Receipts		Inter-Agency receipts collected from various State agencies for micrographic services. Actuals breakdown of Inter-Agency receipts from agencies are listed separately.	1.0	102.6	102.6
5301 Inter-Agency Receipts	Admin - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Commerce - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Correct - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Courts - Department-wide	Inter-Agency receipts collected for micrographic services.	17.3	15.4	15.4
5301 Inter-Agency Receipts	EnvCon - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	FishGm - Department-wide	Inter-Agency receipts collected for micrographic services.	1.8	1.7	1.7
5301 Inter-Agency Receipts	Gov - Department-wide	Inter-Agency receipts collected for micrographic services.	3.2	3.0	3.0
5301 Inter-Agency Receipts	Health - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Labor - Department-wide	Inter-Agency receipts collected for micrographic services.	1.5	0.8	0.8
5301 Inter-Agency Receipts	Law - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Legis - Department-wide	Inter-Agency receipts collected for	0.8	0.8	0.8

Revenue Detail (1681)
Department of Education and Early Development

Component: Archives (977)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5301 Inter-Agency Receipts	M&VA - Department-wide	micrographic services. Inter-Agency receipts collected for micrographic services.	0.6	0.5	0.5
5301 Inter-Agency Receipts	NatRes - Department-wide	Inter-Agency receipts collected for micrographic services.	0.9	0.8	0.8
5301 Inter-Agency Receipts	Rev - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5301 Inter-Agency Receipts	Trans - Department-wide	Inter-Agency receipts collected for micrographic services.	0.8	0.8	0.8
5108 Stat Desig (1108 Stat Desig)			0.0	0.0	0.0
5206 Statutory Designated Program Receipts - Contracts		Statutory designated program receipts received from contracts.	0.0	0.0	0.0

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

Component: Archives (977)

	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
Component Totals	44.0	144.0	144.0
With Department of Administration	9.7	0.0	0.0
With Department of Education and Early Development	34.3	144.0	144.0

Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 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.	9.7	0.0	0.0
3038 Inter-Agency Management/Consulting	E&ED - Executive Administration (2736)	Executive Administration provides leadership and support to all aspects of Alaska's education system by effectively and efficiently managing department programs to facilitate and improve delivery of educational services.	0.6	72.0	72.0
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 support; website maintenance; computer and data security; computer and computer periphery support; and maintenance agreements.	33.7	72.0	72.0

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2025 Governor (20959)
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 2	FT	A	GG	Juneau	99	12S	12.0		74,919	5,206	0	48,282	128,407	128,407
05-3103	Archivist 2	FT	A	GP	Juneau	205	18B / C	12.0		71,268	4,953	0	46,858	123,079	123,079
05-3501	State Archivist	FT	A	SS	Juneau	205	22K	12.0		116,064	0	0	68,306	184,370	184,370
05-3502	Library Assistant 1	FT	A	GP	Juneau	205	11C / D	12.0		44,921	3,122	0	36,585	84,628	84,628
05-3503	Archivist 2	FT	A	GP	Juneau	205	18G	12.0		81,764	5,682	0	50,950	138,396	138,396
05-3504	Library Assistant 1	FT	A	GP	Juneau	205	11O	12.0		61,698	4,288	0	43,127	109,113	109,113
05-3505	Records Analyst 2	FT	A	GP	Juneau	205	18C / D	12.0		73,837	5,131	0	47,860	126,828	126,828
05-3507	Archivist 3	FT	A	SS	Juneau	205	20M / N	12.0		111,344	0	0	66,466	177,810	177,810
05-3510	Records Analyst 3	FT	A	SS	Juneau	205	20D / E	12.0		91,451	0	0	58,709	150,160	150,160
Total													Total Salary Costs:	727,266	
Positions													Total COLA:	28,382	
Full Time Positions:													Total Premium Pay:	0	
Part Time Positions:													Total Benefits:	467,143	
Non Permanent Positions:															
Positions in Component:													Total Pre-Vacancy:	1,222,791	
													Minus Vacancy Adjustment of 0.00%:	(0)	
													Total Post-Vacancy:	1,222,791	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	1,222,791	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 Unrestricted General Fund Receipts	1,222,791	1,222,791	100.00%
Total PCN Funding:	1,222,791	1,222,791	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
 Archives (977)
 FY2025 Governor Organization Chart

