

# **State of Alaska FY2005 Governor's Operating Budget**

## **Department of Education and Early Development Archives Component Budget Summary**

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## Component: Archives

### Contribution to Department's Mission

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

### Core Services

**ARCHIVES:** This section identifies, preserves and makes available state and territorial government records of permanent value. Archives staff identifies archival records through an appraisal process. After they accession the material, staff arranges and provides 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 assists state agencies in determining the administrative, fiscal, legal, and historical 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 permanent administrative, fiscal, legal, or historical 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.

### FY2005 Resources Allocated to Achieve Results

**FY2005 Component Budget: \$738,200**

**Personnel:**

Full time	9
Part time	0
<b>Total</b>	<b>9</b>

### Key Component Challenges

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 landfill. 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 years. While the building is in immediate need of 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 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.

### **Significant Changes in Results to be Delivered in FY2005**

There are no significant changes in the results to be delivered in FY2005.

### **Major Component Accomplishments in 2003**

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

#### **Contact Information**

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### Archives Component Financial Summary

*All dollars shown in thousands*

	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	522.2	597.2	604.3
72000 Travel	14.8	22.9	22.9
73000 Contractual	81.9	33.8	33.8
74000 Supplies	22.7	77.2	77.2
75000 Equipment	2.0	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>643.6</b>	<b>731.1</b>	<b>738.2</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	2.9	40.0	40.0
1004 General Fund Receipts	556.4	548.0	548.0
1007 Inter-Agency Receipts	84.3	143.1	150.2
<b>Funding Totals</b>	<b>643.6</b>	<b>731.1</b>	<b>738.2</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Federal Receipts	51010	2.9	40.0	40.0
Interagency Receipts	51015	84.3	143.1	150.2
<b>Restricted Total</b>		<b>87.2</b>	<b>183.1</b>	<b>190.2</b>
<b>Total Estimated Revenues</b>		<b>87.2</b>	<b>183.1</b>	<b>190.2</b>

**Summary of Component Budget Changes  
From FY2004 Authorized to FY2005 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2004 Authorized</b>	<b>548.0</b>	<b>40.0</b>	<b>143.1</b>	<b>731.1</b>
<b>Adjustments which will continue current level of service:</b>				
-Changes to Retirement and Other Personal Services Rates	0.0	0.0	7.1	7.1
<b>FY2005 Governor</b>	<b>548.0</b>	<b>40.0</b>	<b>150.2</b>	<b>738.2</b>

**Archives  
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2004</u> <u>Authorized</u>	<u>FY2005</u> <u>Governor</u>		
Full-time	9	9	Annual Salaries	446,161
Part-time	1	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	195,267
			<i>Less 5.79% Vacancy Factor</i>	(37,128)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>10</b>	<b>9</b>	<b>Total Personal Services</b>	<b>604,300</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
Library Assistant II	0	0	1	0	1
Microfilm Equip Op I	0	0	1	0	1
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>9</b>	<b>0</b>	<b>9</b>