

State of Alaska FY2009 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 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.

FY2009 Resources Allocated to Achieve Results

FY2009 Component Budget: \$1,057,800	Personnel:	
	Full time	10
	Part time	0
	Total	10

Key Component Challenges

The most important issue is the archives facility. It has serious structural flaws, and it is 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. Moreover, the building is out of storage space. The building is in immediate need of earthquake-proofing which is scheduled for FY08. This necessary work will disrupt ARMS services to the public for an estimated two-to-three month period. With a space problem at the Archives, the State Museum, and the State Library, a joint solution for a new building that combines all units has been 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. The building project, designated SLAM (State Libraries, Archives & Museums) developed a needs assessment in FY08, but architectural plans and construction funds are yet to be appropriated. Increasingly, Archives and Management Services will need to pay for off-site storage for incoming historically valuable state records

A critical issue is the minimal staffing of the Archives and Records Management Services. With increased workload and responsibilities due to the introduction of databases to oversee the documentation of record groups and collections and the increase in formats received, such as 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. New regulations regarding the Retention and Preservation of Electronic Records (4 AAC 59.005 - .065) took effect in October 2007.

A final challenge is to ensure that all state agencies know what their responsibilities are under law and whether or not they meet archives and records management policies/procedures regarding electronic records and email retention.

Significant Changes in Results to be Delivered in FY2009

There are no significant changes in the results to be delivered in FY2009.

Major Component Accomplishments in 2007

The State Archives continues to add records information to a software program specifically designed to manage archival records (MINISIS). When fully implemented, it will be mounted on our website. Researchers and staff will then have access to the basic descriptive data for records held in more than 20,000 records cartons and archives boxes.

The State Archives continued to provide support to State Government and reference service, as available storage space continues to shrink and increasing electronic demands continue to grow. The Archives provided leadership throughout the State of Alaska in local government records management and manuscripts preservation, both through the Alaska State Historical Records Advisory Board (ASHRAB), which the State Archivist coordinates and which manages National Archives grant monies in Alaska.

The State Archives transferred all of the Exxon Valdez Oil Spill litigation records to off-site, non-current records storage, as well a growing number of other records, to make space for other permanent records. ARMS has also been compelled to delay transfer of records from Anchorage to the Archives since no space is available in the present facility. During the reporting period the agency successfully answered, from permanent archival holdings, an increasing number of reference requests from state agencies, particularly from the Department of Law and the Regulatory Commission of Alaska. In addition, the archives has reported discovery efforts for three major lawsuits involving state records.

The Archives has started a limited preservation microfilming program and has focused for the first time on appraisal as an initial step in records processing. In pursuit of this appraisal process, nearly 700 boxes of records determined to be not of historical value have been disposed of.

A recent, but overwhelming, challenge facing ARMS is the orderly management of electronic records. Since many of these records are never published in printed format (hard copy), ARMS began developing working relationships with each departmental division and agency records officers to plan for policies and procedures for electronic records.

The senior records analyst continues to serve on the Technical Advisory Group Exchange Archives Sub-Committee, which drafted an *Electronic Mail Retention & Records Policy* for the State of Alaska enterprise.

Statutory and Regulatory Authority

AS 40.21

4 AAC 49.005 - 4 AAC 49.070

Contact Information

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**Archives
Component Financial Summary**

All dollars shown in thousands

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	701.3	823.3	857.7
72000 Travel	7.5	21.9	21.9
73000 Services	73.3	32.5	115.2
74000 Commodities	27.3	63.0	63.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	809.4	940.7	1,057.8
Funding Sources:			
1002 Federal Receipts	5.9	40.0	40.0
1004 General Fund Receipts	740.6	810.7	927.8
1007 Inter-Agency Receipts	62.9	90.0	90.0
Funding Totals	809.4	940.7	1,057.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	5.9	40.0	40.0
Interagency Receipts	51015	62.9	90.0	90.0
Restricted Total		68.8	130.0	130.0
Total Estimated Revenues		68.8	130.0	130.0

**Summary of Component Budget Changes
From FY2008 Management Plan to FY2009 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2008 Management Plan	810.7	40.0	90.0	940.7
Adjustments which will continue current level of service:				
-Correct Unrealizable Fund Sources for Salary Adjustments: GGU	3.3	0.0	-3.3	0.0
-FY 09 Bargaining Unit Contract Terms: General Government Unit	31.1	0.0	3.3	34.4
Proposed budget increases:				
-State Records Storage Contractual Increase	82.7	0.0	0.0	82.7
FY2009 Governor	927.8	40.0	90.0	1,057.8

**Archives
Personal Services Information**

Authorized Positions		Personal Services Costs		
<u>FY2008</u>				
<u>Management</u>		<u>FY2009</u>		
<u>Plan</u>		<u>Governor</u>		
			Annual Salaries	549,558
Full-time	10	10	COLA	31,607
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	284,770
			<i>Less 0.95% Vacancy Factor</i>	(8,235)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	857,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Archivist II	0	0	2	0	2
Archivist III	0	0	1	0	1
Library Assistant I	0	0	2	0	2
Microfilm/Imaging Oper I	0	0	1	0	1
Micrographic Services Mgr	0	0	1	0	1
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