

State of Alaska FY2012 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:** Identifies, preserves and makes available state and territorial government records of permanent value. Archives staff identify archival records through an appraisal process. After accessioning, arranging and describing the material, staff provide reference and research services to state and local government personnel, historians, researchers, and the general public who require access to the records.
- 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, including assisting state agencies in determining the administrative, fiscal, legal, and historical values of records and in determining how long the records should be retained and ensures the periodic legal disposal of records.
- **CENTRAL MICROFILM SERVICES:** Provides microfilm and digitizing services for state agencies, a management option for some state records. The service provides a cost effective option for maintenance and storage of records legally suited for preservation media.

Key Component Challenges

The first and most important issue is the archives facility. It has serious structural flaws: the front portion is torquing away from the rest of the building because pilings were not put down to bedrock. New seismic supported shelving was installed in 2010.

A second 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. More state agency offices in Anchorage provides the additional challenge of assisting these offices while maintaining current service levels.

The third issue concerns the proliferation of electronic records. The Archives is focusing on access and the preservation requirements associated with electronic records-keeping systems and procedures. State officials need assistance with managing the legal and administrative requirements associated with current electronic records systems. Regulations regarding the Retention and Preservation of Electronic Records (4 AAC 59.005 - .065) became effective 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. Staff works continuously with agency personnel to educate them about these policies and responsibilities.

Significant Changes in Results to be Delivered in FY2012

There are no significant changes in the results to be delivered in FY2012.

Major Component Accomplishments in 2010

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

The State Archives continued to provide support to State Government and reference service. The Archives provided leadership to the State of Alaska in local government records management and manuscripts preservation 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 a growing number of records to offsite storage to make space for other more-used permanent records. ARMS has also delayed transfer of records from Anchorage to the Archives since no space is available in the present facility. Transfer to the new leased facility will be completed by year end 2010.

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, boxes of records determined to be not of historical value have been disposed.

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 is developing working relationships with each departmental division and agency records officer to plan for policies and procedures for electronic records.

The State Archivist is co-chair on the Electronic Practices Committee and the Records Analyst II serves as coordinator for the statewide group.

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

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	737.1	945.8	993.4
72000 Travel	21.5	21.9	21.9
73000 Services	274.2	131.8	131.8
74000 Commodities	32.8	55.8	55.8
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	1,065.6	1,155.3	1,202.9
Funding Sources:			
1002 Federal Receipts	15.3	40.0	40.0
1004 General Fund Receipts	980.6	1,017.0	1,059.2
1007 Inter-Agency Receipts	69.7	98.3	103.7
Funding Totals	1,065.6	1,155.3	1,202.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	15.3	40.0	40.0
Interagency Receipts	51015	69.7	98.3	103.7
Restricted Total		85.0	138.3	143.7
Total Estimated Revenues		85.0	138.3	143.7

**Summary of Component Budget Changes
From FY2011 Management Plan to FY2012 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2011 Management Plan	1,017.0	0.0	98.3	40.0	1,155.3
Adjustments which will continue current level of service:					
-FY 2011 Over/Understated GGU/SU salary adjustments	-5.3	0.0	-0.7	0.0	-6.0
-FY 2012 Personal Services increases	47.5	0.0	6.1	0.0	53.6
FY2012 Governor	1,059.2	0.0	103.7	40.0	1,202.9

**Archives
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2011 Management Plan	FY2012 Governor		
Full-time	10	10	Annual Salaries	649,002
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	374,849
			<i>Less 2.97% Vacancy Factor</i>	(30,451)
			Lump Sum Premium Pay	0
Totals	10	10	Total Personal Services	993,400

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	1	0	1
Library Assistant II	0	0	1	0	1
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

Component Detail All Funds
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska Library and Museums (386)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	737.1	947.9	947.9	945.8	993.4	47.6	5.0%
72000 Travel	21.5	21.9	21.9	21.9	21.9	0.0	0.0%
73000 Services	274.2	129.7	129.7	131.8	131.8	0.0	0.0%
74000 Commodities	32.8	55.8	55.8	55.8	55.8	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	1,065.6	1,155.3	1,155.3	1,155.3	1,202.9	47.6	4.1%
Fund Sources:							
1002 Fed Rcpts	15.3	40.0	40.0	40.0	40.0	0.0	0.0%
1004 Gen Fund	980.6	1,017.0	1,017.0	1,017.0	1,059.2	42.2	4.1%
1007 I/A Rcpts	69.7	98.3	98.3	98.3	103.7	5.4	5.5%
Unrestricted General (UGF)	980.6	1,017.0	1,017.0	1,017.0	1,059.2	42.2	4.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	69.7	98.3	98.3	98.3	103.7	5.4	5.5%
Federal Funds	15.3	40.0	40.0	40.0	40.0	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 Library 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 FY2011 Conference Committee (Final) To FY2011 Authorized *****												
FY2011 Conference Committee												
	ConfCom	1,155.3	947.9	21.9	129.7	55.8	0.0	0.0	0.0	10	0	0
1002 Fed Rcpts		40.0										
1004 Gen Fund		1,017.0										
1007 I/A Rcpts		98.3										
Subtotal		1,155.3	947.9	21.9	129.7	55.8	0.0	0.0	0.0	10	0	0
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
ADN 0510114 Line Item Transfer to Balance Vacancy Factor												
	LIT	0.0	-2.1	0.0	2.1	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to balance the minimum vacancy factor. Budget authorization is available in the personal services line due to staff turnovers and rehires at lower steps.												
Subtotal		1,155.3	945.8	21.9	131.8	55.8	0.0	0.0	0.0	10	0	0
***** Changes From FY2011 Management Plan To FY2012 Governor *****												
FY 2011 Over/Understated GGU/SU salary adjustments												
	SalAdj	-6.0	-6.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-5.3										
1007 I/A Rcpts		-0.7										
When the SU and GGU salary adjustments were calculated, errors were made that understated some GGU amounts and overstated some SU amounts. This change record identifies the over and under stated amounts associated with these calculations. (-\$6.0)												
FY 2012 Personal Services increases												
	SalAdj	53.6	53.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		47.5										
1007 I/A Rcpts		6.1										
This change record includes the following personal services increases totalling \$53.6:												
Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs: \$14.1												
Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs: \$5.8												
Alaska State Employees Association (GGU) FY 12 COLA increases: \$10.7												
Alaska Public Employees Association (SU) FY 12 COLA increases: \$6.0												
Alaska State Employees Association - ASEA Geographic Differential for GGU: \$10.9												

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

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Alaska Public Employees Association - APEA Geographic Differential for SU: \$6.1												
	Totals	1,202.9	993.4	21.9	131.8	55.8	0.0	0.0	0.0	10	0	0

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2012 Governor (8665)
Component: Archives (977)
RDU: Alaska Library 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	GF Amount
05-3103	Archivist II	FT	A	GP	Juneau	202	18F / G	12.0		65,525	0	0	37,840	103,365	103,365
05-3501	State Archivist	FT	A	SS	Juneau	202	22L	12.0		98,820	0	0	48,654	147,474	147,474
05-3502	Library Assistant II	FT	A	GP	Juneau	202	13D / E	12.0		43,215	0	0	30,274	73,489	73,489
05-3503	Archivist II	FT	A	GP	Juneau	202	18J / K	12.0		71,981	0	0	40,029	112,010	112,010
05-3504	Library Assistant I	FT	A	GP	Juneau	202	11F / G	12.0		41,027	0	0	29,532	70,559	70,559
05-3505	Records Analyst II	FT	A	GP	Juneau	202	18B / C	12.0		58,740	0	0	35,539	94,279	94,279
05-3507	Archivist III	FT	A	GG	Juneau	202	20N / O	12.0		96,036	0	0	48,186	144,222	144,222
05-3508	Micrographic Services Mgr	FT	A	SS	Juneau	202	17D / E	12.0		60,423	0	0	35,633	96,056	54,866
05-3510	Records Analyst III	FT	A	SS	Juneau	202	20C / D	12.0		72,096	0	0	39,592	111,688	111,688
05-3513	Microfilm/Imaging Oper I	FT	A	GP	Juneau	202	10J / K	12.0		41,139	0	0	29,570	70,709	5,020

Total													Total Salary Costs:	649,002	
Positions													Total COLA:	0	
Full Time Positions:													Total Premium Pay:	0	
Part Time Positions:													Total Benefits:	374,849	
Non Permanent Positions:															
Positions in Component:													Total Pre-Vacancy:	1,023,851	
	10	0	0											Minus Vacancy Adjustment of 2.97%:	(30,451)
	0	0	0											Total Post-Vacancy:	993,400
	0	0	0											Plus Lump Sum Premium Pay:	0
	10	0	0											Personal Services Line 100:	993,400
Total Component Months:	120.0														

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	916,972	889,700	89.56%
1007 Inter-Agency Receipts	106,879	103,700	10.44%
Total PCN Funding:	1,023,851	993,400	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.

Line Item Detail
Department of Education and Early Development
Travel

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel		21.5	21.9	21.9
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000 Travel Detail Totals			21.5	21.9	21.9
72111	Airfare (Instate Employee)	Field travel for Juneau based staff to provide technical assistance in archives and records management to state agencies outside Juneau. Includes 7.1 for the National Archives grant.	3.8	9.7	9.7
72112	Surface Transport (Instate Employee)	Rental car charges and other surface transportation expenses for staff on state business.	1.3	1.0	1.0
72113	Lodging (Instate Employee)	Lodging expenses for staff on state business.	2.2	1.2	1.2
72114	Meals & Incidentals (Instate Employee)	Meals & incidental expenses for staff on state business.	2.0	2.8	2.8
72120	Nonemployee Travel (Instate Travel)	Non-employee travel on behalf of the state.	1.5	0.1	0.1
72126	Nontax Reimbursement (Instate Nonemp.)	Reimbursement of actual expenses for non-employees traveling on behalf of the state.	7.5	2.8	2.8
72400	Out Of State Travel	Airfare for staff travel for professional development or staff training.	2.3	3.0	3.0
72413	Lodging (Out of state Emp)	Lodging expenses for staff on state business.	0.9	1.3	1.3

Line Item Detail
Department of Education and Early Development
Services

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Line Number	Line Name			FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000	Services			274.2	131.8	131.8
Expenditure Account				FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Expenditure Account	Servicing Agency	Explanation		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals				274.2	131.8	131.8
73002	Interagency Services	EED-ADS	RSA with Education Support Services for financial and administrative oversight.	4.6	4.6	15.1
73002	Interagency Services	EED-Executive Admin	RSA with Executive Administration for oversight and support.	0.1	0.1	0.1
73002	Interagency Services	EED-IS	RSA with Information Services for technical support.	5.0	5.0	5.0
73002	Interagency Services	Facilities	Renovating of Archive lobby	12.0	0.0	0.0
73002	Interagency Services	Admin - Core Services	RSA to DOA for Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	25.5	30.0	30.0
73026	Training/Conferences		Professional development, training and conferences.	1.4	2.2	1.5
73029	Memberships		Professional memberships for staff to access information or programs.	0.6	1.0	1.0
73150	Information Technlgy		Information technology; software maintenance	0.0	0.4	0.4
73225	Delivery Services		Delivery service charges.	0.0	0.5	0.5
73401	Long Distance		Telecommunications; long distance services	0.6	0.9	0.9
73528	Disposal		Waste / disposal costs	8.5	1.0	1.0
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)		Equipment repair and maintenance.	2.3	2.0	2.0
73668	Room/Space		Fees for storage of archives and records management materials.	59.7	65.0	60.0
73675	Equipment/Machinery		Repair and replacement of micrographic equipment, electronics and security/fire alarm systems.	128.8	10.8	7.0
73686	Rentals/Leases (Non IA-Eq/Machinery)		Equipment lease or rental fees.	0.1	0.3	0.3
73753	Program Mgmt/Consult		Professional services contracts for consulting and assessment of archival materials.	0.7	1.0	1.0

Line Item Detail
Department of Education and Early Development
Services

Component: Archives (977)

RDU: Alaska Library and Museums (386)

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			274.2	131.8	131.8
73755	Safety Services	Security services.	0.5	0.5	0.5
73756	Print/Copy/Graphics	Printing of forms, brochures and finding aids.	9.5	3.0	2.0
73766	Transport Services	Transportation services	7.2	0.0	0.0
73848	State Equip Fleet	DOT- fleet RSA with the Department of Transportation/PF for fleet charges.	7.1	3.5	3.5

Line Item Detail
Department of Education and Early Development
Commodities

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		32.8	55.8	55.8
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000 Commodities Detail Totals			32.8	55.8	55.8
74222	Books And Educational	Reference books and other educational materials.	2.5	0.5	0.5
74226	Equipment & Furniture	Equipment and furniture replacement.	16.2	7.5	7.5
74229	Business Supplies	Office and micrographic supplies, storage boxes.	5.5	19.7	19.7
74233	Info Technology Equip	Data processing supplies, printer paper, toner, diskettes, and ribbons.	7.8	8.7	8.7
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies.	0.8	19.4	19.4

Restricted Revenue Detail
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51010	Federal Receipts	15.3	40.0	40.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51010	Federal Receipts		5137030	11100	15.3	40.0	40.0
	This authorization allows Archives and Records Management to receive federal grant funds to support the State Historical Records Advisory Board and to support projects which make archival records more accessible.						

Restricted Revenue Detail
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51015	Interagency Receipts	69.7	98.3	103.7

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
59050	Education	Statewide	Statewide	11100	69.7	98.3	103.7
Interagency receipts to support central microfilm services. This program provides micrographic services to agencies statewide upon request and on an as-needed basis.							

Inter-Agency Services
Department of Education and Early Development

Component: Archives (977)
RDU: Alaska Library and Museums (386)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011		FY2012 Governor
					Management Plan		
73002	Interagency Services	RSA with Education Support Services for financial and administrative oversight.	Intra-dept	EED-ADS	4.6	4.6	15.1
73002	Interagency Services	RSA with Executive Administration for oversight and support.	Intra-dept	EED-Executive Admin	0.1	0.1	0.1
73002	Interagency Services	RSA with Information Services for technical support.	Intra-dept	EED-IS	5.0	5.0	5.0
73002	Interagency Services	Renovating of Archive lobby	Inter-dept	Facilities	12.0	0.0	0.0
73002	Interagency Services	RSA to DOA for Core Services chargebacks including AKPAY/AKSAS, telecommunications/computer services EPR and PBX.	Inter-dept	Admin - Core Services	25.5	30.0	30.0
				73002 Interagency Services subtotal:	47.2	39.7	50.2
73848	State Equip Fleet	RSA with the Department of Transportation/PF for fleet charges.	Inter-dept	DOT- fleet	7.1	3.5	3.5
				73848 State Equip Fleet subtotal:	7.1	3.5	3.5
				Archives total:	54.3	43.2	53.7
				Grand Total:	54.3	43.2	53.7