

State of Alaska FY2002 Governor's Operating Budget

Department of Education and Early Development
Archives
Component

Component: Archives

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Component Mission

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

Component Services Provided

ARCHIVES: This section identifies, preserves and makes available state and territorial government records of permanent value. Archives staff first provide identification of archival records through an appraisal process. After records are accessioned, staff arrange and provide description of these records in order to facilitate and encourage use of the collection. Staff also provide 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 assist state agencies in determining the administrative, fiscal, legal, and other research 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 further administrative, fiscal, legal or research 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. Microfilm services provides a cost effective option for maintenance and storage of records legally suited for microfilm or microfiche.

Component Goals and Strategies

The goal of the State Archives is to manage current records and to acquire, protect and make accessible state records of permanent value. The State Archives provides services to agencies statewide and seeks to help the state manage information in a cost effective and efficient manner through the assistance of records managers, archivists and microfilm/microfiche services.

Key Component Issues for FY2001 – 2002

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 land fill. The front portion is torqueing 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 about three years. While the building is in immediate need of carpeting and earthquake proofing of its stacks, the current facility is so deficient that major maintenance is not a viable alternate. While the long term viability of the structure must be addressed, it poses no danger to staff or the safe storage of records. With a space problem at both the State Museum and Archives, a joint solution should be developed.

The second issue is the minimal staffing of the Archives and Records Management Services. Any further loss of staff would seriously compromise the ability to maintain control of the state's records and to provide access to the records.

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. The archives is building a basic electronic records component to respond to requests from state officials seeking assistance for solutions to the legal and administrative requirements associated with current electronic records systems. This is placing additional stress on an already depleted staff.

Major Component Accomplishments for FY2000

The State Archives continued to work with the vendors who have the contracts to operate state records centers. This privatization effort required a considerable amount of coordination and oversight to ensure that state agencies accomplished the cost reduction envisioned.

The State Archives worked with the State Library and the State Museums to mount a curriculum based web site on the Gold Rush. The intent of the project was to make a curriculum unit based on the Gold Rush, along with original source material, available to middle and high school students throughout Alaska.

Statutory and Regulatory Authority

AS 40.21

Key Performance Measures for FY2002

Measure: the average time taken from the division's receipt of records and archives to the time that they are made available to the public
(Added by Legislature in FY2001 version.)

Current Status:

The staff can process incoming archives records at a rate of 4 cubic feet per day. Provided there is no backlog and an incoming shipment is small, those archival records are processed within 48 hours.

Background and Strategies:

The Archives changed the level of Archives review from a folder by folder examination to review of the records at the box level.

Measure: the percentage of records retained that have no long-term value; and
(Added by Legislature in FY2001 version.)

Current Status:

The Archives does not permanently retain any records with no long term value.

Background and Strategies:

The Archives has a target of reducing agency created records by 98%,i.e. only 2% being permanently archived for legal, administrative or historical reasons. The Archives used to retain 4-5% but has been close to its 2% target since revising retention schedules several years ago.

Measure: the percentage of record schedules that are current.
(Added by Legislature in FY2001 version.)

Current Status:

33% of records retention schedules are reviewed and brought current annually.

Background and Strategies:

The Archives instituted a continuous record schedule review several years ago. All schedules are now reviewed on a three year cycle, so at any given time, one third will have been reviewed within the last year. The staff has found that a three year cycle for schedule review is sufficient for catching changes in administrative records creation.

Status of FY2001 Performance Measures

| | <i>Achieved</i> | <i>On track</i> | <i>Too soon to tell</i> | <i>Not likely to achieve</i> | <i>Needs modification</i> |
|--|-----------------|-----------------|-------------------------|------------------------------|---------------------------|
| <ul style="list-style-type: none"> the average time taken from the division's receipt of records and archives to the time that they are made available to the public; the percentage of records retained that have no long-term value; and the percentage of record schedules that are current. | | X | | | |

Archives
Component Financial Summary

All dollars in thousands

| | FY2000 Actuals | FY2001 Authorized | FY2002 Governor |
|--|----------------|-------------------|-----------------|
| Non-Formula Program: | | | |
| Component Expenditures: | | | |
| 71000 Personal Services | 535.1 | 558.2 | 614.9 |
| 72000 Travel | 6.1 | 22.9 | 22.9 |
| 73000 Contractual | 73.5 | 58.8 | 33.8 |
| 74000 Supplies | 16.7 | 64.0 | 64.0 |
| 75000 Equipment | 8.9 | 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 |
| Expenditure Totals | 640.3 | 703.9 | 735.6 |
| Funding Sources: | | | |
| 1002 Federal Receipts | 28.5 | 40.0 | 40.0 |
| 1004 General Fund Receipts | 547.9 | 554.5 | 561.4 |
| 1007 Inter-Agency Receipts | 63.9 | 96.8 | 134.2 |
| 1108 Statutory Designated Program Receipts | 0.0 | 12.6 | 0.0 |
| Funding Totals | 640.3 | 703.9 | 735.6 |

Estimated Revenue Collections

| Description | Master Revenue Account | FY2000 Actuals | FY2001 Authorized | FY2001 Cash Estimate | FY2002 Governor | FY2003 Forecast |
|--|------------------------------|-------------------|----------------------|----------------------------|--------------------|--------------------|
| Unrestricted Revenues | | | | | | |
| Unrestricted Fund | 68515 | 547.9 | 554.5 | 554.5 | 561.4 | 561.4 |
| Unrestricted Total | | 547.9 | 554.5 | 554.5 | 561.4 | 561.4 |
| Restricted Revenues | | | | | | |
| Federal Receipts | 51010 | 28.5 | 40.0 | 40.0 | 40.0 | 40.0 |
| Interagency Receipts | 51015 | 63.9 | 96.8 | 96.8 | 134.2 | 134.2 |
| Statutory Designated Program Receipts | 51063 | 0.0 | 12.6 | 12.6 | 0.0 | 0.0 |
| Restricted Total | | 92.4 | 149.4 | 149.4 | 174.2 | 174.2 |
| Total Estimated Revenues | | 640.3 | 703.9 | 703.9 | 735.6 | 735.6 |

Archives

Proposed Changes in Levels of Service for FY2002

This increment provides interagency funding for a Microfilm Operator position (PCN 05-3056) established 10/16/2000 for DNR Records Office Project. This is a long-term project to microfilm the state's recording districts historic books funded through an agreement with the Department of Natural Resources.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

| | <u>General Funds</u> | <u>Federal Funds</u> | <u>Other Funds</u> | <u>Total Funds</u> |
|--|----------------------|----------------------|--------------------|--------------------|
| FY2001 Authorized | 554.5 | 40.0 | 109.4 | 703.9 |
| Adjustments which will continue current level of service: | | | | |
| -Convert Special FY2001 Labor Cost Fund Sources to GF | 12.6 | 0.0 | -12.6 | 0.0 |
| -Year 2 Labor Costs - Net Change from FY2001 | -5.7 | 0.0 | -1.2 | -6.9 |
| Proposed budget increases: | | | | |
| -Microfilm Operator for DNR Records Office Project | 0.0 | 0.0 | 38.6 | 38.6 |
| FY2002 Governor | 561.4 | 40.0 | 134.2 | 735.6 |

Archives

Personal Services Information

| Authorized Positions | | | Personal Services Costs | |
|----------------------|----------------------|--------------------|----------------------------------|----------------|
| | FY2001 Authorized | FY2002 Governor | | |
| Full-time | 9 | 10 | Annual Salaries | 465,940 |
| Part-time | 0 | 0 | COLA | 6,345 |
| Nonpermanent | 0 | 0 | Premium Pay | 0 |
| | | | Annual Benefits | 155,104 |
| | | | <i>Less 1.99% Vacancy Factor</i> | (12,489) |
| | | | Lump Sum Premium Pay | 0 |
| Totals | 9 | 10 | Total Personal Services | 614,900 |

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 |
| Micro/Network Tech I | 0 | 0 | 1 | 0 | 1 |
| Microfilm Equip Op I | 0 | 0 | 2 | 0 | 2 |
| 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 |
| Totals | 0 | 0 | 10 | 0 | 10 |