

**State of Alaska
FY2013 Governor's Operating Budget**

**Department of Law
Timekeeping and Litigation Support
Component Budget Summary**

Component: Timekeeping and Litigation Support

Contribution to Department's Mission

The Information and Project Support Section (IPS) advises the department and state agencies on the management and disclosure of electronic and non-electronic information. In addition, IPS develops and maintains the civil division's case-management, reporting, and timekeeping system (in ProLaw), creates case-specific databases, arranges access to legal research databases; develops and maintains the department's Web site and Intranet; and prepares department publications and presentations.

Core Services

- The section advises the department and other state agencies on the maintenance and disclosure of electronic and non-electronic information and on the use of technology for those purposes.
- The section develops, trains employees on, and monitors the civil division's database that is used for managing information about matters and tracking, among other things, the attorney(s) assigned to the matter, the department's records relating to the matter, and the hours billed by each attorney and paraprofessional to the matter.
- The section creates customized applications so that civil division sections can track records, meet reporting needs for client agencies, and compile mission and measures reports.
- The section creates case-specific databases and oversees legal research databases.
- The section designs and maintains the department's Web site and Intranet; designs and prepares department publications, presentations, charts and other graphics; and publishes the department's annual report.

Key Component Challenges

Information. The section will continue to advise the department and other state agencies regarding the management and disclosure of electronic and non-electronic information and the use of technology for such purposes, including in the following areas:

- Responding to Public Records Act requests.
- Conducting electronic discovery. Complying with records retention requirements.
- Handling privileged and confidential information.
- Posting information on the Internet, including agency Web sites.
- Using social media to communicate with the public and for investigatory purposes.
- Compiling administrative records.
- Developing and commenting on legislation, regulations, attorney general opinions, policies, and procedures regarding the management and disclosure of electronic and non-electronic information.

Databases. The section will continue to oversee the civil division's databases and undertake the following:

- Develop, train employees on, and monitor the case-management database.
- Customize applications so that civil division sections can track records, generate management reports, meet reporting requirements, and compile mission and measure reports.
- Create case-specific databases.
- Oversee legal research databases.

Web Sites and Publications. The section will continue its work on the department's Internet and Intranet Web pages and publications by undertaking the following:

- Redesigning the department's public Web site.
- Reorganizing the documents posted on the department's Intranet.
- Updating the forms posted on the department's Intranet.
- Migrating the Intranet database to SQL.
- Preparing and publish the department's reports, presentations, and other publications.

Significant Changes in Results to be Delivered in FY2013

- The section will deploy an electronic discovery solution for the civil division.
- The section will deploy a legal hold tracking system for the civil division.
- The section will deploy ProLaw's matter-management feature for all civil division sections.

Major Component Accomplishments in 2011

- The section responded for the department and advised the department and other agencies in responding to myriad Public Records Act requests.
- The section drafted revisions to the Public Records Act regulations.
- The section provided advice on and drafted a statewide social media policy.
- The section provided advice on and drafted revisions to the statewide email hold policy.
- The section provided advice on the implementation of legal holds.
- The section provided advice on issues regarding the migration of emails to Symantec Enterprise Vault.
- The section conducted civil division training on the identification and protection of protected records.
- The section prepared an attorney general opinion on the storage of permanent digital records in an out-of-state archival depository.
- The section approved numerous records retention schedules of other agencies.
- The section redrafted the department's records retention schedules.
- The section investigated the purchase of an electronic discovery solution.
- The section deployed and trained ProLaw's matter-management system for several civil division sections.
- The section created and trained employees on the use of databases for tracking consumer complaints.
- The section created and trained employees on the use of databases for tracking charitable registrations and paid solicitors.
- The section created and trained employees on creating events to track Child Support Services Division cases.
- The section developed dozens of productivity reports for civil division sections.
- The section provided advice on changes to the department's work-flow process for collections.
- The section published several documents including Russian, Spanish, Korean, and Tagalog translations of Victim-Witness Assistance Program publications; the department's 2010 annual report; and a mailer with foreign language translations for all state district attorneys' offices and an interpreter/translation complaint form.
- The section added Yupik, Russian, Spanish, Korean, and Tagalog translations of the Victim-Witness Assistance Program webpage to the department's website.
- The section launched reformatted ethics information publications on the department's website.
- The section redesigned the department's website to conform to the state's new look and feel standards.

Statutory and Regulatory Authority

AS 44.23.020

Contact Information
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Timekeeping and Litigation Support Component Financial Summary			
		<i>All dollars shown in thousands</i>	
	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	643.0	1,698.2	1,794.0
72000 Travel	0.0	1.3	1.3
73000 Services	231.8	318.2	318.2
74000 Commodities	3.2	6.6	6.6
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	878.0	2,024.3	2,120.1
Funding Sources:			
1004 General Fund Receipts	167.0	316.0	316.0
1007 Inter-Agency Receipts	711.0	1,708.3	1,804.1
Funding Totals	878.0	2,024.3	2,120.1

Estimated Revenue Collections				
Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	711.0	1,708.3	1,804.1
Restricted Total		711.0	1,708.3	1,804.1
Total Estimated Revenues		711.0	1,708.3	1,804.1

**Summary of Component Budget Changes
From FY2012 Management Plan to FY2013 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>
FY2012 Management Plan	316.0	0.0	1,708.3	0.0	2,024.3
Adjustments which will continue current level of service:					
-Transfer Authority from Transportation Section to Comply with Vacancy Factor Guidelines	0.0	0.0	16.9	0.0	16.9
-Transfer Authority from Torts and Workers' Compensation to Comply with Vacancy Factor Guidelines	0.0	0.0	19.8	0.0	19.8
-FY2013 Salary Increases	0.0	0.0	39.8	0.0	39.8
-FY2013 Health Insurance Increases	0.0	0.0	19.3	0.0	19.3
FY2013 Governor	316.0	0.0	1,804.1	0.0	2,120.1

Timekeeping and Litigation Support Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	20	20	Annual Salaries	1,132,231
Part-time	0	0	COLA	9,625
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	726,844
			<i>Less 4.00% Vacancy Factor</i>	<i>(74,700)</i>
			Lump Sum Premium Pay	0
Totals	20	20	Total Personal Services	1,794,000

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant I	1	0	0	0	1
Administrative Assistant II	1	0	0	0	1
Assoc Attorney II	2	0	0	0	2
Attorney V	1	0	0	0	1
Attorney VI	1	0	0	0	1
Internet Specialist II	1	0	0	0	1
Law Office Assistant I	1	0	0	0	1
Law Office Manager I	0	1	1	0	2
Law Office Manager II	1	0	0	0	1
Office Assistant I	1	1	2	0	4
Office Assistant II	1	0	0	0	1
Paralegal II	1	0	0	0	1
Totals	12	2	6	0	20

Component Detail All Funds
Department of Law

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	643.0	1,358.2	1,358.2	1,698.2	1,794.0	95.8	5.6%
72000 Travel	0.0	1.3	1.3	1.3	1.3	0.0	0.0%
73000 Services	231.8	318.2	318.2	318.2	318.2	0.0	0.0%
74000 Commodities	3.2	6.6	6.6	6.6	6.6	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	878.0	1,684.3	1,684.3	2,024.3	2,120.1	95.8	4.7%
Fund Sources:							
1004 Gen Fund (UGF)	167.0	226.0	226.0	316.0	316.0	0.0	0.0%
1007 I/A Rcpts (Other)	711.0	1,458.3	1,458.3	1,708.3	1,804.1	95.8	5.6%
Unrestricted General (UGF)	167.0	226.0	226.0	316.0	316.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	711.0	1,458.3	1,458.3	1,708.3	1,804.1	95.8	5.6%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	18	18	18	20	20	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 Law

Component: Timekeeping and Litigation Support (2258)

RDU: Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2012 Conference Committee To FY2012 Authorized *****												
FY2012 Conference Committee												
	ConfCom	1,684.3	1,358.2	1.3	318.2	6.6	0.0	0.0	0.0	18	0	0
1004 Gen Fund		226.0										
1007 I/A Rcpts		1,458.3										
Subtotal		1,684.3	1,358.2	1.3	318.2	6.6	0.0	0.0	0.0	18	0	0
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
ADN 03-2-0020 Transfer PCN 03-0398, Attorney V, from Opinions, Appeals and Ethics												
	Trin	180.0	180.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		90.0										
1007 I/A Rcpts		90.0										
ADN 03-2-0020 Transfer PCN 03-398, Attorney V, from Opinions, Appeals and Ethics to Timekeeping and Litigation Support for the required level of legal expertise needed within this component.												
Department of Law's Attorney positions are Partially Exempt (PX) and flexibly-ranged positions. Attorneys' I - VI are moved in accordance with attorney salary placement, allowing positions to be sub-filled at lower levels. Positions are also moved to accommodate promotions.												
ADN 03-1-0266 Reclass PCN 03-0016 to Internet Specialist II, effective 6/16/2011												
	PosRecl	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Reclass PCN 03-0016 from an Internet Specialist I (R16) to an Internet Specialist II (R19), a three range classification up. OMB approved 3/30/2011 - Effective 6/16/2011.												
ADN 03-2-0019 Transfer Excess Inter-Agency Receipt Authority from Labor & State Affairs for increased RSA's												
	Trin	90.0	90.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		90.0										
ADN 03-2-0019 Transfer excess Inter-Agency Receipt Authority from Labor & State Affairs to Timekeeping & Litigation Support for increased RSA's.												
ADN 03-2-0211 New Public Records Attorney V in Anchorage												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Add a new Attorney V position in Anchorage to handle public records requests and discovery obligations. Public records requests and discovery obligations, particularly those involving electronic records, have exploded over the last three years, due in large part to increased use of electronic communications, heightened public awareness of the records available, and federal court decisions providing sanctions for failure to retain and provide electronic records. The attorney would be a part of our litigation support section and would advise the Governor's Office and agencies regarding retention and production requirements, coordinate responses to large public records and discovery requests, and represent the state in proceedings related to document retention and production.												

Change Record Detail - Multiple Scenarios With Descriptions
Department of Law

Component: Timekeeping and Litigation Support (2258)

RDU: Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
ADN 03-2-0021 Transfer Excess Inter-Agency Receipt Authority from Commercial & Fair Business for increased RSA's												
1007 I/A Rcpts	Trin	70.0	70.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
ADN 03-2-0021 Transfer excess Inter-Agency Receipt Authority from Commercial & Fair Business to Timekeeping & Litigation Support for increased RSA's.												
Subtotal		2,024.3	1,698.2	1.3	318.2	6.6	0.0	0.0	0.0	20	0	0
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
Transfer Authority from Transportation Section to Comply with Vacancy Factor Guidelines												
1007 I/A Rcpts	Trin	16.9	16.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer funds from Transportation Section to Timekeeping and Litigation Support for personal services vacancy factor adjustments.												
Transfer Authority from Torts and Workers' Compensation to Comply with Vacancy Factor Guidelines												
1007 I/A Rcpts	Trin	19.8	19.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer funds from Torts and Workers' Compensation to Timekeeping and Litigation Support for personal services vacancy factor adjustments.												
FY2013 Salary Increases												
1007 I/A Rcpts	SalAdj	39.8	39.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2013 Salary Increases: \$39.8												
FY2013 Health Insurance Increases												
1007 I/A Rcpts	SalAdj	19.3	19.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2013 Health Insurance Increases: \$19.3												
Totals		2,120.1	1,794.0	1.3	318.2	6.6	0.0	0.0	0.0	20	0	0

Department of Law

Scenario: FY2013 Governor (9494)
Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

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
03-?005	Attorney V	FT	A	XE	Anchorage	NAA	25A / B	12.0		92,320	2,486	0	47,930	142,736	0
03-0016	Internet Specialist II	FT	A	GP	Anchorage	200	19E / F	12.0		68,058	0	0	40,179	108,237	0
03-0017	Office Assistant I	FT	A	GP	Juneau	205	8B / C	12.0		31,881	0	0	27,651	59,532	0
03-0019	Office Assistant I	FT	A	GP	Anchorage	200	8B / C	12.0		30,129	0	0	27,044	57,173	0
03-0020	Law Office Manager I	FT	A	SS	Fairbanks	203	15F / J	12.0		58,684	0	0	36,426	95,110	0
03-0021	Law Office Assistant I	FT	A	GP	Anchorage	200	11C / D	12.0		37,526	0	0	29,606	67,132	0
03-0022	Law Office Manager I	FT	A	SS	Juneau	205	15J	12.0		60,192	0	0	36,948	97,140	0
03-0032	Administrative Assistant II	FT	A	SS	Anchorage	600	14E / F	12.0		50,225	0	0	33,497	83,722	0
03-0091	Office Assistant I	FT	A	GP	Fairbanks	203	8B	12.0		30,432	0	0	27,149	57,581	0
03-0135	Accounting Tech III	FT	A	GP	Juneau	205	16K / L	12.0		68,196	0	0	40,227	108,423	0
03-0136	Accounting Tech I	FT	A	GP	Juneau	205	12D / E	6.0	*	21,725	0	0	15,829	37,554	0
03-0143	Assoc Attorney II	FT	A	XE	Anchorage	NAA	19F	12.0		71,436	1,923	0	40,698	114,057	0
03-0145	Office Assistant II	FT	A	GP	Anchorage	200	10B / C	12.0		33,500	0	0	28,211	61,711	0
03-0149	Law Office Manager II	FT	A	SS	Anchorage	200	16F	12.0		59,268	0	0	36,629	95,897	0
03-0261	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		40,006	0	0	30,464	70,470	0
03-0273	Paralegal II	FT	A	GP	Anchorage	200	16G	12.0		58,740	0	0	36,952	95,692	0
03-0277	Office Assistant I	FT	A	GP	Juneau	205	8D / E	12.0		33,372	0	0	28,167	61,539	0
03-0333	Assoc Attorney II	FT	A	XE	Anchorage	NAA	19J	12.0		74,112	1,996	0	41,625	117,733	0
03-0340	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		45,064	0	0	32,216	77,280	0
03-0398	Attorney VI	FT	A	XE	Anchorage	NAA	26L / M	12.0		125,280	3,220	0	58,212	186,712	0
03-1214	Administrative Assistant I	FT	A	GP	Anchorage	200	12E / F	12.0		42,085	0	0	31,184	73,269	0

	Total Positions	New	Deleted
Full Time Positions:	20	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	20	0	0

Total Component Months: 246.0

Total Salary Costs:	1,132,231
Total COLA:	9,625
Total Premium Pay::	0
Total Benefits:	726,844
Total Pre-Vacancy:	1,868,700
Minus Vacancy Adjustment of 4.00%:	(74,700)
Total Post-Vacancy:	1,794,000
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	1,794,000

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Inter-Agency Receipts	1,868,700	1,794,000	100.00%
Total PCN Funding:	1,868,700	1,794,000	100.00%

Line Item Detail
Department of Law
Travel

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		0.0	1.3	1.3
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000 Travel Detail Totals			0.0	1.3	1.3
72110	Employee Travel (Instate)	Travel to the primary Civil Division offices in Anchorage, Fairbanks and Juneau to provide training for attorneys and paraprofessionals in the timekeeping system.	0.0	1.3	1.3

Line Item Detail
Department of Law
Services

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services		231.8	318.2	318.2
Expenditure Account			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			231.8	318.2	318.2
73025	Education Services		0.0	0.5	0.5
73050	Financial Services	Administrative Services	0.0	6.0	0.0
73075	Legal & Judicial Svc		0.0	96.2	11.9
73150	Information Technlgy		121.6	1.0	1.0
73156	Telecommunication		0.7	1.0	1.0
73225	Delivery Services		2.8	2.0	2.0
73650	Struc/Infstruct/Land		45.0	45.0	45.0
73675	Equipment/Machinery		0.0	1.0	0.0
73805	IT-Non-Telecommunication	Admin - Enterprise Technology Services	9.3	9.5	11.0
73805	IT-Non-Telecommunication	Law - Administration & Support	8.9	27.9	42.5
73806	IT-Telecommunication	Admin - Enterprise Technology Services	8.3	20.9	27.9
73809	Mail	Admin - Central Mail	0.4	0.9	1.4
73811	Building Leases	Admin - Leases	34.6	105.0	167.7
73814	Insurance	Admin - Risk Management	0.1	0.3	5.3

Line Item Detail
Department of Law
Services

Component: Timekeeping and Litigation Support (2258)

RDU: Civil Division (35)

Expenditure Account		Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals				231.8	318.2	318.2
73815	Financial	Admin - Finance	RSA Administration, Finance Chargeback (AKSAS / AKPAY)	0.0	0.8	0.8
73816	ADA Compliance	Labor - Americans With Disabilities	RSA Administration, Americans With Disabilities Act.	0.1	0.2	0.2

Line Item Detail
Department of Law
Commodities

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		3.2	6.6	6.6
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000 Commodities Detail Totals			3.2	6.6	6.6
74200	Business	Library materials including Alaska Statutes, Alaska Code, Advanced Legislative Service and Court Rules; subscriptions, office supplies; software applications, printer cartridges, paper and misc. data processing supplies; computer supplies - desktop refresh, non-capital, and other computer supplies in support of the timekeeping and case management systems.	3.2	6.6	6.6

Restricted Revenue Detail
Department of Law

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts				711.0	1,708.3	1,804.1
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51015	Interagency Receipts Unprogrammed I/A Receipt Authority.		03213500	11100	0.0	0.0	0.0
59030	Law Intra-agency agreement funds positions for functions that serve the entire BRU rather than one particular component. This also funds timekeeping and billing support positions co-located with Administrative Services.	Dep. Attny General's Office	03213590	11100	711.0	1,708.3	1,804.1

Inter-Agency Services
Department of Law

Component: Timekeeping and Litigation Support (2258)
RDU: Civil Division (35)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2011 Actuals	FY2012		
					Management Plan	FY2013 Governor	
73050	Financial Services	Timekeeping administration and support	Intra-dept	Administrative Services	0.0	6.0	0.0
				73050 Financial Services subtotal:	0.0	6.0	0.0
73805	IT-Non-Telecommunication	RSA, Administration, ETS - Computer Services EPR	Inter-dept	Admin - Enterprise Technology Services	9.3	9.5	11.0
73805	IT-Non-Telecommunication	RSA Law, Administration - Information Services & Procurement support.	Intra-dept	Law - Administration & Support	8.9	27.9	42.5
				73805 IT-Non-Telecommunication subtotal:	18.2	37.4	53.5
73806	IT-Telecommunication	RSA Administration, ETS -Telecommunication EPR.	Inter-dept	Admin - Enterprise Technology Services	8.3	20.9	27.9
				73806 IT-Telecommunication subtotal:	8.3	20.9	27.9
73809	Mail	RSA Administration, Central Mailroom	Inter-dept	Admin - Central Mail	0.4	0.9	1.4
				73809 Mail subtotal:	0.4	0.9	1.4
73811	Building Leases	RSA with Dept of Admin, GS&S for rent / leased space.	Inter-dept	Admin - Leases	34.6	105.0	167.7
				73811 Building Leases subtotal:	34.6	105.0	167.7
73814	Insurance	RSA Administration, Risk Management	Inter-dept	Admin - Risk Management	0.1	0.3	5.3
				73814 Insurance subtotal:	0.1	0.3	5.3
73815	Financial	RSA Administration, Finance Chargeback (AKSAS / AKPAY)	Inter-dept	Admin - Finance	0.0	0.8	0.8
				73815 Financial subtotal:	0.0	0.8	0.8
73816	ADA Compliance	RSA Administration, Americans With Disabilities Act.	Inter-dept	Labor - Americans With Disabilities	0.1	0.2	0.2
				73816 ADA Compliance subtotal:	0.1	0.2	0.2
				Timekeeping and Litigation Support total:	61.7	171.5	256.8
				Grand Total:	61.7	171.5	256.8