

State of Alaska FY2014 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, to preserve the history of the state, to provide training for archivists and records managers.

Core Services

- **ARCHIVES:** Identifies, preserves and makes available state and territorial government records of permanent value. After appraising, accessioning, arranging and describing the material, staff provide reference and research services to state and local government personnel, historians, researchers, and the general public.
- **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; in determining the administrative, fiscal, legal, and historical values of records; in determining how long the records should be retained; and ensuring the periodic legal disposal of records.
- **CENTRAL MICROFILM SERVICES:** Provides microfilm and digitizing services for state agencies. The service provides a cost-effective option for maintenance and storage of records legally suited for preservation media.

Major Component Accomplishments in 2012

The State Archives continues to provide support to State Government through its research 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. The State Archivist coordinates this board, which manages National Archives grant monies in Alaska.

The Exxon Valdez Litigation Files grant project continues to appraise, describe and provide access to these important legal files.

Key Component Challenges

The first and most important challenge 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 set into bedrock. Although a new roof was installed in 2009, there is an unresolved leak terminating at the roof drain over the stack area, being mitigated with a five gallon bucket and absorbent pads and daily monitoring of the relative humidity levels of the entire area. There is also intermittent leaking in the office area. The Division of General Services plans to initiate solutions in the summer of 2013.

A second critical challenge related to access and security is the minimal staffing of the Archives and the Archives and Records and Information Management System (RIMS). Staff often must be temporarily reassigned to ensure coverage of the public area, which pre-empts other important, ongoing programmatic activities. Staff continues to focus on processing the five major record groups needed for 85% of research requests: Alaska State Legislature, Alaska Court System, Office of the Governor, Department of Law, and Commissioners' Offices. Further, having more state agency offices in Anchorage provides the additional challenge of assisting these offices, while also maintaining current service levels.

The third challenge concerns the proliferation of electronic records created in a variety of formats with hardware and software that will soon be obsolete. The Archives is targeting not only short-term administration of these digital assets but also long-term preservation and access requirements. State officials need assistance managing the legal and administrative requirements associated with current electronic records systems and preparing to transfer permanent electronic records that document Alaska's history to the Archives.

Significant Changes in Results to be Delivered in FY2014

There are no significant changes in results to be delivered in FY2014.

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

	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,035.3	1,151.0	1,151.0
72000 Travel	22.4	21.9	21.9
73000 Services	133.7	92.2	92.2
74000 Commodities	20.4	67.3	67.3
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	1,211.8	1,332.4	1,332.4
Funding Sources:			
1002 Federal Receipts	38.2	70.0	70.0
1004 General Fund Receipts	1,026.9	1,106.8	1,106.8
1007 Interagency Receipts	146.7	155.6	155.6
Funding Totals	1,211.8	1,332.4	1,332.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	38.2	70.0	70.0
Interagency Receipts	51015	146.7	155.6	155.6
Restricted Total		184.9	225.6	225.6
Total Estimated Revenues		184.9	225.6	225.6

**Summary of Component Budget Changes
From FY2013 Management Plan to FY2014 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>
FY2013 Management Plan	1,106.8	0.0	155.6	70.0	1,332.4
FY2014 Governor	1,106.8	0.0	155.6	70.0	1,332.4

Archives Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	10	10	Annual Salaries	754,135
Part-time	0	0	Premium Pay	0
Nonpermanent	1	1	Annual Benefits	430,149
			<i>Less 2.81% Vacancy Factor</i>	(33,284)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	1,151,000

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Archivist I	0	0	1	0	1
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 II	0	0	1	0	1
Micrographic Services Mgr	0	0	1	0	1
Records Analyst I	0	0	1	0	1
Records Analyst III	0	0	1	0	1
State Archivist	0	0	1	0	1
Totals	0	0	11	0	11

Component Detail All Funds
Department of Education and Early Development

Component: Archives (AR17960) (977)
RDU: Alaska Library and Museums (386)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	1,035.3	1,151.0	1,151.0	1,151.0	1,151.0	0.0	0.0%
72000 Travel	22.4	21.9	21.9	21.9	21.9	0.0	0.0%
73000 Services	133.7	92.2	92.2	92.2	92.2	0.0	0.0%
74000 Commodities	20.4	67.3	67.3	67.3	67.3	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	1,211.8	1,332.4	1,332.4	1,332.4	1,332.4	0.0	0.0%
Fund Sources:							
1002 Fed Rcpts (Other)	38.2	70.0	70.0	70.0	70.0	0.0	0.0%
1004 Gen Fund (UGF)	1,026.9	1,106.8	1,106.8	1,106.8	1,106.8	0.0	0.0%
1007 I/A Rcpts (Other)	146.7	155.6	155.6	155.6	155.6	0.0	0.0%
Unrestricted General (UGF)	1,026.9	1,106.8	1,106.8	1,106.8	1,106.8	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	146.7	155.6	155.6	155.6	155.6	0.0	0.0%
Federal Funds	38.2	70.0	70.0	70.0	70.0	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	1	1	1	1	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 FY2013 Conference Committee To FY2013 Authorized *****												
FY2013 Conference Committee												
ConfCom		1,332.4	1,151.0	21.9	92.2	67.3	0.0	0.0	0.0	10	0	1
1002 Fed Rcpts		70.0										
1004 Gen Fund		1,106.8										
1007 I/A Rcpts		155.6										
Subtotal		1,332.4	1,151.0	21.9	92.2	67.3	0.0	0.0	0.0	10	0	1
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
Subtotal		1,332.4	1,151.0	21.9	92.2	67.3	0.0	0.0	0.0	10	0	1
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
Totals		1,332.4	1,151.0	21.9	92.2	67.3	0.0	0.0	0.0	10	0	1

Personal Services Expenditure Detail
Department of Education and Early Development

Scenario: FY2014 Governor (10289)
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	205	18G / J	12.0		71,103	0	0	41,119	112,222	112,222
05-3501	State Archivist	FT	A	SS	Juneau	205	22L / M	12.0		107,676	0	0	53,220	160,896	160,896
05-3502	Library Assistant II	FT	A	GP	Juneau	205	13E / F	12.0		47,668	0	0	33,041	80,709	80,709
05-3503	Archivist II	FT	A	GP	Juneau	205	18K / L	12.0		78,411	0	0	43,639	122,050	122,050
05-3504	Library Assistant I	FT	A	GP	Juneau	205	11G / J	12.0		44,796	0	0	32,051	76,847	76,847
05-3505	Records Analyst I	FT	A	GP	Juneau	205	16B / C	12.0		52,964	0	0	34,867	87,831	87,831
05-3507	Archivist III	FT	A	GG	Juneau	205	20O / P	12.0		104,628	0	0	52,676	157,304	157,304
05-3508	Micrographic Services Mgr	FT	A	SS	Juneau	205	17E / F	12.0		66,564	0	0	39,049	105,613	37,028
05-3510	Records Analyst III	FT	A	SS	Juneau	205	20E / F	12.0		79,884	0	0	43,640	123,524	123,524
05-3513	Microfilm/Imaging Oper II	FT	A	GP	Juneau	205	12K / L	12.0		50,461	0	0	34,004	84,465	5,997
05-N12001	Archivist I	NP	A	GP	Juneau	205	16A	12.0		49,980	0	0	22,843	72,823	42,412

	Total Positions	New	Deleted	Total Salary Costs:
Full Time Positions:	10	0	0	754,135
Part Time Positions:	0	0	0	Total COLA: 0
Non Permanent Positions:	1	0	0	Total Premium Pay: 0
Positions in Component:	11	0	0	Total Benefits: 430,149
Total Component Months:	132.0			Total Pre-Vacancy: 1,184,284
				Minus Vacancy Adjustment of 2.81%: (33,284)
				Total Post-Vacancy: 1,151,000
				Plus Lump Sum Premium Pay: 0
				Personal Services Line 100: 1,151,000

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	30,411	29,556	2.57%
1004 General Fund Receipts	1,006,820	978,524	85.02%
1007 Interagency Receipts	147,053	142,920	12.42%
Total PCN Funding:	1,184,284	1,151,000	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		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		22.4	21.9	21.9
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000 Travel Detail Totals			22.4	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.	3.4	9.7	9.7
72112	Surface Transport (Instate Employee)	Rental car charges and other surface transportation expenses for staff on state business.	0.9	1.0	1.0
72113	Lodging (Instate Employee)	Lodging expenses for staff on state business.	1.6	1.2	1.2
72114	Meals & Incidentals (Instate Employee)	Meals & incidental expenses for staff on state business.	1.4	2.8	2.8
72120	Nonemployee Travel (Instate Travel)	Non-employee travel on behalf of the state.	0.0	0.1	0.1
72123	Lodging (Instate Nonemployee)		2.8	0.0	0.0
72124	Meals & Incidentals (Instate Nonemp.)		2.3	0.0	0.0
72126	Nontax Reimbursement (Instate Nonemp.)	Reimbursement of actual expenses for non-employees traveling on behalf of the state.	5.5	2.8	2.8
72400	Out Of State Travel	Airfare for staff travel for professional development or staff training.	0.0	3.0	3.0
72411	Airfare (Out of state Emp)		1.0	0.0	0.0
72412	Surface Transport (Out of state Emp)		0.1	0.0	0.0
72413	Lodging (Out of state Emp)	Lodging expenses for staff on state business.	2.5	1.3	1.3
72414	Meals & Incidentals (Out of state Emp)		0.9	0.0	0.0

Line Item Detail
Department of Education and Early Development
Services

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

Line Number	Line Name			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services			133.7	92.2	92.2
Expenditure Account	Servicing Agency	Explanation		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000 Services Detail Totals				133.7	92.2	92.2
73002	Interagency Services	EED-ADS	RSA with Education Support Services for financial and administrative oversight.	15.1	5.0	5.0
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	6.0	19.7
73026	Training/Conferences		Professional development, training and conferences.	1.0	1.5	1.5
73029	Memberships		Professional memberships for staff to access information or programs.	2.8	1.0	1.0
73154	Software Licensing			0.3	0.0	0.0
73225	Delivery Services		Delivery service charges.	0.0	0.5	0.5
73226	Freight			3.0	0.0	0.0
73401	Long Distance		Telecommunications; long distance services.	0.6	0.9	0.9
73402	Local/Equipment Charges			1.2	0.0	0.0
73404	Cellular Phones			0.2	0.0	0.0
73429	Sef F/C A87 Unallowd	Southeast State Equipmnt Fleet	RSA with the Department of Transportation/PF for fleet charges.	0.4	0.3	0.3
73440	Sef Sum A87 Allowed	Southeast State Equipmnt Fleet	RSA with the Department of Transportation/PF for fleet charges.	6.0	7.0	7.0
73451	Advertising			1.4	0.0	0.0
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)			1.7	0.0	0.0
73665	Rentals/Leases (Non IA-Struct/Infs/Land)			0.7	0.0	0.0
73668	Room/Space		Fees for storage of archives and records management materials.	0.0	42.6	28.9

Line Item Detail
Department of Education and Early Development
Services

Component: Archives (977)

RDU: Alaska Library and Museums (386)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000 Services Detail Totals			133.7	92.2	92.2
73676		Repairs/Maint. (Non IA-Eq/Machinery)	59.1	0.0	0.0
73686		Rentals/Leases (Non IA-Eq/Machinery) Equipment lease or rental fees.	0.5	0.3	0.3
73756		Print/Copy/Graphics Printing of forms, brochures and finding aids.	11.2	2.0	2.0
73805	DOA ETS	IT-Non-Telecommunication RSA to DOA for Core Services chargebacks including AKPAY/AKSAS.	5.5	7.0	7.0
73806	DOA ETS	IT-Telecommunication RSA to DOA for Core Services chargebacks including telecommunications/computer services EPR and PBX.	17.1	18.0	18.0
73815		Financial	0.7	0.0	0.0
73819		Commission Sales (IA Svcs)	0.1	0.0	0.0

Line Item Detail
Department of Education and Early Development
Commodities

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		20.4	67.3	67.3
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Commodities Detail Totals			20.4	67.3	67.3
74222	Books And Educational	Reference books and other educational materials.	2.1	12.0	12.0
74226	Equipment & Furniture	Equipment and furniture replacement.	1.3	7.5	7.5
74229	Business Supplies	Office and micrographic supplies, storage boxes.	14.2	19.7	19.7
74233	Info Technology Equip	Data processing supplies, printer paper, toner, diskettes, and ribbons.	0.6	8.7	8.7
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies.	2.2	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	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51010	Federal Receipts	38.2	70.0	70.0

Detail Information					FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51010	Federal Receipts		5932411	11100	38.2	70.0	70.0
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	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51015	Interagency Receipts	146.7	155.6	155.6

Detail Information					FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
59050	Education	Statewide	5937461	11100	146.7	155.6	155.6
	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	FY2012 Actuals	FY2013		FY2014 Governor
					Management Plan		
73002	Interagency Services	RSA with Education Support Services for financial and administrative oversight.	Intra-dept	EED-ADS	15.1	5.0	5.0
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	6.0	19.7
73002 Interagency Services subtotal:					20.2	11.1	24.8
73429	Sef F/C A87 Unallowd	RSA with the Department of Transportation/PF for fleet charges.	Inter-dept	Southeast State Equipmnt Fleet	0.4	0.3	0.3
73429 Sef F/C A87 Unallowd subtotal:					0.4	0.3	0.3
73440	Sef Sum A87 Allowed	RSA with the Department of Transportation/PF for fleet charges.	Inter-dept	Southeast State Equipmnt Fleet	6.0	7.0	7.0
73440 Sef Sum A87 Allowed subtotal:					6.0	7.0	7.0
73805	IT-Non-Telecommunication	RSA to DOA for Core Services chargebacks including AKPAY/AKSAS.	Inter-dept	DOA ETS	5.5	7.0	7.0
73805 IT-Non-Telecommunication subtotal:					5.5	7.0	7.0
73806	IT-Telecommunication	RSA to DOA for Core Services chargebacks including telecommunications/computer services EPR and PBX.	Inter-dept	DOA ETS	17.1	18.0	18.0
73806 IT-Telecommunication subtotal:					17.1	18.0	18.0
73815	Financial		Inter-dept		0.7	0.0	0.0
73815 Financial subtotal:					0.7	0.0	0.0
73819	Commission Sales (IA Svcs)		Inter-dept		0.1	0.0	0.0
73819 Commission Sales (IA Svcs) subtotal:					0.1	0.0	0.0
Archives total:					50.0	43.4	57.1
Grand Total:					50.0	43.4	57.1