

**State of Alaska  
FY2016 Governor Amended Operating  
Budget**

**Department of Corrections  
Research and Records  
Component Budget Summary**

**Component: Research and Records**

**Contribution to Department's Mission**

Provide offender data and maintain records.

**Core Services**

- Perform Statistical Data Analysis
- Provide Central Record Management and Archival Services

**Major Component Accomplishments in 2014**

Converted the 2013 Offender Profile system to report by fiscal year, expanded the reported statistics, and began working on implementing a new format.

Reduced the percentage of Permanent Fund Dividend (PFD) denial reversals by implementing a more pro-active approach to data quality which catches the data-entry errors before they are reported. Also implemented a data repair procedure that reviews all appeals where the denial was reversed.

Initiated and continued with multiple data quality assurance reviews including but not limited to increased documentation of offender citizenship which improved State Criminal Alien Assistance Program grant awards resulting in a significant increase in the overall grant amount.

**Key Component Challenges**

Timely imaging of inactive offender criminal and medical records.

Inconsistent documentation of events due to ancillary databases which prevents the ability to produce consistent or accurate reports.

**Significant Changes in Results to be Delivered in FY2016**

No changes in results delivered.

**Statutory and Regulatory Authority**

- 1) Probation, Prisons, Parsons, and Prisoners (AS 33)
- 2) Welfare, Social Services and Institutions (AS 47)
- 3) Corrections (22 AAC)
- 4) Health and Safety (AS 18)
- 5) Criminal Law (AS 11)
- 6) Public Finance (AS 37)
- 7) State Government (AS 44)

**Contact Information**

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**Research and Records  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2014 Actuals</b>	<b>FY2015 Management Plan</b>	<b>FY2016 Governor Amended</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	300.5	366.0	373.3
72000 Travel	1.4	0.0	0.0
73000 Services	150.0	54.2	54.2
74000 Commodities	2.2	5.0	5.0
75000 Capital Outlay	16.1	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>470.2</b>	<b>425.2</b>	<b>432.5</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	470.2	425.2	432.5
<b>Funding Totals</b>	<b>470.2</b>	<b>425.2</b>	<b>432.5</b>

**Summary of Component Budget Changes  
From FY2015 Management Plan to FY2016 Governor Amended**

*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>
<b>FY2015 Management Plan</b>	<b>425.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>425.2</b>
<b>Adjustments which continue current level of service:</b>					
-FY2016 Salary Increases	7.6	0.0	0.0	0.0	7.6
-FY2016 Health Insurance Rate Reduction	-0.3	0.0	0.0	0.0	-0.3
<b>FY2016 Governor Amended</b>	<b>432.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>432.5</b>

Research and Records Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2015 Management Plan	FY2016 Governor Amended		
Full-time	4	4	Annual Salaries	222,327
Part-time	0	0	COLA	7,620
Nonpermanent	0	0	Premium Pay	1,155
			Annual Benefits	142,658
			<i>Less 0.12% Vacancy Factor</i>	(460)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>Total Personal Services</b>	<b>373,300</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Criminal Justice Technician II	0	0	1	0	1
Microfilm/Imaging Oper II	0	0	1	0	1
Research Analyst II	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Component Detail All Funds**  
**Department of Corrections**

**Component:** Research and Records (AR50575) (2758)  
**RDU:** Administration and Support (271)

	<b>FY2014 Actuals</b>	<b>FY2015 Conference Committee</b>	<b>FY2015 Authorized</b>	<b>FY2015 Management Plan</b>	<b>FY2016 Governor Amended</b>	<b>FY2015 Management Plan vs FY2016 Governor Amended</b>	
71000 Personal Services	300.5	366.0	366.0	366.0	373.3	7.3	2.0%
72000 Travel	1.4	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	150.0	54.2	54.2	54.2	54.2	0.0	0.0%
74000 Commodities	2.2	5.0	5.0	5.0	5.0	0.0	0.0%
75000 Capital Outlay	16.1	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%
<b>Totals</b>	<b>470.2</b>	<b>425.2</b>	<b>425.2</b>	<b>425.2</b>	<b>432.5</b>	<b>7.3</b>	<b>1.7%</b>
<b>Fund Sources:</b>							
1004Gen Fund (UGF)	470.2	425.2	425.2	425.2	432.5	7.3	1.7%
<b>Unrestricted General (UGF)</b>	<b>470.2</b>	<b>425.2</b>	<b>425.2</b>	<b>425.2</b>	<b>432.5</b>	<b>7.3</b>	<b>1.7%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	4	4	4	4	4	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 Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2015 Conference Committee To FY2015 Authorized *****												
<b>FY2015 Conference Committee</b>												
1004 Gen Fund	ConfCom	425.2	366.0	0.0	54.2	5.0	0.0	0.0	0.0	4	0	0
		425.2										
<b>Subtotal</b>		<b>425.2</b>	<b>366.0</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4</b>	<b>0</b>	<b>0</b>
***** Changes From FY2015 Authorized To FY2015 Management Plan *****												
<b>Subtotal</b>		<b>425.2</b>	<b>366.0</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4</b>	<b>0</b>	<b>0</b>
***** Changes From FY2015 Management Plan To FY2016 Governor Amended *****												
<b>FY2016 Salary Increases</b>												
1004 Gen Fund	SalAdj	7.6	7.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		7.6										
Cost of living adjustment for certain bargaining units: \$7.6												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$4.5												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$3.1												
<b>FY2016 Health Insurance Rate Reduction</b>												
1004 Gen Fund	SalAdj	-0.3	-0.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		-0.3										
Select Benefits health insurance rate reduction from \$1,371 to \$1,346: \$-0.3												
<b>Totals</b>		<b>432.5</b>	<b>373.3</b>	<b>0.0</b>	<b>54.2</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Corrections**

**Scenario:** FY2016 Governor Amended (12201)  
**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

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	UGF Amount			
20-1031	Microfilm/Imaging Oper II	FT	A	GP	Juneau	205	12D / E	12.0		43,632	1,527	1,155	33,112	79,426	79,426			
20-1057	Criminal Justice Technician II	FT	A	GP	Juneau	205	14J	12.0		56,880	1,939	0	37,512	96,331	96,331			
20-2054	Research Analyst IV	FT	A	SS	Juneau	205	21F	8.0	**	67,712	2,309	0	35,532	105,553	105,553			
20-7008	Research Analyst II	FT	A	GP	Juneau	205	16B / C	12.0		54,103	1,845	0	36,502	92,450	92,450			
<b>Total</b>													<b>Total Salary Costs:</b>	222,327				
<b>Positions</b>													<b>Total COLA:</b>	7,620				
<b>New</b>													<b>Total Premium Pay:</b>	1,155				
<b>Deleted</b>													<b>Total Benefits:</b>	142,658				
<b>Full Time Positions:</b>	4	0	0												<b>Total Pre-Vacancy:</b>	373,760		
<b>Part Time Positions:</b>	0	0	0												<b>Minus Vacancy Adjustment of 0.12%:</b>	(460)		
<b>Non Permanent Positions:</b>	0	0	0												<b>Total Post-Vacancy:</b>	373,300		
<b>Positions in Component:</b>	4	0	0												<b>Plus Lump Sum Premium Pay:</b>	0		
<b>Total Component Months:</b>	44.0															<b>Personal Services Line 100:</b>	373,300	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	373,760	373,300	100.00%
<b>Total PCN Funding:</b>	<b>373,760</b>	<b>373,300</b>	<b>100.00%</b>

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 Corrections**  
**Travel**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2014 Actuals</b>	<b>FY2015 Management Plan</b>	<b>FY2016 Governor Amended</b>
72000	Travel		1.4	0.0	0.0
<b>Expenditure Account</b>			<b>FY2014 Actuals</b>	<b>FY2015 Management Plan</b>	<b>FY2016 Governor Amended</b>
	<b>Servicing Agency</b>	<b>Explanation</b>			
<b>72000 Travel Detail Totals</b>			<b>1.4</b>	<b>0.0</b>	<b>0.0</b>
72110	Employee Travel (Instate)	Travel for research and records oversight, provide training to departmental staff.	1.4	0.0	0.0

**Line Item Detail**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Line Number	Line Name			FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000	Services			150.0	54.2	54.2
Expenditure Account	Servicing Agency	Explanation		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
<b>73000 Services Detail Totals</b>				<b>150.0</b>	<b>54.2</b>	<b>54.2</b>
73025	Education Services	Professional service costs related to conference registration fees, training, membership dues to professional organizations, contracts with private vendors to conduct studies and other professional services and other miscellaneous services.		0.2	0.0	0.0
73150	Information Technlgy	Imaging software maintenance/licensing.		5.4	13.8	13.8
73156	Telecommunication	Local and long distance telephone services and other related miscellaneous communication charges.		2.5	1.0	1.0
73225	Delivery Services	Freight costs, delivery and express services, postage, messenger services, etc.		10.2	5.0	5.0
73421	Sef Fuel A87 Allowed	Trans	State Equipment Fleet fuel charges.	0.1	0.1	0.1
73525	Utilities		Public utility services for heat, water, sewage, electricity, and waste disposal.	5.8	1.3	0.5
73650	Struc/Infstruct/Land		Room and office leases, inspections, janitorial services, snow removal, other repairs and maintenance.	8.5	5.4	5.1
73675	Equipment/Machinery		Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	5.9	5.0	5.0
73750	Other Services (Non IA Svcs)		Other professional service contracts.	0.2	0.5	0.1
73805	IT-Non-Telecommunication	Admin	Computer charges.	2.7	1.8	2.7
73806	IT-Telecommunication	Admin	Telephone charges.	4.8	4.0	4.8
73809	Mail	Admin	Central Mailroom charges.	0.0	0.1	0.1
73810	Human Resources	Admin	HR integration charges.	2.6	2.8	2.6
73811	Building Leases	Admin	Office lease space charges.	100.3	12.5	12.5
73814	Insurance	Admin	Risk Management charges.	0.2	0.2	0.2
73815	Financial	Admin	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	0.1	0.1	0.1

**Line Item Detail**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)

**RDU:** Administration and Support (271)

Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
<b>73000 Services Detail Totals</b>			<b>150.0</b>	<b>54.2</b>	<b>54.2</b>
73816	ADA Compliance	Labor	ADA charges.	0.0	0.1
73848	State Equip Fleet	Trans	State Equipment Fleet charges.	0.5	0.5

**Line Item Detail**  
**Department of Corrections**  
**Commodities**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000	Commodities		2.2	5.0	5.0
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
<b>74000 Commodities Detail Totals</b>			<b>2.2</b>	<b>5.0</b>	<b>5.0</b>
74200	Business	Consumable office supplies, duplicating, data processing supplies, i.e. paper forms, printer and toner cartridges, and other related supplies.	1.5	4.0	4.0
74600	Safety (Commodities)	Other operating supplies, including ammunition, law enforcement supplies, safety and electronic supplies and other related supplies.	0.7	1.0	1.0

**Line Item Detail**  
**Department of Corrections**  
**Capital Outlay**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
75000	Capital Outlay		16.1	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
<b>75000 Capital Outlay Detail Totals</b>			<b>16.1</b>	<b>0.0</b>	<b>0.0</b>
75700	Equipment	Equipment lease payments - vehicles, communications equipment, information technology, household and institutional equipment, other equipment.	16.1	0.0	0.0

**Interagency Services  
Department of Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

<b>Expenditure Account</b>	<b>Service Description</b>	<b>Service Type</b>	<b>Servicing Agency</b>	<b>FY2014 Actuals</b>	<b>FY2015 Management Plan</b>	<b>FY2016 Governor Amended</b>
73421	Sef Fuel A87 Allowed	State Equipment Fleet fuel charges.	Inter-dept Trans	0.1	0.1	0.1
			<b>73421 Sef Fuel A87 Allowed subtotal:</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
73805	IT-Non-Telecommunication	Computer charges.	Inter-dept Admin	2.7	1.8	2.7
			<b>73805 IT-Non-Telecommunication subtotal:</b>	<b>2.7</b>	<b>1.8</b>	<b>2.7</b>
73806	IT-Telecommunication	Telephone charges.	Inter-dept Admin	4.8	4.0	4.8
			<b>73806 IT-Telecommunication subtotal:</b>	<b>4.8</b>	<b>4.0</b>	<b>4.8</b>
73809	Mail	Central Mailroom charges.	Inter-dept Admin	0.0	0.1	0.1
			<b>73809 Mail subtotal:</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
73810	Human Resources	HR integration charges.	Inter-dept Admin	2.6	2.8	2.6
			<b>73810 Human Resources subtotal:</b>	<b>2.6</b>	<b>2.8</b>	<b>2.6</b>
73811	Building Leases	Office lease space charges.	Inter-dept Admin	100.3	12.5	12.5
			<b>73811 Building Leases subtotal:</b>	<b>100.3</b>	<b>12.5</b>	<b>12.5</b>
73814	Insurance	Risk Management charges.	Inter-dept Admin	0.2	0.2	0.2
			<b>73814 Insurance subtotal:</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>
73815	Financial	DOA chargeback Items (AKPAY, AKSAS, EEO, etc.).	Inter-dept Admin	0.1	0.1	0.1
			<b>73815 Financial subtotal:</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
73816	ADA Compliance	ADA charges.	Inter-dept Labor	0.0	0.1	0.1
			<b>73816 ADA Compliance subtotal:</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
73848	State Equip Fleet	State Equipment Fleet charges.	Inter-dept Trans	0.5	0.5	0.5
			<b>73848 State Equip Fleet subtotal:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
			<b>Research and Records total:</b>	<b>111.3</b>	<b>22.2</b>	<b>23.7</b>
			<b>Grand Total:</b>	<b>111.3</b>	<b>22.2</b>	<b>23.7</b>