

Office of the
Legislative Fiscal Analyst

FY 2001 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Division of Archives

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1.0 Summary: Division of Archives

The Utah State Archives is the depository for official records of the State and its political subdivisions. The Division of Archives serves State government and the public by managing records created by the legislative, judicial, and executive branches. Records created by government agencies are divided into record series, or documents of like purpose that reflect the various functions of the agency.

The Division of Archives is the official custodian of all noncurrent public records of permanent value that are not required by law to remain in the custody of the agency of origin.

Utah Code 63-2-75 defines the role of State Archives:

The archivist shall establish and administer in the executive branch of State government a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of State records.

The Division has a small reading room and administrative offices on Capitol Hill and leases a West Valley warehouse in which 80,000 cubic feet of records are maintained.

	Analyst FY 2001 Base	Analyst FY 2001 Changes	Analyst FY 2001 Total
Financing			
General Fund	\$1,817,600		\$1,817,600
Total	<u>\$1,846,100</u>	\$0	<u>\$1,846,100</u>
Programs			
Archives Administration	\$463,900		\$463,900
Records Analysis	\$313,900		\$313,900
Preservation Svcs	\$265,500		\$265,500
Reference Services	\$357,700		\$357,700
Records Services	\$445,100		\$445,100
Total	<u>\$1,846,100</u>	\$0	<u>\$1,846,100</u>
FTE	33.5		33.5

2.0 Issues: Division of Archives

2.1 FTE Counts At Archives

The Analyst is concerned that positions within the Division of Archives are going vacant for extended periods of time in order to supplement current expense and capital outlay budgets. If the Division needs additional funds for operations, it should ask the Legislature for a building block to cover expenses. If the Division can operate with one less FTE, the funds should be returned to the General Fund.

3.0 Programs: Division of Archives

3.1 Administration

Recommendation

The Analyst recommendation reflects a lower budget for the division of Archives resulting from lower Internal Service Fund rates and reduced personnel costs.

	FY 1999	FY 2000	FY 2001	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$453,700	\$466,800	\$463,900	(\$2,900)
Lapsing Balance	(15,700)			
Total	<u>\$438,000</u>	<u>\$466,800</u>	<u>\$463,900</u>	<u>(\$2,900)</u>
Expenditures				
Personal Services	\$196,700	\$246,800	\$244,100	(\$2,700)
In-State Travel	1,700	1,700	1,700	
Out of State Travel	5,200	5,000	5,000	
Current Expense	80,400	72,100	71,900	(200)
DP Current Expense	154,000	141,200	141,200	
Total	<u>\$438,000</u>	<u>\$466,800</u>	<u>\$463,900</u>	<u>(\$2,900)</u>
FTE	5.0	5.0	5.0	

Purpose

The Administration Program provides financial management, strategic planning, organizational development, and public relations for the Division. The Director of the Division serves on the State Data Processing Review Committee and also coordinates the efforts of other programs in the division as they relate to the management of public records.

3.2 Records Services

Recommendation

The Analyst recommendation accounts for lower ISF rates and reduced personal services costs for FY 2001.

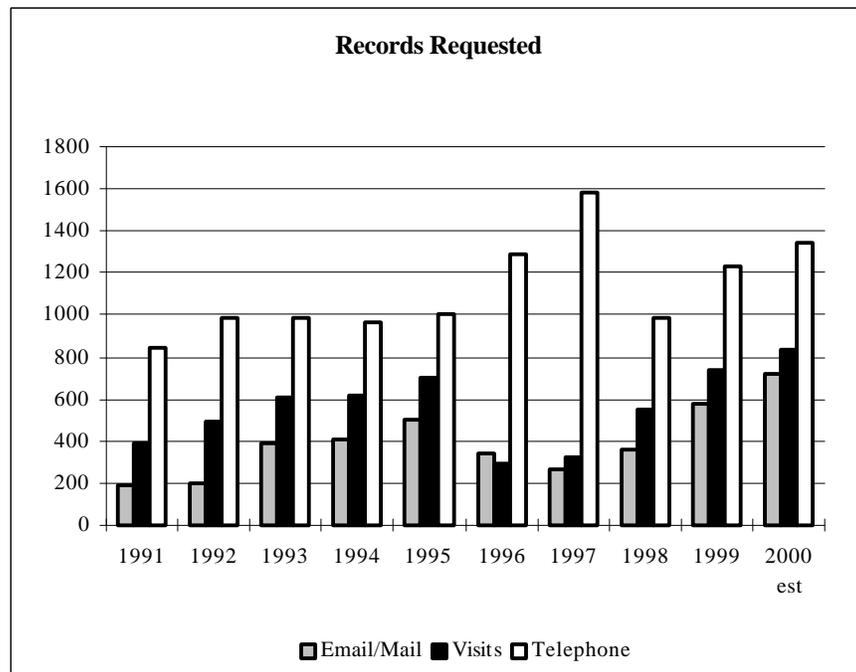
	FY 1999 Actual	FY 2000 Estimated	FY 2001 Analyst	Est/Analyst Difference
Financing				
General Fund	\$441,000	\$447,100	\$445,100	(\$2,000)
Total	<u>\$441,000</u>	<u>\$447,100</u>	<u>\$445,100</u>	<u>(\$2,000)</u>
Expenditures				
Personal Services	\$199,100	\$199,100	\$197,100	(\$2,000)
In-State Travel	100	100	100	
Current Expense	239,800	245,900	245,900	
DP Current Expense	2,000	2,000	2,000	
Total	<u>\$441,000</u>	<u>\$447,100</u>	<u>\$445,100</u>	<u>(\$2,000)</u>
FTE	5.5	5.5	5.5	

Purpose

Records Services destroys records that are no longer needed, retrieves records for State agencies, and administers vault storage of microfilm master copies. The division currently leases 36,000 square feet in which approximately 80,000 cubic feet of public records are stored. Lease costs are averaging \$5.16 per square foot

Performance Measures

Telephone requests are again rising after the 1997 peak, and electronic requests have almost doubled in the last two years.



3.3 Preservation Services

Recommendation The Analyst has recommended an essentially level budget for this program.

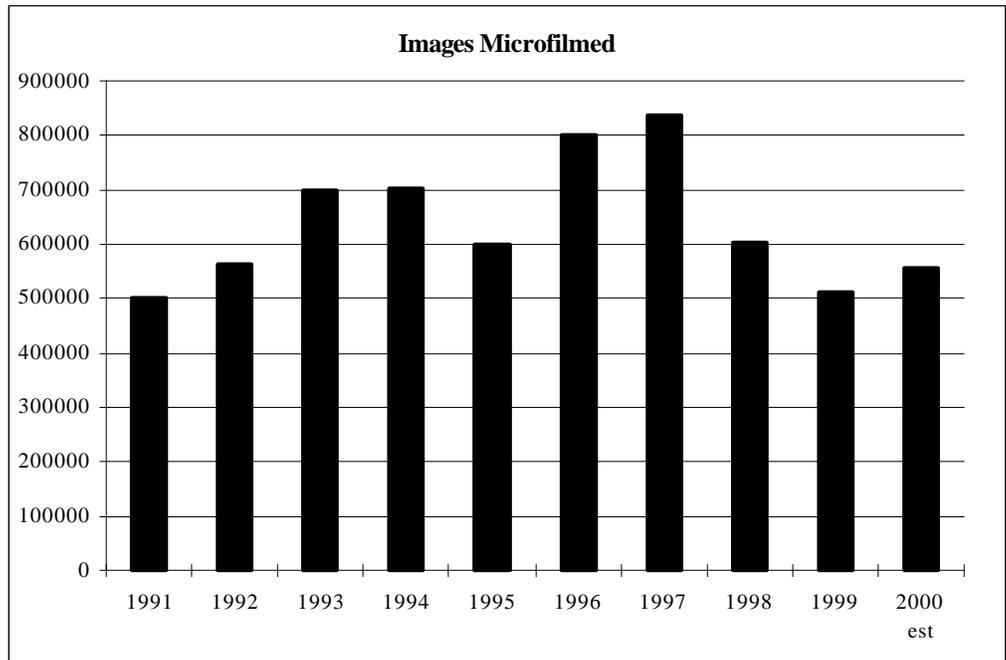
	FY 1999	FY 2000	FY 2001	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$228,600	\$242,800	\$240,500	(\$2,300)
Dedicated Credits Revenue	24,200	25,000	25,000	
Total	<u>\$252,800</u>	<u>\$267,800</u>	<u>\$265,500</u>	<u>(\$2,300)</u>
Expenditures				
Personal Services	\$217,100	\$234,900	\$232,600	(\$2,300)
Out of State Travel	200	600	600	
Current Expense	35,500	32,300	32,300	
Total	<u>\$252,800</u>	<u>\$267,800</u>	<u>\$265,500</u>	<u>(\$2,300)</u>
FTE	7.0	7.0	7.0	

Purpose This program is responsible for providing microfilming services to State agencies and quality assurance to agencies that possess their own microfilm cameras. Consulting services are provided to all State agencies in their microfilming needs.

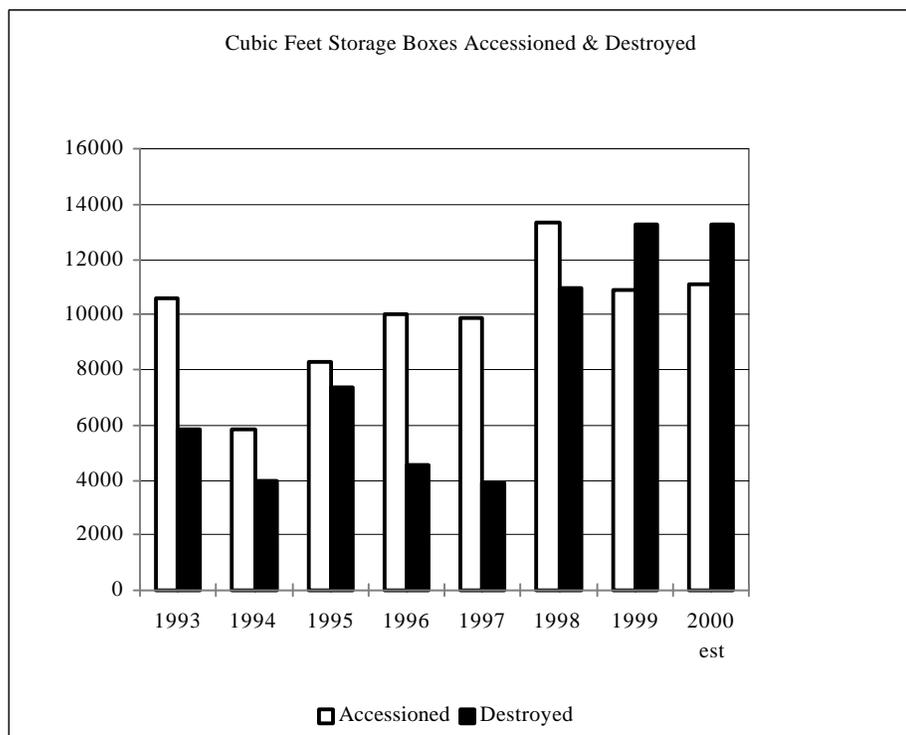
The items sold by State Archives primarily include copies of records such as divorce decrees, military discharge records, and copies of microfilm records. Both the general public and State agencies access records from archives. Fees charged represent the actual costs of State Archives in providing these services.

Performance Measures

The current expense in this budget is mostly for microfilming. Utah Correctional Industries provides some microfilming services on a contract basis. Archives initially found some quality problems, but UCI improved its processes and is now doing a better job of imaging.



Another significant area that impacts this budget is the cubic feet of storage boxes. Increases beginning in FY 1994 have leveled out slightly in recent years. However, the net increase each year continues to demand a significant amount of storage space. Part of the Capitol Hill master plan will address future needs for the Division.



3.4 Records Analysis

Recommendation The Analyst is recommending an essentially level base budget

	FY 1999	FY 2000	FY 2001	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$325,400	\$317,100	\$313,900	(\$3,200)
Total	\$325,400	\$317,100	\$313,900	(\$3,200)
Expenditures				
Personal Services	\$312,100	\$307,400	\$304,200	(\$3,200)
In-State Travel	1,000	1,000	1,000	
Out of State Travel	4,700	3,200	3,200	
Current Expense	7,600	5,500	5,500	
Total	\$325,400	\$317,100	\$313,900	(\$3,200)
FTE	8.0	8.0	8.0	

Purpose The Records Analysis section of the Division of Archives provides consulting services to State agencies in the management of their records. This responsibility includes retention scheduling, freedom of information and privacy classification, staffing of the State Records Committee, and records and information management training.

3.4.1 Archives and Court Records

A large part of the expenses incurred by the Division of Archives is the result of retrieving and filing documents for the 3rd District Court. No other Court approaches the usage level of the 3rd District Court, and the Analyst believes that proximity is a large part of the reason for the high volume of traffic. The Analyst encourages the Division of Archives to work with the Court System to find more cost-effective means of storage for active records.

3.5 Patron Services

Recommendation

The Analyst is recommending a level budget for FY 2000.

	FY 1999	FY 2000	FY 2001	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$341,000	\$357,400	\$354,200	(\$3,200)
Dedicated Credits Revenue	4,600	3,500	3,500	
Total	\$345,600	\$360,900	\$357,700	(\$3,200)
Expenditures				
Personal Services	\$329,300	\$357,200	\$354,000	(\$3,200)
Out of State Travel	2,100			
Current Expense	6,200	3,700	3,700	
DP Capital Outlay	200			
Capital Outlay	7,800			
Total	\$345,600	\$360,900	\$357,700	(\$3,200)
FTE	8.0	8.0	8.0	

Purpose

This program is responsible for referencing all data managed by Archives. They also develop "finding aids" to make existing materials more accessible to researchers. Dedicated Credits in this program are the result of sales of various publications and the providing of services to the public.

4.0 Division of Archives

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001
	Actual	Actual	Actual	Estimated	Analyst
Financing					
General Fund	\$1,855,900	\$1,772,800	\$1,789,700	\$1,831,200	\$1,817,600
Dedicated Credits Revenue	10,300	46,100	28,800	28,500	28,500
Transfers					
Beginning Nonlapsing	2,800	2,800			
Closing Nonlapsing	(2,800)				
Lapsing Balance	(7,900)	(4,000)	(15,700)		
Total	\$1,858,300	\$1,817,700	\$1,802,800	\$1,859,700	\$1,846,100
% Change		-2.2%	-0.8%	3.2%	-0.7%
Programs					
Archives Administration	\$407,700	\$433,600	\$438,000	\$466,800	\$463,900
Records Analysis	292,700	314,700	325,400	317,100	313,900
Preservation Svcs	263,200	279,500	252,800	267,800	265,500
Reference Services	328,600	347,000	345,600	360,900	357,700
Records Services	328,600	442,900	441,000	447,100	445,100
Archives Extra	237,500				
Total	\$1,858,300	\$1,817,700	\$1,802,800	\$1,859,700	\$1,846,100
Expenditures					
Personal Services	\$1,260,200	\$1,242,200	\$1,254,300	\$1,345,400	\$1,332,000
In-State Travel	2,500	1,500	2,800	2,800	2,800
Out of State Travel	6,300	10,200	12,200	8,800	8,800
Current Expense	483,500	398,000	369,500	359,500	359,300
DP Current Expense	92,300	89,100	156,000	143,200	143,200
DP Capital Outlay	5,800	27,900	200		
Capital Outlay		48,800	7,800		
Other Charges/Pass Thru	7,700				
Total	\$1,858,300	\$1,817,700	\$1,802,800	\$1,859,700	\$1,846,100
FTE		33.5	33.5	33.5	33.5