

Office of the
Legislative Fiscal Analyst

FY 2005 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 repository 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 non-current 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.

	Analyst FY 2005 Base	Analyst FY 2005 Changes	Analyst FY 2005 Total
Financing			
General Fund	1,868,800	94,800	1,963,600
Dedicated Credits Revenue	40,200		40,200
Total	\$1,909,000	\$94,800	\$2,003,800
Programs			
Archives Administration	395,200	94,800	490,000
Records Analysis	322,700		322,700
Preservation Svcs	300,900		300,900
Patron Services	418,700		418,700
Records Services	471,500		471,500
Total	\$1,909,000	\$94,800	\$2,003,800
FTE/Other			
Total FTE	28		28

Increases reflect the cost of operations and maintenance at the new Archives facility.

2.0 Issues: Division of Archives

2.1 Operations and Maintenance of New Building

Last year the Legislature provided funding for a new Archives facility to be located next to the Rio Grande Depot. The facility will be ready for occupancy in FY 2005 and will require an additional expense of \$85,800 for the Division. The Division carries no base O&M budget since the previous administrative offices on Capitol Hill were part of the Capitol Preservation Board Budget. The Analyst recommends using vacancy savings in the Executive Director’s Office budget as the source of funding.

General Fund.....\$85,800

2.2 Maintenance Contract for ASRS

A primary component of the new facility is an Automated Storage and Retrieval System (ASRS). The ASRS provides computerized vertical storage that maximizes use of warehouse space. Operation and maintenance funds do not cover the system maintenance contract for the ASRS. The Analyst recommends using vacancy savings from the Executive Director’s Office to cover the additional \$9,000 per year called for in the ASRS contract.

General Fund.....\$9,000

2.3 Rent Increases at Records Center

State Archives operates a records center in West Valley City. The Center provides short-term storage and access to documents for state agencies. The Division requested \$12,700 in supplemental funding and \$23,100 in ongoing funding to cover rent increases at the facility. The supplemental request reflects an increase from FY 2003 and the ongoing amount covers rent increases that span FY 2003 through FY 2006. Given that the Division paid its leases and will continue to do so, it would be more accurate to characterize the request as a restoration of budget cuts. Given current revenue estimates, the Analyst believes that the Division should continue to manage its existing budget and leases within its base.

2.4 Governor’s Record Project Nearing Completion

The State Archives is the permanent repository for most records generated by governors. Over the years many records were simply boxed and stored without proper cataloging. Beginning in 2000, the Legislature provided one-time funds each year to catalog and microfilm documents of former Governors. The project used one-time funds to process records created by Governors Rampton and Matheson. The project was expanded to include another 250 cubic feet of records created by Governors Dern, Maw, Lee and Clyde. Section 3.2 provides more information on the project.

3.0 Programs: Division of Archives

3.1 Administration

	2003	2004	2005	Est/Analyst
	Actual	Estimated*	Analyst	Difference
Financing				
General Fund	530,300	430,800	490,000	59,200
General Fund, One-time		1,400		(1,400)
Beginning Nonlapsing	7,400			
Lapsing Balance	(8,300)			
Total	\$529,400	\$432,200	\$490,000	\$57,800
Expenditures				
Personal Services	230,200	191,700	191,700	
In-State Travel	7,200	3,400	3,400	
Out of State Travel	3,800	8,200	8,200	
Current Expense	66,300	89,700	147,500	57,800
DP Current Expense	127,500	134,200	134,200	
Capital Outlay	91,700			
Other Charges/Pass Thru	2,700	5,000	5,000	
Total	\$529,400	\$432,200	\$490,000	\$57,800
FTE/Other				
Total FTE	4	3	3	0

*Non-state funds as estimated by agency

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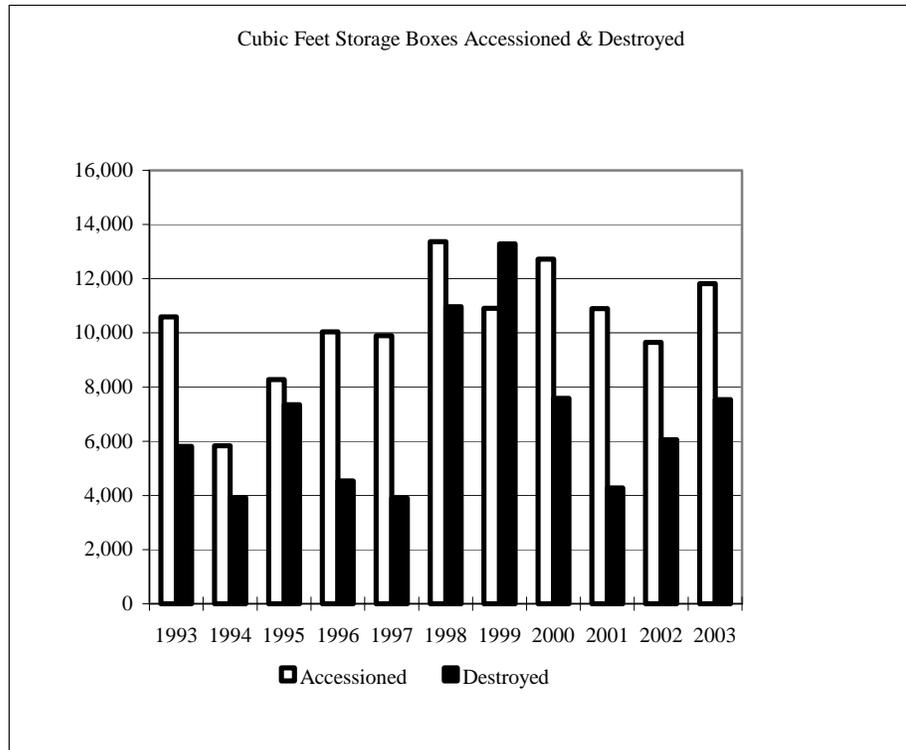
3.2 Records Services

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	506,900	512,500	471,500	(41,000)
General Fund, One-time		1,300		(1,300)
Total	<u>\$506,900</u>	<u>\$513,800</u>	<u>\$471,500</u>	<u>(\$42,300)</u>
Expenditures				
Personal Services	226,900	224,600	224,600	
Current Expense	277,500	286,700	244,400	(42,300)
DP Current Expense	2,500	2,500	2,500	
Total	<u>\$506,900</u>	<u>\$513,800</u>	<u>\$471,500</u>	<u>(\$42,300)</u>
FTE/Other				
Total FTE	6	6	6	0

*Non-state funds as estimated by agency

Storage of Records

Storage of records is a key factor in managing the State Archives. The state should have at least ten years worth of space available for storage between the addition of the new Archives Building next to the Rio Grande Depot and the Records Center in West Valley City.



Source: Utah State Archives

3.3 Preservation Services

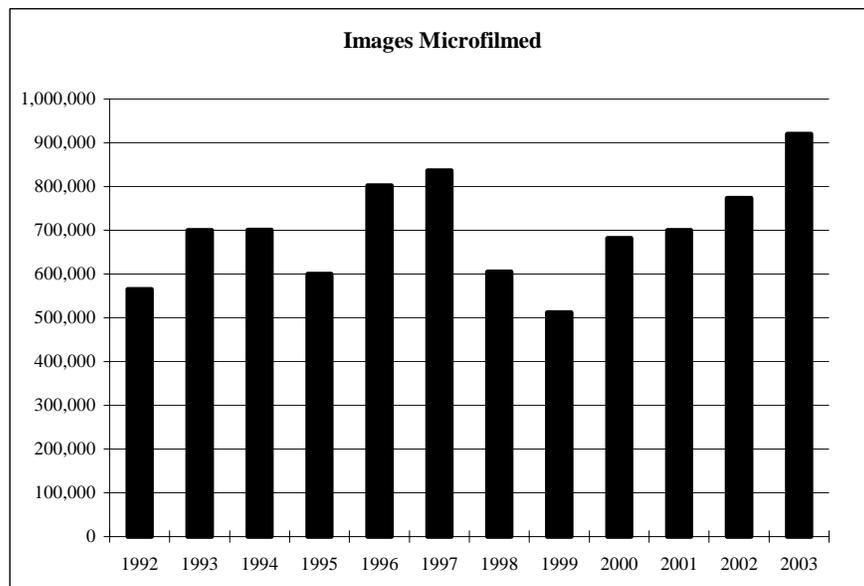
	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	292,800	242,000	266,600	24,600
General Fund, One-time		700		(700)
Dedicated Credits Revenue	32,400	34,300	34,300	
Beginning Nonlapsing		26,900		(26,900)
Closing Nonlapsing	(26,900)			
Total	\$298,300	\$303,900	\$300,900	(\$3,000)
Expenditures				
Personal Services	265,300	265,500	265,500	
In-State Travel	100			
Current Expense	32,900	38,400	35,400	(3,000)
Total	\$298,300	\$303,900	\$300,900	(\$3,000)
FTE/Other				
Total FTE	7	6	6	0

*Non-state funds as estimated by agency

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 for 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



Source: Utah State Archives

3.4 Records Analysis

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	269,700	327,300	322,700	(4,600)
General Fund, One-time		1,300		(1,300)
Total	<u>\$269,700</u>	<u>\$328,600</u>	<u>\$322,700</u>	<u>(\$5,900)</u>
Expenditures				
Personal Services	267,400	326,600	320,700	(5,900)
In-State Travel	200			
Current Expense	2,100	2,000	2,000	
Total	<u>\$269,700</u>	<u>\$328,600</u>	<u>\$322,700</u>	<u>(\$5,900)</u>
FTE/Other				
Total FTE	6	6	6	0

*Non-state funds as estimated by agency

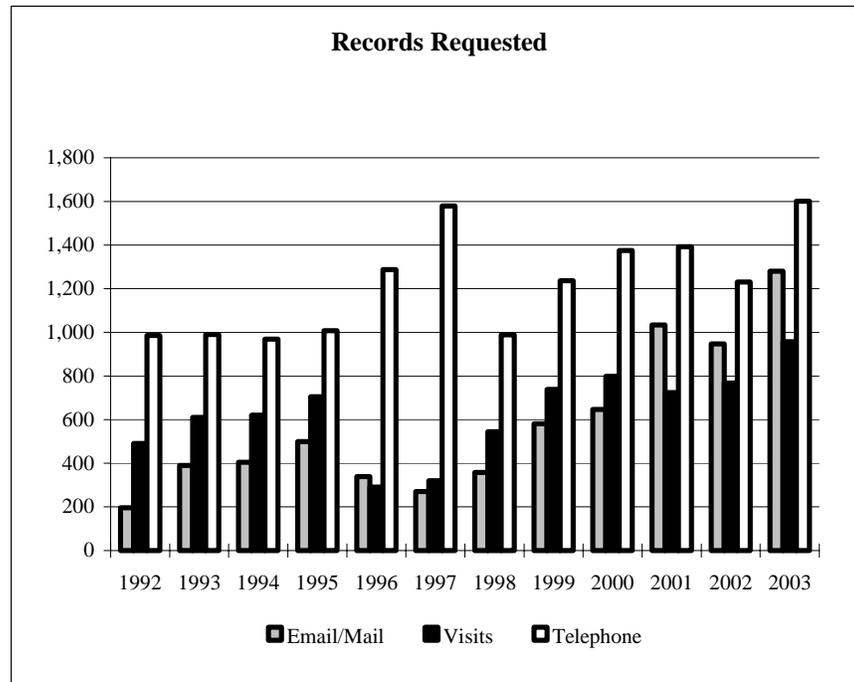
The Records Analysis section of the Division of Archives provides consulting services to State agencies in the management of their records. This responsibility includes retention scheduling, freedom of information and privacy classification, staffing of the State Records Committee, and records and information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

3.5 Patron Services

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	400,700	356,200	412,800	56,600
General Fund, One-time		800		(800)
Total	\$369,400	\$401,400	\$418,700	\$17,300
Expenditures				
Personal Services	363,500	386,600	395,600	9,000
Current Expense	5,900	14,800	23,100	8,300
Total	\$369,400	\$401,400	\$418,700	\$17,300
FTE/Other				
Total FTE	8	7	7	0

*Non-state funds as estimated by agency

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.



Source: Utah State Archives

Project to catalog records almost complete

During the 2000 General Session the Legislature redirected non-lapsing funds to the Division of Archives for a two year project to process records from Governors Rampton and Matheson that were safely stored but never cataloged. The Legislature initially directed one-time funding for this project to the Rampton and Matheson records. Later the project expanded to include the records of governors Dern, Maw, Lee and Clyde. Upon completion of these records the project will be complete. The Division will continue to process Governor Leavitt’s records as part of their standard operations.

UTAH STATE ARCHIVES & RECORDS SERVICE			
Former Governors' Record Project - (territorial holdings are few and all have been processed)			
Cu. Ft. of			
Governor	Term	Records	Progress
Wells	1896-1905	5.5	processed and filmed
Cutler	1905-1908	2	processed and filmed
Spry	1909-1917	19.2	processed and filmed
Bamberger	1917-1921	1.6	processed and filmed
Mabey	1921-1925	0.9	processed and filmed
Dern*	1925-1933	47.7	processed and filmed
Blood	1933-1941	76	processed and filmed
Maw	1941-1949	46.9	processed and filmed
Lee*	1949-1957	58.6	processed and filmed
Clyde*	1957-1965	103.8	in process
Rampton*	1965-1977	190.6	processed, filming in progress
Matheson*	1977-1985	123.9	processed, filming in progress
Bangerter	1985-1993	121.9	processed and filmed
Leavitt	1993-2003	151	not processed (estimated)
Records Processing In Progress		103.8	10.9%
Records Awaiting Processing		151.0	15.9%
Records Processed		694.8	73.2%
Total Records (Cubic Feet)		949.6	100.0%

*= Records done with specially allocated monies

Source: Utah State Archives

4.0 Division of Archives

	2001	2002	2003	2004	2005
Financing	Actual	Actual	Actual	Estimated*	Analyst
General Fund	1,873,500	1,986,700	2,000,400	1,868,800	1,963,600
General Fund, One-time	17,800			5,500	
Dedicated Credits Revenue	7,500	21,900	39,600	40,200	40,200
Beginning Nonlapsing	95,200	63,100	7,400	65,400	
Closing Nonlapsing	(63,100)	(7,400)	(65,400)		
Lapsing Balance			(8,300)		
Total	\$1,930,900	\$2,064,300	\$1,973,700	\$1,979,900	\$2,003,800
Programs					
Archives Administration	458,500	556,800	529,400	432,200	490,000
Records Analysis	305,300	322,800	269,700	328,600	322,700
Preservation Svcs	313,900	296,900	298,300	303,900	300,900
Patron Services	390,900	387,700	369,400	401,400	418,700
Records Services	462,300	500,100	506,900	513,800	471,500
Total	\$1,930,900	\$2,064,300	\$1,973,700	\$1,979,900	\$2,003,800
Expenditures					
Personal Services	1,403,200	1,452,800	1,353,300	1,395,000	1,398,100
In-State Travel	3,700	4,700	7,500	3,400	3,400
Out of State Travel	8,000	8,200	3,800	8,200	8,200
Current Expense	386,700	426,600	384,700	431,600	452,400
DP Current Expense	127,600	169,100	130,000	136,700	136,700
Capital Outlay			91,700		
Other Charges/Pass Thru	1,700	2,900	2,700	5,000	5,000
Total	\$1,930,900	\$2,064,300	\$1,973,700	\$1,979,900	\$2,003,800
FTE/Other					
Total FTE	35	33	31	28	28

*Non-state funds as estimated by agency.