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## Issue Brief – Division of Archives Funding Increases

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NUMBER CFAS-05-05

### **SUMMARY**

The Analyst recommends the Legislature appropriate additional funds to the Division of Archives for two initiatives:

1. Electronic Records Management: \$68,000 in one-time funds for FY 2006
2. Digitization of Collections: \$94,600 in one-time funds, plus \$48,400 in ongoing funds, for FY 2006

### **DISCUSSION AND ANALYSIS**

#### ***Electronic Records Management***

As computer technology and usage have grown, so has the number of electronic records of permanent value. Technology will continue to change, eventually rendering these records unusable as software and hardware platforms change. The state needs to have an electronic records management plan that will provide guidelines and best practices for state and local government agencies as they move into more exclusive use of electronic records. To meet this need, funds are recommended for development of an enterprise-wide electronic records management program. Funds will be used for research and consulting, and depending on the findings, for hardware and software. This should be a collaborative effort that will include policies, procedures, and ultimately an electronic record keeping system that is capable of long-term storage and access. The division has already conducted focus groups to discuss these issues and has concluded that action is needed.

Although this recommendation is currently for one-time money, ongoing funds will probably be necessary later for items such as an FTE and hardware/software to implement the plan.

#### ***Digitization of Collection***

State Archives has a large, historically significant collection of state records which could be made available to the public and governmental users through digitization of these records. There are at least two advantages to digitizing the records. First, they could be made available on the division's web site for quick and easy access by researchers. Second, original documents would be better preserved due to less handling.

Records would be digitized in priority order:

1. Demand by the public
2. Records in poor shape or otherwise in need of better conservation
3. Ease of digitization

One time funds would be used for scanning equipment and software. Ongoing funds would be used for one FTE to operate the equipment and digitize the records, plus for ongoing software maintenance costs.