

Budget Brief – DAS Division of State Archives

NUMBER CFAS-06-08

SUMMARY

The Utah State Archives is the repository for official records of the state and its political subdivisions. The division 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 is the official custodian of all non-current public records of permanent value that are not required to remain in the custody of the agency.

The new State Archives building is located at 346 S. Rio Grande, Salt Lake City. This location contains the administrative offices, state of the art automated storage and retrieval system, and new research room located at 300 S. Rio Grande. The former location on Capitol Hill has been demolished. The State Records Center is located at 2341 S. 2300 W., Salt Lake City. This location warehouses temporary governmental records for all state and local agencies.

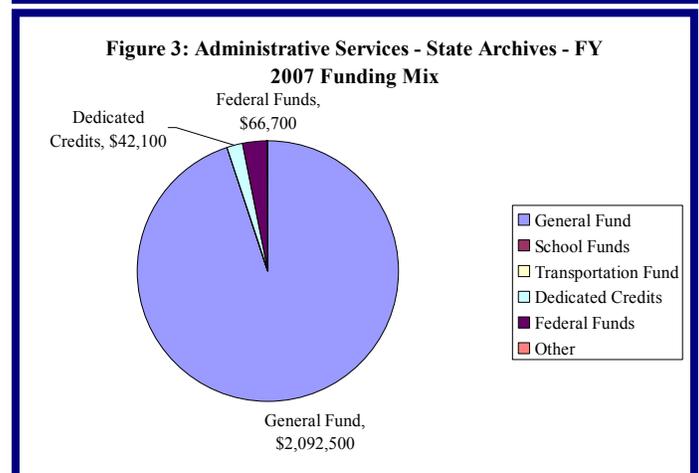
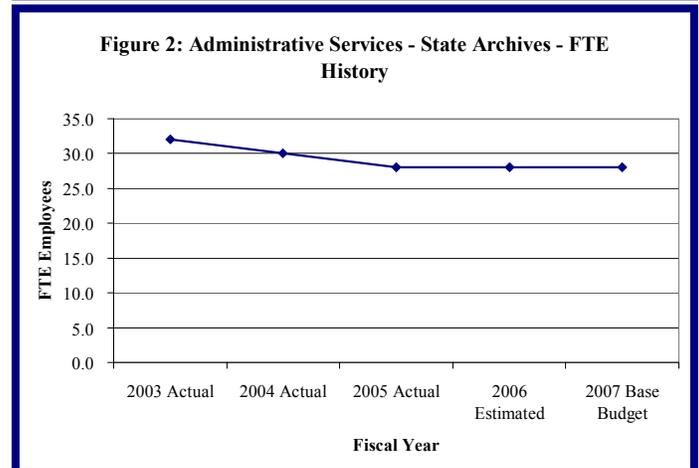
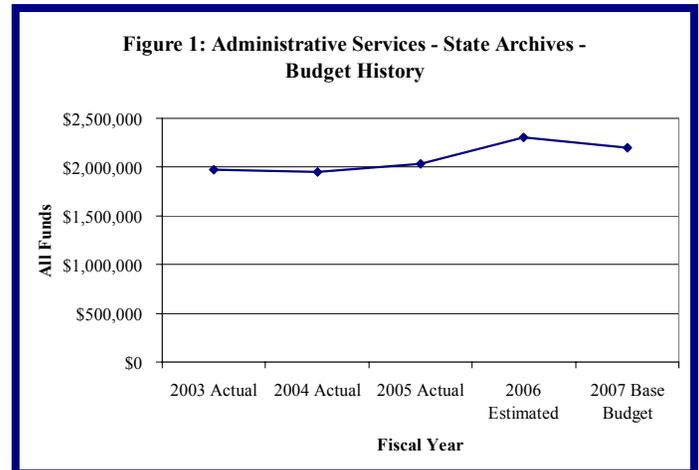
ISSUES AND RECOMMENDATIONS

Rent Increase

The previous five-year lease at the State Records Center will expire at the end of FY 2006. The Analyst recommends the Legislature appropriate \$25,000 in ongoing funds in FY 2007 for a five-year extension. The five year extension will include a provision for no cost increases during those five years, and will also include space renovations to convert no longer used office space to storage space, adding about five percent or 2,000 square feet.

Progress Report: Digitization of Records

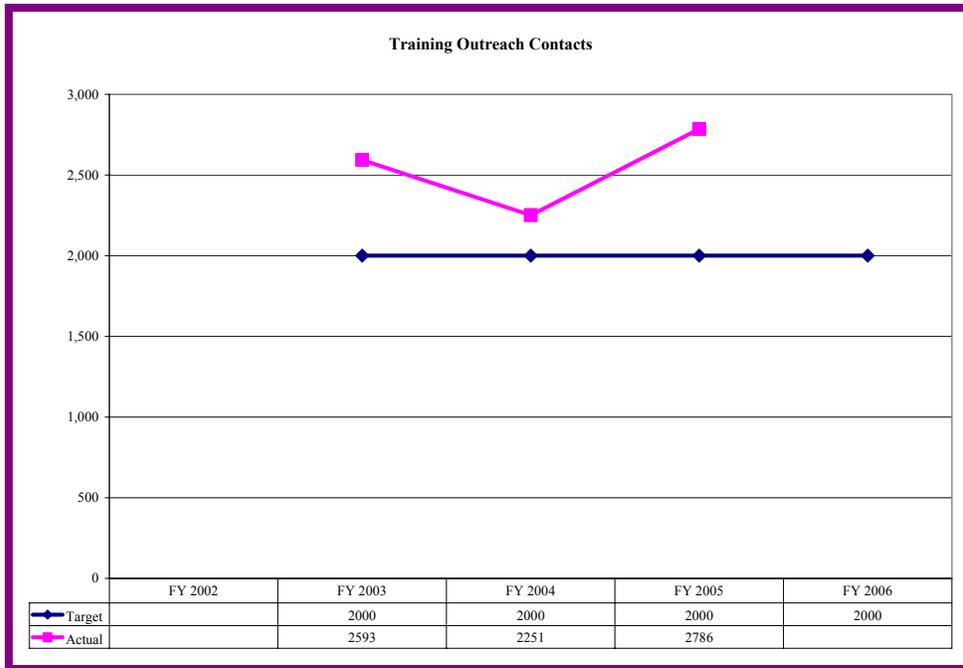
In 2005 the Legislature appropriated \$119,600 in one-time funds for the division to purchase hardware and software to digitize the large collection of historically significant records and make them readily available to the public. The division is close to purchasing equipment and software that will be capable of digitizing microfilm records. The final cost is expected to be close to the amount appropriated.



ACCOUNTABILITY DETAIL

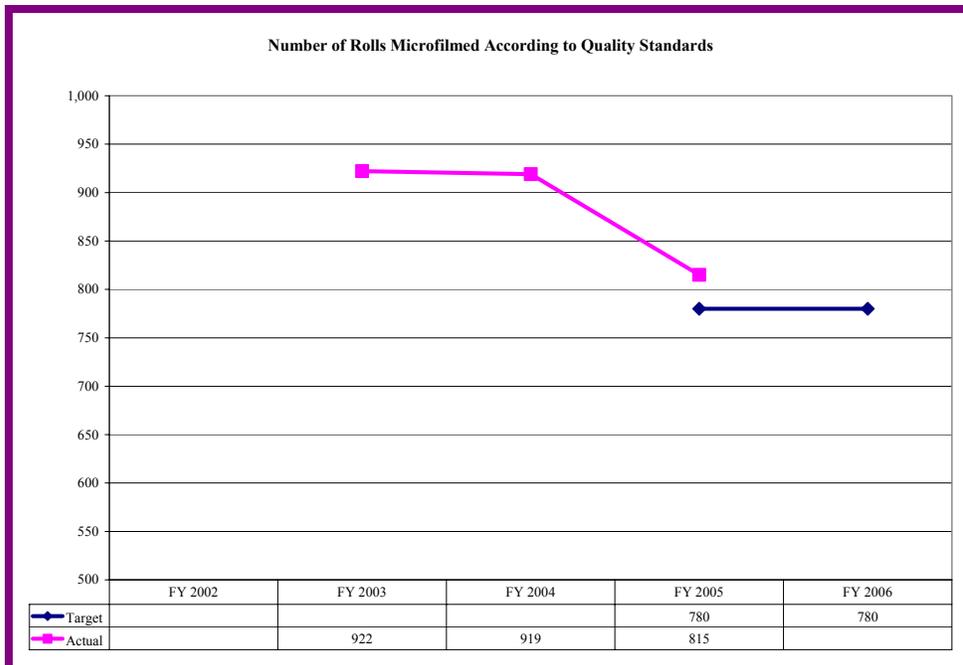
Training Outreach Contacts

The division assists Utah agencies to manage their records efficiently. Records Officers and others in state and local governments need assistance and training in their responsibilities and the most efficient ways to accomplish their duties. The division is mandated to promote efficient management of records in all government agencies.



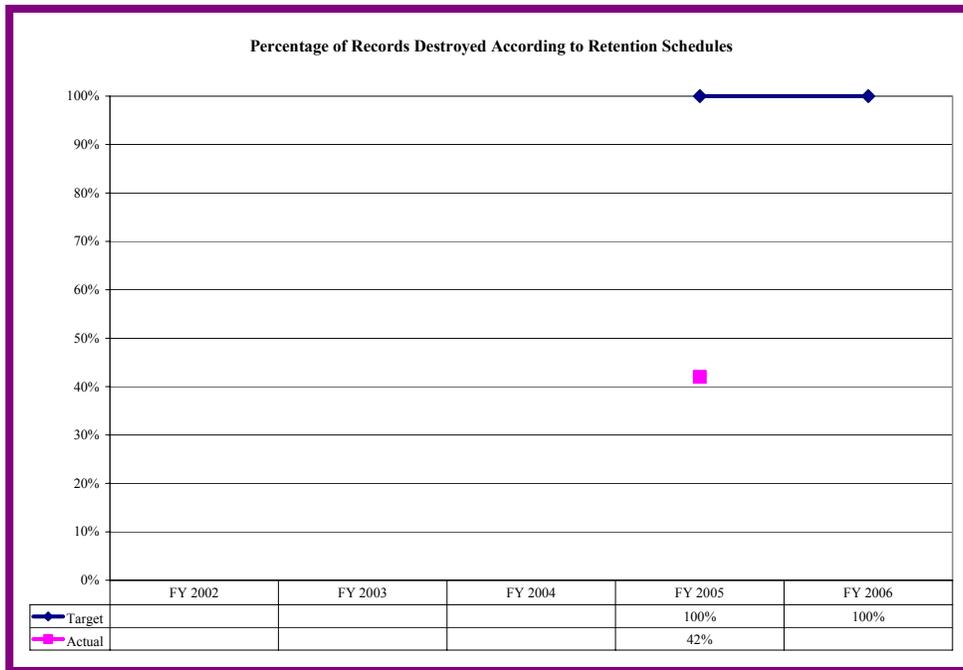
Archives needs to continue to increase the number of individuals trained in a timely manner, especially because of enacted changes to GRAMA. Training is a direct customer benefit.

Number of Rolls Microfilmed at Quality Standards



The division exceeded its target in FY 2005 by four percent. Nevertheless, the number declined and the division should work on restoring the number to levels achieved in FY 2003 and 2004.

Percentage of Records Destroyed as Scheduled



This is the only measure where the division is not meeting its target. The division halted destructions for several months when it became clear that an improved inventory was needed for 120,000 boxes, some of which were mislabeled or otherwise not clear on their contents. The division recently completed the inventory.

BUDGET DETAIL

Ninety five percent of this budget is appropriated from the General Fund. Dedicated Credits of \$42,100 are projected to be raised from sales of copies of archived records. Federal funds in the amount of \$66,700 are anticipated from the National Historic Publications and Records Commission, to be matched with \$47,900 of in-kind salary and travel costs for judicial records preservation and access.

Budget Recommendation

The Analyst recommends a total FY 2007 base appropriation of \$2,201,300, with \$2,092,500 from the General Fund. The Analyst further recommends the Legislature appropriate an additional \$25,000 in ongoing General Funds beginning in FY 2007 for a five-year lease extension at the State Records Center. This additional appropriation recommendation is not built into the tables and charts in this budget brief.

Intent Language

The Analyst recommends the Legislature continue using the following intent language which was approved in House Bill 1, 2005 General Session:

It is the intent of the Legislature that funds for State Archives shall not lapse and that those funds shall be used to digitize and microfilm documents generated by former Utah governors for preservation and access.

LEGISLATIVE ACTION

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total base appropriation of \$2,201,300 for the Division of State Archives.
2. An additional appropriation of \$25,000 in ongoing FY 2007 General Funds for a lease extension.
3. Intent language making the appropriation nonlapsing.

BUDGET DETAIL TABLE

Administrative Services - State Archives						
	FY 2005	FY 2006		FY 2006		FY 2007*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	2,011,400	2,092,500	0	2,092,500	0	2,092,500
General Fund, One-time	14,000	108,700	0	108,700	(108,700)	0
Federal Funds	0	4,500	0	4,500	62,200	66,700
Dedicated Credits Revenue	31,200	42,100	0	42,100	0	42,100
Risk Management ISF	0	10,900	0	10,900	(10,900)	0
Beginning Nonlapsing	23,800	0	44,700	44,700	(44,700)	0
Closing Nonlapsing	(44,700)	0	0	0	0	0
Total	\$2,035,700	\$2,258,700	\$44,700	\$2,303,400	(\$102,100)	\$2,201,300
Programs						
Archives Administration	555,300	551,000	63,500	614,500	14,000	628,500
Records Analysis	312,900	361,700	(80,000)	281,700	(2,900)	278,800
Preservation Services	303,600	424,900	27,200	452,100	(131,000)	321,100
Patron Services	341,900	393,400	31,600	425,000	4,100	429,100
Records Services	522,000	527,700	2,400	530,100	13,700	543,800
Total	\$2,035,700	\$2,258,700	\$44,700	\$2,303,400	(\$102,100)	\$2,201,300
Categories of Expenditure						
Personal Services	1,441,400	1,430,000	73,600	1,503,600	14,000	1,517,600
In-State Travel	4,900	5,100	0	5,100	1,800	6,900
Out of State Travel	5,400	8,200	0	8,200	0	8,200
Current Expense	430,600	587,400	67,600	655,000	(117,900)	537,100
DP Current Expense	153,400	137,300	(5,800)	131,500	0	131,500
Capital Outlay	0	83,700	(83,700)	0	0	0
Other Charges/Pass Thru	0	7,000	(7,000)	0	0	0
Total	\$2,035,700	\$2,258,700	\$44,700	\$2,303,400	(\$102,100)	\$2,201,300
Other Data						
Budgeted FTE	28.0	28.0	0.0	28.0	0.0	28.0
Actual FTE	30	0	0	0	0	0
Vehicles	1	1	0	1	0	1

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.