

Budget Brief: DAS Division of State Archives

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 of origin.

House Bill 222 of the 2007 General Session instituted a new website to assist the public to find posted public meeting notices of all governmental entities in the state. The bill required the Division of Archives to create and administer that site.

ISSUES AND RECOMMENDATIONS

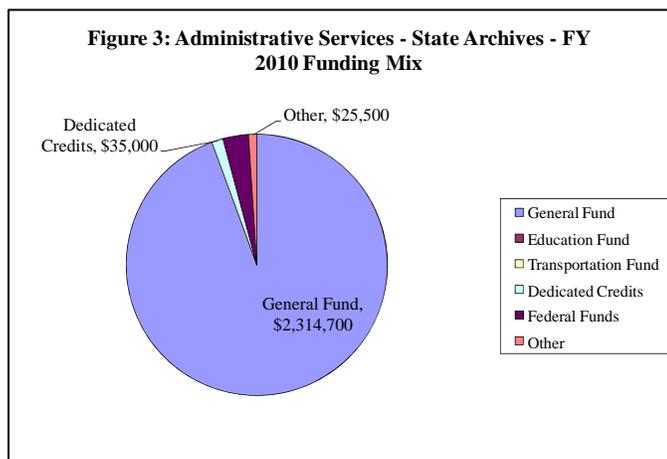
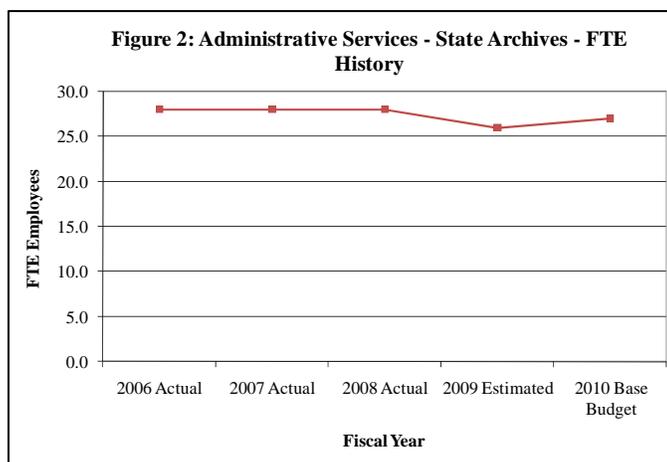
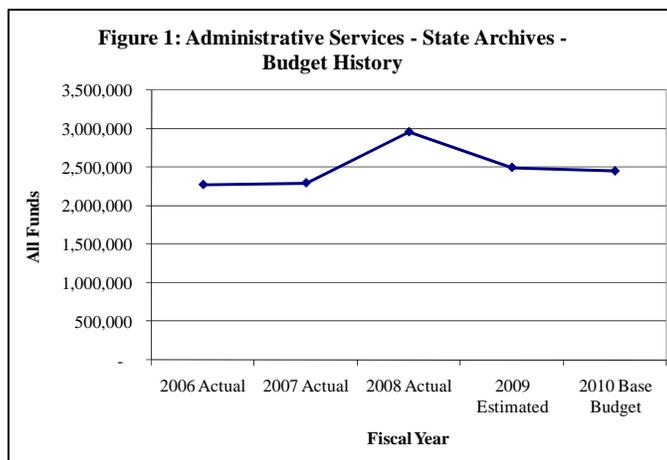
Utah Public Notice Website

The Legislature appropriated one-time funding of \$100,000 in FY 2008 to create a public notice website and \$76,400 ongoing funding in FY 2009 for an FTE to maintain and operate the site. The website, which can be found at <http://www.utah.gov/pmn/index.html>, allows the public to access public meeting notices for Utah state agencies and political subdivisions on one site.

Email Management System

The Division of Archives spearheaded an electronic records management initiative to identify email policy and retention issues for the state. The initiative found that the reliance on email to communicate and exchange documents requires an improved system to protect and manage electronic records. New e-discovery legal rules require the state to produce records in electronic formats as part of the litigation process and current e-record vulnerability puts the state at risk for business continuity and loss of investment.

When additional funding becomes available, the Division requests an email archive management solution for enterprise (statewide) implementation. The request includes one-time start up costs of \$433,400 and ongoing licensing and maintenance costs of \$318,600.

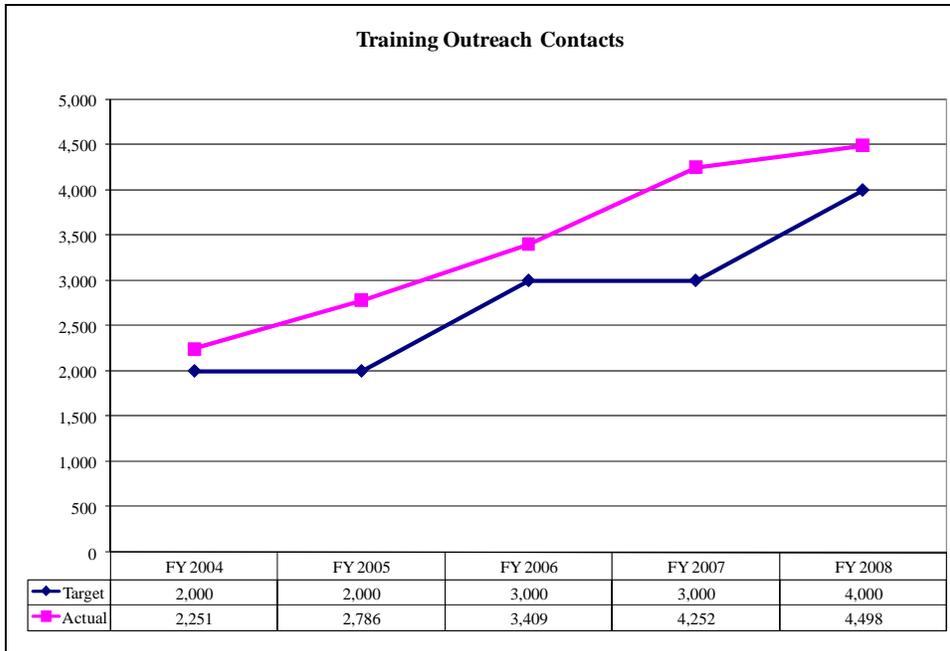


ACCOUNTABILITY DETAIL

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.

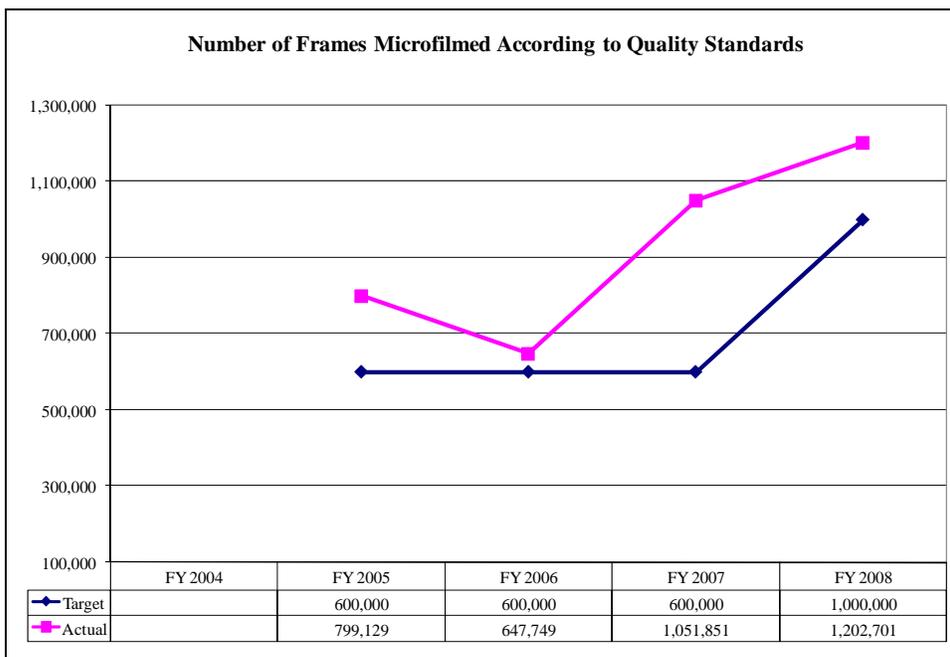
Training Outreach Contracts

Archives needs to continue to increase the number of individuals trained in a timely manner, including new agency records officers, and also because of enacted changes to GRAMA. The training and field services are a direct customer benefit and increase the state’s ability to manage its governmental records.



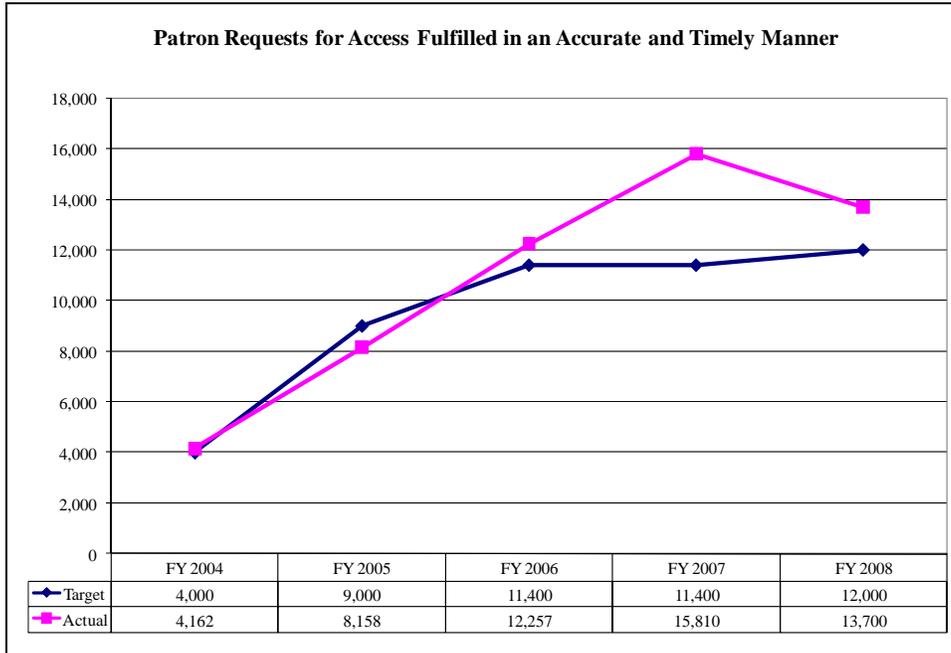
Number of Frames Microfilmed at Quality Standards

The division exceeded its targets in the last four years.



Patron Requests for Access Fulfilled

The division is required to (1) acquire and preserve historical records and (2) provide access to them. The division holds these records in the public trust, and helps patrons in their research efforts.



The new (as of January 2005) Utah Research Center has provided for increased services and opportunities to patrons and should continue to do so.

BUDGET DETAIL

Ninety five percent of this budget is appropriated from the General Fund. Dedicated Credits of \$35,000 are projected to be raised from sales of copies of archived records. Federal funds in the amount of \$77,000 are anticipated from the National Historic Publications and Records Commission.

Intent Language

The Legislature appropriated \$200,000 in FY 2008 to the Division of State Archives for one-time grants to local archive regional repositories to be spread over three years. The intent language recommended below enables the Division to complete this task by allowing the division to bring the remainder of the funds into FY 2010.

The Analyst recommends the Legislature adopt the following supplemental intent language for Fiscal Year 2009:

Under terms of UCA 63G-1-402(3), the Legislature intends not to lapse up to \$92,000 provided by Item 41, Chapter 2, or Item 29, Chapter 392, Laws of Utah 2008 for regional repository projects and support grants. Expenditure of these funds is limited primarily to governmental entities to fund projects and regional repository support, but may also be used for non-governmental entities. The Legislature intends that no more than 25% of the total grants awarded for any given year be used for non-governmental entities.

Federal Funds Approval

The following Federal grants and awards are submitted to the Subcommittee for their approval for the Utah State Archives for FY 2009:

- State Board SNAP Grant of \$40,000 with a \$40,000 General Fund match

The following Federal grants and awards are submitted to the Subcommittee for their approval for the Utah State Archives for FY 2010:

- State Board SNAP Grant of \$58,500 with a \$58,500 General Fund match

LEGISLATIVE ACTION

The Analyst recommends the Legislature consider adopting:

1. A total base appropriation of \$2,452,200 for the Division of State Archives.
2. Intent language making the FY 2009 appropriation nonlapsing but limited to uses specified in the language.
3. Federal grants and awards approval of \$40,000 for FY 2009.
4. Federal grants and awards approval of \$58,500 for FY 2010.

BUDGET DETAIL TABLE

Administrative Services - State Archives						
	FY 2008	FY 2009		FY 2009		FY 2010*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	2,438,700	2,510,700	(196,000)	2,314,700	0	2,314,700
General Fund, One-time	300,000	26,200	23,700	49,900	(49,900)	0
Federal Funds	83,100	64,000	13,000	77,000	0	77,000
Dedicated Credits Revenue	128,500	46,400	(11,400)	35,000	0	35,000
Beginning Nonlapsing	19,300	153,000	(40,500)	112,500	(20,500)	92,000
Beginning Nonlapsing - Retirement	101,500	0	0	0	0	0
Closing Nonlapsing	(112,500)	(66,500)	(25,500)	(92,000)	25,500	(66,500)
Total	\$2,958,600	\$2,733,800	(\$236,700)	\$2,497,100	(\$44,900)	\$2,452,200
Programs						
Archives Administration	1,060,300	791,700	(167,600)	624,100	(23,700)	600,400
Patron Services	488,800	508,600	123,800	632,400	5,000	637,400
Preservation Services	340,200	362,600	(7,100)	355,500	0	355,500
Records Analysis	373,400	301,600	(3,300)	298,300	0	298,300
Records Services	695,900	769,300	(182,500)	586,800	(26,200)	560,600
Total	\$2,958,600	\$2,733,800	(\$236,700)	\$2,497,100	(\$44,900)	\$2,452,200
Categories of Expenditure						
Personal Services	1,728,800	1,786,000	(50,400)	1,735,600	(98,600)	1,637,000
In-State Travel	16,200	10,200	7,100	17,300	(1,000)	16,300
Out of State Travel	6,900	7,900	700	8,600	(2,000)	6,600
Current Expense	739,400	583,800	(34,900)	548,900	74,700	623,600
DP Current Expense	325,500	217,500	(80,800)	136,700	(18,000)	118,700
Capital Outlay	97,900	0	0	0	0	0
Other Charges/Pass Thru	43,900	128,400	(78,400)	50,000	0	50,000
Total	\$2,958,600	\$2,733,800	(\$236,700)	\$2,497,100	(\$44,900)	\$2,452,200
Other Data						
Budgeted FTE	28.0	29.0	(3.0)	26.0	0.0	26.0
Actual FTE	31.8	0.0	0.0	0.0	0.0	0.0

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