

DEPT OF PARKS & TOURISM - HISTORY COMMISSION

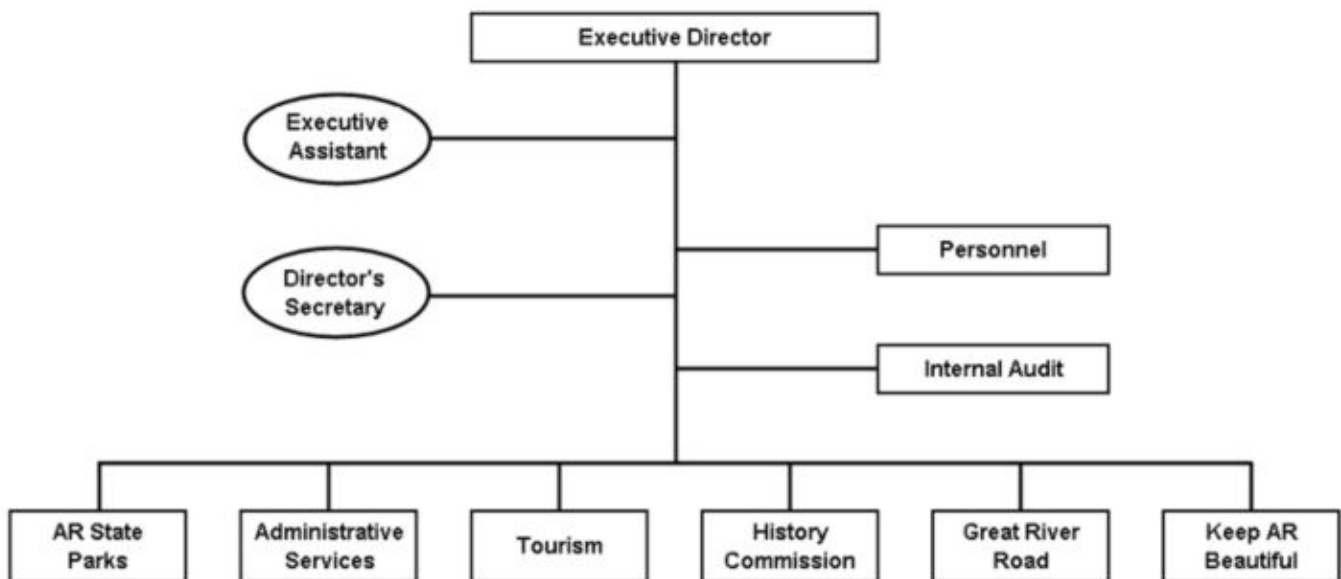
Enabling Laws

Acts 420 and 480 of 2007
A.C.A. §13-3-101 to 109, §13-3-201 to 206

History and Organization

The History Commission was created by Act 215 of 1905, but its existence as a functioning state agency was uncertain until after the passage of Act 355 by the General Assembly of 1911. The latter Act, as amended by Act 207 of 1963, is the basic law under which the Commission operates. This fundamental Act charges the History Commission with the responsibility of keeping and caring for the official archives of the State, collecting materials relating to Arkansas history, and encouraging the use of historical source materials such as documents, newspaper files, maps and photographs. Two public research rooms in Little Rock and Washington serve thousands of scholars, students, genealogists, local historians, and other researchers each year. A documents restoration laboratory and a microphotography section assist with preservation, and the ark-ives.com website enhances educational and informational efforts.

The History Commission itself is composed of seven members appointed by the Governor with the approval of the Senate. Since the passage of Act 38 of 1971, the Commission has operated within the Department of Parks and Tourism. The Arkansas Black History Commission of Arkansas was created by Act 1233 of 1991 (name changed from Black History Advisory Commission by Act 1601 of 2007). It operates in connection with the History Commission.



Agency Commentary

The History Commission's budget request is Base Level plus (1) funds for new positions and operating expenses to establish the Northeast Arkansas Regional Archives at Powhatan Historic State Park, an operation similar to the existing program at Historic Washington State Park; (2) funds for technology-related equipment and services to enable the State Archives to meet ever-increasing demands for information delivered via the internet; and (3) program improvements needed as a result of growth of outreach activities and greater services for visitors/patrons, with a particular emphasis on technology and web development.

The Arkansas History Commission (AHC) is the state's largest archival institution and keeper of Arkansas' documentary heritage. The AHC's primary goals are to collect historical Arkansas material, encourage research in Arkansas history, broaden knowledge of the state's origins, and manage and maintain stewardship of historical objects and archival materials important to the overall understanding of Arkansas history and culture. To keep the State Archives at levels commensurate with those of other states, more money is needed for technology, positions, and operations to serve the thousands of researchers who visit each year. Unfortunately, budget increases have been virtually non-existent in recent years, even with tremendous changes in technology. After salaries and facilities rental expenses are paid, only \$82,000 remains to support of a staff of twenty-three to operate public research rooms and preservation facilities at two locations to preserve the State's most valuable treasures. Advances in technology establish a critical need for additional services, personnel, and equipment to adequately serve the public and maintain state-of-the-art research facilities equal to those in other states.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF PARKS AND TOURISM
HISTORY COMMISSION

FOR THE YEAR ENDED JUNE 30, 2006

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	3	15	18	78 %
Black Employees	0	5	5	22 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			5	22 %
Total Employees			23	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
NONE	N/A	N	N	0	N/A

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2007-2008		2008-2009		2008-2009		2009-2010						2010-2011					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
226 History Commission-State Operations	1,459,254	23	1,481,273	23	1,496,480	23	1,560,705	23	1,919,616	26	1,600,705	23	1,582,790	23	2,063,884	29	1,669,102	25
955 History Commission-Cash in Treasury	45,292	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0
Total	1,504,546	23	1,560,273	23	1,575,480	23	1,639,705	23	1,998,616	26	1,679,705	23	1,661,790	23	2,142,884	29	1,748,102	25

Funding Sources		%		%		%		%		%		%		%		%
Fund Balance 4000005	49,766	3.2	61,577	3.9			27,765	1.7	27,765	1.4	27,765	1.6	3,765	0.2	3,765	0.2
General Revenue 4000010	1,459,254	93.2	1,481,273	93.3			1,560,705	95.0	1,919,616	95.9	1,600,705	95.1	1,582,790	95.2	2,063,884	96.3
Cash Fund 4000045	57,103	3.6	45,188	2.8			55,000	3.3	55,000	2.7	55,000	3.3	75,235	4.5	75,235	3.5
Total Funds	1,566,123	100.0	1,588,038	100.0			1,643,470	100.0	2,002,381	100.0	1,683,470	100.0	1,661,790	100.0	2,142,884	100.0
Excess Appropriation/(Funding)	(61,577)		(27,765)				(3,765)		(3,765)		(3,765)		0		0	
Grand Total	1,504,546		1,560,273				1,639,705		1,998,616		1,679,705		1,661,790		2,142,884	

Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
23	23	0	23	0	0.00 %	23	23	0	23	0	0.00 %	23	23	0	23	0	0.00 %

Analysis of Budget Request

Appropriation: 226 - History Commission-State Operations

Funding Sources: HGA - Parks & Tourism-History Commission Account

This appropriation provides for the personal services and operating expenses of the History Commission. As stated in Arkansas Code Annotated §13-3-101, the History Commission maintains official archives of the State, collects historical materials, and encourages historic research. Funding is provided by general revenue.

The Commission is requesting to open the Northeast Arkansas Regional Archives (NEARA) near Powhatan State Park in Lawrence County in cooperation with the Department of Parks & Tourism and the Lawrence County Historical Society.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and unclassified positions reflect similar adjustments in line item salaries. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipends payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency's Change Level requests total \$358,911 in FY10 and \$481,094 in FY11 and reflect the following:

Regular Salaries & Personal Services Matching totaling \$123,381 in FY10 and \$245,564 in FY11 for three (3) new positions in FY10 and three (3) additional positions in FY11. These include: two (2) Archivists and one (1) Multi Media Specialists to support the Commission's main research and archival facility; and an Archival Manager, an Archivist and an Administrative Specialist II in FY11 to support the new NEARA archival facility at Powhatan State Park.

Extra Help & Personal Services Matching increase of \$21,530 each year to fund current Extra Help positions to provide assistance at the NEARA, Southwest Arkansas Regional Archives (SARA) and the Commission's main research and archival facility.

Operating Expenses in the amount of \$125,000 each year of the biennium for software & networking, database subscriptions, office supplies, educational & photographic supplies, member travel, vehicle maintenance and fuel to support the new NEARA facility.

Conference & Travel Expenses totaling \$14,000 each year for staff professional development.

Professional Fees in the sum of \$25,000 each year for website development and online archival.

Capital Outlay totaling \$50,000 each year for compact storage shelving for artifacts, office furniture for the NEARA and computer equipment as outlined in the Department's IT plan.

The Executive Recommendation provides for Base Level, with additional appropriation and general revenue funding of \$40,000 in FY10 and \$86,312 in FY11 to provide support to the NEARA as follows:

Regular Salaries & Personal Services Matching of \$76,312 in FY11 for one (1) Archival Manager (C118) and one (1) Administrative Assistant III (C109) to staff the facility.

Operating Expenses of \$30,000 in FY10 and \$10,000 in FY11 for office supplies, fixtures & furnishings, and low-value equipment for the facility.

Capital Outlay of \$10,000 in FY10 to provide fixed equipment for the facility.

Appropriation Summary

Appropriation: 226 - History Commission-State Operations
Funding Sources: HGA - Parks & Tourism-History Commission Account

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	786,421	812,680	802,049	849,009	940,038	849,009	867,611	1,048,669	923,299
#Positions		23	23	23	23	26	23	23	29	25
Extra Help	5010001	6,358	10,300	10,300	10,300	30,300	10,300	10,300	30,300	10,300
#Extra Help		2	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	242,546	233,607	259,445	276,710	310,592	276,710	280,193	346,229	300,817
Operating Expenses	5020002	413,530	414,110	414,110	414,110	539,110	444,110	414,110	539,110	424,110
Conference & Travel Expenses	5050009	363	396	396	396	14,396	396	396	14,396	396
Professional Fees	5060010	0	0	0	0	25,000	0	0	25,000	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	50,000	10,000	0	50,000	0
Black History Advisory Cmte	5900041	10,036	10,180	10,180	10,180	10,180	10,180	10,180	10,180	10,180
Total		1,459,254	1,481,273	1,496,480	1,560,705	1,919,616	1,600,705	1,582,790	2,063,884	1,669,102
Funding Sources										
General Revenue	4000010	1,459,254	1,481,273		1,560,705	1,919,616	1,600,705	1,582,790	2,063,884	1,669,102
Total Funding		1,459,254	1,481,273		1,560,705	1,919,616	1,600,705	1,582,790	2,063,884	1,669,102
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,459,254	1,481,273		1,560,705	1,919,616	1,600,705	1,582,790	2,063,884	1,669,102

The FY09 Budget amount in Regular Salaries exceeds the authorized amount due to salary and matching rate adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 226 - History Commission-State Operations
Funding Sources: HGA - Parks & Tourism-History Commission Account

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,560,705	23	1,560,705	100.0	1,582,790	23	1,582,790	100.0
C01	Existing Program	213,911	3	1,774,616	113.7	281,396	3	1,864,186	117.8
C02	New Program	95,000	0	1,869,616	119.8	149,698	3	2,013,884	127.2
C08	Technology	50,000	0	1,919,616	123.0	50,000	0	2,063,884	130.4

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	1,560,705	23	1,560,705	100.0	1,582,790	23	1,582,790	100.0
C01	Existing Program	0	0	1,560,705	100.0	0	0	1,582,790	100.0
C02	New Program	30,500	0	1,591,205	102.0	82,812	2	1,665,602	105.2
C08	Technology	9,500	0	1,600,705	102.6	3,500	0	1,669,102	105.5

Justification

C01	Growth in public programming activities and the resulting increases in patronage create the need for additional funds in a variety of areas. Naturally, the acquisition of the Southwest Arkansas Regional Archives in Washington in 2005 and the opening of the Northeast Arkansas Regional Archives planned for opening summer 2010 generate more needs in all of these areas. AHC-sponsored workshops held annually at Arkansas Post, Washington, Powhatan, and Little Rock require extra funds to produce. Presentations by individual staff members to local history groups and organizations add expenses. As leaders in the archival field in Arkansas, professional staff members need to keep abreast of new developments in archives and technology, making travel to national conferences such as the Society of American Archivists, National Association of Government Archives and Records Administrators almost a necessity. Archival/office supplies, postage, equipment maintenance/leases, and materials acquisitions create other expenses. Both funds and personnel are required to support the increased needs. A critical need exists to address the backlog of unprocessed materials and utilize new means of technology to make those materials available to the public. With the ever-evolving nature of the archival profession and greater emphasis on electronic access to historical materials, the AHC needs two archivist positions not only to address its existing backlog, but also to utilize technology to make its holdings accessible worldwide. At current staffing levels, it would take approximately twelve years to process the backlog, not accounting for new, incoming materials. Processing of hundreds of cubic feet of materials---from accessioning (recording receipt of new documents), to sorting, to organizing, to providing basic preservation aids (acid-free enclosures, removal of foreign objects such as paper clips, proper storage conditions), to preparing inventories, to ultimately delivering the information on-line---is a time-consuming task. Additionally, retrospective cataloging is needed to convert decades-old finding aids/inventories into electronic form so the information may be searched on the web. With an increase in volume of records received as a result of the AHC's role in the state's Records Retention Program, the additional material establishes a greater need for processing government records. Additional Extra Help funds would provide support to the professional archival staff in accomplishing these tasks. New demands from the public for "instant" information make a multimedia specialist position critical in taking the AHC's collections to researchers around the world.
C02	Pending funding, beginning in the summer of 2010, the Arkansas History Commission plans to open the NorthEast Arkansas Regional Archives (NEARA) facility at Powhatan Historic State Park. NEARA will serve the northeastern portion of the state, much as the AHC's Southwest Arkansas Regional Archives (SARA) serves that section. SARA's area of emphasis is the original Hempstead County, which includes portions of twelve different counties in southwest Arkansas. Likewise, NEARA will focus on northeastern Arkansas region, all of which was once within the original Lawrence County, among Arkansas' first counties to be established. Records from this northeastern region of Arkansas are among the state's oldest, and will comprise the core of the facility's research collection. The requested funds will enable the AHC to preserve and make available some of Arkansas' earliest official government documents, created while the Arkansas area was still a part of Missouri Territory. A regional archival facility, NEARA will be the result of a cooperative effort between the History Commission (to provide professional staffing), Arkansas State Parks (to provide facilities and maintenance), and the Lawrence County Historical Society, among others (to provide documents and research materials). It is anticipated that the facility will host hundreds of researchers during its first months of operation. The History Commission will be unable to operate NEARA without the requested new positions. Without these positions for the History Commission, Arkansas State Parks will not construct the NEARA facility, to which they have already committed. The public is eager for the project to begin: numerous articles have been published in newspapers and journals criticizing State Parks and the History Commission for not already opening the facility. M&O funds would purchase items needed for an operation that would be starting from "scratch"---from bookends to trashcans to paper clips. Capital funds are for shelving. Professional Fees would establish a webpage to inform the public about NEARA's services and holdings.
C08	The History Commission hosts thousands of researchers in its public research room each year, and receives hundreds of thousands of visits to its website. However, during its century-long existence, the AHC has devoted only a small amount of its budget to technology-related equipment and services. To keep the State Archives at levels achieved by other states and meet today's ever-increasing demands by the public for information delivered via computer, the AHC must continually work to improve the AHC's equipment, website and databases. This will provide greater research capabilities to in-house visitors as well as offer digital images of original documents and museum objects to users in Arkansas and around the world. As services and data grow, however, expenses for storage of that data and purchase/maintenance of equipment also grow. Increases in amounts spent for network services, communications, computer equipment/accessories, hardware, and software, reflect those growing needs. IT Plan-Agency Desktop Software, State Network Connectivity and Hardware.

Analysis of Budget Request

Appropriation: 955 - History Commission-Cash in Treasury

Funding Sources: NPT - History Commission-Cash in Treasury

This appropriation is utilized to provide for the operating expenses of the History Commission. Funding is derived from cash receipts generated from sales of microfilm, photographs, and photocopies.

The Agency's Request is for a Base Level.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 955 - History Commission-Cash in Treasury

Funding Sources: NPT - History Commission-Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	45,292	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		45,292	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Funding Sources										
Fund Balance	4000005	49,766	61,577		27,765	27,765	27,765	3,765	3,765	3,765
Cash Fund	4000045	57,103	45,188		55,000	55,000	55,000	75,235	75,235	75,235
Total Funding		106,869	106,765		82,765	82,765	82,765	79,000	79,000	79,000
Excess Appropriation/(Funding)		(61,577)	(27,765)		(3,765)	(3,765)	(3,765)	0	0	0
Grand Total		45,292	79,000		79,000	79,000	79,000	79,000	79,000	79,000