

Profiles of State Archives and Records Management Programs

a supplement to
The State of State Records
a status report on
State Archives and Records Management Programs
in the United States

January 2007



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The Council of State Archivists is grateful to the National Historical Publications and Records Commission which provided funds to support the surveys and other activities described in this report. NHPRC grant number #2004-019.

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Also available on the Council of State Archivists website at
<http://www.statearchivists.org/reports/2007ARMreport/>

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Profiles of State Archives and Records Management Programs

The profiles in this section incorporate the following data from surveys of state archives and records management (ARM) programs conducted by the Council of State Archivists.

- For FY2006:
- Total ARM expenditures
 - Functions/programs covered by expenditures
 - RM** (records management)
 - Arch** (archives)
 - LG** (local government records)
 - Grants**
 - Bldg** (building construction or renovation)
 - Equip RE** (major equipment or real estate purchase)
 - One Time** (other one-time or nonrecurring expenses)
 - Other** (other expenses not specified above)
 - Amount of funding received from the following sources:
 - Appropriations, fees, revolving funds, trust funds, grants, endowments, membership dues, other sources
 - Staffing: number of full-time equivalent (FTE) positions for archives, records management, other, as well as the number of FTEs devoted to local government records, electronic records, preservation
 - Holdings of the state archives and state records center, including state government records, local government records, nongovernment records, and security microfilm
 - Volume of records accessioned into state archives in FY2006
 - Electronic records: status of archives accessioning activities
 - Principal state archives building, including dates constructed and renovated; storage space (sq ft) and capacity (cu ft); percent of capacity filled.
 - Internet access to holdings, including:
 - Descriptions available via the Internet through various sources (agency's own website, RLIN, OCLC, state/regional networks)
 - Actual records or information available on the Web through memory projects, digital collections and exhibits, teaching packets, transcripts, digital conversions of textual records
 - Traffic on agency website (FY2006), if statistics are available
 - Reference activity, including number of contacts via surface mail, electronic mail, in person, or by telephone
- For FY2004
- Percentage of total use of the state archives holdings by users in the following categories: state government administration, genealogy, local history, scholarly research, undergraduate class work, K-12 projects, property/legal research, and other
 - Proportion of space in state archives building covered by environmental controls

Alabama Department of Archives and History

Alabama

Parent agency: Independent agency

ARM

Administrator(s): Edwin Bridges, Director
Tracey Berezansky, Assistant Director for Government Records

Website: www.archives.state.al.us/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$4,493,628</p> <p>Functions/programs included in expenditures: RM , Arch, LG, Grants, Bldg, Major Equip or Real Estate, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$3,659,241</td> </tr> <tr> <td>Fees</td> <td>\$325,000</td> </tr> <tr> <td>Grants</td> <td>\$123,520</td> </tr> <tr> <td>Endowments</td> <td>\$ 25,000</td> </tr> <tr> <td>Other</td> <td>\$500,000</td> </tr> </table>			Appropriations	\$3,659,241	Fees	\$325,000	Grants	\$123,520	Endowments	\$ 25,000	Other	\$500,000	<p>Staffing</p> <table> <tr> <td>TOTAL</td> <td>40</td> </tr> <tr> <td>Archives</td> <td>22</td> </tr> <tr> <td>Records Management</td> <td>4.5</td> </tr> <tr> <td>Other</td> <td>13.5</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>2</td> </tr> <tr> <td>Electronic records</td> <td>0.25</td> </tr> <tr> <td>Preservation</td> <td>0.5</td> </tr> </table>			TOTAL	40	Archives	22	Records Management	4.5	Other	13.5	Local govt records	2	Electronic records	0.25	Preservation	0.5																	
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History and Archives Division and Records Management Division (reporting jointly)

Arizona

ARM

Parent agency: Arizona State Library, Archives and Public Records

Administrator(s): Melanie Sturgeon, Director, History and Archives Division
Laurie Sletten, Director, Records Management Division

Website: www.dlapr.lib.az.us/

Finances

Total ARM expenditures (FY2006): \$1,911,900

Functions/programs included in expenditures: RM , Arch, Major Equip

Sources of funding:

Appropriations	\$1,277,400
Fees	\$634,200

Staffing

TOTAL	29
Archives	11
Records Management	18
Other	0

Devoted to:

Local govt records	3
Electronic records	1.5
Preservation	6

Holdings

	Archives	Records Center
State govt records	8,239.5 cu ft	235,441 cu ft
Local govt records	5,342.75 cu ft	
Nongovt records	730.25 cu ft	
Security microfilm		6,000
Total archival holdings	14,312.5 cu ft	
Accessioned FY 2006	813 cu ft	

Electronic records

Volume of current holdings: Harvesting webpages in concert with the Law and Research Library Division that are stored on DAT tapes with limited access, 900 GBs to date. Also share custody with Library of 1,736 born-digital state reports hosted on and stored in CONTENTdm. Archives holds several hundred born-digital photographs and several electronic collections as well. **Note:** A "Digital Government Cluster" made up of staff from the Records Management Division, the State Archives, and the Law and Research Library, as well as a created position in the agency Director's Office entitled Director of Digital Government Information, works on best practices for agency digital storage, preservation, and access.

State Archives Building

Year completed	1919
Major renovations	1938
	New building Dec 2006
Storage space	3,780 sq ft
Storage capacity	3,578 cu ft
Storage space occupied	100%
	Already full to capacity
Temperature controls	90%
Humidity controls	0%
Fire detection	100%
Fire suppression	100%

Internet Access to Holdings

Percent of holdings for which descriptions are available via the Internet:

Agency's own website	35%
AZ Cultural Inventory Project	60%

Actual records or information available on the Web:

Memory project, digital collection, and/or Web exhibit
Other images of documents/records

Traffic on agency website (FY2006)

Unique visitors	168,995
Average length of stay, in minutes	unknown

Reference activity

Surface mail	77	letters
Email	1,523	requests
In person	8,300	daily visits
Telephone	9,249	calls

Types of users (FY2004)

State govt admin	10%
Genealogy	55%
Local history	10%
Scholarly research	10%
Undergraduate class work	1%
K-12 projects	2%
Property/legal research	12%
Other	0%

Arkansas History Commission

Arkansas

Parent agency: Independent agency

A only

Administrator(s): Wendy Richter, Director

Website: www.ark-ives.com/

Finances Total ARM expenditures (FY2006): \$1,487,948 Functions/programs included in expenditures: Arch Sources of funding: Appropriations \$1,397,686 Fees \$33,000 Grants \$130,324	Staffing TOTAL 23 Archives 23 Records Management 0 Other 0 Devoted to: Local govt records 0 Electronic records 0 Preservation 1
Holdings State govt records 2,500 cu ft Local govt records 400 cu ft Nongovt records 4,000 cu ft Security microfilm Total archival holdings 6,900 cu ft Accessioned FY 2006 500 cu ft Electronic records Volume of current holdings: None	State Archives Building Year completed 1979 Major renovations 2006 Storage space 12,000 sq ft Storage capacity Not provided Storage space occupied 90% Will be filled within 5 years Temperature controls 100% Humidity controls 100% Fire detection 100% Fire suppression 0%
Internet Access to Holdings Percent of holdings for which descriptions are available via the Internet: Agency's own website 10% Through RLIN 0% Through OCLC 10% State/regional network 0% Actual records or information available on the Web: Memory project, digital collection, and/or Web exhibit Other images of documents/records Traffic on agency website (FY2006) Unique visitors 3,500,000 Average length of stay, in minutes Not provided	Reference activity Surface mail 2,000 letters Email 100 requests In person 6,500 daily visits Telephone 1,000 calls Types of users (FY2004) State govt admin 10% Genealogy 50% Local history 25% Scholarly research 5% Undergraduate class work 5% K-12 projects 0% Property/legal research 5% Other 0%

California State Archives

California

Parent agency: Secretary of State

Administrator(s): Nancy Zimmelman, Director

Website: www.ss.ca.gov/archives/archives.htm

A

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,000,000</p> <p>Functions/programs included in expenditures: Arch, LG, Major Equip or Real Estate</p> <p>Sources of funding:</p> <p> Appropriations \$2,219,000</p>		<p>Staffing FTEs</p> <p>TOTAL 29</p> <p>Archives 29</p> <p>Records Management</p> <p>Other</p> <p>Devoted to:</p> <p>Local govt records 1</p> <p>Electronic records 0</p> <p>Preservation 2</p>																																					
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California Records and Information Management Program

California

Parent agency: Office of State Publishing, Department of General Services

RM

Administrator(s): Jack Fort, Records Management Consultant

Website: www.osp.dgs.ca.gov/calrim/

Finances Total ARM expenditures (FY2006): \$3,291,328 Functions/programs included in expenditures: RM Sources of funding: Fees \$3,291,329			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">22</td> </tr> <tr> <td>Archives</td> <td></td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">3</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td></td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>			FTEs	TOTAL	22	Archives		Records Management	19	Other	3	Devoted to:		Local govt records		Electronic records	1	Preservation			
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Colorado State Archives

Colorado

Parent agency: Department of Personnel and Administration,
Division of Information Technologies

ARM

Administrator(s): Terry Ketelsen, State Archivist

Website: www.colorado.gov/dpa/doit/archives/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$792,080</p> <p>Functions/programs included in expenditures: RM, Arch, LG</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$672,000</td> </tr> <tr> <td>Fees</td> <td>\$120,159</td> </tr> <tr> <td>Revolving funds</td> <td></td> </tr> <tr> <td>Trust funds</td> <td></td> </tr> <tr> <td>Grants</td> <td></td> </tr> <tr> <td>Endowments</td> <td></td> </tr> <tr> <td>Membership dues</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>		Appropriations	\$672,000	Fees	\$120,159	Revolving funds		Trust funds		Grants		Endowments		Membership dues		Other		<p>Staffing</p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td>8</td> </tr> <tr> <td>Archives</td> <td>7</td> </tr> <tr> <td>Records Management</td> <td>1</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Devoted to:</td> <td></td> </tr> <tr> <td>Local govt records</td> <td>0.5</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>		FTEs	TOTAL	8	Archives	7	Records Management	1	Other		Devoted to:		Local govt records	0.5	Electronic records		Preservation							
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State Archives and Public Records Administrator

Connecticut

Parent agency: Connecticut State Library

ARM

Administrator(s): Mark H. Jones, State Archivist
Eunice DiBella, Public Records Administrator

Website: www.cslib.org/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,864,315</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$434,323</td> </tr> <tr> <td>Fees</td> <td>\$5,853,567</td> </tr> </table>			Appropriations	\$434,323	Fees	\$5,853,567	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>12</td> </tr> <tr> <td>Archives</td> <td>4</td> </tr> <tr> <td>Records Management</td> <td>8</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to: Local govt records Electronic records Preservation</p>		TOTAL	12	Archives	4	Records Management	8	Other																														
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Delaware Public Archives

Delaware

Parent agency: Secretary of State

ARM

Administrator(s): Russell McCabe, State Archivist and Records Administrator

Website: www.state.de.us/sos/dpa/

Finances			Staffing		FTEs
Total ARM expenditures (FY2006): \$3,018,600			TOTAL		30
Functions/programs included in expenditures: RM, Arch, LG, One Time			Archives		13
Sources of funding:			Records Management		9
Appropriations \$2,780,100			Other		8
Fees \$275,300			Devoted to:		
			Local govt records		
			Electronic records		1
			Preservation		1
Holdings			Archives		Records Center
State govt records			18,042 cu ft	49,109 cu ft	
Local govt records			16,384 cu ft	1,168 cu ft	
Nongovt records			1,856 cu ft		
Security microfilm				656 cu ft	
Total archival			36,938 cu ft		
Accessioned FY 2006			2,151 cu ft		
Electronic records					
Volume of current holdings: Audio, vdeo, phonograph, and images total 736 cu.ft. stored in archival containers, maintained and remastered as needed. Less than 1 cu.ft. of electronic data (unknown MB). Primarily state publications plus a smattering of agency records.					
Internet Access to Holdings			State Archives Building		
Percent of holdings for which descriptions are available via the Internet:			Year completed 1938		
Agency's own website 80%			Major renovations 2000		
Through RLIN 0%			Storage space 24,751 sq ft		
Through OCLC 0%			Storage capacity 95,000 cu ft		
State/regional network 0%			Storage space occupied 95%		
			Will be full within 5 years		
Actual records or information available on the Web:			Temperature controls 100%		
Memory project, digital collection, and/or Web exhibit			Humidity controls 100%		
Teaching packets			Fire detection 100%		
Other images of documents/records			Fire suppression 100%		
Transcripts of documents/records					
Text converted to searchable databases					
Other online access to actual records or info from records					
Traffic on agency website (FY2006)			Reference activity		
Unique visitors 353,425			Surface mail 1,141 letters		
Average length of stay, in minutes			Email 6,020 requests		
			In person 5,062 daily visits		
			Telephone 1,666 calls		
			Types of users (FY2004)		
			State govt admin 4%		
			Genealogy 50%		
			Local history 14%		
			Scholarly research 6%		
			Undergraduate class work 4%		
			K-12 projects 2%		
			Property/legal research 21%		
			Other 0%		

Office of Public Records

District of Columbia

Parent agency: Office of the Secretary

ARM

Administrator(s): Clarence Davis, Public Records Administrator

Website: <http://os.dc.gov/os/cwp/view.asp?a=1207&Q=522721&osNav=|31376|>

Finances Total ARM expenditures (FY2006): \$856,984 Functions/programs included in expenditures: RM, Arch Sources of funding: Appropriations \$856,984			Staffing <table border="0"> <tr> <td></td> <td colspan="2" style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td></td> <td style="text-align: right;">5</td> </tr> <tr> <td>Archives</td> <td></td> <td style="text-align: right;">3</td> </tr> <tr> <td>Records Management</td> <td></td> <td style="text-align: right;">1</td> </tr> <tr> <td>Other</td> <td></td> <td style="text-align: right;">1</td> </tr> </table> <p>Devoted to: Electronic records Preservation</p>				FTEs		TOTAL		5	Archives		3	Records Management		1	Other		1																														
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Bureau of Archives and Records Management

Florida

Parent agency: Secretary of State, State Library and Archives of Florida

ARM

Administrator(s): Jim Berberich, Program Manager,
Information Resources Management

Website: <http://dlis.dos.state.fl.us/>

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,917,792</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, Other</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$1,236,936</td> </tr> <tr> <td>Fees</td> <td>\$1,470,607</td> </tr> <tr> <td>Trust funds</td> <td>\$224,319</td> </tr> <tr> <td>Grants</td> <td>\$115,468</td> </tr> </table>		Appropriations	\$1,236,936	Fees	\$1,470,607	Trust funds	\$224,319	Grants	\$115,468	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>41.5</td> </tr> <tr> <td>Archives</td> <td>16.5</td> </tr> <tr> <td>Records Management</td> <td>25</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>9</td> </tr> <tr> <td>Electronic records</td> <td>1</td> </tr> <tr> <td>Preservation</td> <td>1</td> </tr> </table>	TOTAL	41.5	Archives	16.5	Records Management	25	Other		Local govt records	9	Electronic records	1	Preservation	1																		
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The Georgia Archives

Georgia

Parent agency: Secretary of State

ARM

Administrator(s): David W. Carmicheal, Director

Website: www.sos.state.ga.us/archives/

Finances Total ARM expenditures (FY2006): \$6,276,836 Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE Sources of funding: Appropriations \$5,856,020 Fees \$509,244 Grants \$143,478			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">47</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">35</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">5</td> </tr> </table>			FTEs	TOTAL	47	Archives	35	Records Management	12	Other		Devoted to:		Local govt records	2.5	Electronic records	1	Preservation	5																							
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Hawaii State Archives

Hawaii

Parent agency: Department of Accounting and General Services

ARM

Administrator(s): Susan E. Shaner, State Archivist

Website: www.hawaii.gov/dags/archives/about-us

Finances Total ARM expenditures (FY2006): \$757,051 Functions/programs included in expenditures: RM, Arch, Grants Sources of funding: Appropriations \$799,041 Trust funds \$ 3,900 Grants \$ 6,245			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">18</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">2</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">0.5</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">1</td> </tr> </table>			FTEs	TOTAL	18	Archives	10	Records Management	6	Other	2	Devoted to:		Local govt records	0	Electronic records	0.5	Preservation	1																																					
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Public Archives and Research Library

Idaho

Parent agency: Department of Education, Idaho State Historical Society

A

Administrator(s): Steve Walker, State Archivist

Website: www.idahohistory.net/library_archives.html

Finances Total ARM expenditures (FY2006): \$ 8,000 Functions/programs included in expenditures: Arch, LG Sources of funding: Appropriations \$ 5,000 Fees \$ 3,000			Staffing <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td>2</td> </tr> <tr> <td>Archives</td> <td>2</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td>1</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>			FTEs	TOTAL	2	Archives	2	Records Management		Other		Devoted to:		Local govt records	1	Electronic records		Preservation																								
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Illinois State Archives

Illinois

Parent agency: Secretary of State

ARM

Administrator(s): David Joens, Director

Website: www.cyberdriveillinois.com/departments/archives/archives.html

Finances Total ARM expenditures (FY2006): \$3,480,180 Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE Sources of funding: Appropriations \$3,712,500 Grants \$130,300			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">52</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">18</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">19</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">11</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">2</td> </tr> </table>			FTEs	TOTAL	52	Archives	15	Records Management	18	Other	19	Devoted to:		Local govt records	11	Electronic records		Preservation	2																																					
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Indiana Commission on Public Records

Indiana

Parent agency: Independent agency

ARM

Administrator(s): Jim Corridan, Director and State Archivist

Website: www.state.in.us/icpr/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$1,374,596</p> <p>Functions/programs included in expenditures: RM, Arch, LG</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$1,432,733</td> </tr> <tr> <td>Revolving funds</td> <td>\$225,071</td> </tr> </table>			Appropriations	\$1,432,733	Revolving funds	\$225,071	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>34</td> </tr> <tr> <td>Archives</td> <td>7</td> </tr> <tr> <td>Records Management</td> <td>3</td> </tr> <tr> <td>Other</td> <td>24</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>2</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td>17</td> </tr> </table>		TOTAL	34	Archives	7	Records Management	3	Other	24	Local govt records	2	Electronic records		Preservation	17																							
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State Historical Society of Iowa

Iowa
ARM

Parent agency: Department of Cultural Affairs

Administrator(s): Gordon Hendrickson, State Archivist

Website: www.iowahistory.org/archives/index.html

Finances Total ARM expenditures (FY2006): \$434,579 Functions/programs included in expenditures: RM, One Time Sources of funding: Appropriations \$373,130 Other \$61,450			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">4.5</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">0</td> </tr> </table>			FTEs	TOTAL	7	Archives	2.5	Records Management	4.5	Other		Devoted to:		Local govt records	0	Electronic records	0	Preservation	0																													
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Library and Archives Division

Kansas

Parent agency: Kansas Historical Society

ARM

Administrator(s): Patricia Michaelis, Division Director
Matt Veatch, State Archivist

Website: www.kshs.org/research/collections/documents/govtrecords/

Finances		Staffing		FTEs
Total ARM expenditures (FY2006): \$1,881,136		TOTAL		39
Functions/programs included in expenditures: RM, Arch, LG, Equip RE, Other		Archives		2
Sources of funding:		Records Management		5
Appropriations \$1,474,712		Other		32
Fees \$396,679		Devoted to:		
Grants \$99,745		Local govt records		0.25
		Electronic records		1
		Preservation		4
Holdings		Archives		Records Center
State govt records 31,670 cu ft		51,626		cu ft
Local govt records 1,315 cu ft				
Nongovt records 10,420 cu ft				
Security microfilm				
Total archival 43,405 cu ft				
Accessioned FY 2006 1,400 cu ft				
Electronic records		State Archives Building		
Volume of current holdings: The KHS has ingested 87 items into the Kansas State Publications Archival Collection (kspace.org) pilot digital repository. Most of these items are annual reports and special reports to the legislature that, in a Web-based environment, represent a gray area between state government publications and state government records.		Year completed		1995
		Major renovations		
		Storage space		55,869 sq ft
		Storage capacity		71,808 cu ft
		Storage space occupied		80%
		Will be full within 5 to 10 years		
		Temperature controls		100%
		Humidity controls		100%
		Fire detection		100%
		Fire suppression		100%
Internet Access to Holdings		Reference activity		
Percent of holdings for which descriptions are available via the Internet:		Surface mail 694 letters		
Agency's own website 15%		Email 1,803 requests		
Through RLIN %		In person 7,802 daily visits		
Through OCLC %		Telephone 2,548 calls		
State/regional network 2%		Types of users (FY2004)		
Actual records or information available on the Web:		State govt admin 20%		
Memory project, digital collection, and/or Web exhibit		Genealogy 60%		
Teaching packets		Local history 5%		
Transcripts of documents/records		Scholarly research 5%		
Traffic on agency website (FY2006)		Undergraduate class work 2%		
Unique visitors 5,133,988		K-12 projects 5%		
Average length of stay, in minutes 12.		Property/legal research 2%		
		Other 0%		

Department for Libraries and Archives

Kentucky

Parent agency: Education Cabinet

ARM

Administrator(s): Richard Belding, Director, Public Records Division

Website: www.kdla.ky.gov/

Finances Total ARM expenditures (FY2006): \$3,457,904 Functions/programs included in expenditures: RM, Arch, Grants, Equip RE Sources of funding: Appropriations \$2,108,000 Fees \$1,839,400 Other \$ 73,000			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">59</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">43</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">14</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">2</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">2</td> </tr> </table>			FTEs	TOTAL	59	Archives	43	Records Management	14	Other	2	Devoted to:		Local govt records	6	Electronic records	4	Preservation	2																																					
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Louisiana State Archives

Louisiana

Parent agency: Secretary of State

ARM

Administrator(s): Renée Free, Administrator
 Florent Hardy Jr., State Archivist
 Carrie Fager, Records Management

Website: www.sos.louisiana.gov/archives/archives/archives-index.htm

Finances Total ARM expenditures (FY2006): \$3,178,818 Functions/programs included in expenditures: RM, Arch, LG, Equip RE Sources of funding: Fees \$661,627 Other (self-generated revenue from the Commercial Division) \$2,989,128		Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">47</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">37</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">5</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">7</td> </tr> </table>			FTEs	TOTAL	47	Archives	37	Records Management	5	Other	5	Devoted to:		Local govt records	4	Electronic records	2	Preservation	7																							
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Maine State Archives

Maine

Parent agency: Secretary of State

ARM

Administrator(s): James S. Henderson, State Archivist

Website: www.state.me.us/sos/arc/

Finances Total ARM expenditures (FY2006): \$878,300 Functions/programs included in expenditures: RM, Arch, LG Sources of funding: Appropriations \$820,300 Revolving funds \$ 18,000 Grants \$ 40,000			Staffing FTEs TOTAL 14 Archives 5 Records Management 7 Other 2 Devoted to: Local govt records 0.25 Electronic records 2 Preservation																						
Holdings <table border="1"> <thead> <tr> <th></th> <th>Archives</th> <th>Records Center</th> </tr> </thead> <tbody> <tr> <td>State govt records</td> <td>32,000 cu ft</td> <td>57,430 cu ft</td> </tr> <tr> <td>Local govt records</td> <td>15 cu ft</td> <td></td> </tr> <tr> <td>Nongovt records</td> <td>60 cu ft</td> <td></td> </tr> <tr> <td>Security microfilm</td> <td></td> <td>24 cu ft</td> </tr> <tr> <td>Total archival</td> <td>32,075 cu ft</td> <td></td> </tr> <tr> <td>Accessioned FY 2006</td> <td>1,050 cu ft</td> <td></td> </tr> </tbody> </table>				Archives	Records Center	State govt records	32,000 cu ft	57,430 cu ft	Local govt records	15 cu ft		Nongovt records	60 cu ft		Security microfilm		24 cu ft	Total archival	32,075 cu ft		Accessioned FY 2006	1,050 cu ft		State Archives Building Year completed 1971 Major renovations Storage space 22,000 sq ft Storage capacity 33,300 cu ft Storage space occupied 97% Will be full within 5 years Temperature controls 100% Humidity controls 100% Fire detection 100% Fire suppression 100%	
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Maryland State Archives

Maryland

Parent agency: Independent agency

A

State Archivist: Edward C. Papenfuse, State Archivist

Website: www.msa.md.gov/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$9,848,153</p> <p>Functions/programs included in expenditures: Arch, LG, Grants, Equip RE, One Time</p> <p>Sources of funding:</p> <table border="0"> <tr> <td>Appropriations</td> <td>\$2,453,671</td> </tr> <tr> <td>Grants</td> <td>\$187,260</td> </tr> <tr> <td>Other</td> <td>\$7,207,222</td> </tr> </table>	Appropriations	\$2,453,671	Grants	\$187,260	Other	\$7,207,222	<p>Staffing FTEs</p> <table border="0"> <tr> <td>TOTAL</td> <td>97.5</td> </tr> <tr> <td>Archives</td> <td>97.5</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table border="0"> <tr> <td>Local govt records</td> <td>13</td> </tr> <tr> <td>Electronic records</td> <td>14.5</td> </tr> <tr> <td>Preservation</td> <td>2.6</td> </tr> </table>	TOTAL	97.5	Archives	97.5	Records Management		Other		Local govt records	13	Electronic records	14.5	Preservation	2.6																				
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Records Management Division

Maryland

Parent agency: Department of General Services,
Office of Procurement and Logistics

RM

Administrator(s): Richard Herring, State Records Administrator

Website: www.dgs.maryland.gov/overview/logistics_dept.htm#Records

Finances		Staffing	
Total ARM expenditures (FY2006):	\$515,577	TOTAL	FTEs 4
Functions/programs included in expenditures:	RM	Archives	
Sources of funding:		Records Management	4
Fees	\$434,875	Other	
Revolving funds	\$ 80,702	Devoted to:	
		Local govt records	0.05
		Electronic records	1
		Preservation	
Holdings		Electronic records	
	Archives	Records Center	
State govt records		151,507 cu ft	
Local govt records			
Nongovt records			
Security microfilm		1,562 cu ft	
			Held in State Archives

Massachusetts Archives and Public Records Division

Massachusetts

Parent agency: Secretary of State

ARM

State Archivist: John D. Warner, Jr., Archivist of the Commonwealth

Website: www.sec.state.ma.us/arc/arcidx.htm

Finances Total ARM expenditures (FY2006): \$910,000 Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE Sources of funding: Appropriations \$900,000 Grants \$100,000			Staffing FTEs TOTAL 21 Archives 18 Records Management 3 Other 0 Devoted to: Local govt records 1 Electronic records 0 Preservation 1																						
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Michigan Historical Center

Michigan

Parent agency: Department of History, Arts, and Library

ARM

Administrator(s): Sandra Clark, Director, Michigan Historical Center
 Mark Harvey, State Archivist, Archives of Michigan
 Debbie Gearhart, Director, Records Management Services

Website: www.michiganhistory.org

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$705,900</p> <p>Functions/programs included in expenditures: Arch, Equip RE</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$683,000</td> </tr> <tr> <td>Fees</td> <td>\$ 23,000</td> </tr> <tr> <td>Grants</td> <td>\$ 33,100</td> </tr> </table>		Appropriations	\$683,000	Fees	\$ 23,000	Grants	\$ 33,100	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>20</td> </tr> <tr> <td>Archives</td> <td>8</td> </tr> <tr> <td>Records Management</td> <td>12</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>1</td> </tr> <tr> <td>Electronic records</td> <td>0.5</td> </tr> <tr> <td>Preservation</td> <td>0.25</td> </tr> </table>	TOTAL	20	Archives	8	Records Management	12	Other		Local govt records	1	Electronic records	0.5	Preservation	0.25																			
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Minnesota State Archives

Minnesota

Parent agency: Minnesota Historical Society
Archives administrator: Robert Horton, State Archivist
Website: www.mnhs.org/preserve/records/

A only

Finances Total ARM expenditures (FY2006): \$5,000,000 Functions/programs included in expenditures: Arch Sources of funding: Appropriations \$4,100,000 Fees \$377,000 Grants \$441,000 Endowments \$137,000		Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">87</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">87</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">13</td> </tr> </table>			FTEs	TOTAL	87	Archives	87	Records Management	0	Other		Devoted to:		Local govt records	1	Electronic records	3	Preservation	13																			
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Mississippi Department of Archives and History

Mississippi

Parent agency: Independent agency

ARM

Administrator(s): H. T. Holmes, Director
 Julia Marks Young, Director, Archives and Library Division
 Bob Dent, Director, Records Management Division

Website: www.mdah.state.ms.us/

Finances Total ARM expenditures (FY2006): \$3,413,301 Functions/programs included in expenditures: RM, Arch, LG, Grants, Bldg, Equip RE, One Time Sources of funding: Appropriations \$3,270,056 Fees \$ 78,131 Grants \$ 46,715 Other \$ 97,358			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">48</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">1</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">1.5</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>			FTEs	TOTAL	48	Archives	40	Records Management	7	Other	1	Devoted to:		Local govt records	1.5	Electronic records	2	Preservation																																						
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Missouri State Archives

Missouri

Parent agency: Secretary of State

ARM

Administrator(s): Kenneth Winn, State Archivist

Website: www.sos.mo.gov/archives/

Finances Total ARM expenditures (FY2006): \$2,618,239 Functions/programs included in expenditures: RM, Arch, LG, Grants Sources of funding: Appropriations \$1,400,304 Fees \$1,217,935 Grants \$ 42,000			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">63</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">18</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">22</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">23</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">3</td> </tr> </table>			FTEs	TOTAL	63	Archives	18	Records Management	22	Other	23	Devoted to:		Local govt records	25	Electronic records	6	Preservation	3																																					
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Archives Division and Records Management Bureau (reporting jointly)

Montana

A & RM

Parent agencies: Archives: Montana Historical Society
Records Management: Secretary of State

Administrator(s): Archives: Jodie Foley, State Archivist
Records Management: Patti Borsberry, State Records Manager

Website: www.his.state.mt.us/research/library/archcoll.asp#State%20Government%20Records
and http://sos.state.mt.us/RMB/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$765,156</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$251,020</td> </tr> <tr> <td>Fees</td> <td>\$338,125</td> </tr> <tr> <td>Grants</td> <td>\$ 13,966</td> </tr> <tr> <td>Other</td> <td>\$ 2,450</td> </tr> </table>		Appropriations	\$251,020	Fees	\$338,125	Grants	\$ 13,966	Other	\$ 2,450	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>14</td> </tr> <tr> <td>Archives</td> <td>5</td> </tr> <tr> <td>Records Management</td> <td>9</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>0</td> </tr> <tr> <td>Electronic records Preservation</td> <td></td> </tr> </table>	TOTAL	14	Archives	5	Records Management	9	Other		Local govt records	0	Electronic records Preservation																					
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Nebraska State Historical Society

Nebraska

Parent agency: Nebraska State Historical Society

A

State Archivist: Andrea I. Faling, Associate Director, Library/Archives

Website: www.nebraskahistory.org/lib-arch/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$758,433</p> <p>Functions/programs included in expenditures: Arch, LG, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$788,832</td> </tr> <tr> <td>Fees</td> <td>\$108,231</td> </tr> <tr> <td>Trust funds</td> <td>\$ 120</td> </tr> <tr> <td>Grants</td> <td>\$ 3,000</td> </tr> </table>		Appropriations	\$788,832	Fees	\$108,231	Trust funds	\$ 120	Grants	\$ 3,000	<p>Staffing</p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td>14</td> </tr> <tr> <td>Archives</td> <td>14</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td>2.5</td> </tr> <tr> <td>Electronic records</td> <td>2</td> </tr> <tr> <td>Preservation</td> <td>4</td> </tr> </table>		FTEs	TOTAL	14	Archives	14	Records Management		Other		Devoted to:		Local govt records	2.5	Electronic records	2	Preservation	4														
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Nevada State Library and Archives

Nevada

Administrator(s): Guy Louis Rocha, Asst. Administrator for Archives and Records
Jeffrey M. Kintop, State Archives Manager

ARM

Website: <http://dmla.clan.lib.nv.us/docs/nsla/archives/>

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$1,359,449</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$863,514</td> </tr> <tr> <td>Fees</td> <td>\$547,232</td> </tr> <tr> <td>Grants</td> <td>\$134,802</td> </tr> </table>			Appropriations	\$863,514	Fees	\$547,232	Grants	\$134,802	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>13.45</td> </tr> <tr> <td>Archives</td> <td>4</td> </tr> <tr> <td>Records Management</td> <td>4.45</td> </tr> <tr> <td>Other</td> <td>5</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>1</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>		TOTAL	13.45	Archives	4	Records Management	4.45	Other	5	Local govt records	1	Electronic records		Preservation																					
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Division of Archives & Records Management

New Hampshire

Parent agency: Secretary of State

ARM

Administrator(s): Frank C. Mevers, Director

Website: www.sos.nh.gov/archives/

Finances

Total ARM expenditures (FY2006): \$354,218
 Functions/programs included in expenditures: RM, Arch, LG, Equip RE
 Sources of funding:
 Appropriations \$394,757

Staffing

FTEs

TOTAL	6
Archives	2
Records Management	4
Other	
Devoted to:	
Local govt records	0.20
Electronic records	0.75
Preservation	0.25

Holdings

Archives

Records Center

State govt records	65,000	cu ft	60,642	cu ft
Local govt records	88	cu ft		
Nongovt records				
Security microfilm			48	cu ft
Total archival	65,088	cu ft		
Accessioned FY 2006	1	cu ft		

Electronic records

Volume of current holdings: None

State Archives Building

Year completed	1962
Major renovations	1974, 1989, 1997, 2006
Storage space	11,000 sq ft
Storage capacity	58,500 cu ft
Storage space occupied	100%
	Full to capacity prior to renovation
Temperature controls	50%
Humidity controls	50%
Fire detection	100%
Fire suppression	50%

Internet Access to Holdings

Percent of holdings for which descriptions are available via the Internet:

Agency's own website	5%
Through RLIN	%
Through OCLC	%
State/regional network	%

Actual records or information available on the Web:

Memory project, digital collection, and/or Web exhibit
 Transcripts of documents/records
 Other online access to actual records or info from records

Traffic on agency website (FY2006)

Unique visitors	Unknown
Average length of stay, in minutes	Unknown

Reference activity

Surface mail	538	letters
Email	811	requests
In person	1,524	daily visits
Telephone	Unknown	calls

Types of users (FY2004)

State govt admin	60%
Genealogy	15%
Local history	5%
Scholarly research	3%
Undergraduate class work	0%
K-12 projects	0%
Property/legal research	17%
Other	0%

New Jersey Division of Archives and Records Management New Jersey

Parent agency: Department of State

State Archivist: Karl J. Niederer, Director

Website: www.njarchives.org/

ARM

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$31,697,683</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Equip RE, Other</p> <p>Sources of funding:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Appropriations</td> <td style="text-align: right;">\$2,963,000</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Fees</td> <td style="text-align: right;">\$365,000</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Revolving funds</td> <td style="text-align: right;">\$465,000</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Grants</td> <td style="text-align: right;">\$ 33,433</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Other</td> <td style="text-align: right;">\$27,871,250</td> <td style="padding-left: 20px;">(PARIS local govt program)</td> </tr> </table>	Appropriations	\$2,963,000		Fees	\$365,000		Revolving funds	\$465,000		Grants	\$ 33,433		Other	\$27,871,250	(PARIS local govt program)	<p>Staffing FTEs</p> <table style="width: 100%; border: none;"> <tr> <td>TOTAL</td> <td style="text-align: right;">91</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">16</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">56</td> </tr> </table> <p>Devoted to:</p> <table style="width: 100%; border: none;"> <tr> <td>Local govt records</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">0</td> </tr> </table>	TOTAL	91	Archives	16	Records Management	19	Other	56	Local govt records	15	Electronic records	1	Preservation	0												
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New Mexico State Records Center and Archives

New Mexico

Parent agency: Independent agency

ARM

Administrator(s): Sandra Jaramillo, State Records Administrator

Website: www.nmcpr.state.nm.us/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,589,100</p> <p>Functions/programs included in expenditures: RM, Arch, Grants, Other</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$2,263,200</td> </tr> <tr> <td>Fees</td> <td>\$121,200</td> </tr> <tr> <td>Revolving funds</td> <td>\$ 29,100</td> </tr> <tr> <td>Grants</td> <td>\$ 94,800</td> </tr> <tr> <td>Other</td> <td>\$ 80,800</td> </tr> </table>		Appropriations	\$2,263,200	Fees	\$121,200	Revolving funds	\$ 29,100	Grants	\$ 94,800	Other	\$ 80,800	<p>Staffing</p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td>34.2</td> </tr> <tr> <td>Archives</td> <td>9</td> </tr> <tr> <td>Records Management</td> <td>12.5</td> </tr> <tr> <td>Other</td> <td>12.7</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>0.15</td> </tr> <tr> <td>Electronic records</td> <td>2</td> </tr> <tr> <td>Preservation</td> <td>1</td> </tr> </table>		FTEs	TOTAL	34.2	Archives	9	Records Management	12.5	Other	12.7	Local govt records	0.15	Electronic records	2	Preservation	1														
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New York State Archives

New York

Parent agency: Department of Education

ARM

Administrator(s): Christine Ward, Assistant Commissioner
Kathleen D. Roe, Director,
Archives and Records Management Operations

Website: www.archives.nysed.gov/aindex.shtml

<p>Finances</p> <p>Total ARM expenditures (FY2006):</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$1,933,212</td> </tr> <tr> <td>Fees</td> <td>\$17,532,000</td> </tr> <tr> <td>Grants</td> <td>\$480,445</td> </tr> <tr> <td>Other</td> <td>\$279,000</td> </tr> </table>			Appropriations	\$1,933,212	Fees	\$17,532,000	Grants	\$480,445	Other	\$279,000	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>95</td> </tr> <tr> <td>Archives</td> <td>37</td> </tr> <tr> <td>Records Management</td> <td>40</td> </tr> <tr> <td>Other</td> <td>18</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>35.5</td> </tr> <tr> <td>Electronic records</td> <td>6.5</td> </tr> <tr> <td>Preservation</td> <td>5</td> </tr> </table>		TOTAL	95	Archives	37	Records Management	40	Other	18	Local govt records	35.5	Electronic records	6.5	Preservation	5																			
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North Carolina Office of Archives and History

North Carolina

Parent agency: Department of Cultural Resources,
Division of Historical Resources

ARM

Administrator(s): Jesse R Lankford, State Archivist and Records Administrator

Website: www.ah.dcr.state.nc.us/archives/

Finances Total ARM expenditures (FY2006): \$3,645,910 Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE, One Time Sources of funding: Appropriations \$3,324,250 Fees \$321,660 Grants \$ 29,564			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">75</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">47</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">26</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">2</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">7</td> </tr> </table>			FTEs	TOTAL	75	Archives	47	Records Management	26	Other	2	Devoted to:		Local govt records	7	Electronic records	3	Preservation	7																																					
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State Archives and Historical Research Library

North Dakota

Parent agency: State Historical Society of North Dakota

A

Administrator(s): Gerald G Newborg, Director

Website: www.state.nd.us/hist/sal.htm

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$533,000</p> <p>Functions/programs included in expenditures: Arch</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$494,000</td> </tr> <tr> <td>Fees</td> <td>\$ 32,000</td> </tr> <tr> <td>Grants</td> <td>\$ 30,000</td> </tr> </table>		Appropriations	\$494,000	Fees	\$ 32,000	Grants	\$ 30,000	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>12</td> </tr> <tr> <td>Archives</td> <td>12</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>0.25</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>	TOTAL	12	Archives	12	Records Management		Other		Local govt records	0.25	Electronic records		Preservation																							
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Records Management Services

North Dakota

Parent agency: North Dakota Information Technology Department

RM

Administrator(s): Becky L. Lingle, Director

Website: www.nd.gov/itd/records/

Finances		Staffing		FTEs
Total ARM expenditures (FY2006):	\$271,024	TOTAL		5
Functions/programs included in expenditures:	RM, LG	Archives		
Sources of funding:		Records Management		5
Fees	\$329,956	Other		
		Devoted to:		
		Local govt records		0.10
		Electronic records		2.5
		Preservation		
Holdings	Archives	Records Center		
Not reported				

Archives and Library

Ohio

Parent agency: Ohio Historical Society

A

Administrator(s): Jelain Chubb, State Archivist

Website: www.ohiohistory.org/resource/archlib/

Finances Total ARM expenditures (FY2006): \$205,435 Functions/programs included in expenditures: Arch, LG, Grants Sources of funding: Appropriations \$246,504 Fees \$ 14,000 Grants \$ 7,000		Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">3.45</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">3.45</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>			FTEs	TOTAL	3.45	Archives	3.45	Records Management		Other		Devoted to:		Local govt records	1	Electronic records		Preservation																								
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Oklahoma Department of Libraries

Oklahoma

Administrator(s): Gary Harrington, Administrative Archivist

ARM

Website: www.odl.state.ok.us/oar/

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$828,953</p> <p>Functions/programs included in expenditures: RM, Arch, Grants, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$651,354</td> </tr> <tr> <td>Revolving funds</td> <td>\$180,946</td> </tr> <tr> <td>Grants</td> <td>\$ 99,668</td> </tr> </table>			Appropriations	\$651,354	Revolving funds	\$180,946	Grants	\$ 99,668	<p>Staffing</p> <p>FTEs</p> <table> <tr> <td>TOTAL</td> <td>11.6</td> </tr> <tr> <td>Archives</td> <td>5.33</td> </tr> <tr> <td>Records Management</td> <td>5.33</td> </tr> <tr> <td>Other</td> <td>0.94</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>0</td> </tr> <tr> <td>Electronic records</td> <td>0</td> </tr> <tr> <td>Preservation</td> <td>0.1</td> </tr> </table>		TOTAL	11.6	Archives	5.33	Records Management	5.33	Other	0.94	Local govt records	0	Electronic records	0	Preservation	0.1																					
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Bureau of Archives and History

Pennsylvania

Parent agency: Pennsylvania Historical and Museum Commission

ARM

Administrator(s): David Haury, Director

Website: www.phmc.state.pa.us/bah/DAM/overview.htm

Finances		Staffing		FTEs	
Total ARM expenditures (FY2006): \$4,086,782		TOTAL		50	
Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE		Archives		17	
Sources of funding:		Records Management		16	
Appropriations \$2,786,182		Other		17	
Fees \$1,148,823		Devoted to:			
Grants \$ 8,350		Local govt records		4.5	
		Electronic records		2	
		Preservation		2	
Holdings		Archives	Records Center	State Archives Building	
State govt records	43,106 cu ft	251,118 cu ft	Year completed	1964	
Local govt records	5,732 cu ft		Major renovations		
Nongovt records	20,455 cu ft		Storage space	46,980 sq ft	
Security microfilm			Storage capacity	68,500 cu ft	
Total archival	69,293 cu ft		Storage space occupied	95%	
Accessioned FY 2006	1,093 cu ft		Will be full within 5 years		
Electronic records				Temperature controls	100%
Volume of current holdings: Approximately 1,000 CD/DVDs which represent use copies of scanned archival records.				Humidity controls	100%
				Fire detection	100%
				Fire suppression	10%
Internet Access to Holdings				Reference activity	
Percent of holdings for which descriptions are available via the Internet:				Surface mail	1,520 letters
Agency's own website	80%			Email	1,500 requests
Through RLIN	7%			In person	3,495 daily visits
Through OCLC	%			Telephone	3,094 calls
State/regional network	7%			Types of users (FY2004)	
Actual records or information available on the Web:				State govt admin	10%
Memory project, digital collection, and/or Web exhibit				Genealogy	70%
Other images of documents/records				Local history	5%
Traffic on agency website (FY2006)				Scholarly research	5%
Unique visitors	949,632			Undergraduate class work	4%
Average length of stay, in minutes	10			K-12 projects	1%
				Property/legal research	5%
				Other	0%

Archives and Records Management Division

South Carolina

Parent agency: South Carolina Department of Archives and History

ARM

Administrator(s): Roy H. Tryon, State Archivist and Records Administrator

Website: www.state.sc.us/scdah/statelcl.htm

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,565,383</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$2,072,723</td> </tr> <tr> <td>Revolving funds</td> <td>\$264,661</td> </tr> <tr> <td>Grants</td> <td>\$227,949</td> </tr> </table>		Appropriations	\$2,072,723	Revolving funds	\$264,661	Grants	\$227,949	<p>Staffing</p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td>37</td> </tr> <tr> <td>Archives</td> <td>15</td> </tr> <tr> <td>Records Management</td> <td>22</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td>7</td> </tr> <tr> <td>Electronic records</td> <td>5.5</td> </tr> <tr> <td>Preservation</td> <td>1</td> </tr> </table>		FTEs	TOTAL	37	Archives	15	Records Management	22	Other		Devoted to:		Local govt records	7	Electronic records	5.5	Preservation	1																
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State Archives

South Dakota

Parent agency: South Dakota State Historical Society

A

Administrator(s): Chelle Somsen, State Archivist

Website: www.sdhistory.org/arc/archives.htm

Finances Total ARM expenditures (FY2006): \$595,401 Functions/programs included in expenditures: RM Sources of funding: Appropriations \$578,410 Fees \$ 8,100 Trust funds \$ 8,890		Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>			FTEs	TOTAL	8	Archives	8	Records Management	0	Other		Devoted to:		Local govt records	1	Electronic records	1	Preservation																								
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Tennessee State Library and Archives

Tennessee

Parent agency: Secretary of State

A

Administrator(s): Wayne Moore, Assistant State Archivist

Website: www.tennessee.gov/tsla/

Finances Total ARM expenditures (FY2006): \$10,499,026 Functions/programs included in expenditures: Arch, LG, Grants Sources of funding: Appropriations \$8,093,976 Grants \$ 35,224 Other \$2,969,200		Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">45</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">45</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">4</td> </tr> </table>			FTEs	TOTAL	45	Archives	45	Records Management		Other		Devoted to:		Local govt records	5	Electronic records	2	Preservation	4																							
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Archives and Information Services and State and Local Records Management (reporting jointly)

Texas
ARM

Parent agency: Texas State Library and Archives

Administrator(s): Chris LaPlante, State Archivist
Michael Heskett, State Records Administrator and
Director, State and Local Records Management

Website: www.tsl.state.tx.us/agency/contact/contactaris.html and
www.tsl.state.tx.us/agency/contact/contactslrm.html

Finances Total ARM expenditures (FY2006): \$884,740 Functions/programs included in expenditures: RM, Arch, LG Sources of funding: Appropriations \$860,249 Fees \$1,397,043 Grants \$29,657			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">66</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">45</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">0.5</td> </tr> </table>			FTEs	TOTAL	66	Archives	21	Records Management	45	Other		Devoted to:		Local govt records	15	Electronic records		Preservation	0.5																																					
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Utah State Archives and Records Services

Utah
ARM

Parent agency: Department of Administrative Services

Administrator(s): Patricia Smith-Mansfield, Director

Website: <http://archives.utah.gov/>

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$2,271,315</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, Equip RE</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$2,256,771</td> </tr> <tr> <td>Fees</td> <td>\$ 39,965</td> </tr> <tr> <td>Grants</td> <td>\$ 4,500</td> </tr> </table>		Appropriations	\$2,256,771	Fees	\$ 39,965	Grants	\$ 4,500	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>28</td> </tr> <tr> <td>Archives</td> <td>13</td> </tr> <tr> <td>Records Management</td> <td>12.5</td> </tr> <tr> <td>Other</td> <td>2.5</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td>2</td> </tr> <tr> <td>Electronic records</td> <td>1</td> </tr> <tr> <td>Preservation</td> <td>6</td> </tr> </table>	TOTAL	28	Archives	13	Records Management	12.5	Other	2.5	Local govt records	2	Electronic records	1	Preservation	6																				
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State Archives

Vermont

Parent agency: Secretary of State

A

Administrator(s): D Gregory Sanford, State Archivist

Website: <http://vermont-archives.org/>

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$598,596</p> <p>Functions/programs included in expenditures: Arch, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$591,000</td> </tr> <tr> <td>Other</td> <td>\$ 90,000</td> </tr> </table>		Appropriations	\$591,000	Other	\$ 90,000	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td style="text-align: right;">0.5</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>		TOTAL	5	Archives	5	Records Management		Other		Local govt records	0.5	Electronic records		Preservation																										
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Accessioned FY 2006	48 cu ft																																													
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Major renovations	1983																																													
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Archival and Information Services

Virginia

Parent agency: The Library of Virginia

ARM

Administrator(s): Conley L. Edwards III, State Archivist and Director

Website: www.lva.lib.va.us/

Finances Total ARM expenditures (FY2006): \$5,281,694 Functions/programs included in expenditures: RM, Arch, LG Sources of funding: Appropriations \$3,022,834 Fees \$3,894,054			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">63</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">17</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">31</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">17</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">28</td> </tr> </table>			FTEs	TOTAL	63	Archives	15	Records Management	17	Other	31	Devoted to:		Local govt records	17	Electronic records	2	Preservation	28																																	
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Washington State Archives

Washington

Parent agency: Secretary of State

ARM

Administrator(s): F. Gerald Handfield Jr., State Archivist

Website: www.secstate.wa.gov/archives/

Finances Total ARM expenditures (FY2006): \$8,889,137 Functions/programs included in expenditures: RM, Arch, LG, Grants, Bldg, Equip RE Sources of funding: Appropriations \$10,694,730 Fees \$7,165,181 Revolving funds \$3,515,389 Grants \$ 13,160 Other \$ 1,000			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">83</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">36</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">35</td> </tr> <tr> <td>Devoted to:</td> <td></td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">0.5</td> </tr> </table>			FTEs	TOTAL	83	Archives	36	Records Management	12	Other	35	Devoted to:		Local govt records	30	Electronic records	6	Preservation	0.5																									
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West Virginia Archives and History

West Virginia

Parent agency: The Cultural Center

A

Administrator(s): Fredrick H. Armstrong, Director

Website: www.wvculture.org/history/wvsamenu.html

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$776,933</p> <p>Functions/programs included in expenditures: Arch, LG, Grants</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$1,344,639</td> </tr> <tr> <td>Fees</td> <td>\$ 73,000</td> </tr> <tr> <td>Other</td> <td>\$ 3,000</td> </tr> </table>		Appropriations	\$1,344,639	Fees	\$ 73,000	Other	\$ 3,000	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>18</td> </tr> <tr> <td>Archives</td> <td>10</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td>8</td> </tr> </table> <p>Devoted to:</p> <table> <tr> <td>Local govt records</td> <td></td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td>1</td> </tr> </table>	TOTAL	18	Archives	10	Records Management		Other	8	Local govt records		Electronic records		Preservation	1																				
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Storage space	22,994 sq ft																																									
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Records Management Section

Wisconsin

Parent agency: Department of Administration

RM

Administrator(s): Section chief (vacant)

Website: www.doa.state.wi.us/section_detail.asp?linkcatid=231

<p>Finances</p> <p>Total ARM expenditures (FY2006): \$1,139,000</p> <p>Functions/programs included in expenditures: RM, Bldg, Equip RE</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td></td> </tr> <tr> <td>Fees</td> <td>\$1,107,600</td> </tr> <tr> <td>Other</td> <td>\$ 31,400</td> </tr> </table>			Appropriations		Fees	\$1,107,600	Other	\$ 31,400	<p>Staffing FTEs</p> <table> <tr> <td>TOTAL</td> <td>9</td> </tr> <tr> <td>Archives</td> <td></td> </tr> <tr> <td>Records Management</td> <td>9</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>Devoted to:</p> <ul style="list-style-type: none"> Local govt records Electronic records Preservation 		TOTAL	9	Archives		Records Management	9	Other		
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Wyoming State Archives

Wyoming

Parent agency: Division of Cultural Resources

ARM

Administrator(s): Roger Joyce, State Archivist, Archives and Museum Manager
Tony Adams, Supervisor, Government Records Branch

Website: <http://wyoarchives.state.wy.us/>

Finances Total ARM expenditures (FY2006): \$1,058,426 Functions/programs included in expenditures: RM, Arch, LG, One Time, Other Sources of funding: Appropriations \$1,030,942 Other \$ 27,484			Staffing <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">23</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">8</td> </tr> <tr> <td colspan="2">Devoted to:</td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Electronic records</td> <td style="text-align: right;">1.5</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">1</td> </tr> </table>			FTEs	TOTAL	23	Archives	7	Records Management	8	Other	8	Devoted to:		Local govt records	3	Electronic records	1.5	Preservation	1																							
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