

# **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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January 2007

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><b>Finances</b></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><b>Staffing</b></p> <table> <tr> <td>TOTAL</td> <td></td> <td>40</td> </tr> <tr> <td>Archives</td> <td></td> <td>22</td> </tr> <tr> <td>Records Management</td> <td></td> <td>4.5</td> </tr> <tr> <td>Other</td> <td></td> <td>13.5</td> </tr> </table> <p><b>Devoted to:</b></p> <table> <tr> <td>Local govt records</td> <td></td> <td>2</td> </tr> <tr> <td>Electronic records</td> <td></td> <td>0.25</td> </tr> <tr> <td>Preservation</td> <td></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/

<p><b>Finances</b></p> <p>Total ARM expenditures (FY2006): \$1,487,948</p> <p>Functions/programs included in expenditures: Arch</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$1,397,686</td> </tr> <tr> <td>Fees</td> <td>\$33,000</td> </tr> <tr> <td>Grants</td> <td>\$130,324</td> </tr> </table>		Appropriations	\$1,397,686	Fees	\$33,000	Grants	\$130,324	<p><b>Staffing</b> FTEs</p> <table> <tr> <td>TOTAL</td> <td>23</td> </tr> <tr> <td>Archives</td> <td>23</td> </tr> <tr> <td>Records Management</td> <td>0</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> </table> <p><b>Devoted to:</b></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>1</td> </tr> </table>		TOTAL	23	Archives	23	Records Management	0	Other	0	Local govt records	0	Electronic records	0	Preservation	1																					
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# California State Archives

# California

**Parent agency:** Secretary of State

**Administrator(s):** Nancy Zimmelman, Director

**Website:** [www.ss.ca.gov/archives/archives.htm](http://www.ss.ca.gov/archives/archives.htm)

**A**

<p><b>Finances</b></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><b>Staffing</b> FTEs</p> <p>TOTAL 29</p> <p>Archives 29</p> <p>Records Management</p> <p>Other</p> <p><b>Devoted to:</b></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/](http://www.osp.dgs.ca.gov/calrim/)

<b>Finances</b> Total ARM expenditures (FY2006): \$3,291,328 Functions/programs included in expenditures: RM Sources of funding: Fees \$3,291,329			<b>Staffing</b> FTEs TOTAL 22 Archives Records Management 19 Other 3 <b>Devoted to:</b> Local govt records Electronic records 1 Preservation											
<b>Holdings</b> <table border="1"> <thead> <tr> <th>Archives</th> <th>Records Center</th> </tr> </thead> <tbody> <tr> <td>State govt records</td> <td>721,590 cu ft</td> </tr> <tr> <td>Local govt records</td> <td>cu ft</td> </tr> <tr> <td>Nongovt records</td> <td>cu ft</td> </tr> <tr> <td>Security microfilm</td> <td>7,457 cu ft</td> </tr> </tbody> </table>			Archives	Records Center	State govt records	721,590 cu ft	Local govt records	cu ft	Nongovt records	cu ft	Security microfilm	7,457 cu ft	<b>Electronic records</b> Volume of current holdings: None	
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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/

<b>Finances</b> Total ARM expenditures (FY2006): \$792,080 Functions/programs included in expenditures: RM, Arch, LG Sources of funding: Appropriations \$672,000 Fees \$120,159 Revolving funds Trust funds Grants Endowments Membership dues Other		<b>Staffing</b> <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;">7</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><b>Devoted to:</b></td> </tr> <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>			FTEs	TOTAL	8	Archives	7	Records Management	1	Other		<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b> 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><b>Devoted to:</b> 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/

<b>Finances</b> Total ARM expenditures (FY2006): \$3,018,600 Functions/programs included in expenditures: RM, Arch, LG, One Time Sources of funding: Appropriations \$2,780,100 Fees \$275,300			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">13</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">8</td> </tr> <tr> <td colspan="2"><b>Devoted to:</b></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 style="text-align: right;">1</td> </tr> </table>			FTEs	TOTAL	30	Archives	13	Records Management	9	Other	8	<b>Devoted to:</b>		Local govt records		Electronic records	1	Preservation	1																																					
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<b>Electronic records</b> 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.																																																											
<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> Agency's own website 80% Through RLIN 0% Through OCLC 0% State/regional network 0% <b>Actual records or information available on the Web:</b> Memory project, digital collection, and/or Web exhibit Teaching packets Other images of documents/records Transcripts of documents/records Text converted to searchable databases Other online access to actual records or info from records <b>Traffic on agency website (FY2006)</b> Unique visitors 353,425 Average length of stay, in minutes			<b>Reference activity</b> <table border="0"> <tr> <td>Surface mail</td> <td style="text-align: right;">1,141</td> <td>letters</td> </tr> <tr> <td>Email</td> <td style="text-align: right;">6,020</td> <td>requests</td> </tr> <tr> <td>In person</td> <td style="text-align: right;">5,062</td> <td>daily visits</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">1,666</td> <td>calls</td> </tr> <tr> <td colspan="3"><b>Types of users (FY2004)</b></td> </tr> <tr> <td>State govt admin</td> <td style="text-align: right;">4%</td> <td></td> </tr> <tr> <td>Genealogy</td> <td style="text-align: right;">50%</td> <td></td> </tr> <tr> <td>Local history</td> <td style="text-align: right;">14%</td> <td></td> </tr> <tr> <td>Scholarly research</td> <td style="text-align: right;">6%</td> <td></td> </tr> <tr> <td>Undergraduate class work</td> <td style="text-align: right;">4%</td> <td></td> </tr> <tr> <td>K-12 projects</td> <td style="text-align: right;">2%</td> <td></td> </tr> <tr> <td>Property/legal research</td> <td style="text-align: right;">21%</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0%</td> <td></td> </tr> </table>		Surface mail	1,141	letters	Email	6,020	requests	In person	5,062	daily visits	Telephone	1,666	calls	<b>Types of users (FY2004)</b>			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%																	
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# 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|](http://os.dc.gov/os/cwp/view.asp?a=1207&Q=522721&osNav=|31376|)

<b>Finances</b>		<b>Staffing</b>		FTEs
Total ARM expenditures (FY2006):	\$856,984	TOTAL		5
Functions/programs included in expenditures:	RM, Arch	Archives		3
Sources of funding:		Records Management		1
Appropriations	\$856,984	Other		1
		<b>Devoted to:</b>		
		Electronic records		
		Preservation		
<b>Holdings</b>		<b>State Archives Building</b>		
	<b>Archives</b>	<b>Records Center</b>		
Local govt records	53,000 cu ft	67,000	Year completed	Not reported
Nongovt records			Major renovations	1988-89
Security microfilm		5 cu ft	Storage space	24,000sq ft
Total archival	53,000 cu ft		Storage capacity	55,000 cu ft
			Storage space occupied	100%
				Already full to capacity
			Temperature controls	75%
			Humidity controls	75%
			Fire detection	100%
			Fire suppression	100%
<b>Electronic records</b>				
Volume of current holdings:	None			
<b>Internet Access to Holdings</b>		<b>Reference activity</b>		
<b>Percent of holdings for which descriptions are available via the Internet:</b>		Surface mail	2,120	letters
Agency's own website	0.01%	Email	283	requests
Through RLIN	0%	In person	5,239	daily visits
Through OCLC	0%	Telephone	3,872	calls
State/regional network	0%			
<b>Actual records or information available on the Web:</b>		<b>Types of users (FY2004)</b>		
Memory project, digital collection, and/or Web exhibit		Not reported		
<b>Traffic on agency website (FY2006)</b>				
Unique visitors	Not reported			
Average length of stay, in minutes	Not reported			

# 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/>

<b>Finances</b>		<b>Staffing</b>		FTEs
Total ARM expenditures (FY2006): \$2,917,792		TOTAL		41.5
Functions/programs included in expenditures: RM, Arch, LG, Grants, Other		Archives		16.5
Sources of funding:		Records Management		25
Appropriations	\$1,236,936	Other		
Fees	\$1,470,607	<b>Devoted to:</b>		
Trust funds	\$224,319	Local govt records		9
Grants	\$115,468	Electronic records		1
		Preservation		1
<b>Holdings</b>		<b>State Archives Building</b>		
	<b>Archives</b>	<b>Records Center</b>	Year completed	1976
State govt records	40,112 cu ft	290,406 cu ft	Major renovations	
Local govt records	5,555 cu ft	947 cu ft	Storage space	50,000 sq ft
Nongovt records	2,418 cu ft		Storage capacity	60,000 cu ft
Security microfilm		11,168 cu ft	Storage space occupied	84%
Total archival	48,085 cu ft		Will be full within 5 to 10 years	
Accessioned FY 2006	451 cu ft		Temperature controls	100%
			Humidity controls	100%
<b>Electronic records</b>			Fire detection	100%
Volume of current holdings: 6,155 MB Department of State Executive Office emails, Word docs, etc. (plus miscellaneous disks in a few other collections)			Fire suppression	10%
<b>Internet Access to Holdings</b>		<b>Reference activity</b>		
<b>Percent of holdings for which descriptions are available via the Internet:</b>		Surface mail	330	letters
Agency's own website	95%	Email	1,581	requests
Through RLIN	0%	In person	4,850	daily visits
Through OCLC	0%	Telephone	3,368	calls
State/regional network	%	<b>Types of users (FY2004)</b>		
<b>Actual records or information available on the Web:</b>		State govt admin		3%
Memory project, digital collection, and/or Web exhibit		Genealogy		31%
Teaching packets		Local history		6%
Other images of documents/records		Scholarly research		6%
Transcripts of documents/records		Undergraduate class work		6%
Text converted to searchable databases		K-12 projects		6%
Other online access to actual records or info from records		Property/legal research		42%
		Other		0%
<b>Traffic on agency website (FY2006)</b>				
Unique visitors				
Average length of stay, in minutes	1,802,352			
	Not reported			

# The Georgia Archives

Georgia

Parent agency: Secretary of State

ARM

Administrator(s): David W. Carmicheal, Director

Website: [www.sos.state.ga.us/archives/](http://www.sos.state.ga.us/archives/)

<b>Finances</b> 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			<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		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](http://www.hawaii.gov/dags/archives/about-us)

<b>Finances</b>			<b>Staffing</b>		FTEs
Total ARM expenditures (FY2006):	\$757,051		TOTAL	18	
Functions/programs included in expenditures:	RM, Arch, Grants		Archives	10	
Sources of funding:			Records Management	6	
Appropriations	\$799,041		Other	2	
Trust funds	\$ 3,900		<b>Devoted to:</b>		
Grants	\$ 6,245		Local govt records	0	
			Electronic records	0.5	
			Preservation	1	
<b>Holdings</b>			<b>State Archives Building</b>		
	<b>Archives</b>	<b>Records Center</b>	Year completed	1953	
State govt records	7,700 cu ft	43,682 cu ft	Major renovations	1984, 1998, 2006	
Local govt records	cu ft	cu ft	Storage space	13,555 sq ft	
Nongovt records	2,538 cu ft	cu ft	Storage capacity	13,700 cu ft	
Security microfilm		7,069 cu ft	Storage space occupied	75%	
Total archival	10,238 cu ft		Will be full within 5 years		
Accessioned FY 2006	68 cu ft		Temperature controls	100%	
			Humidity controls	100%	
			Fire detection	100%	
			Fire suppression	100%	
<b>Electronic records</b>			<b>Reference activity</b>		
Volume of current holdings: None			Surface mail	32	letters
			Email	365	requests
			In person	6,660	daily visits
			Telephone	3,632	calls
<b>Internet Access to Holdings</b>			<b>Types of users (FY2004)</b>		
<b>Percent of holdings for which descriptions are available via the Internet:</b>			State govt admin	10%	
Agency's own website	%		Genealogy	65%	
Through RLIN	%		Local history	10%	
Through OCLC	%		Scholarly research	3%	
State/regional network	30%		Undergraduate class work	1%	
<b>Actual records or information available on the Web:</b>			K-12 projects	1%	
Text converted to searchable databases			Property/legal research	10%	
Other online access to actual records or info from records			Other	0%	
<b>Traffic on agency website (FY2006)</b>					
Unique visitors	Not reported				
Average length of stay, in minutes	Not reported				



# 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

<b>Finances</b> Total ARM expenditures (FY2006): \$ 8,000 Functions/programs included in expenditures: Arch, LG Sources of funding: Appropriations \$ 5,000 Fees \$ 3,000			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><b>Devoted to:</b></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	2	Archives	2	Records Management		Other		<b>Devoted to:</b>		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](http://www.cyberdriveillinois.com/departments/archives/archives.html)

<b>Finances</b> 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			<b>Staffing</b> <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"><b>Devoted to:</b></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	<b>Devoted to:</b>		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/

<b>Finances</b> Total ARM expenditures (FY2006): \$1,374,596 Functions/programs included in expenditures: RM, Arch, LG Sources of funding: Appropriations \$1,432,733 Revolving funds \$225,071			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">34</td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">24</td> </tr> <tr> <td colspan="2"><b>Devoted to:</b></td> </tr> <tr> <td>Local govt records</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">17</td> </tr> </table>			FTEs	TOTAL	34	Archives	7	Records Management	3	Other	24	<b>Devoted to:</b>		Local govt records	2	Electronic records		Preservation	17																																					
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Unique visitors	Unknown																																																										
Average length of stay, in minutes	12																																																										
Surface mail	2,662	letters																																																									
Email	7,842	requests																																																									
In person	2,797	daily visits																																																									
Telephone	6,736	calls																																																									
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State govt admin	10%																																																										
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Undergraduate class work	5%																																																										
K-12 projects	0%																																																										
Property/legal research	25%																																																										
Other	5%																																																										

# 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](http://www.iowahistory.org/archives/index.html)

<b>Finances</b> Total ARM expenditures (FY2006): \$434,579 Functions/programs included in expenditures: RM, One Time Sources of funding: Appropriations \$373,130 Other \$61,450			<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		Local govt records	0	Electronic records	0	Preservation	0																					
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<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> <table border="0"> <tr> <td>Agency's own website</td> <td style="text-align: right;">0%</td> </tr> <tr> <td>Through RLIN</td> <td style="text-align: right;">0%</td> </tr> <tr> <td>Through OCLC</td> <td style="text-align: right;">0%</td> </tr> <tr> <td>State/regional network</td> <td style="text-align: right;">0%</td> </tr> </table> <b>Actual records or information available on the Web:</b> None reported <b>Traffic on agency website (FY2006)</b> Unique visitors Not reported Average length of stay, in minutes			Agency's own website	0%	Through RLIN	0%	Through OCLC	0%	State/regional network	0%	<b>Reference activity</b> <table border="0"> <tr> <td>Surface mail</td> <td style="text-align: right;">312</td> <td>letters</td> </tr> <tr> <td>Email</td> <td style="text-align: right;">63</td> <td>requests</td> </tr> <tr> <td>In person</td> <td style="text-align: right;">871</td> <td>daily visits</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">354</td> <td>calls</td> </tr> </table> <b>Types of users (FY2004)</b> <table border="0"> <tr> <td>State govt admin</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Genealogy</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Local history</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Scholarly research</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Undergraduate class work</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>K-12 projects</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Property/legal research</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0%</td> </tr> </table>		Surface mail	312	letters	Email	63	requests	In person	871	daily visits	Telephone	354	calls	State govt admin	40%	Genealogy	30%	Local history	10%	Scholarly research	5%	Undergraduate class work	5%	K-12 projects	5%	Property/legal research	5%	Other	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/](http://www.kshs.org/research/collections/documents/govtrecords/)

## Finances

Total ARM expenditures (FY2006): \$1,881,136

Functions/programs included in expenditures: RM, Arch, LG, Equip RE, Other

Sources of funding:

Appropriations	\$1,474,712
Fees	\$396,679
Grants	\$ 99,745

## Staffing

FTEs

TOTAL	<b>39</b>
Archives	2
Records Management	5
Other	32
<b>Devoted to:</b>	
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

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.

## State Archives Building

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

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

Agency's own website	15%
Through RLIN	%
Through OCLC	%
State/regional network	2%

### Actual records or information available on the Web:

Memory project, digital collection, and/or Web exhibit  
Teaching packets

Transcripts of documents/records

### Traffic on agency website (FY2006)

Unique visitors	5,133,988
Average length of stay, in minutes	12.

## Reference activity

Surface mail	694	letters
Email	1,803	requests
In person	7,802	daily visits
Telephone	2,548	calls

### Types of users (FY2004)

State govt admin	20%
Genealogy	60%
Local history	5%
Scholarly research	5%
Undergraduate class work	2%
K-12 projects	5%
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/

<b>Finances</b> 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			<b>Staffing</b> FTEs TOTAL 59 Archives 43 Records Management 14 Other 2 <b>Devoted to:</b> Local govt records 6 Electronic records 4 Preservation 2																						
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<b>Electronic records</b> Volume of current holdings: 70,000 files, or approximately 48 gigabytes			<b>Reference activity</b> Surface mail 5,738 letters Email 200 requests In person 3,675 daily visits Telephone 2,852 calls <b>Types of users (FY2004)</b> State govt admin 10% Genealogy 40% Local history 5% Scholarly research 5% Undergraduate class work 0% K-12 projects 0% Property/legal research 40% Other 0%																						
<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> Agency's own website 65% Through RLIN 45% Through OCLC % State/regional network 65% <b>Actual records or information available on the Web:</b> Memory project, digital collection, and/or Web exhibit <b>Traffic on agency website (FY2006)</b> Unique visitors 300,000 Average length of stay, in minutes 15																									

# 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](http://www.sos.louisiana.gov/archives/archives/archives-index.htm)

<b>Finances</b> 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		<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>47</b></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"><b>Devoted to:</b></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	<b>47</b>	Archives	37	Records Management	5	Other	5	<b>Devoted to:</b>		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/

<b>Finances</b> 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			<b>Staffing</b> FTEs TOTAL 14 Archives 5 Records Management 7 Other 2 <b>Devoted to:</b> Local govt records 0.25 Electronic records 2 Preservation																						
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<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> Agency's own website 90% Through RLIN % Through OCLC % State/regional network % <b>Actual records or information available on the Web:</b> Memory project, digital collection, and/or Web exhibit Other images of documents/records Transcripts of documents/records <b>Traffic on agency website (FY2006)</b> Unique visitors Not reported Average length of stay, in minutes Not reported			<b>Reference activity</b> Surface mail 3,704 letters Email 2,355 requests In person 2,400 daily visits Telephone 3,704 calls <b>Types of users (FY2004)</b> State govt admin 20% Genealogy 65% Local history 3% Scholarly research 7% Undergraduate class work 0% K-12 projects 0% Property/legal research 5% Other 0%																						



# Maryland State Archives

# Maryland

Parent agency: Independent agency

State Archivist: Edward C. Papenfuse, State Archivist

A

**Website:** www.msa.md.gov/

<b>Finances</b> Total ARM expenditures (FY2006): \$9,848,153 Functions/programs included in expenditures: Arch, LG, Grants, Equip RE, One Time Sources of funding: Appropriations \$2,453,671 Grants \$187,260 Other \$7,207,222	<b>Staffing</b> FTEs TOTAL 97.5 Archives 97.5 Records Management Other <b>Devoted to:</b> Local govt records 13 Electronic records 14.5 Preservation 2.6
<b>Holdings</b> Total archival 274,251 cu ft Accessioned FY 2006 16,143 cu ft <b>Electronic records</b> Volume of current holdings: Amount of electronic data imaged: 65,000 gigabytes. Number of database records managed: 6,191,225	<b>State Archives Building</b> Year completed 1986 Major renovations Storage space sq ft Storage capacity 331,556 cu ft Storage space occupied % Will be full within 5 years Temperature controls 68% Humidity controls 68% Fire detection 100% Fire suppression 100%
<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> Agency's own website 100 % Through RLIN % Through OCLC % State/regional network % <b>Actual records or information available on the Web:</b> Memory project, digital collection, Web exhibit Teaching packets Other images of documents/records Transcripts of documents/records Text converted to searchable databases <b>Traffic on agency website (FY2006)</b> Unique visitors 156,798,582 Average length of stay, in minutes unknown	<b>Reference activity</b> Surface mail 21,605 letters Email 4,596 requests In person 7,621 daily visits Telephone 10,035 calls <b>Types of users (FY2004)</b> State govt admin 15% Genealogy 60% Local history 3% Scholarly research 2% Undergraduate class work 0% K-12 projects 0% Property/legal research 15% Other 5%

## 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](http://www.dgs.maryland.gov/overview/logistics_dept.htm#Records)

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

# 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](http://www.sec.state.ma.us/arc/arcidx.htm)

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>21</b></td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">18</td> </tr> <tr> <td>Records Management</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0</td> </tr> <tr> <td><b>Devoted to:</b></td> <td></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;">0</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">1</td> </tr> </table>			FTEs	<b>TOTAL</b>	<b>21</b>	Archives	18	Records Management	3	Other	0	<b>Devoted to:</b>		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

<b>Finances</b> Total ARM expenditures (FY2006): \$705,900 Functions/programs included in expenditures: Arch, Equip RE Sources of funding: Appropriations \$683,000 Fees \$ 23,000 Grants \$ 33,100			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>20</b></td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">8</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"><b>Devoted to:</b></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;">0.5</td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">0.25</td> </tr> </table>			FTEs	TOTAL	<b>20</b>	Archives	8	Records Management	12	Other		<b>Devoted to:</b>		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**

<b>Finances</b> 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		<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		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/

<p><b>Finances</b></p> <p>Total ARM expenditures (FY2006): \$3,413,301</p> <p>Functions/programs included in expenditures: RM, Arch, LG, Grants, Bldg, Equip RE, One Time</p> <p>Sources of funding:</p> <table> <tr> <td>Appropriations</td> <td>\$3,270,056</td> </tr> <tr> <td>Fees</td> <td>\$ 78,131</td> </tr> <tr> <td>Grants</td> <td>\$ 46,715</td> </tr> <tr> <td>Other</td> <td>\$ 97,358</td> </tr> </table>		Appropriations	\$3,270,056	Fees	\$ 78,131	Grants	\$ 46,715	Other	\$ 97,358	<p><b>Staffing</b> FTEs</p> <table> <tr> <td>TOTAL</td> <td><b>48</b></td> </tr> <tr> <td>Archives</td> <td>40</td> </tr> <tr> <td>Records Management</td> <td>7</td> </tr> <tr> <td>Other</td> <td>1</td> </tr> </table> <p><b>Devoted to:</b></p> <table> <tr> <td>Local govt records</td> <td>1.5</td> </tr> <tr> <td>Electronic records</td> <td>2</td> </tr> <tr> <td>Preservation</td> <td></td> </tr> </table>	TOTAL	<b>48</b>	Archives	40	Records Management	7	Other	1	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/](http://www.sos.mo.gov/archives/)

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>63</b></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"><b>Devoted to:</b></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	<b>63</b>	Archives	18	Records Management	22	Other	23	<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b></p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td><b>14</b></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> <tr> <td><b>Devoted to:</b></td> <td></td> </tr> <tr> <td>Local govt records</td> <td>0</td> </tr> <tr> <td>Electronic records Preservation</td> <td></td> </tr> </table>		FTEs	TOTAL	<b>14</b>	Archives	5	Records Management	9	Other		<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b></p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td><b>14</b></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"><b>Devoted to:</b></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	<b>14</b>	Archives	14	Records Management		Other		<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b> FTEs</p> <table> <tr> <td>TOTAL</td> <td><b>13.45</b></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><b>Devoted to:</b></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	<b>13.45</b>	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
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## Staffing

FTEs

TOTAL	6
Archives	2
Records Management	4
Other	
<b>Devoted to:</b>	
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/](http://www.njarchives.org/)

**ARM**

<p><b>Finances</b></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><b>Staffing</b> <span style="float: right;">FTEs</span></p> <table style="width: 100%; border: none;"> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>91</b></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><b>Devoted to:</b></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	<b>91</b>	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><b>Finances</b></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 border="0"> <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><b>Staffing</b></p> <table border="0"> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td><b>34.2</b></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> <tr> <td colspan="2"><b>Devoted to:</b></td> </tr> <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	<b>34.2</b>	Archives	9	Records Management	12.5	Other	12.7	<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b></p> <table> <tr> <td></td> <td>FTEs</td> </tr> <tr> <td>TOTAL</td> <td><b>95</b></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> <tr> <td colspan="2"><b>Devoted to:</b></td> </tr> <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>		FTEs	TOTAL	<b>95</b>	Archives	37	Records Management	40	Other	18	<b>Devoted to:</b>		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/](http://www.ah.dcr.state.nc.us/archives/)

<b>Finances</b> 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			<b>Staffing</b> <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"><b>Devoted to:</b></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	<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b> 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><b>Devoted to:</b></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/](http://www.nd.gov/itd/records/)

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

# Archives and Library

Ohio

Parent agency: Ohio Historical Society

A

Administrator(s): Jelain Chubb, State Archivist

Website: [www.ohiohistory.org/resource/archlib/](http://www.ohiohistory.org/resource/archlib/)

<b>Finances</b> 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		<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		Local govt records	1	Electronic records		Preservation																								
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<b>Electronic records</b> Volume of current holdings: 441 floppy disks, 64 zip disks, 99 CDs		<b>Reference activity</b> <table border="0"> <tr> <td>Surface mail</td> <td style="text-align: right;">10,134</td> <td>letters</td> </tr> <tr> <td>Email</td> <td style="text-align: right;">5,591</td> <td>requests</td> </tr> <tr> <td>In person</td> <td style="text-align: right;">8,974</td> <td>daily visits</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">2,561</td> <td>calls</td> </tr> <tr> <td colspan="3"><b>Types of users (FY2004)</b></td> </tr> <tr> <td>State govt admin</td> <td style="text-align: right;">5%</td> <td></td> </tr> <tr> <td>Genealogy</td> <td style="text-align: right;">75%</td> <td></td> </tr> <tr> <td>Local history</td> <td style="text-align: right;">0%</td> <td></td> </tr> <tr> <td>Scholarly research</td> <td style="text-align: right;">10%</td> <td></td> </tr> <tr> <td>Undergraduate class work</td> <td style="text-align: right;">5%</td> <td></td> </tr> <tr> <td>K-12 projects</td> <td style="text-align: right;">0%</td> <td></td> </tr> <tr> <td>Property/legal research</td> <td style="text-align: right;">5%</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0%</td> <td></td> </tr> </table>		Surface mail	10,134	letters	Email	5,591	requests	In person	8,974	daily visits	Telephone	2,561	calls	<b>Types of users (FY2004)</b>			State govt admin	5%		Genealogy	75%		Local history	0%		Scholarly research	10%		Undergraduate class work	5%		K-12 projects	0%		Property/legal research	5%		Other	0%			
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<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> Agency's own website 88% Through RLIN % Through OCLC 63% State/regional network % <b>Actual records or information available on the Web:</b> Memory project, digital collection, and/or Web exhibit Teaching packets Transcripts of documents/records Text converted to searchable databases <b>Traffic on agency website (FY2006)</b> Unique visitors 4,588,490 Average length of stay, in minutes .32																																												

# Oklahoma Department of Libraries

Oklahoma

**Administrator(s):** Gary Harrington, Administrative Archivist

**ARM**

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

<p><b>Finances</b></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><b>Staffing</b> FTEs</p> <table> <tr> <td>TOTAL</td> <td><b>11.6</b></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><b>Devoted to:</b></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	<b>11.6</b>	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

<b>Finances</b>		<b>Staffing</b>		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		<b>Devoted to:</b>			
Grants \$ 8,350		Local govt records		4.5	
		Electronic records		2	
		Preservation		2	
<b>Holdings</b>		<b>Archives</b>	<b>Records Center</b>	<b>State Archives Building</b>	
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		
<b>Electronic records</b>				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%
<b>Internet Access to Holdings</b>				<b>Reference activity</b>	
<b>Percent of holdings for which descriptions are available via the Internet:</b>				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%			<b>Types of users (FY2004)</b>	
<b>Actual records or information available on the Web:</b>				State govt admin	10%
Memory project, digital collection, and/or Web exhibit				Genealogy	70%
Other images of documents/records				Local history	5%
<b>Traffic on agency website (FY2006)</b>				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](http://www.state.sc.us/scdah/statelcl.htm)

<p><b>Finances</b></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><b>Staffing</b> FTEs</p> <table> <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> </table> <p><b>Devoted to:</b></p> <table> <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>		TOTAL	37	Archives	15	Records Management	22	Other		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

<b>Finances</b> 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		<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		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/

<b>Finances</b> 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		<b>Staffing</b> <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"><b>Devoted to:</b></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		<b>Devoted to:</b>		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](http://www.tsl.state.tx.us/agency/contact/contactaris.html) and  
[www.tsl.state.tx.us/agency/contact/contactslrm.html](http://www.tsl.state.tx.us/agency/contact/contactslrm.html)

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>66</b></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"><b>Devoted to:</b></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	<b>66</b>	Archives	21	Records Management	45	Other		<b>Devoted to:</b>		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><b>Finances</b></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><b>Staffing</b> FTEs</p> <table> <tr> <td>TOTAL</td> <td><b>28</b></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><b>Devoted to:</b></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	<b>28</b>	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><b>Finances</b></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><b>Staffing</b> <span style="float: right;">FTEs</span></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><b>Devoted to:</b></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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# 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/

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>63</b></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"><b>Devoted to:</b></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	<b>63</b>	Archives	15	Records Management	17	Other	31	<b>Devoted to:</b>		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/

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>83</b></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><b>Devoted to:</b></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	<b>TOTAL</b>	<b>83</b>	Archives	36	Records Management	12	Other	35	<b>Devoted to:</b>		Local govt records	30	Electronic records	6	Preservation	0.5																									
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<b>Internet Access to Holdings</b> <b>Percent of holdings for which descriptions are available via the Internet:</b> <table border="0"> <tr> <td>Agency's own website</td> <td style="text-align: center;">100 %</td> </tr> <tr> <td>Through RLIN</td> <td style="text-align: center;">%</td> </tr> <tr> <td>Through OCLC</td> <td style="text-align: center;">5 %</td> </tr> <tr> <td>State/regional network</td> <td style="text-align: center;">5 %</td> </tr> </table> <b>Actual records or information available on the Web:</b> Memory project, digital collection, Web exhibit Other images of documents/records Transcripts of documents/records Text converted to searchable databases Other online access to actual records or info from records			Agency's own website	100 %	Through RLIN	%	Through OCLC	5 %	State/regional network	5 %	<b>Reference activity</b> <table border="0"> <tr> <td>Surface mail</td> <td style="text-align: right;">4,772</td> <td>letters</td> </tr> <tr> <td>Email</td> <td style="text-align: right;">4,276</td> <td>requests</td> </tr> <tr> <td>In person</td> <td style="text-align: right;">4,369</td> <td>daily visits</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">4,276</td> <td>calls</td> </tr> </table> <b>Types of users (FY2004)</b> <table border="0"> <tr> <td>State govt admin</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Genealogy</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Local history</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Scholarly research</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Undergraduate class work</td> <td style="text-align: right;">3%</td> </tr> <tr> <td>K-12 projects</td> <td style="text-align: right;">2%</td> </tr> <tr> <td>Property/legal research</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">0%</td> </tr> </table>		Surface mail	4,772	letters	Email	4,276	requests	In person	4,369	daily visits	Telephone	4,276	calls	State govt admin	10%	Genealogy	35%	Local history	5%	Scholarly research	5%	Undergraduate class work	3%	K-12 projects	2%	Property/legal research	40%	Other	0%							
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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](http://www.wvculture.org/history/wvsamenu.html)

<b>Finances</b> Total ARM expenditures (FY2006): \$776,933 Functions/programs included in expenditures: Arch, LG, Grants Sources of funding: Appropriations \$1,344,639 Fees \$ 73,000 Other \$ 3,000		<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>18</b></td> </tr> <tr> <td>Archives</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">8</td> </tr> <tr> <td colspan="2"><b>Devoted to:</b></td> </tr> <tr> <td>Local govt records</td> <td></td> </tr> <tr> <td>Electronic records</td> <td></td> </tr> <tr> <td>Preservation</td> <td style="text-align: right;">1</td> </tr> </table>			FTEs	TOTAL	<b>18</b>	Archives	10	Records Management		Other	8	<b>Devoted to:</b>		Local govt records		Electronic records		Preservation	1			
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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](http://www.doa.state.wi.us/section_detail.asp?linkcatid=231)

<p><b>Finances</b></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><b>Staffing</b> 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><b>Devoted to:</b></p> <ul style="list-style-type: none"> <li>Local govt records</li> <li>Electronic records</li> <li>Preservation</li> </ul>		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/>

<b>Finances</b> 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			<b>Staffing</b> <table border="0"> <tr> <td></td> <td style="text-align: right;">FTEs</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><b>23</b></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"><b>Devoted to:</b></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	<b>23</b>	Archives	7	Records Management	8	Other	8	<b>Devoted to:</b>		Local govt records	3	Electronic records	1.5	Preservation	1																							
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