

DEPT OF PARKS & TOURISM - HISTORY COMMISSION

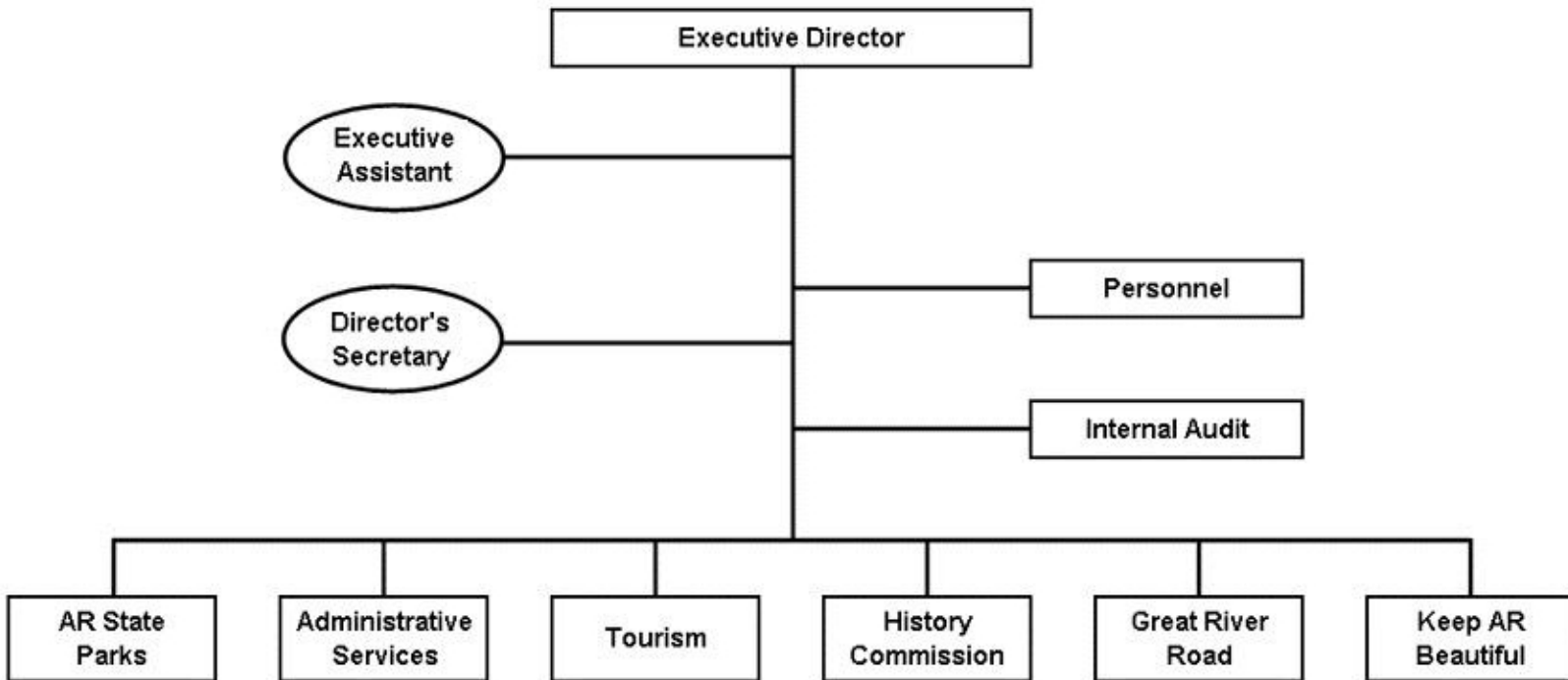
Enabling Laws

Acts 90 and 214 of 2012
A.C.A. 13-3-101 to 109; 13-3-201 to 206

History and Organization

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

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



Agency Commentary

The Arkansas History Commission serves as the State Archives and is the State's largest archival institution and keeper of Arkansas's documentary heritage. The Agency's primary goals are to collect historical material pertaining to Arkansas, encourage research in Arkansas history, broaden knowledge of the State's origins and manage and maintain stewardship of archival material and historical objects important to the overall understanding of Arkansas history and culture. Funding for the Agency is through general revenue, occasional grants and cash funds received from copying and reproduction charges.

The Agency is requesting Base Level plus a total of \$100,000 in appropriation and general revenue funding per year to meet preservation and assess needs for the ever-increasing amount of historical material in its care and also to fund the Curtis H. Sykes Memorial Grant Program. One-half of this request (\$50,000 per year) is needed to purchase special archival supplies such as acid-free enclosures, melinex for encapsulation of documents, and microfilm for preservation of documents. Current levels of general revenue funding force the Agency to rely almost solely on grant funds for these specialty supplies, limiting the scope and volume of work that can be completed. The other half of the

request (\$50,000 per year) would fund the Curtis H. Sykes Grant Program, which makes small grants to local organizations to increase knowledge and awareness of African-American history in the State. Previous funding came from the General Improvement Fund, but no grants have been awarded in the previous two years. General revenue would enable the Agency to award these much-needed grants on a consistent basis.

The Agency requests to reclassify six (6) positions to reflect appropriate titles for those employees who are performing the duties of an Archival Assistant. All six (6) employees would be placed at entry level pay for that title and grade.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF PARKS AND TOURISM
ARKANSAS HISTORY COMMISSION
FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

None

None

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	4	18	22	92 %
Black Employees	0	2	2	8 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			2	8 %
Total Employees			24	100 %

Publications

A.C.A. 25-1-204

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

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014					2014-2015						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
226 History Commission-State Operations	1,662,009	24	1,675,059	25	1,747,038	25	1,687,203	25	1,824,334	25	1,774,334	25	1,687,934	25	1,825,065	25	1,775,065	25
955 History Commission-Cash in Treasury	43,750	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0	79,000	0
Total	1,705,759	24	1,754,059	25	1,826,038	25	1,766,203	25	1,903,334	25	1,853,334	25	1,766,934	25	1,904,065	25	1,854,065	25

Funding Sources		%		%		%		%		%		%		%		%		%	
Fund Balance	4000005	44,161	2.5	29,725	1.7			225	0.0	225	0.0	225	0.0	225	0.0	225	0.0	225	0.0
General Revenue	4000010	1,662,009	95.8	1,675,059	95.5			1,687,203	95.5	1,824,334	95.8	1,724,334	95.6	1,687,934	95.5	1,825,065	95.8	1,725,065	95.6
Cash Fund	4000045	29,314	1.7	49,500	2.8			79,000	4.5	79,000	4.2	79,000	4.4	79,000	4.5	79,000	4.1	79,000	4.4
Total Funds		1,735,484	100.0	1,754,284	100.0			1,766,428	100.0	1,903,559	100.0	1,803,559	100.0	1,767,159	100.0	1,904,290	100.0	1,804,290	100.0
Excess Appropriation/(Funding)		(29,725)		(225)				(225)		(225)		49,775		(225)		(225)		49,775	
Grand Total		1,705,759		1,754,059				1,766,203		1,903,334		1,853,334		1,766,934		1,904,065		1,854,065	

Variance in fund balance due to unfunded appropriation in (226) History Commission-State Operations.

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
25	24	1	25	0	4.00 %	25	24	1	25	0	4.00 %	25	24	1	25	0	4.00 %

Analysis of Budget Request

Appropriation: 226 - History Commission-State Operations

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

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

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Base Level Request includes appropriation and general revenue funding in the amount of \$1,687,203 in FY14 and \$1,687,934 in FY15.

The Change Level Request of \$137,131 in each year reflects the following:

An increase of \$37,131 in Regular Salaries and Personal Services Matching appropriation and general revenue funding each year of the biennium to reclassify six (6) positions to title of Archival Assistant to better reflect the duties being performed.

An increase of \$50,000 in Operating Expenses in appropriation and general revenue funding each year of the biennium to purchase specialty supplies for the preservation of documents.

An increase of \$50,000 for the Black History Commission in appropriation and general revenue funding each year of the biennium for the Curtis H. Sykes Memorial Grant Program, which provides small grants to local organizations to increase knowledge and awareness of African American history in Arkansas.

The Executive Recommendation provides for Base Level and the following:

An increase of \$37,131 in Regular Salaries and Personal Services Matching appropriation and general revenue funding each year of the biennium for the position reclassification requests.

An increase of \$50,000 in Operating Expenses appropriation only each year of the biennium.

\$50,000 for the Black History Commission each year of the biennium to be requested as a Capital Project funded from the General Improvement Fund.

Appropriation Summary

Appropriation: 226 - History Commission-State Operations

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

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	887,577	886,615	960,936	891,212	921,660	921,660	891,812	922,260	922,260
#Positions		24	25	25	25	25	25	25	25	25
Extra Help	5010001	10,247	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300
#Extra Help		1	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	300,359	311,458	309,116	319,005	325,688	325,688	319,136	325,819	325,819
Operating Expenses	5020002	453,453	456,110	456,110	456,110	506,110	506,110	456,110	506,110	506,110
Conference & Travel Expenses	5050009	367	396	396	396	396	396	396	396	396
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Black History Commission	5900041	10,006	10,180	10,180	10,180	60,180	10,180	10,180	60,180	10,180
Total		1,662,009	1,675,059	1,747,038	1,687,203	1,824,334	1,774,334	1,687,934	1,825,065	1,775,065
Funding Sources										
General Revenue	4000010	1,662,009	1,675,059		1,687,203	1,824,334	1,724,334	1,687,934	1,825,065	1,725,065
Total Funding		1,662,009	1,675,059		1,687,203	1,824,334	1,724,334	1,687,934	1,825,065	1,725,065
Excess Appropriation/(Funding)		0	0		0	0	50,000	0	0	50,000
Grand Total		1,662,009	1,675,059		1,687,203	1,824,334	1,774,334	1,687,934	1,825,065	1,775,065

FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 Biennium.

Change Level by Appropriation

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

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	1,687,203	25	1,687,203	100.0	1,687,934	25	1,687,934	100.0
C01	Existing Program	100,000	0	1,787,203	105.9	100,000	0	1,787,934	105.9
C10	Reclass	37,131	0	1,824,334	108.1	37,131	0	1,825,065	108.1

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	1,687,203	25	1,687,203	100.0	1,687,934	25	1,687,934	100.0
C01	Existing Program	50,000	0	1,737,203	103.0	50,000	0	1,737,934	103.0
C10	Reclass	37,131	0	1,774,334	105.2	37,131	0	1,775,065	105.2

Justification

C01	The Agency is requesting Base Level plus a total of \$100,000 each year to meet preservation and access needs for the ever-increasing amount of historical material in its care and also to fund the Curtis H. Sykes Memorial Grant Program. One-half of this request (\$50,000/year) is needed to purchase special archival supplies such as acid-free enclosures, melinex, and microfilm for preservation of documents. The other half of the request (\$50,000/year) would be for the Sykes Grant Program, which makes small grants to local organizations to increase knowledge and awareness of African American history in the state.
C10	The Agency is requesting an increase of \$37,131 in Regular Salaries and Personal Services Matching to reclassify 6 positions to reflect the appropriate titles for those employees who are performing the duties of an Archival Assistant. All six employees would be placed at entry level pay for that title and grade.

Analysis of Budget Request

Appropriation: 955 - History Commission-Cash in Treasury

Funding Sources: NPT - History Commission-Cash in Treasury

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

The Agency's Request is for Base Level each year of the biennium.

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

Appropriation Summary

Appropriation: 955 - History Commission-Cash in Treasury

Funding Sources: NPT - History Commission-Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	43,750	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		43,750	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Funding Sources										
Fund Balance	4000005	44,161	29,725		225	225	225	225	225	225
Cash Fund	4000045	29,314	49,500		79,000	79,000	79,000	79,000	79,000	79,000
Total Funding		73,475	79,225		79,225	79,225	79,225	79,225	79,225	79,225
Excess Appropriation/(Funding)		(29,725)	(225)		(225)	(225)	(225)	(225)	(225)	(225)
Grand Total		43,750	79,000		79,000	79,000	79,000	79,000	79,000	79,000