

# DEPT OF PARKS & TOURISM - HISTORY COMMISSION

## **Enabling Laws**

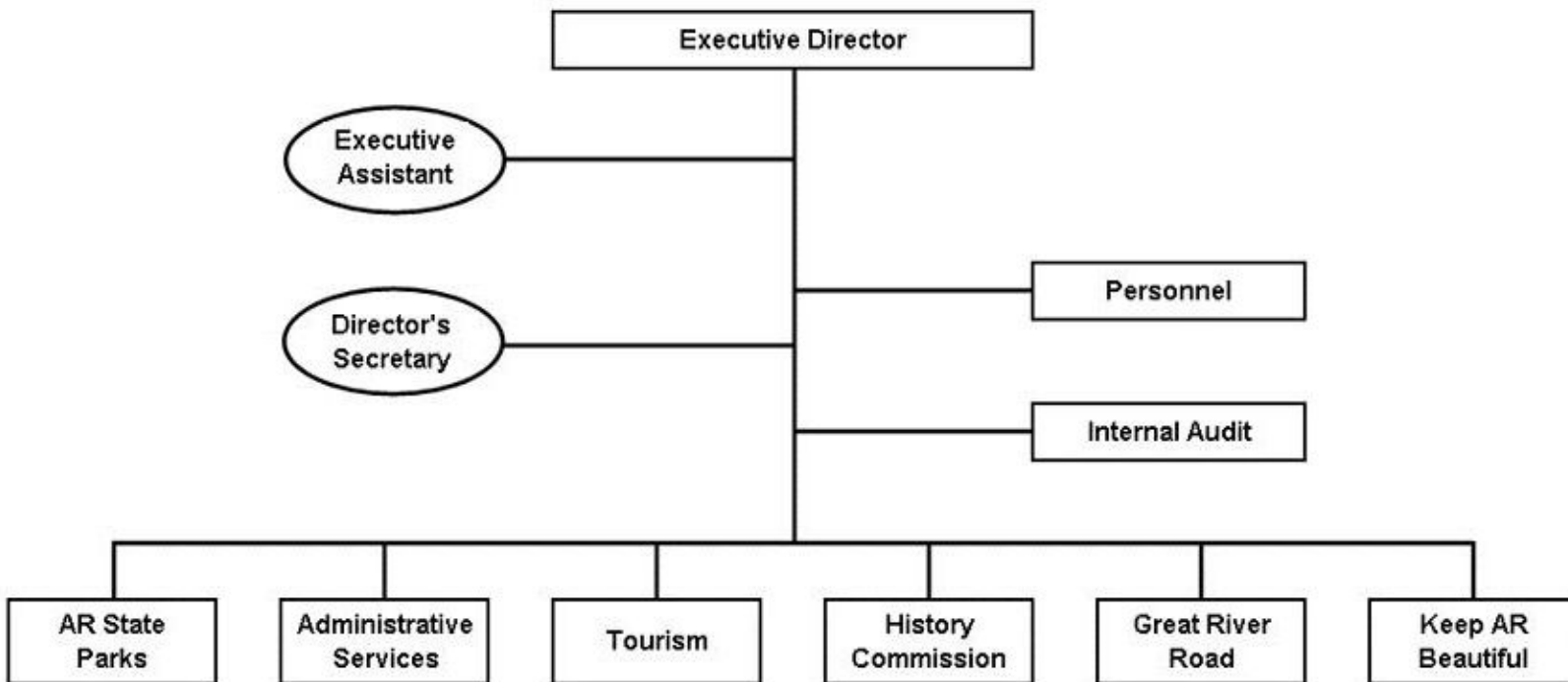
Act 242 of 2014

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](http://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 (AHC) serves as the State Archives and maintains the largest collection of documentary materials related to the history of Arkansas, including many official state records. The AHC's primary goals are to collect historical materials pertaining to Arkansas, encourage research in Arkansas history, broaden knowledge of the state's origins, and manage and maintain stewardship of historical objects and archival materials important to the overall understanding of Arkansas' history and culture. Funding for the Agency is through general revenue, occasional grants, and cash funds received from copying and reproduction charges.

The Black History Commission of Arkansas (BHCA) is an advisory board to the Arkansas History Commission. Its mission is to collect materials pertaining to African American history for the Arkansas History Commission; to encourage research in the state's African American history; and to cooperate with the Arkansas Department of Education to develop materials that support the teaching of African American history in our public schools. The BHCA is funded through general revenue, as part of the AHC's appropriation.

In addition to Base Level the Agency is requesting an increase in the Maintenance and General Operation Appropriation for continued operations of current programs. The request is needed due to an increase in rent, vehicle maintenance needs, and the need to provide professional development opportunities to keep staff adequately trained in a field that has experienced significant change in recent years. Additionally, increasing demands for K-12 outreach and educational programming involve increased expenditures for traveling exhibits, workshops and seminars, advertising, postage, fuel and travel expenses.

The agency is also requesting an increase in the Black History Commission Appropriation for additional K-12 educational programming and travel expenses related to outreach activities.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
DEPARTMENT OF PARKS AND TOURISM  
ARKANSAS HISTORY COMMISSION  
FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
None	None

**State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014**

None

## **Employment Summary**

	Male	Female	Total	%
White Employees	5	16	21	88 %
Black Employees	0	3	3	12 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			3	12 %
Total Employees			24	100 %

## **Publications**

### **A.C.A. 25-1-201 et seq.**

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
NONE	N/A	N	N	0	N/A	0	0.00

Department Appropriation Summary

Historical Data								Agency Request and Executive Recommendation											
Appropriation		2013-2014		2014-2015		2014-2015		2015-2016					2016-2017						
		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	1,743,643	25	1,822,639	25	1,842,330	25	1,838,627	25	1,968,534	27	1,968,534	27	1,838,627	25	1,968,534	27	1,968,534	27
955	History Commission-Cash in Treasury	27,010	0	71,800	0	79,000	0	60,800	0	71,800	0	71,800	0	60,800	0	71,800	0	71,800	0
Total		1,770,653	25	1,894,439	25	1,921,330	25	1,899,427	25	2,040,334	27	2,040,334	27	1,899,427	25	2,040,334	27	2,040,334	27

Funding Sources			%		%			%		%		%		%		%		%
Fund Balance	4000005	21,500	1.2	29,741	1.6		241	0.0	241	0.0	241	0.0	11,741	0.6	741	0.0	741	0.0
General Revenue	4000010	1,743,643	96.8	1,822,639	96.2		1,838,627	96.2	1,968,534	96.4	1,838,627	96.2	1,838,627	95.6	1,968,534	96.4	1,838,627	96.2
Cash Fund	4000045	35,251	2.0	42,300	2.2		72,300	3.8	72,300	3.5	72,300	3.8	72,300	3.8	72,300	3.5	72,300	3.8
Total Funds		1,800,394	100.0	1,894,680	100.0		1,911,168	100.0	2,041,075	100.0	1,911,168	100.0	1,922,668	100.0	2,041,575	100.0	1,911,668	100.0
Excess Appropriation/(Funding)		(29,741)		(241)			(11,741)		(741)		129,166		(23,241)		(1,241)		128,666	
Grand Total		1,770,653		1,894,439			1,899,427		2,040,334		2,040,334		1,899,427		2,040,334		2,040,334	

Variance in Fund Balance is due to unfunded appropriation.

## Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
25	24	1	25	0	4.00 %	25	24	1	25	0	4.00 %	25	22	3	25	0	12.00 %

## **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 include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments. The Base Level salary of unclassified positions reflects the FY15 line item maximum plus the previously authorized 2015 1% Cost of Living Adjustment. The Base Level request for Regular Salaries includes board member stipend payments.

The Base Level Request is \$1,838,627 in both years of the biennium.

The Change Level Requests submitted are \$129,907 for each year of the biennium and are summarized as follows:

Regular Salaries and Personal Services Matching totaling \$85,307 for two (2) new positions - one (1) Education and Instruction Specialist and one (1) Public Information Specialist and two (2) reclassifications due to organizational restructuring.

Operating Expenses of \$30,050 for growth in public programming activities, increased rent and to replace public and staff computers. This request is addressed in detail in the Department's IT Plan. The Agency also requests several reallocations within Operating Expenses to better align the Agency's budget.

Professional Fees increase of \$10,800 is necessary for monthly upkeep of the Agency's new website.

Black History Commission increase of \$3,750 is needed to help with growth in public programming, specifically teacher education workshops.

The Executive Recommendation provides for the Agency Request in appropriation only.

## 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		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	890,573	916,829	936,418	926,982	988,408	988,408	926,982	988,408	988,408
<b>#Positions</b>		<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>27</b>	<b>27</b>	<b>25</b>	<b>27</b>	<b>27</b>
Extra Help	5010001	10,251	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300
<b>#Extra Help</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	325,110	328,824	328,926	334,659	358,540	358,540	334,659	358,540	358,540
Operating Expenses	5020002	506,052	506,110	506,110	506,110	536,160	536,160	506,110	536,160	536,160
Conference & Travel Expenses	5050009	336	396	396	396	396	396	396	396	396
Professional Fees	5060010	0	0	0	0	10,800	10,800	0	10,800	10,800
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	1,481	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Black History Commission	5900041	9,840	10,180	10,180	10,180	13,930	13,930	10,180	13,930	13,930
<b>Total</b>		<b>1,743,643</b>	<b>1,822,639</b>	<b>1,842,330</b>	<b>1,838,627</b>	<b>1,968,534</b>	<b>1,968,534</b>	<b>1,838,627</b>	<b>1,968,534</b>	<b>1,968,534</b>
<b>Funding Sources</b>										
General Revenue	4000010	1,743,643	1,822,639		1,838,627	1,968,534	1,838,627	1,838,627	1,968,534	1,838,627
Total Funding		1,743,643	1,822,639		1,838,627	1,968,534	1,838,627	1,838,627	1,968,534	1,838,627
Excess Appropriation/(Funding)		0	0		0	0	129,907	0	0	129,907
<b>Grand Total</b>		<b>1,743,643</b>	<b>1,822,639</b>		<b>1,838,627</b>	<b>1,968,534</b>	<b>1,968,534</b>	<b>1,838,627</b>	<b>1,968,534</b>	<b>1,968,534</b>



## Change Level by Appropriation

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

### Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,838,627	25	1,838,627	100.0	1,838,627	25	1,838,627	100.0
C01	Existing Program	114,907	2	1,953,534	106.2	114,907	2	1,953,534	106.2
C04	Reallocation	0	0	1,953,534	106.2	0	0	1,953,534	106.2
C08	Technology	15,000	0	1,968,534	107.1	15,000	0	1,968,534	107.1
C10	Reclass	0	0	1,968,534	107.1	0	0	1,968,534	107.1

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,838,627	25	1,838,627	100.0	1,838,627	25	1,838,627	100.0
C01	Existing Program	114,907	2	1,953,534	106.2	114,907	2	1,953,534	106.2
C04	Reallocation	0	0	1,953,534	106.2	0	0	1,953,534	106.2
C08	Technology	15,000	0	1,968,534	107.1	15,000	0	1,968,534	107.1
C10	Reclass	0	0	1,968,534	107.1	0	0	1,968,534	107.1

### Justification

C01	An increase in Regular Salaries and Personal Services Matching is requested for two new positions (Public Information Specialist and Educational and Instruction Specialist). The Public Information Specialist position is needed to fill a gap in communications coverage for the agency. The Education and Instruction Specialist is needed to provide oversight for our developing K-12 teacher resource support program (i.e., lesson plans, workshops, traveling exhibits, educational kits). The request includes an increase to pay for a rent increase on leased space in the MAC (Multi-Agency Complex), owned/managed by the Arkansas Building Authority, another state agency. The budget increase would stay within state government, since the money will go to the Arkansas Building Authority. The request includes an increase to offset expenses generated by growth in public programming activities, particularly teacher education workshops sponsored by the AHC and the Black History Commission of Arkansas. These activities have created the need for funds in a variety of areas: office equipment maintenance, printing and copying, office supplies, educational supplies, vehicle maintenance (additional use results in more expense), and conference/seminar expense. The AHC and BHCA provide these workshops free of charge to state educators, but additional resources and support are needed to meet the demand for high-quality, professional development opportunities for state teachers. The request includes an increase to offset annual maintenance support services charged by Aristotle, the AHC's website provider. This maintenance fee includes monthly updates to the AHC's website, database consultation, and search engine optimization (to improve our search rankings). The AHC's website is the main way that the public accesses information about the commission and its holdings. In 2013, almost 400,000 people visited the AHC website. The site is being redesigned and improved through an Arkansas Natural and Cultural Resources Grant (ANCRC) in 2015-2017, but maintenance costs will be ongoing.
C04	The Agency is reallocating funds in M&O to better reflect anticipated expenses. This reallocation does not involve a request for additional funds.
C08	The Arkansas History Commission (AHC) is the official state archives, and preserves and makes available for study and research the world's largest collection of historical Arkansas materials. While the AHC welcomes tens of thousands of visitors each year to its facility, many researchers now expect to be able to begin and conduct some research online. During its 110 years of existence, the AHC has devoted only a small percentage of its budget to technology-related equipment and services. To effectively serve offsite researchers, in particular Arkansas K-12 students and educators who lack funding to visit the facility in person, and to bring the State Archives up to levels achieved by other states, the AHC requests will replace public and staff computers according to IT's normal replacement cycle.
C10	Due to organizational restructuring and to properly reflect significantly expanded duties currently performed by the section manager, a reclassification of the Archival Microphotographer Supervisor position to Archival Manager is requested. This change does not require additional funding and impacts only one position. A reclassification of the Administrative Specialist III (SARA) to Archival Assistant is needed to reflect the appropriate title for the type of work performed in this position, and to create a parallel staffing structure between the agency's regional archives at Washington and Powhatan. This change does not require additional funding and impacts only one position.

## **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 Base Level Request is \$60,800 in both years of the biennium.

The Agency's Change Level Request provides for \$11,000 in both years of the biennium in Operating Expenses to return appropriation to Base Level after a Budget Classification Transfer moved this amount to Capital Outlay for FY15. The Agency also reallocated appropriation within Operating Expenses to better align the budget with projected expenditures.

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		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	27,010	60,800	79,000	60,800	71,800	71,800	60,800	71,800	71,800
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	11,000	0	0	0	0	0	0	0
Total		27,010	71,800	79,000	60,800	71,800	71,800	60,800	71,800	71,800
<b>Funding Sources</b>										
Fund Balance	4000005	21,500	29,741		241	241	241	11,741	741	741
Cash Fund	4000045	35,251	42,300		72,300	72,300	72,300	72,300	72,300	72,300
Total Funding		56,751	72,041		72,541	72,541	72,541	84,041	73,041	73,041
Excess Appropriation/(Funding)		(29,741)	(241)		(11,741)	(741)	(741)	(23,241)	(1,241)	(1,241)
Grand Total		27,010	71,800		60,800	71,800	71,800	60,800	71,800	71,800

## Change Level by Appropriation

**Appropriation:** 955 - History Commission-Cash in Treasury  
**Funding Sources:** NPT - History Commission-Cash in Treasury

### Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>60,800</b>	<b>0</b>	<b>60,800</b>	<b>100.0</b>	<b>60,800</b>	<b>0</b>	<b>60,800</b>	<b>100.0</b>
C01	Existing Program	11,000	0	71,800	118.1	11,000	0	71,800	118.1
C04	Reallocation	0	0	71,800	118.1	0	0	71,800	118.1

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>60,800</b>	<b>0</b>	<b>60,800</b>	<b>100.0</b>	<b>60,800</b>	<b>0</b>	<b>60,800</b>	<b>100.0</b>
C01	Existing Program	11,000	0	71,800	118.1	11,000	0	71,800	118.1
C04	Reallocation	0	0	71,800	118.1	0	0	71,800	118.1

### Justification

C01	The AHC is restoring Operating Expenses due to the budget classification transfer for purchase of microfilm scanner in FY2015.
C04	The Agency is reallocating appropriation in Operating Expenses to better reflect anticipated expenses. This reallocation does not involve a request for additional funds.