

**FISCAL YEAR 2010
OVER THE TARGET REQUEST**

TITLE/DESCRIPTION:60A10.02 Archives Staff Conversions and Publication of Maryland Manual

FINANCIAL/PERSONNEL SUMMARY:

| | | | | | | | | |
|-------------------------|---------|------------|-------|----|------|----|------|--------------|
| General Fund: Amount \$ | 349,016 | Positions: | 5 | FT | ____ | PT | ____ | Contractuals |
| Special Fund: Amount \$ | 257,319 | Positions: | 5 | FT | ____ | PT | ____ | Contractuals |
| Federal Fund: Amount \$ | _____ | Positions: | _____ | FT | ____ | PT | ____ | Contractuals |
| Reimb Fund: Amount \$ | _____ | Positions: | _____ | FT | ____ | PT | ____ | Contractuals |
| Total Funds: Amount \$ | 606,335 | Positions: | _____ | FT | ____ | PT | ____ | Contractuals |

A. TYPE OF REQUEST:

New Program ____ Expand Existing Service ____ Restore Service X New Facility ____ Other ____

B. REASON FOR REQUEST:

For over a decade, half of the agency staff have been contractual employees. In that same time, the Archives has been unable to consistently publish the *Maryland Manual*. This request seeks to convert the most vital of the contractual positions to regular state employee status and seeks a modest amount of yearly appropriation to biannually publish the Manual.

C. ALTERNATIVES CONSIDERED:

The Archives has been successful in utilizing the private sector and sheltered workshops in lieu of additional staff, but given the nature of archival work and the training requirements there must be a core group of individuals knowledgeable of the records and the information technology infrastructure at the agency in order for it to carry out its mission. As for the *Maryland Manual*, a version is accessible on the web and has been made available on CD ROM as "slices in time."

D. JUSTIFICATION FOR THE REQUEST:

Many of the positions at the Archives require a minimum of six months initial training before employees are knowledgeable enough to begin to be productive. Our most knowledgeable employees are those with decades of service. Given the Archives responsibility for vitally important information resources such as *mdlandrec.net*, it is critical that the Archives be able to attract and retain qualified individuals. We recognize that we cannot compete with the federal archives located just 20 miles away or with the private sector for technology workers. Nevertheless we must at least be able to recruit and hold on to a core group of employees to maintain important public services. In addition, the Archives has many employees that are now or will soon become eligible to retire. It is vital to the long term health of the agency to have trained employees in place now. Providing basic employee benefits is essential for retention of indispensable staff. Just as the staff are critical to fulfilling our mission, so too is the publication of a printed version of the Manual core to the mission of the Archives. While the electronic version of the *Maryland Manual* is an important permanent historical record which we do preserve in quarterly slices in time, there is a necessary place for the printed book in our culture which we ought not to ignore and ought to continue to provide. No matter how far we have come in making the electronic record permanent and accessible, books derived and enhanced from that electronic record are critical to our cumulative and readily available understanding of our world.

E. FISCAL IMPACT:

The Archives is recommending that roughly half of the staff conversions be funded with General Funds and the other half be funded with Special Funds. See attached for details.