

members of the Commission were in agreement that the saving to the State would justify postponement of our usual tasks during the period of legislative sessions.

Full minutes of both meetings were submitted to each member for approval.

FINANCIAL STATEMENT

The large increase in our appropriations for fiscal year 1954 is accounted for by the creation of the new Records Management Division. In addition to the three employees who formerly made up the Microfilm Division and who were absorbed in the records management program, two new employees were added, the Assistant Records Administrator and a Senior Stenographer. No extra funds were appropriated except for personnel, all other costs of this new activity having been absorbed by the normal budget of the Hall of Records.

It will be noted further that our appropriations are here seen for the first time within the form of the new program budget. For the purposes of this budget our work has been divided into three programs: Program No. 1, General Administration; Program No. 2, Archival Administration; and Program No. 3, Records Management. Unhappily, this type of budget is not ideal for an agency as small as the Hall of Records because it does not permit the salary of one individual to be divided among two or more programs. Consequently, while the salary of the Archivist appears as a charge upon Program No. 1, it would be erroneous to assume that his time is given over altogether to general administration. Nor, as a further example, does the Assistant Archivist devote himself exclusively to that conglomerate of activities which we have unimagatively dubbed "Archival Administration."

Salary figures given here below include, of course, the general salary increase granted to all State employees as of July 1, 1953. They also reflect certain adjustments made in several salaries in our archival programs in order to equalize them with the somewhat higher salaries which had been recommended for the Records Management Division. The chart printed here below will be of value in clarifying our new administrative organization.

The total appropriation for fiscal year 1954 was \$87,588, of which a balance of \$2,509 was reverted to General Funds, as compared with a total appropriation of \$78,591 and an expenditure of \$75,742.21 for fiscal year