

**FISCAL YEAR 2010  
OVER THE TARGET REQUEST**

**TITLE/DESCRIPTION:** D60A10.01 Archival Storage

**FINANCIAL/PERSONNEL SUMMARY:**

General Fund:	Amount \$ 826,335	Positions:	_____ FT	_____ PT	_____ Contractuals
Special Fund:	Amount \$ _____	Positions:	_____ FT	_____ PT	_____ Contractuals
Federal Fund:	Amount \$ _____	Positions:	_____ FT	_____ PT	_____ Contractuals
Reimb Fund:	Amount \$ _____	Positions:	_____ FT	_____ PT	_____ Contractuals
Total Funds:	Amount \$ 826,335	Positions:	_____ FT	_____ PT	_____ Contractuals

---

**A. TYPE OF REQUEST:**

New Program \_\_\_ Expand Existing Service \_\_\_ Restore Service X New Facility \_\_\_ Other \_\_\_

**B. REASON FOR REQUEST:**

The Archives presently stores permanent record material and artistic property in four primary rented facilities. The Archives does not have adequate special fund income to pay the rent for these facilities.

In addition, the current facilities will be full by December of 2008. To fulfill its core mission, the Archives needs to acquire additional rental space and requisite shelving. Given the budget cycle and procurement process, even in a best case scenario the Archives must stop accepting record material for at least one year.

**C. ALTERNATIVES CONSIDERED:**

A capital budget item is pending to build an adjunct archives facility, but the item has been deferred to 2012. We respectfully request that DBM consider accelerating the adjunct facility.

**D. JUSTIFICATION FOR THE REQUEST:**

The core function of the Archives is to serve as the repository for permanent record material and custodian of the State's fine art. To carry out this function, the Archives must have adequate storage facilities. The Archives does not have Special Fund revenue in future years to fund the Ordnance Road rent or the Hammonds Ferry rent. The Archives will continue to fund the operations and rent of the Candlewood warehouse out of special fund income. In addition, the Archives does not have the funds to pay for the rental facilities housing fine art.

**E. FISCAL IMPACT:**

See attached