## Services for allocation

### Archives Services to State Agencies

| Service description | The Archives division of the Office of the Secretary of State is mandated to centralize, manage, preserve, and make accessible the legal and historical records of the State of Washington.  
| | Provides advice and training to agency staff on the management of electronic and non-electronic records. Provides for the efficient storage of semi-active state agency records.  
| | The Archives Revolving Fund (Fund 006) is the appropriated authority for the Secretary of State to bill state agencies for archives and records management services.  
| Billing Methodology | Billing is updated once each biennial budget cycle using each state agency’s FTE and boxes stored in the state records center.  
| | Final budget changes are adjusted in each agency’s central service line item by OFM.  
| Cost Drivers | Budgeted FTE’s and the number of boxes stored in the state records center impact your cost for these services on a biennial basis. |
About the Archives Division

- Preserves history for the next generation of citizens and serves as a resource for professional and personal researchers and educators.

- Holds essential information used in legal proceedings and secures records for public consumption.

- Supports government effectiveness and transparency.
1. **Archives Revolving - Fund 006**  
   (RCW 40.14.025)  
   Central service charge to state agencies

2. **Local government fee – Fund 441**  
   (RCW 40.14.027; RCW 36.22.175; RCW 36.22.175)  
   Tax Warrant Surcharge - $20.00 per warrant  
   Document Filing Fees - $2.00 per document

3. **Imaging fees for service – Fund 470**  
   (RCW 40.14.020)  
   Fees charged to recover costs of providing service
Major Program Services:

- Archive Services
- Records Management
- Records Center Storage
- Imaging & Preservation Services
Archives Services

Collects, manages, preserves, and makes accessible the electronic and non-electronic records from state and local agencies that have permanent enduring legal, fiscal or historical value

Services are supported by state agency central service charges and local government fee revenue

Over 40 million pages of records preserved in 2013
Records Management

Provides advice, consultation, and training to state and local government agencies in the management, retention, and disposition of public records.

Services are supported by state agency central service charges and local government fee revenue

110 training presentations made in 2013
4,533 contacts made with agency staff in 2013
Records Center Storage

Provides for the efficient and secure storage of agency records in accordance with the records retention schedule. This includes pick-up, retrieval, delivery, and the timely disposition of records.

Services are supported by central service charges

38,000 records requests in 2013

34,000 new boxes received in 2013
13,300 boxes destroyed in 2013
Imaging & Preservation Services

Provides digital imaging and indexing services. Includes both the conversion of paper and microfilm to electronic records, as well as electronic records to microfilm. Also provides traditional microfilm technology services.

Services are supported by fee for service provided via contract

6,379,516 images scanned from microfilm in 2013
578,338 documents scanned
4,707,166 images converted to microfilm
## History of Rates

<table>
<thead>
<tr>
<th>Biennium</th>
<th>Annual FTE Charge</th>
<th>Annual Box Charge</th>
<th>Biennial Percentage Reduction (box charge)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-11</td>
<td>$26.79</td>
<td>$6.52</td>
<td></td>
</tr>
<tr>
<td>11-13</td>
<td>$24.77</td>
<td>$5.12</td>
<td>21%</td>
</tr>
<tr>
<td>13-15</td>
<td>$22.17</td>
<td>$3.94</td>
<td>23%</td>
</tr>
</tbody>
</table>

![Graph showing annual FTE and box charges for different biennium periods]
Proposed 2015-2017
Central Service Changes

At this time Proposed Charges are not yet available. Actual charges will be based on the cost of operations.
### BI 13-15
**Enacted Billing Rates compared to Current Reduced Billing Rates**

<table>
<thead>
<tr>
<th>INITIAL RATE</th>
<th>REVISED RATE (4/14-6/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 13-15 FTE billing rate (65%)</td>
<td>BI 13-15 Current Reduced FTE billing rate (65%)</td>
</tr>
<tr>
<td>$22.17</td>
<td>$21.69</td>
</tr>
<tr>
<td>BI 13-15 Box billing rate (35%)</td>
<td>BI 13-15 Current Reduced Box billing rate (35%)</td>
</tr>
<tr>
<td>$3.94</td>
<td>$3.86</td>
</tr>
</tbody>
</table>
HOW CAN YOU IMPACT YOUR COSTS?

❖ Do not keep records longer than required by the retention schedule (unless for litigation or audit hold, etc.)

❖ Do not store records in paper that you are already storing electronically (emails, calendars, etc.)

❖ Respond quickly to the disposition notices sent by the Records Center

❖ During records retention schedule creation, only keep the records for as long as needed for administrative, fiscal, audit, or legal reasons. Have a reason for keeping the record, not “just in case.”
Contact Information

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