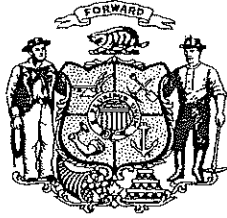


# State of Wisconsin

SENATE CHAIR  
**Howard Marklein**

316 East, State Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-0703



ASSEMBLY CHAIR  
**Mark Born**

308 East, State Capitol  
P.O. Box 8952  
Madison, WI 53708-8953  
Phone: (608) 266-2540

## Joint Committee on Finance

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Howard Marklein  
Representative Mark Born

Date: August 31, 2023

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received August 31, 2023, pursuant to s. 16.515/16.505(2), Stats., on behalf of the Wisconsin Historical Society.

Please review the material and notify **Senator Marklein** or **Representative Born** no later than **Wednesday, September 20, 2023**, if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.


Attachments

HM:MB:jm



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary

**Date:** August 31, 2023  
**To:** The Honorable Howard Marklein, Co-Chair  
Joint Committee on Finance  
The Honorable Mark Born, Co-Chair  
Joint Committee on Finance  
**From:** Kathy K. Blumenfeld, Secretary   
Department of Administration  
**Subject:** s. 16.515/16.505(2) Request(s)

AUG 31 2023  
J. Finance

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

AGENCY	DESCRIPTION	2023-24		2024-25	
		AMOUNT	FTE	AMOUNT	FTE
WHS 20.245(1)(kw)	Records management – service funds		1.0		1.0

As provided in s. 16.515, the request(s) will be approved on September 22, 2023, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Kirsten Grinde at (608) 266-1353, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

**CORRESPONDENCE/Memorandum**

State of Wisconsin  
Department of Administration

**Date:** August 29, 2023  
**To:** Brian Pahnke  
**From:** Bryan W. Kirschbaum  
**Subject:** Section 16.505(2) Request

Attached is a s. 16.505(2) request analysis for your approval and processing. Listed below is a summary of each item:

**DOA RECOMMENDATION:**

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2023-24</u>		<u>2024-25</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
WHS 20.245(1)(kw)	Records management – service funds		1.0		1.0

**AGENCY REQUEST:**

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2023-24</u>		<u>2024-25</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
WHS 20.245(1)(kw)	Records management – service funds		1.0		1.0

BP APPROVAL 



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary  
Brian Pahnke, Administrator

---

**Date:** August 29, 2023

**To:** Kathy Blumenfeld, Secretary  
Department of Administration

**From:** Bryan W. Kirschbaum  
Executive Policy and Budget Analyst

**Subject:** Request Under s. 16.505(2) from the Wisconsin Historical Society for the  
Creation of a 1.0 FTE Program Revenue Permanent Position.

**Request:**

The Wisconsin Historical Society requests the creation of 1.0 FTE program revenue permanent position in the society's records management -service funds appropriation under s. 20.245(1)(kw).

**Revenue Sources for Appropriation(s):**

The revenue source for the costs associated with positions in the records management – service funds appropriation under s. 20.245(1)(kw) is from fees received from state agencies for the society's management of public records and program services relating to records. As the appropriation is a program revenue, continuing, all moneys received appropriation, there is no accompanying request for an increase in expenditure authority.

**Background:**

The Wisconsin Historical Society serves as the trustee of the state for the care and preservation of all records, articles and materials of historic significance. The society also serves as the principal agent in the care and preservation of such materials as mandated under state law and is the ultimate depository of the archives of the state. Under state law, records must be offered to the society by all local governments, state agencies and the courts within 60 days prior to a document's destruction. The Division of Library, Archives and Museum Collections within the society operates the state's records management program, which controls records received from the time of receipt through final disposition. These records serve as valuable assets for both public and private consumption. The division also ensures compliance with all state and federal reporting requirements, and it is the duty of the division to ensure all records under the purview of the society are easily accessible over time and that all recordkeeping is efficient.

**Analysis:**

Within the division, the society employs 3.0 FTE state archivist positions and approximately 60 hours per week worth of LTE work. These positions are responsible for both the management of public records and the acquisition and preservation of digital records. On

Kathy Blumenfeld, Secretary  
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an annual basis, the society assesses state agencies for their individual records management responsibilities based on the cost to administer the program in proportion to the number of FTE positions per agency, and the Records Disposal Authorization schedules for each agency (in fiscal year 2022-23, the total cost for the program was \$269,000).

A 2007 study was conducted by the Department of Administration and the society to evaluate staffing for records management. The study's conclusions highlighted various improvements needed to properly manage paper and electronic records of historic significance, including an increase to staffing. Notably, since that time, staffing for the society's records management program has remained stagnant. On an annual basis, the society is responsible for overseeing approximately 1,000 cubic feet of paper public records and approximately 171 gigabytes of digital records. Over the past ten years, the society states that the rate of acquisition of paper records has remained steady but there has been a significant increase in the receipt of electronic records (approximately a 32 percent increase since the 2019-21 biennium). The influx of digital records plus the ongoing transition from existing paper records to digital records has significantly increased the division's workload and is posing several staffing and workload management issues.

Due to the volume of records that the division receives, the society states that it can no longer rely on passively accepting documents as a reliable method of records retention to fulfil its required statutory duties. Records are either never transferred or are done so in fragments upon either a retirement of an incumbent or from an information technology request by the society. For example, as it relates to physical documents, filing cabinets and offices become full until individuals send boxes of the records to the State Record Center until their retention time is met. Another example is related to electronic documents; when projects are completed or records are no longer used, files remain on state agency servers with no automated method to manage them as a record, as there is no "electronic version" of the State Record Center. This ultimately results in records being lost, poor records management, and the potential for failure to comply with various administrative rules and state statutes.

The society states that current full-time staffing levels are inadequate, and the division requires additional position authority to meet the increase in workload. The society also states that the use of LTE staffing versus FTE staffing causes frequent vacancies within the division, and additional resources are spent on recruiting, training and retaining of quality incumbents.

In the 2023-25 biennial budget process, the society requested this position through its agency budget submission in September 2021 and the position was subsequently included in the Governor's 2023-25 Executive Budget. This request for additional position authority was removed by the Joint Committee on Finance and was not included in the final budget act, 2023 Wisconsin Act 19.

The society is requesting the creation of a 1.0 FTE PR archivist permanent position within the division. This position would increase the division's capacity for the intaking, arranging and cataloging of both paper and digital records; allow the division to centralize various archival functions; and focus existing division incumbents on record acquisition for governmental units with the goal of implementing a formal records transfer process. The

Kathy Blumenfeld, Secretary

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society states that it would repurpose funding associated with approximately 7.0 LTEs for this new position. This would not only allow the society to retain key incumbents that are subject matter experts within the division but may also lead to cost savings in the long-term due to greater retention. Additional staffing would allow the society to better fulfil its statutory obligations as the principal agent of records of historic significance and ultimate depository of the archives of the state. Further, this request would enhance the preservation of valuable state records of historical significance and improve agency records retention practices.

**Recommendation:**

Approve the request.



WISCONSIN  
HISTORICAL  
SOCIETY

July 27, 2023

Mr. Brian Pahnke  
State Budget Director  
Department of Administration  
101 East Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53702

*Delivered to Bryan Kirschbaum via email: [Bryan.Kirschbaum@wisconsin.gov](mailto:Bryan.Kirschbaum@wisconsin.gov)*

**RE: Section 16.505\515 Request for 1.0 FTE PRS Archivist Position (Wis. Stat § 20.245 (1)(kw))**

Dear Mr. Pahnke:

Pursuant to Wisconsin Statute §§ 16.505 and 16.515, the Wisconsin Historical Society ("WHS" or the "Society") requests one new records management-funded (PRS / Wis. Stat. § 20.245 (1)(kw)) Archivist position starting October 1, 2023 to support the State Records Management Program. The Society is not requesting any additional funding and will reallocate existing funds to support this FTE.

The Society houses the State Archives, a collection of state and local government created public records, which is the "ultimate depository of the archives of the state" per Wis. Stat. § 16.61 (13)(a). Per Wis. Stat. 19.21(4),(5), local government records must be offered to the WHS 60 days prior to destruction and the WHS assumes title of all state, local, and court records transferred to it per Wis. Stat. § 19.23 (1) to (4)). The State Archives is currently staffed by three FTEs in the Archivist classification, two of which are focused on public records while the third is focused on the acquisition and preservation of born digital records. State Archives staff are responsible for the acquisition, appraisal, intake, arranging, describing, and cataloging of approximately 1000 cubic feet of paper public records per year (guided by Wis. Stat. § 16.61 (13)(c), Wis. Stat. § 44.02(1), and Wis. Stat. §44.02(9)). The rate of paper record acquisition has remained steady for over ten years, but in the last two biennium the rate of electronic records work has increased by 32%. In addition, Archivists are responsible for consultation work with state government agencies and local units of government for records management questions, training, and to provide access to records housed at the Wisconsin Historical Society.

The transition from paper record creating and keeping practices to electronic records necessitates a program change. Passively accepting records at the end of the specified retention time is no longer

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[wisconsinhistory.org](http://wisconsinhistory.org)

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practical, the challenges of electronic records management often mean that records are never transferred or are transferred fragmentarily upon retirement or IT request. As a consequence, records will be lost due to inattention, poor electronic records management, failure to comply with Administrative Rule 12, and simple inability to devote staff time at creating agencies.

The current public records FTE staff are subject matter experts in their respective fields – State Government Records and Local Records. To more effectively use WHS resources these two positions must focus on direct work with governmental units to identify and transfer record series of interest and concern, facilitate the transfer of email records and calendars, and develop strategies (in conjunction with the electronic records archivist) to ensure the success of government records collecting. Additionally, the evaluation and selection responsibilities of these two positions will grow because electronic records are generally not filed by series, format questions will take a priority and need untangling, and the quantities of information/data that are likely to be transferred will require thoughtful and detailed appraisal.

This request would allow the Society to hire an FTE Archivist with responsibility for accessioning (intake, arranging, describing, and cataloging) state and local paper and digital records acquired by the existing public records Archivists. The position would build capacity for the State Archives by centralizing accessioning functions and allowing staff with specific subject matter expertise to focus on record acquisition, advice and training for government units, and implementing electronic records transfer processes. The new Archivist position would be funded by PRS appropriation 120 established by Wis. Stat. § 20.245(1)(kw). This appropriation typically funds about 100 hours/week of LTE support for public records staff in addition to funding two FTE positions, supplies, and electronic databases used for public record preservation. The WHS will use the money typically expended on LTE staffing for the new FTE position.

Changing the staffing model from LTEs to an FTE would create efficiencies in staffing. The nature of LTE employment means there are frequent vacancies, and replacing several LTE positions with a permanent position would save human resources time in the recruitment, onboarding, and offboarding part-time, LTE staff. It would save time for the current public records team members in training new staff members, and will allow for continuity of process, which is not possible when staff is limited to 1039 hours. This new position would also improve work quality. Archivist work is performed by those with a Master's Degree in Library and/or Information Studies. Currently, WHS is able to attract as LTE staff students pursuing these degrees. This means that WHS staff spend time training employees in skills they would otherwise gain in school. The ability to hire a team member who comes to the role with these necessary skills would lead to a higher quality work product than the WHS is currently able to offer.

Additional benefits of the position include:

- Public records would be available to the public faster.
- A closer examination of incoming material would help the public records Archivists make better collecting decisions and fill gaps in critical collecting areas.

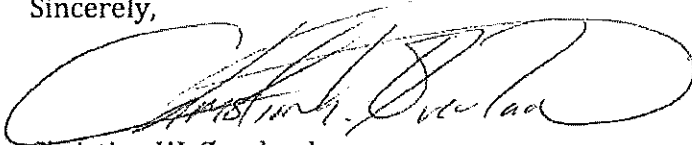


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- Increased attention to arrangement and description would make material more discoverable to researchers.
- Staff expertise is leveraged for better customer service.
- State agencies and local units are able to improve records management processes, potentially saving money on physical and electronic storage costs.

Thank you for your consideration of this request.

Sincerely,



Christian W. Overland  
The Ruth and Hartley Baker Director  
Phone: (608) 264-6440  
E-mail: [christian.overland@wisconsinhistory.org](mailto:christian.overland@wisconsinhistory.org)

Enclosure: Archivist Position Description

**State Classification:** Archivist

**Working Title:** Public Records Accessioner

**Position Summary**

Under the general direction of the State Archivist & Director of Acquisitions this position has overall responsibility for creating physical and intellectual control over incoming governmental records in all formats and media. Primary responsibilities include the physical arrangement of material, inventorying collection material, and housing of collections. This position is responsible for creating container lists, and/or finding aids in ArchiveSpace software, creating MARC catalog records, and working in an integrated library system and OCLC. In collaboration section staff, this position is responsible for managing the institution's Archive It instance and is accountable for the capture of state agency and local government unit websites.

As a member of cross-functional teams and a member of the Collections Division, this position encourages and contributes to an inclusive, rewarding, and inspiring workplace where constant learning cultivates a sense of belonging. This position will contribute to a culture of inclusivity and equity while working collaboratively across the organization. The Public Records Accessioner supports the needs of Society staff across divisions and larger Society strategic pursuits while modeling empathy, clear communication, and adaptability to changes in practices within the cultural heritage field.

**Goals and Worker Activities**

- 70% A Arrangement, description, and accessioning of Wisconsin public records.**
- A1. Coordinates public records accessioning work and procedures with public records staff and limited term employees.
  - A2. Examines records series to establish a logical order for their arrangement.
  - A3. Completes accessioning actions to achieve desired access standards and intellectual control, including all arrangement and description matters, as well as the preparation of all MARC cataloging records in cooperation with cataloging staff.
  - A4. Prepares, and oversees the preparation of, series descriptions, registers, indices, inventories and other appropriate finding aids for accessioned records, Encoded Archival Description (EAD), and Web-based tools.
  - A5. Cooperates with other Library-Archives accessioning and cataloging staff to improve standards for arrangement and description of public records.
  - A6. Identifies priorities for further arrangement and descriptive work and undertakes that work as time allows. This includes the preparation of processing plans, including arrangement schemes, recommendations for weeding, recommendations for reformatting, evaluation of preservation needs.
  - A7. Conducts reappraisal and re-accessioning/de-accessioning of existing state agency records series as necessary to meet Collections documentation goals.

- A8. Oversees, and makes recommendations for improvements to, Library-Archives acquisitions and accessioning tools, including databases and spreadsheets, and for tracking the accessioning of public records.
- A9. Maintains public records deaccession logs.
- A10. Performs basic preservation work on collections and works with preservation staff to develop and improve preservation plans for public records.
- A11. Coordinates with Public Services staff to resolve public access needs and improve the quality and utility of public records finding aids.
- A12. Oversees the work of non-permanent assistants to accomplish required work as needed.
- A13. Shelve collections and record locations.

**10% D. Web Harvesting Efforts**

- D1. Develop policies, standards, and practices for the use of website harvesting technology.
- D2. Develop and refine metrics for the assessment and capture of government website content.
- D2. Captures state agency and local unit websites on a scheduled basis.
- D3. Coordinate efforts with other WHS staff doing similar work and with other state agencies for the capture of state agency websites and web records.

**10% C. Public records program partnership, planning, and coordination.**

- C1. Collaborate with members of the public records team to establish accessioning and processing priorities.
- C2. Assist with annual/semi-annual record center shipments, records transfers, and other public record efforts as needed.
- C3. Maintain accessioning statistics.
- C4. Identify collections for reaccessioning and/or reappraisal work and descriptive upgrades.
- C5. Participate in decision making surrounding electronic records policies and procedures, assist in developing electronic records accessioning policy and procedures.

**10% D. Complete other projects and tasks as assigned by supervisor and develops professional skills.**

- D1. Contributes to the visibility of the Division with its various constituents by developing public information, planning outreach programs, and by participating in publicity activities.
- D2. Provides assistance to reference services for public records as needed and performs other tasks broadly related to the operation of the Division.
- D3. Participates in Society and Division planning efforts.
- D4. Participates in the Saturday reference desk shift rotation.

### **Knowledge, Skills and Abilities**

1. Knowledge of archival and records management standards (including DACS), methods, theory, and practice, as typically acquired in an archives graduate school program or comparable certification.
2. Knowledge of electronic records concepts and practice relating to records retention, transfer, management, preservation, and access.
5. Knowledge of archival accessioning standards and contemporary practices.
6. Knowledge/skills/ability to complete archival analysis and appraisal techniques for public records.
7. Knowledge/skills/ability with using metadata standards and protocols.
8. Knowledge/skills/ability with using XML schemas and related tools.
9. Knowledge/skills/ability with using archival and library cataloging rules and procedures.
10. Knowledge/skills/ability with using database platforms such as Access, MySQL, or Oracle.
11. Knowledge/skills/ability with using MS office applications.
12. Knowledge of Wisconsin history and state government operations
13. Ability to work effectively as a member of a functional team and oversee the work of student employees.
14. Ability to analyze the contents of public records for legal, financial, and historical value and compare these to records management guidelines and statutory requirements.
15. Ability to research, write, and implement public records documentation plans within the framework of the WHS's mission and vision.
16. Ability to communicate clearly and effectively, both in writing and verbally, with supervisors, colleagues, and state agency records staff.
17. Ability to repeatedly lift and move records containers weighing up to 35 pounds.
18. Ability to hold a Wisconsin driver's license and travel around the state as needed.
19. Ability to operate a vehicle up to the size of full-length cargo van.

### **Physical demands of this position include:**

Employee must have the strength, physical dexterity, and flexibility necessary to work in an office environment and also manage and transport records containers.