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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: R. Wayne Diesel

SUBJECT: Payment for State Education Department Records Management Services

Chapter 42 of the Laws of 1987 provides that operation of the State Records Center and other advisory and consultative activities associated with the management of State records shall be the responsibility of the State Education Department (SED). Services provided will include storage of paper and special format records at the State Records Center; centralized microfilming; records analysis, scheduling and disposition; and education, training and other indirect services. The program will be funded from a new Archives Records Management Account in the Miscellaneous Internal Service Fund. This account will be operational October 1, 1987.

An internal service fund accounts for the financing of goods or services provided by one State agency to other State agencies on a cost reimbursement basis.

Support of this program will be through chargeback to all agencies and departments in accordance with the attached fee schedule. For State fiscal year 1987-88, charges will be reduced by one-half to reflect the October 1, 1987 start-up date. The billing and payment procedure is now being developed by SED and will be distributed to all concerned agencies shortly. Under the proposed procedure SED will process a Journal Voucher to collect the service fee annually after April 1 of each year. (For SFY 1987-88 only, the Journal Voucher will be initiated after October 1, 1987.)

Agencies will be charged both a direct and indirect fee. Direct fees compensate SED for records which are stored at the Records Center and are based on the volume of materials stored there. Indirect fees are based upon the total volume of records produced by the agency and are designed to compensate SED for the enhanced services.

It is anticipated that user agencies will benefit from the expanded and enhanced services provided under this funding arrangement. Technical assistance and training in records management will be available at the agency level which should reduce both on-site and off-site records storage costs while ensuring appropriate retention and disposition

schedules for agency records. Services relating to transportation and accessibility of records stored at the State Records Center will also be improved.

Questions concerning this Bulletin should be directed to your budget examiner.