


Government of the District of Columbia  
Office of the Chief Financial Officer



Jeffrey S. DeWitt  
Chief Financial Officer

**MEMORANDUM**

**TO:** The Honorable Phil Mendelson  
Chairman, Council of the District of Columbia

**FROM:** Jeffrey S. DeWitt  
Chief Financial Officer 

**DATE:** November 14, 2018

**SUBJECT:** Fiscal Impact State – District Historical Records Advisory Board  
Amendment Act of 2018

**REFERENCE:** Bill 22-842, Committee Print as shared with the Office of Revenue  
Analysis on November 5, 2018

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**Conclusion**

Funds are not sufficient in the fiscal year 2019 through 2022 budget and financial plan to implement the bill. The bill will cost \$196,780 in fiscal year 2019 and \$846,710 over the four-year financial plan.

**Background**

The bill establishes<sup>1</sup> the District Historical Records Advisory Board (DHRAB) to advise and make recommendations on the management, custody, and preservation of public records of historical value to the District of Columbia. DHRAB must also host information seminars, workshops, symposia, meetings, and forums on managing historical and permanently valuable records of the District. DHRAB is also tasked with raising funds from the National Historical Publication Records Commission and private sources to sponsor projects of historical value in the District. DHRAB must meet at least once annually and will consist of 14 voting members appointed by the Mayor.

The bill also requires DHRAB to develop a Public Records and Archives Action Plan by January 1, 2022. The plan must provide recommendations for the management, custody, and preservation of public records. DHRAB must use agency interviews and consultations with subject matter experts to inform the Action Plan's recommendations.

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<sup>1</sup> The District of Columbia Public Records Management Act of 1985, effective September 5, 1985 (D.C. Law 6-19; D.C. Official Code § 2-1701 et seq.).

The Honorable Phil Mendelson

FIS: "District Historical Records Advisory Board Amendment Act of 2018," Bill 22-842, Committee Print as shared with the Office of Revenue Analysis on November 5, 2018

### Financial Plan Impact

Funds are not sufficient in the fiscal year 2019 through 2022 budget and financial plan to implement the bill. The bill will cost \$196,780 in fiscal year 2019 and \$846,710 over the four-year financial plan.

The Office of Public Records (Office) in the Office of the Secretary will need additional funds to hire one Archivist to assist and implement the recommendations of DHRAB. The Office will also need to hire a Program Analyst to conduct best practice research, conduct interviews, and to publish a Public Records and Archives Action Plan. The Office will need additional nonpersonal services funds to purchase computers and materials needed to support the functions of DHRAB. Additionally, DHRAB will need funding to conduct community events required in the bill and to publish the action plan in fiscal year 2022. In total, the Office will need \$196,780 in fiscal year 2019 and \$846,710 over the four-year financial plan.

Bill 22-842, District Historical Records Advisory Board Amendment Act of 2018 Total Fiscal Impact					
	FY 2019	FY 2020	FY 2021	FY 2022	Total
Salary and Fringe <sup>(a)</sup>	\$176,780	\$182,090	\$187,550	\$193,180	\$739,590
Nonpersonal Services <sup>(b)</sup>	\$20,000	\$20,350	\$20,710	\$46,070	\$107,120
<b>Total</b>	<b>\$196,780</b>	<b>\$202,440</b>	<b>\$208,260</b>	<b>\$239,250</b>	<b>\$846,710</b>

Table Notes:

- a) Assume two Grade-12, Step-1 FTEs and a fringe rate of 19.6 percent. Assumes 3 percent growth to account for salary step increases.
- b) Assumes 1.75 percent cost growth to account for changes in the Consumer Price Index. Includes \$25,000 in fiscal year 2022 to publish the action plan.