Department of Planning and Budget
2019 Fiscal Impact Statement

1. **Bill Number:** SB1703

House of Origin	☒	Introduced	☐	Substitute	☐	Engrossed	
Second House	☐	In Committee	☐	Substitute	☐	Enrolled	

2. **Patron:**   Suetterlein

3. **Committee:** General Laws and Technology

4. **Title:**   Library of Virginia; disposition of official correspondence of the Governor.

5. **Summary:** Requires the Library of Virginia to catalogue and make accessible to the public all correspondence and other records required to be delivered by an outgoing Governor within one year of the delivery of such correspondence and records.

6. **Budget Amendment Necessary**: Yes. Item 236.

7. **Fiscal Impact Estimates:** Preliminary. See Item 8.

    7a. Expenditure Impact:

Fiscal Year	Dollars	Positions	Fund
2019	-	-	-
2020	$945,000	4	GF
2021	$410,000	4	GF
2022	$1,052,000	4	GF
2023	$410,000	4	GF
2024	$410,000	4	GF
2025	$410,000	4	GF

8. **Fiscal Implications:** The Library performs a multi-step process associated with record review and archival. The first step includes manual review of all received records in order to identify and redact information protected from public disclosure per the Virginia Public Records Act, as well as identifying and removing records that are not public and thus should not have been transferred to the Library for archival. In addition to manual review, the Library is currently participating in a project conducted by Waterloo University to develop an artificial intelligence tool to aid in identification and redaction of protected information. While this tool does reduce costs and time associated with redaction of protected information, it does not replace human interaction with records, and it is currently used by the Library at a cost of two cents per file.

    Once files have been vetted, and protected information has been redacted, files are converted from original format to PDF and, along with associated metadata, are loaded into the Library's digital asset management system. This work is currently performed by Library staff, but in order to expedite the processing time in accordance with this

legislation, the Library believes it would need to increase staff and contract with an outside vendor.

According to the Library, it would require four additional archivists to carry out the manual review processes described above, at a yearly cost of $410,000. Due to the qualifications and experience required for these positions, the Library would not be able to find adequate employees on a temporary basis at the end of each administration, rather these archivists would need to be hired on a permanent basis.

The vendor costs associated with the proposed legislation would depend on the volume of records transferred to the Library. Based on record volume from past administrations, and a consistent increase of such records over time, the Library estimates a cost of $384,000 for the artificial intelligence review and $258,000 for the PDF conversion and archival process, for a total of $642,000 in one-time contractual services associated with the end of the current administration in fiscal year 2022. The estimates for contractual services are subject to change, and the Library expects the current trend to increase, leading to a higher cost for each subsequent administration.

Though already an issue today, the Library believes it would need to clear the current backlog of gubernatorial records before addressing the provisions of this legislation. Following the procedures described above, and assuming the approval of funding for the four archival positions beginning in fiscal year 2020, the Library estimates an additional need of $320,000 in funding for the artificial intelligence tool and $215,000 for PDF conversion and archival, for a total of $535,000 in additional one-time contractual services to address the existing backlog in fiscal year 2020.

9. **Specific Agency or Political Subdivisions Affected:** Library of Virginia.

10. **Technical Amendment Necessary:** No.

11. **Other Comments:** Identical to HB 1702.