

## RECORDS MANAGEMENT

### Program Description

The Department of Records Management is responsible for providing imaging, micrographics, records storage, retention scheduling, and film vault storage services for all County Departments.

### Program and Services

- Accepting, scheduling, and storing all county records in accordance with State archival standards.
- Contracting imaging services for records classified as permanent or long-term retention.
- Providing record retrieval, copy, padding and duplication services.

### Significant Changes

Personnel costs reflect the impact of a 4% compensation adjustment, higher health care and workers compensation premiums. Operating and capital costs are increased because dollars previously budgeted in the Register of Deeds Department have been moved to Records Management.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Records Operator	12	2	2	2
Senior records Operator	13			
Records Center Manager	17	1	1	1
Mail Room Supervisor	17	1		
Mail Room Coordinator	16		1	1
<b>TOTAL</b>		<b>4</b>	<b>4</b>	<b>4</b>

RECORDS MANAGEMENT							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
<b>510 PERSONNEL SERVICES</b>							
*	91010 SALARIES	109,727	108,540	110,710	115,149	4,439	4.0%
	91011 OVERTIME	55	-	-	-	-	
*	91510 FICA	8,055	8,300	8,470	8,809	339	4.0%
*	91520 S C RETIREMENT	7,469	7,440	8,530	9,444	914	10.7%
*	91540 GROUP INSURANCE	15,973	16,010	20,030	25,270	5,240	26.2%
*	91550 WORKMENS COMPENSATION	342	290	390	521	131	33.5%
<b>* 510 PERSONNEL SERVICES</b>		<b>141,621</b>	<b>140,580</b>	<b>148,130</b>	<b>159,193</b>	<b>11,063</b>	<b>7.5%</b>
<b>520 OPERATING EXPENSES</b>							
*	92004 DUES-PROFESSIONAL	-	170	170	370	200	117.6%
*	92204 SOFTWARE DEVELOPMENT	-	-	-	600	600	
	92500 MILEAGE	-	-	-	-	-	
*	92704 COPIER EXPENSE	2,919	1,610	1,610	9,610	8,000	496.9%
*	92725 STORAGE BOXES	497	880	880	880	-	0.0%
*	92900 SUPPLIES-GENERAL	2,634	2,500	2,500	7,500	5,000	200.0%
*	92904 SUPPLIES & DEVELOPER	-	-	-	18,800	18,800	
*	93302 CONTRACT SERVICES	192,841	141,000	141,000	145,860	4,860	3.4%
*	93600 TELEPHONE/FAX	2,919	2,500	2,500	9,500	7,000	280.0%
*	94100 MAINTENANCE AGREEMENTS	-	670	670	14,870	14,200	2119.4%
<b>* 520 OPERATING EXPENSES</b>		<b>201,808</b>	<b>149,330</b>	<b>149,330</b>	<b>207,990</b>	<b>58,660</b>	<b>39.3%</b>
<b>530 CAPITAL OUTLAY</b>							
*	99311 EQUIPMENT LEASE	9,262	11,200	11,200	11,200	-	0.0%
*	99680 MISCELLANEOUS EQUIPMENT	-	-	-	37,990	37,990	
<b>* 530 CAPITAL OUTLAY</b>		<b>9,262</b>	<b>11,200</b>	<b>11,200</b>	<b>49,190</b>	<b>37,990</b>	<b>339.2%</b>
<b>* 09126 RECORDS MANAGEMENT</b>		<b>352,691</b>	<b>301,110</b>	<b>308,660</b>	<b>416,373</b>	<b>107,713</b>	<b>34.9%</b>