

# RECORDS MANAGEMENT

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

Beginning in FY 08, all Records Management personnel, operating, and capital expenditures will be captured in the Register of Deeds Department.

## Financial Information

DEPT NUMBER: 1-9126	RECORDS MANAGEMENT						
	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 07/08	\$ INC/DEC	% INC/DEC
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	RECOMM	ADOPTED	FY 08 - 07	FY 08 - 07
Personnel Services Expenditures	141,621	153,219	159,193	0	0	(159,193)	-100.0%
Operating Expenditures	201,808	247,494	207,990	0	0	(207,990)	-100.0%
Capital Expenditures	9,262	13,537	49,190	0	0	(49,190)	-100.0%
Other Expenditures	0	0	0	0	0	0	0.0%
<b>EXPENDITURE TOTAL</b>	<b>\$352,691</b>	<b>\$414,250</b>	<b>\$416,373</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$416,373)</b>	<b>-100.0%</b>

## Personnel Information

RECORDS MANAGEMENT	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08	FY 07/08	INC/DEC	EXEMPT
					RECOMM	ADOPTED	FY 08 - 07	(Y/N)
Records Center Manager	17	1	1	1	0	0	(1)	N/A
Mail Room Coordinator	16	0	1	1	0	0	(1)	N/A
Records Operator	12	2	2	2	0	0	(2)	N/A
<i>Other Positions</i>	<i>N/A</i>	1	0	0	0	0	0	N/A
<b>TOTAL, RECORDS MANAGEMENT</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>(4)</b>	

*\*Includes any changes made during FY 06/07*

## FY 08 Budget Highlights & Initiatives

The Records Management FY 08 Adopted Budget reflects the following changes and initiatives:

- **All personnel, operating, and capital expenditures are now recorded in the Register of Deeds Department.**