

RECORDS MANAGEMENT

Returning in FY 2011/2012, Records Management personnel, operating and capital expenditures will be accounted for once again in the Office of Records Management. This department is responsible for providing mail services for all County departments and related agencies, courier services, records management storage/disposal, and records delivery.

DEPT NUMBER: 1-9126	RECORDS MANAGEMENT					
FUNDING SOURCE(S)	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	FY 2011/12 BUDGET	INC/DEC FY 12 - 11
General Fund	0	(431)	0	0	807,982	807,982
EXPENDITURES						
Personnel Services Expenditures	0	0	0	0	240,127	240,127
Operating Expenditures	0	(\$431)	0	0	528,865	528,865
Capital Outlay	0	0	0	0	38,990	38,990
Other Expenditures	0	0	0	0	0	0
EXPENDITURE TOTAL	\$0	(\$431)	\$0	\$0	\$807,982	\$807,982
AUTHORIZED PERSONNEL	0	0	0	0	6	6

FY 2011/12 Budget Highlights & Initiatives

- Expenditures for this department have been part of the Register of Deeds budget for the past few years. This “reactivated” department includes 6 full-time slots and 40% of the Tax Collector’s salary.
- Personnel Services reflect the continued freezing of 1 Records Operator position for savings of \$31,549.
- In FY 2010/11 operating expenses totaled \$531,835, reductions to operating expenses for FY 2011/12 include the across the board reductions to Office Supplies, Mileage and Uniforms.

Goal:

To effectively and efficiently manage the records for all County departments including public records, mail, and disposed records

Objectives:

- Enhance interdepartmental cooperation across and among organizational functions in the scanning of county records to provide public access
- Streamline county courier and mail services in order to reduce annual expense by 15%
- Reduce storage needs by 20% by disposing of applicable records with expired retention schedules