



## Legal / Contractual Obligation

ORS 192 and OAR 166 outline public records mandates for the Records Officer, microfilm, imaging, storage, retention and access. Executive Rule 301 assigns the retention schedule function to the Records Management program.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$0	\$382,148	\$0	\$409,642
Contractual Services	\$0	\$32,757	\$0	\$25,000
Materials & Supplies	\$0	\$25,365	\$0	\$36,392
Internal Services	\$0	\$423,887	\$0	\$432,532
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$864,157</b>	<b>\$0</b>	<b>\$903,566</b>
<b>Program Total:</b>	<b>\$864,157</b>		<b>\$903,566</b>	
<b>Program FTE</b>	0.00	3.60	0.00	4.20

Program Revenues				
Other / Miscellaneous	\$0	\$864,157	\$0	\$903,566
<b>Total Revenue</b>	<b>\$0</b>	<b>\$864,157</b>	<b>\$0</b>	<b>\$903,566</b>

## Explanation of Revenues

Records Management is funded by an allocation system through the Distribution Fund. Total program costs are allocated based on each Department's share of the number of boxes stored, boxes brought into the Records Center (accessioned), and record actions performed in FY2013.

## Significant Program Changes

Last Year this program was: 78033 Records Management

No significant program changes.