

Legal / Contractual Obligation

ORS 192 and OAR 166 outline public records mandates for the Records Officer, microfilm, imaging, storage, retention, access and disposition. Executive Rule 301 assigns the retention schedule function to the Records Management program. Chapter 8.500 of the County Code defines additional responsibilities and obligations of the Records Management program.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$0	\$509,516	\$0	\$503,840
Contractual Services	\$0	\$31,500	\$0	\$54,850
Materials & Supplies	\$0	\$37,450	\$0	\$69,405
Internal Services	\$0	\$496,467	\$0	\$603,176
Capital Outlay	\$0	\$75,896	\$0	\$225,495
Unappropriated & Contingency	\$0	\$60,570	\$0	\$0
Total GF/non-GF	\$0	\$1,211,399	\$0	\$1,456,766
Program Total:	\$1,211,399		\$1,456,766	
Program FTE	0.00	5.20	0.00	5.20

Program Revenues				
Other / Miscellaneous	\$0	\$1,073,399	\$0	\$1,064,455
Beginning Working Capital	\$0	\$138,000	\$0	\$392,311
Total Revenue	\$0	\$1,211,399	\$0	\$1,456,766

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 FY2016.

Significant Program Changes

Last Year this program was: FY 2017: 78404 Records Management

Increase in capital equipment expenditures and HPRM software licenses.