

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	2018	2018	2019	2019
Personnel	\$0	\$503,840	\$0	\$639,767
Contractual Services	\$0	\$54,850	\$0	\$26,761
Materials & Supplies	\$0	\$69,405	\$0	\$117,831
Internal Services	\$0	\$603,176	\$0	\$727,665
Capital Outlay	\$0	\$222,173	\$0	\$0
Total GF/non-GF	\$0	\$1,453,444	\$0	\$1,512,024
Program Total:	\$1,453,444		\$1,512,024	
Program FTE	0.00	5.20	0.00	5.20

Program Revenues				
Other / Miscellaneous	\$0	\$1,061,133	\$0	\$1,277,794
Interest	\$0	\$0	\$0	\$3,300
Beginning Working Capital	\$0	\$392,311	\$0	\$230,930
Total Revenue	\$0	\$1,453,444	\$0	\$1,512,024

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 FY2017.

Significant Program Changes

Last Year this program was: FY 2018: 78404 Records Management