

**Division:** Fleet, Records, Distribution Services & Motor Pool

**Program Characteristics:**

**Program Description**

The Records & Archives Program ensures that County departments manage, protect, and dispose of public records in compliance with legal standards. This service helps build public trust by guaranteeing that all community members can use their right to inspect our government records. We directly support Focus Area 4 of the Strategic Plan and the County's Accountability value.

What we do:

-Access: We help the public and staff find historic records in person or online at any time. We retrieve files and return to their custodians from Records Center storage on request.

-Care: We digitize, arrange, and describe permanent historic records so that people can find them and perform activities to ensure survival of these records; write and maintain the County's records retention schedules so that staff and the public understand what is kept and for how long; and manage secure destruction of records with expired retention.

-Support: We provide tools and training for County staff on records management, answer questions about retention and legal requirements for records, and manage five countywide contracts for secure destruction, digitization, and microfilming.

The funds we receive provide Records Center storage and service, and assists IT and Departments to manage records electronically. Our Administrative and Archives costs are distributed by staff headcount, which allows every program access to services, regardless of their size. We make spending decisions by prioritizing accessibility, legal compliance, risk reduction, and upholding equity.

**Equity Statement**

We check our records to find whose stories are missing and why. We fill these gaps by updating our rules, collecting spoken histories, and fixing biased labels. To follow public records law fairly, we work to ensure that new records represent everyone and use easy-to-search descriptions. We update our retention schedules to save important historical stories forever, while making sure routine files are destroyed on time, ensuring our history is honest, clear, and open to all under public records law.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$0	\$1,181,870	\$0	\$1,184,788
Contractual Services	\$0	\$345,376	\$0	\$401,928
Materials & Supplies	\$0	\$170,800	\$0	\$177,507
Internal Services	\$0	\$1,215,265	\$0	\$1,204,578
Unappropriated & Contingency	\$0	\$290,232	\$0	\$296,567
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$3,203,543</b>	<b>\$0</b>	<b>\$3,265,368</b>
<b>Total Expenses:</b>	<b>\$3,203,543</b>		<b>\$3,265,368</b>	
<b>Program FTE</b>	0.00	7.00	0.00	7.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$2,911,870	\$0	\$2,967,404
Beginning Working Capital	\$0	\$290,232	\$0	\$296,567
Service Charges	\$0	\$1,441	\$0	\$1,397
<b>Total Revenue</b>	<b>\$0</b>	<b>\$3,203,543</b>	<b>\$0</b>	<b>\$3,265,368</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Percentage of eligible email and text accounts with expired retention destroyed in one department.	NA	NA	80%
Number of staff and public sessions initiated in the Digital Archives.	6,262	7,800	7,200