

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

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$0	\$1,181,870	\$0	\$1,184,788
Contractual Services	\$0	\$345,376	\$0	\$378,463
Materials & Supplies	\$0	\$170,800	\$0	\$172,102
Internal Services	\$0	\$1,215,265	\$0	\$1,230,318
Unappropriated & Contingency	\$0	\$290,232	\$0	\$296,567
Total GF/non-GF	\$0	\$3,203,543	\$0	\$3,262,238
Total Expenses:	\$3,203,543		\$3,262,238	
Program FTE	0.00	7.00	0.00	7.00
Program Revenues				
Other / Miscellaneous	\$0	\$2,911,870	\$0	\$2,964,274
Beginning Working Capital	\$0	\$290,232	\$0	\$296,567
Service Charges	\$0	\$1,441	\$0	\$1,397
Total Revenue	\$0	\$3,203,543	\$0	\$3,262,238

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
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